**St Michael’s Church of England Academy admission application form for 2021-22**

Please complete this form if you would like to apply for admission to the school. Applications will only be for the Reception Year Group in this academic year.

If you wish to express a preference for other schools as well as St Michael’s Church of England Academy, you must apply for them using the common application form provided by the Local Authority where your child lives.

For admission in the normal round intake for the beginning of the September term 2021, the national closing date for applications is 15 January 2021. You can apply after this date, but the application may be considered as late, after all received by the closing date.

Please read the admissions policy, including definitions, before completing this form.

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| **To be completed by the parent**  \* please delete as appropriate | | | |
| Full Name of child: | |  | |
| Date of birth: | \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ | | Male / Female\* |
| Home address (this must be the address where your child is normally resident. Evidence of address may be required)  Post code: | | | |
| Does your child have an Education, Health or Care Plan?  Yes / No\* | | Current or most recent school or education provision: | |
| Is this child in the Care of a Local Authority or was this Child in Care until adopted, made the subject of a child arrangements order or made the subject of a special guardianship order.  Yes / No\* | | If Yes, please give details | |
| Is this child the child of a member of staff employed at the school by the academy trust, been recruited to fill a skill-shortage area?  Yes / No\* | | If Yes, please name the member of staff | |
| Are there any reasons for your preference for admission to this school you wish to provide? | | | |
| Your name: | | Relation to the child: | |
| Your address (if different to the child’s address)  Post code: | | | |
| Daytime telephone number | |  | |
| Your email address | |  | |
| Do you have parental responsibility for the child?  (If you do not have parental responsibility, you cannot apply for admission)  Yes / No\* | | | |

**I confirm that the details in this application are accurate. I understand that if this application is unsuccessful, I may approach the Local Authority to seek an alternative school place.**

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| Signature: | Date:  \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ |

Please return this form to:

**Admissions Officer, Learning Academy Partnership, Suite 4, Zealley House, Greenhill Way, Kingsteignton TQ12 3SB or email it to admissions@lapsw.org**

Exceptional Social or Medical Need for Admission

To be completed only where a parent is seeking admissions priority on the grounds of exceptional need.

Parents who wish to have an Exceptional Social or Medical Need considered with their application (criterion 2) must submit independent professional evidence which explains clearly why it is essential to attend the school and no other school.

* For a normal round entry into Reception in September 2020, the evidence should be submitted by the closing date for applications of 15 January 2020.

Evidence submitted after the closing date may mean the application is considered as late.

Parents must also complete a Local Authority Common Application Form

(e.g. at [www.torbay.gov.uk/schools-and-learning/admissions/](http://www.torbay.gov.uk/schools-and-learning/admissions/))

* For an In-Year admission into any Year Group, the evidence should be submitted with the application. Parents must also complete a Torbay Common Application Form

Please read the school admissions policy, including definitions, before completing this form.

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| PART A – to be completed by the parent | |
| Full name of child |  |
| Date of Birth |  |
| School you are applying for **ST MICHAEL’S C OF E ACADEMY**  Please tick the box below if you believe there is an exceptional social or medical need for your child to attend this school. | |
| Criterion 2 | Priority will next be given to children based on their exceptional medical or social needs or those of their parents. |

**Extract from the school’s admissions arrangements:**

Exceptional social or medical need:

[This school gives] higher priority for children where there is an exceptional need to attend this school and not another school. The need must be specific to this school: a child may have very challenging circumstances that require additional support but if that support could also be provided at another school, there would be no exceptional need to attend this school. The exceptional need could be due to the parent’s circumstances. Exceptional need could include:

• A serious medical condition, which can be supported by medical evidence;

• Significant caring responsibilities, which can be supported by a social worker;

• Where one or both parents or the child has a disability that may make travel to another school more difficult, which can be supported by medical evidence.

These examples aren’t meant to be exhaustive or exclusive. Neither should it be assumed that similar circumstances would impact on different children and families in the same way.

• if there are medical reasons that make it essential for a child to attend this school, the parent must provide supporting information from a doctor, together with any other relevant information. This must make a compelling case as to why the child's needs or the parent’s can only be met here; a medical condition in itself will not automatically result in a place here. It isn’t essential for the doctor to name our school and we wouldn’t expect a doctor to have sufficient, specific knowledge of the school but the evidence should explain exactly what the child's needs are and what specialist support and facilities are required.

• for social reasons, parents must provide independent evidence from a relevant professional supporting the family. The supporting evidence must set out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. It isn’t essential for the professional supporting the family to have in-depth knowledge of our school but the evidence must explain exactly what the needs are and what specialist support and facilities are required.

Exceptional need for admission here will not be accepted on the grounds that:

• a child may be separated from a friendship group;

• parents wish to avoid a child from the current or previous setting;

• child-care arrangements before or after school would have to be changed;

• transport arrangements would have to be changed;

• there is a medical condition such as asthma that doesn’t require specialised treatment;

• the child has a particular interest or ability in a subject or activity.

Evidence from a relevant professional, independent of the family will be required in every case and should be made available in time for us to rank the application using the school’s oversubscription criteria. This should provide a reasoned and unequivocal opinion establishing why the child would suffer a significant detriment by not being admitted to this school. Evidence should be from a GP, consultant or other health care worker or social care officer working with the child. Without satisfactory supporting evidence, we will not prioritise an application as demonstrating exceptional need. We may seek our own advice to establish whether we are the only school that could meet a child’s needs.

Parents can indicate on a common application form that they believe there is an exceptional need for admission here. It isn’t expected that a parent will seek this priority at a school that was not named as the first preference. The onus is on parents to submit their supporting evidence and to provide further evidence if requested to do so. Parents who apply using a common application form from another LA without a tick box for exceptional need should put a note in the reasons for their preference that they are requesting exceptional need priority and provide the required supporting evidence.

If we accept that exceptional need has been demonstrated, the application will be prioritised under oversubscription criterion 2. This does not guarantee that a place will be available. Where we don’t agree that the need is exceptional, the application will be prioritised according to other oversubscription criteria.

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Nature of the supporting evidence you are submitting, provided by a relevant professional

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Evidence is attached Yes / No

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Name(s) and organisation(s) of the professional(s) providing supporting evidence

I confirm that I have submitted a Local Authority Common Application Form.

**Privacy and Data Protection:**

Your personal data is being used by the school, Torbay Council and Devon County Council’s Admissions Service for the purposes of an application for admission to school. We undertake to ensure your personal data will only be used in accordance with the privacy notice which can be accessed at <https://www.devon.gov.uk/privacy/privacy-notices/privacy-notice-for-school-admissions/>

Please confirm that you give your consent to the school and Council using your personal data as outlined in our privacy notice, by signing below. You have the right to withdraw your consent at any time. Should you wish to withdraw consent, please contact the Admissions Team at [admissions@devon.gov.uk](mailto:admissions@devon.gov.uk) or 0345 155 1019. If you wish to exercise any of your rights under the General Data Protection Regulations, please contact the Council’s Data Protection Officer at 01392 383000 or at [accesstoinformationsecure@devon.gcsx.gov.uk](mailto:accesstoinformationsecure@devon.gcsx.gov.uk)

For more information about Data protection, please contact the school or visit <https://new.devon.gov.uk/accesstoinformation/data-protection>.

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| Parent’s name |  | | Date |
| Please sign here | |  | |

Please return this form to:

**Admissions Officer, Learning Academy Partnership, Suite 4, Zealley House, Greenhill Way, Kingsteignton TQ12 3SB**

You can scan and email this form and accompanying evidence to the school [admissions@lapsw.org](mailto:admissions@lapsw.org) or to [admissions@devon.gov.uk](mailto:admissions@devon.gov.uk)