ADMISSIONS POLICY 2026/27

Date	Coordinator	Nominated Governor
January 2025	School	J. Arkwright

Introduction
This document sets out the policy of St. Michael's Church of England Voluntary Aided Primary School with respect to admissions. For the purposes of this policy, the Governing Body of St. Michael's 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.

Aims
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. Every year the governing body will review and publish information concerning the St. Michael's School Admissions Policy. This will confirm the maximum number of children to be admitted to the school as a whole, the Pupil Admissions Number (PAN) which is currently 30 and explain how places will be allocated.

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 Aldbourne (designated area means the area of benefit as defined in the school's Trust Deed). A map of the designated area may be viewed at the school.

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 admission 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.

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

September 2026 Admissions
The September admissions are for children who are starting school for the first time. Parents will be able to make an online application. If an online application has been submitted, a written application is not necessary. The online facility will be available from 1st September 2025 up until the deadline of 15th January 2026.

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Please see the following timetable of dates for September 2026 intake:

- **15th January 2026 (Midnight)** – First round applications to be received by Wiltshire Council
- **16th April 2026** - Parents or Guardians will receive written notification of the outcome from the Local Authority (or will be able to check online for an update if the application online).
- **30th April 2026** - Offers of a school place should be accepted.

Late applications:
Second round applications received between 16th January 2026 and 26th April 2026 will be considered alongside any applicants who were refused in the first round and notification will be sent out on 26th May 2026.

Third round applications received after 27th April 2026 will be considered alongside any applicants who were refused in the first and second rounds and notification will be sent out during June/July 2026.

Any applications received by the LA after 25th July 2026 which express a preference for an Aided, Foundation School or an Academy will be forwarded to the school within two school days of receipt at which time the process for in-year applications will apply.

If the school is oversubscribed for children due to start in the Reception Year in September 2026 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 will 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.

The Governors have agreed to the statutory limit of a maximum class size of 30 pupils in Key Stage 1. If the class is over-subscribed or would exceed the maximum number of 30, there are certain exceptions which may be considered; Children with an Education, Health and Care Plan (EHCP), Service children, children of multiple birth (i.e. triplets) or children resident within the village boundary.

Starting in Reception September 2026
A school place is available in September 2026 for children whose fourth birthday falls between 1st September 2025 and 31st August 2026.

School governors have the discretion to determine whether attendance should be full-time or part-time during the term before children attain the age of 5 (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.

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/PREVIOUSLY LOOKED AFTER CHILDREN
A "looked after child" or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a results of being adopted. A looked after child is a child who is (a) in the care of a local authority, or

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(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).

2. VULNERABLE CHILDREN

i. children of families with confirmed refugee status

ii. Children with a medical condition or disability 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 the school rather than any other. Details of this must accompany the initial application.

iii. Children where either parent has a disability which would make travel to a different school difficult. Evidence from a registered health professional such as a doctor or social worker will be required. Details of this must accompany the initial application.

3. SERVICE CHILDREN

Applications from service personnel moving into Wiltshire will be considered in advance of a non-service family moving into the county if necessary. Where possible, an application must be included in the normal admission round.

An official letter, such as a posting notice or letter of support from the Commanding Officer should be sent to the admissions team.

4. CHILDREN OF STAFF

Priority may be given to children of staff in either or both of the following circumstances:

a) Where the member of staff has been employed at the school for two or more years at the time at which the application for the admission to the school is made, and/or

b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

LIVING WITHIN THE SCHOOL'S DESIGNATED AREA AS DEFINED ABOVE:

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

6. PRACTISING CHRISTIANS

Those children from within the designated area who are regular practising Christians, of whatever denomination *(*defined as attendance once a month at least twelve months prior to application*.)*, at a recognised church or religious group (a recognised church is one that subscribes to the Churches Together in Britain and Northern Ireland). Confirmation of status will be requested from the relevant priest/pastor.

7. 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 AS DEFINED ABOVE:

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8. 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. Sibling refers to brother or sister, half 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 school place is sought is living in the same family unit at the same address as that sibling.

9. PRACTISING CHRISTIANS

Those children from outside the designated area who are regular practising Christians, of whatever denomination, *(*defined as attendance once a month at least twelve months prior to application), at a recognised church or religious group (a recognised church is one that subscribes to the Churches Together in Britain and Northern Ireland). Confirmation of status will be requested from the relevant priest/pastor.

10. OTHER CHILDREN

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

Policy

The Admissions Policy of St. Michael's Primary School is, 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. This school participates in the Local Authority's Fair Access Protocol.

Admissions are subject to any constraints upon the school by the relevant authority (Salisbury Diocese, Dept. for Children, Schools & Families, and Local Authority).

Where this school is named in a child's Statement of Special Educational Needs, the governing body recognises a duty to admit the child to the school.

Multiple Births - We will endeavour to accept siblings born at the same time (e.g. twins, triplets etc). In accordance with paragraph 2.15 of the School Admissions Code 2014, twins and multiple births will be classed as permitted exceptions to the Infant Class Size Regulations. However, 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.

Grounds of faith - Where parents wish to be given preference on the grounds of their faith within their application for a place at this school they should complete the school's supplementary application form which is available from the school office. This form must be completed and returned to the school together with all documentary evidence by 15th January 2026 if it is to be considered during the admissions process.

If the school is oversubscribed within any category above, the straight-line distance from the child's home address to the school will be used as the determining factor. Distances will be measured according to the Ordnance Survey eastings and northings for the child's home address and the school. Those living closer to the school will be given priority.

If two or more children with the same priority for admission, live an indistinguishable distance from the school, but cannot all be admitted, then the available places will be decided by the casting of lots by someone independent of the school or the Local Authority.

Registration at any nursery or pre-school unit will **not** be considered as a criterion for over-subscription and no priority will be given to such children even if the pre-school is linked to the school.

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Parents must accept the offer by the date set out in the Local Authority Co-ordinated Primary School Admission Scheme. Parents will be asked to reply to the Local Authority. If they do not respond by this date it will be assumed that the place offered has been declined.

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 place is withdrawn, the application will be considered afresh, and a right of appeal offered if an offer of place is refused.

In-year transfers
Moving your child to a different school during the school year is known as an in-year transfer.

Applications for an in-year transfer to St Michael's school should be made to the School Admissions Team, County Hall, Bythesea Road, Trowbridge, BA14 8JN whether you live in Wiltshire or outside of the area. An application cannot be completed online but can be downloaded from here http://www.wiltshire.gov.uk/schools-learning-forms-guides-policies. The form should be returned to admissions team at County Hall.

Applications from service personnel moving into Wiltshire will be considered in advance of a non-service family moving into the county if necessary. Where possible, an application must be included in the normal admission round.

An official letter, such as a posting notice or letter of support from the Commanding Officer should be sent to the admissions team however, a place cannot be guaranteed.

The governing body will make the decision and the Wiltshire school admissions team will write to you within 20 school days with the decision.

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.

Enquiries about this policy should be addressed to:
Mr. Scott Room
Chair of Governors
St. Michael's C of E (Aided) School
Back Lane, Aldbourne, Wiltshire. SN8 2BP

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

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