



ST MICHAEL'S CATHOLIC ACADEMY

ADMISSIONS POLICY FOR SEPTEMBER 2016

This admissions policy has been formally adopted by the Directors of the Carmel Education Trust for St Michael's Catholic Academy in the Borough of Stockton-on-Tees. The Directors of the Carmel Education Trust are the Admissions Authority and are responsible for determining the school's admissions arrangements.

The Trust intends to admit up to 196 pupils to Year 7 in September 2016. Under the Admissions Code 2014, should there be a demand to go beyond our published admission number the Directors, following consultation with the Local Authority, would consider going beyond their published admission number (see paragraph 1.4 of the Admissions Code 2014).

The Catholic partner primary schools with whom St Michael's works are:

- **St Joseph's RC Primary School, Billingham**
- **St John's RC Primary School, Billingham**
- **Our Lady of the Most Holy Rosary RC Primary School, Billingham**
- **St Joseph's RC Primary School, Norton**
- **St Paul's RC Primary School, Billingham**

These are referred hereafter as the partner primary schools.

In accordance with the School Admissions Code all admissions authorities must use the Equal Ranking System for the allocation of places. As the admissions authority, the Directors of the Carmel Education Trust will adopt Equal Ranking. Equal Ranking means that whilst parents can submit up to three preferences on their Common Application Form, in order of 1st, 2nd, 3rd ranking, the admissions authority must treat all preferences equally.

How and When to apply

Applications must be made on the Local Authority Common Application Form. If you are applying on a faith based criteria a supplementary form should also be completed and returned by the closing date set by the Local Authority. All forms must be returned by the closing date to the Local Authority.

Late applications – Any application received after the closing date will be accepted but considered only after those received by the closing date.

Oversubscription Criteria

Children who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted.

The other criteria drawn up by the Governors for admission to St Michael's Catholic Academy are in the following order:

(First priority in each category will be given to siblings (see additional note 3), that is, children who will have older siblings attending the Academy in September 2016).

1. Looked after Catholic children in the care of a Local Authority or children that were looked after by the Local Authority and immediately after that became subject to an adoption, child arrangements or special guardianship order (see note 2).
2. Catholic children who attend a Catholic Partner Primary School.
3. Catholic children who attend a another Catholic Primary School (see note 1)
4. Catholic children who attend another Primary School (see note 1)
5. Looked after children in the care of a Local Authority or children who were looked after by a Local Authority and immediately after that became subject to an adoption, child arrangements or special guardianship order (see note 2).
6. Children of a member of school staff (see note 6) who has been employed at the School for two or more years at the time at which application for admissions to the school is made.
7. Children who are baptised or dedicated members of other Christian Churches (see note 4) and attend a Catholic Partner Primary School.
8. Children of other Faith traditions (see note 5) who attend a Catholic Primary School.
9. Children who are baptised or dedicated members of other Christian Churches and do not attend a Catholic Primary School.
10. Children of other Faith traditions (see note 5) who do not attend a Catholic Primary School.
11. Other children who attend a Catholic Primary School.
12. Other children who do not attend a Catholic Primary School.

ADDITIONAL NOTES

1. Definition of a Catholic

Catholic Children are children who have been baptised as Catholics or have been formally received into the Catholic Church.

Catholic applicants in **Category 1 and 2** may be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church.

Catholic applicants in **Category 3** must provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church.

2. Definition of Children in the care of a Local Authority

A looked after child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order made under Section 46 of the Adoption and Children Act 2002.

A child arrangements order is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014.

A special guardianship order is an order appointing one or more individuals to be a child's special guardian or guardians (Section 14A Children Act 1989).

3. **Definition of Sibling**

Sibling refers to brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, where the child for whom the Academy place is sought is living in the same family unit at the same address as that sibling.

4. **Churches Together in England**

If applicants are seeking admission under **category 7 or 9**, they must provide a baptismal certificate and a letter confirming their church membership from their minister or faith leader

5. **Children of other Faiths**

If applicants are seeking admission under **category 8 or 10**, they must provide a letter of support to confirm their faith membership from their minister or faith leader, or suitable equivalent.

6. **Definition of Staff**

A member of staff includes all school staff who are under the direct employment of the Directors of Carmel Multi-Academy Trust and who work at St Michael's Catholic Academy.

7. **Tie-Breaker**

Pupils who live closest to a particular school measured in a straight line ("as the crow flies"). The school uses a Geographic Information System, known as GIS, to identify and measure the distance from the home to the school. The distance is measured electronically from a point of the school (this point will be the same for all applications) to a point of home (including flats). The GIS undertakes all measures in exactly the same way for every applicant, to ensure consistency and fairness.

8. **Right of Appeal**

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. This right does not apply if they are offered a place at the school but it is not in their preferred age group. Further details of the appeals process are available by writing to the Chair of Directors at the Academy address.

9. **Home Address**

It is the parental address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental address at the time of application. The address of child minders or other family members who may share in the care of your child should not be quoted as the home address.

10. **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. When such a request is made, the school will make a decision on the basis of the circumstances of each case and in the best interests of the child concerned, taking into account the views of the Headteacher and any supporting evidence provided by the parent, bearing in mind the age group the child has been educated in up to that point.

The process for requesting such an admission is to apply to the school in writing giving a clear explanation of why the request is being made. Once a decision has been made the Admission Authority will write to the parent(s) informing them of the decision and setting out reasons for such.

11. **Waiting Lists**

If your child has been refused admission, you can request that your child's name be placed on the waiting list. If places become available, we will consider all relevant applications based on the waiting list which will be maintained until 31 December 2016.