



The school's Christian vision

Our five core Christian values  
Trust, Honesty, Compassion, Respect and Kindness  
are centred on



'Do to others as you would like them to do to you.' (Luke  
6:13)

Through these values we inspire children to be the best they can be. Encouraging high aspirations and expectations that will allow them to achieve, explore, succeed and prepare for their own path through life.

# St Michael's CE VA Primary School

## Lyme Regis

### Admissions Arrangements

### 2024-2025

Signature of Headteacher:	<i>N Kiddle</i>
Signature of Governing body:	<i>D Wood</i>
Date ratified by the Governing Body:	30.01.2023
Next review date:	<b>Annual</b>



## St Michael's CE VA Primary School, Lyme Regis

Admissions Arrangements 2024-2025



### Introduction

Parents and their children are warmly invited to have a look around the school and the school website which contains lots of useful information to consider when deciding whether to start school for the first time at St Michael's or move here from another school.

These Admissions Arrangements are reviewed and published annually by the Governing Body of the school (the Admissions Authority). They take full account of the requirements of the 2014 School Admissions Code and the 2012 School Admission Appeals Code issued by the Department of Education under Section 84 of the School Standards and Framework Act 1998. These Admissions arrangements apply for the new Reception intake to the school in September 2024 and for in-year transfers during the 2024-2025 school year.

All documents used to inform these admissions arrangements are available in paper form from the school office and through the school website. School's Admission Code December 2014; School Admission Appeals Code February 2012 and Dorset In-Year Fair Access Policy.

This document sets out the Arrangements of St Michael's Church of England Voluntary Aided Primary School, Lyme Regis, with respect to Admissions. For the purposes of these arrangements, the Governing Body of St Michael's Primary School is the admission authority. Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils. Parents have the right to withdraw their children from the daily Christian act of worship and from Religious Education.



Parents who wish their children to be admitted to the school at the beginning of Reception Year (Normal Year of Entry), should complete the application available from the Local Authority or on-line via [www.dorsetforyou.com/schooladmissions](http://www.dorsetforyou.com/schooladmissions). Applications for places at the school for 4-year-olds to commence in September each year need to be received at the Local Authority by the deadline date in the Dorset Local Authority Coordinated Admissions Scheme. Following a decision on admission, parents/carers will receive written notification of the outcome in accordance with the co-ordinated scheme. Formal applications received after the deadline date will be in accordance with the coordinated scheme and be considered according to the priority criteria given in these arrangements. Parents/carers must not hold more than one offer of a school place.

Parents who wish their children to be admitted to the school at any point other than the beginning of the Reception Year should complete the application available from the school office. Following a decision on admission, parents/carers will receive written notification of the outcome in accordance with the governors' criteria set out in these arrangements. Parents/carers must not hold more than one offer of a school place.

Every year the governing body will review and publish information concerning the St Michael's Primary School's admission arrangements. This will confirm the maximum number of children to be accommodated in the school as a whole which is currently 189, the Published Admissions Number (PAN) which is currently 27 and explain how places will be allocated. Where there are more applications for admissions than places available at the school, places will be offered in accordance with the oversubscription criteria. Infant class size regulations apply to normal year of entry. These regulations require classes to be no bigger than 30 although the PAN may be lower.

In accordance with government legislation, the governing body will consult with the Diocesan Board of Education, the Local Authority, other local schools and relevant parents and groups in the local area annually in respect of the admissions arrangements.

### Aims

The overriding aim of these arrangements are that they should work for the benefit of all children and parents/guardians in our area. It should be simple to use and assist parents/guardians to take the best decisions on the preferred school for their children. It should contribute to improving standards for all pupils.

The school aims to provide a place for all children whose address is within the designated area, defined as being the area within the ecclesiastical boundaries of the parish of Lyme Regis as defined in the school's Trust Deed. The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. Evidence may be requested to show the address, for example: to which any Child Benefit is paid or at which the child is registered with a medical GP together with recent utilities bill, council tax bill or tenancy agreement. This evidence will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with parents with shared responsibility for each part of the week). Parents should not assume that a place will automatically be allocated to their child.

### Starting School

A full-time school place in the Reception class is available for children from the September following their 4th birthday. (i.e. children born between 01/09/19 and 31.08.20 will be admitted in September 2024) Parents can request that their child attends part-time until the child reaches compulsory school age.

Where an offer of a place is made to a child below compulsory school age, parents have the right to defer their child's entry to school until later in the school year. The place is held for that child and is not available to be offered to another child. Entry may not be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which admission is sought.

### Deadline for application

Applications for Reception Year entry for the academic year starting September 2024 need to be formally registered with the Local Authority by the date stated on the Common Admission Form for consideration by the admission authority.

St Michael's Church of England (VA) Primary School cannot guarantee places for children when there are no places available as a result of late applications for the normal year of entry or any application that relates to a different year group.

The Governors have set a maximum class size of 30 pupils in Foundation and Key Stage 1 and 33 pupils in Key Stage 2. The maximum of 33 pupils in a Mixed Aged Key Stage 2 Class will only be allowed if the level of children with additional needs is deemed within our PAN but allows the school to offer places to those children and families who move to the area and who meet the admissions criteria without the requirement to engage in the Appeals process. Following a decision on admission, parents/carers will receive written notification of the outcome from the Local Authority. The date of posting of this notification is given in the Dorset Local Authority co-ordinated scheme. The date usually given is late in the Spring Term preceding the child's admission.

Late applications, i.e. those received after the deadline for the normal admissions round, will be considered in line with the Local Authority co-ordinated scheme. Formal applications received after the deadline date will not be considered until after all of those which were received on time have been processed. They will then be considered according to the priority criteria given in this policy. In these cases, written notification will be given as soon as possible after the applications have been received according to the timetable outlined in the Local Authority Coordinated Admissions scheme. Parents/carers must not hold more than one offer of a school place.

### Waiting Lists

Applications for 2024-2025 entry outside the normal admissions round should be made directly to the school. The governors will process the application according to the Admissions Arrangements and will inform the parents and the LA of the outcome.



If the school is oversubscribed for children due to start in 2024-2025 a waiting list will be maintained. The position on the list will be determined by applying the published over-subscription criteria and not by date of receipt. This may mean a position will change if a later application is received from someone with higher priority according to the over-subscription criteria. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.

Names will only be removed from the list if a written request is received, or if the offer of a place that becomes available is declined. The waiting list will close on 31 March 2024. Under these arrangements, children who are the subject of a direction by a local authority or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over any child on the waiting list.

### Multiple Births

If there are insufficient places to accommodate all the children of a multiple birth (i.e. twins, triplets etc.) the parents of the children will be asked to nominate the child or children to take up the available number of places. However, where possible the school will admit the other children even if this exceeds the PAN.

### Applications outside the normal admissions round

Applications for 2024-2025 entry outside the normal admissions round should be made directly to the school. The governors will process the application according to the Admissions Arrangements and will inform the parents and the LA of the outcome.

### Policy

The admissions arrangements of St Michael's Primary School are, while there are adequate places, to offer a place to all applicants irrespective of gender, religion, ethnicity or country of origin, disability or academic ability.

Admissions are subject to any constraints upon the school by the relevant authority (Salisbury Diocese, DCSF, Local Education Authority).

*Where St Michael's Primary School is named in a child's Educational Health Care Plan, the governing body recognises a duty to admit the child to the school.*

### Over-subscription Criteria

Where more applications have been received than places available or where to admit would conflict with the school fulfilling class size legislation, the following priorities shall apply in order:

#### *1. LOOKED AFTER CHILDREN*

Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

#### *2. VULNERABLE CHILDREN*

a.) children of families with confirmed refugee status

- b.) children with a medical condition where written evidence is available from a senior clinical medical officer and the child's general practitioner or specialist showing that it would be detrimental to the child's health not to admit him/her to this school rather than any other. Details of this must accompany the initial application.
- c.) children with a parent who has a disability which would make travel to a school further away more difficult than to this one. Evidence from a registered health professional such as a doctor or social worker will be required. Details of this must accompany the initial application.

*LIVING WITHIN THE SCHOOL'S DESIGNATED AREA (see Appendix 1.):*

### *3. SIBLINGS*

A child is considered in this category if an older sibling is attending the school at the deadline date, **and will continue to do so when the sibling is admitted**, and where the child lives within the designated area at the same address as the older sibling. Step, half and foster siblings and siblings of co-habiting partners are included in this category, as well as the children of couples who have registered a civil partnership.

### *4. PRACTISING CHRISTIANS*

Children who are regular worshippers at an Anglican church and who reside within the school's designated area – attendance certified in writing by the Vicar. [Applicants need to complete a supplementary information form available from the office at St Michael's Primary School.]

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<sup>1</sup> An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is as 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. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

<sup>2</sup>

('Regular' is defined as attendance of a minimum of 10 Acts of Worship in a year)

In the event that during the period of a year specified for attendance, the church has been closed for public worship and has not provided alternative premises for that worship, the requirement for attendance at worship will be reduced by one for each month or part month that the church has been closed for public worship and has not provided alternatives premises for that worship.

### *5. OTHER PRACTISING CHRISTIANS*

Children who are regular worshippers at another Christian Church and who reside within the school's designated area – attendance certified in writing by the Priest or Minister. [Applicants need to complete a supplementary information form available from the office at St Michael's Primary School.]

Recognised Church or Religious Group means a church that is the same denomination as (or is in fellowship with or partnership with) a member of:

Churches Together in Britain and Ireland (see [ctbi.org.uk](http://ctbi.org.uk)); the Evangelical Alliance (see [eauk.org](http://eauk.org)); the Fellowship of Independent Evangelical Churches (see [www.fiec.org.uk](http://www.fiec.org.uk)); Affinity fellowship of Churches (see [www.affinity.org.uk](http://www.affinity.org.uk)).



## 6. OTHER CHILDREN

Children resident within the designated area who do not qualify under one of the criteria above.

*LIVING OUTSIDE THE SCHOOL'S DESIGNATED AREA (see Appendix 1.):*

## 7. SIBLINGS

A child is considered in this category if an older sibling is attending the school at the deadline date, and will continue to do so when the sibling is admitted, and where the child lives outside the designated area at the same address as the older sibling. Step, half and foster siblings, siblings of co-habiting partners are included in this category, as well as the children of couples who have registered a civil partnership.

## 8. PRACTISING CHRISTIANS

Children from outside the designated area who are regular worshippers at an Anglican church – attendance certified in writing by the Vicar. [Applicants need to complete a supplementary information form available from the office at St Michael's Primary School.] ('Regular' is defined as attendance of a minimum of 10 Acts of Worship in a year)

## 9. OTHER PRACTISING CHRISTIANS

Children from outside the designated area who are regular worshippers at another Christian Church – attendance certified in writing by the Priest or Minister. [Applicants need to complete a supplementary information form available from the office at St Michael's Primary School.]

Recognised Church or Religious Group means a church that is the same denomination as (or is in fellowship with or partnership with) a member of:

Churches Together in Britain and Ireland (see [ctbi.org.uk](http://ctbi.org.uk)); the Evangelical Alliance (see [eauk.org](http://eauk.org)); the Fellowship of Independent Evangelical Churches (see [www.fiec.org.uk](http://www.fiec.org.uk)); Affinity fellowship of Churches (see [www.affinity.org.uk](http://www.affinity.org.uk)).

## 10. OTHER CHILDREN

Children resident outside the designated area who do not qualify under one of the criteria above.

If the school is oversubscribed in criterion 3 then criteria 4 & 5 in priority order will be used as the determining factors. If the school is oversubscribed in criterion 7 then criteria 8 & 9 in priority order will be used as the determining factors. If too few places are available to satisfy preferences expressed within any of the priority order categories given above, places will be allocated on the basis of the child's closeness to the school (defined by straight line measurement using a Geographical Information based system which identifies the home address, the school building and calculates the distance between the two locations – see footnote).

If applications cannot be determined as above, the drawing of lots will be undertaken by an independent person. A deadline date is given for parents to accept the place offered. Parents will be asked to reply to the the School. If they do not respond by this date it will be assumed that the place offered has been declined.

### Exceptional Circumstances

Once an offer of a school place has been made, it may only be lawfully withdrawn in very limited circumstances, which include an offer of place based upon a fraudulent or misleading application. Where an offer of a place is withdrawn, the application will be considered afresh, and a right of appeal offered if an offer of a place is refused.

### Appeals Procedure

Parents have a right of appeal to an independent panel against the decision of the Governing Body to refuse application for a school place. Details of the appeals procedure are sent out with all refusal letters.

Those making an appeal will receive at least 10 school days notice of their appeal hearing. Where possible decision letters are sent out within 5 days of a hearing.

#### *The Admissions Appeals Timetable – Reception Class*

The deadline for submitting appeals allows appellants at least 20 school days to prepare and submit a written appeal. The appeal must then be heard within 40 school days for the normal round and within 30 school days for in-year admissions.

*Enquiries about this policy should be addressed to: The Clerk to the Governing Body,  
c/o: St Michael's CE VA Primary School, King's Way, Lyme Regis, Dorset DT7 3DY.*

*Note: Subject to the above policy and the relevant appeals procedure, decisions regarding admissions will be the responsibility of the Governing Body / Academy Trust.*

### Footnote

The use of the "straight line" measurement method applies to the allocation of places only. It will not be used to determine transport entitlement, where it is a legal requirement to measure by the nearest available walking route.