

# **St Michael's Church of England High School Determined Admission Arrangements 2024-25**

## **Making an application**

Applications for admission to the school should be made on the common application form enclosed with the Local Authority's brochure between 1 September 2023 and 31<sup>st</sup> October 2023 for admission to the school in September 2024. It is not normally possible to change the order of your preferences for schools after the closing date. Those applicants wishing to be considered under faith criteria should complete the Diocesan Church of England supplementary form by 31<sup>st</sup> October 2023.

Parents must complete the Local Authority application through the online system provided for admissions. Parents who wish their application to this church school to be considered against the faith criteria should also complete the school's supplementary form and return to St Michael's CE High School by 31<sup>st</sup> October 2023. If the school is oversubscribed, a failure to complete the supplementary form may result in your application for a place in this school being considered against lower priority criteria as the Governing Body will have no information upon which to assess the worship attendance.

**N.B. Applications may be made online by using the common application form but the diocesan supplementary form must be completed and sent to St Michael's CE High School by 31<sup>st</sup> October 2023.**

Parents will be informed by the Local Authority whether or not their child has been allocated a place on 1 March 2024. Parents of children not admitted will be offered an alternative place by the Authority and given information on waiting lists and the appeal process.

## **Admission procedures**

Arrangements for admission have been agreed following consultation between the Governing Body, the Diocesan Board of Education, Local Authorities and other admission authorities in the area.

**The number of places available for admission to Year 7 in the year 2024 will be a maximum of 225.**

The Governing Body will not place any restrictions on admissions to Year 7 unless the number of children for whom admission is sought exceeds their admission number. The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority notifies parents of the result. In the event that there are more applicants than places, after admitting all children with an statement of educational need naming the school, the Governing Body will allocate places using the criteria below which are listed in order of priority.

**1 (a) Children in public care and previously looked after children.** This includes any "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 'Looked after' means that the child was (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. This criteria also includes looked after children and all previously looked after 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.

1 (b) Children with special medical or social circumstances affecting the child where these needs can only be met at this school. *Professional supporting evidence from eg a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why the school in question is the most suitable school and the difficulties which would be caused if the child had to attend another school.\**

2.1 Parent or child is a regular fortnightly worshipper at a foundation church listed below which has membership of Churches Together in England or the Evangelical Alliance. Regular fortnightly worship attendance is defined as a minimum of twice per month for a period of no less than 2 years up to the 1<sup>st</sup> September in the year of application for admission to the school. (*Two year period applies to Sept 2021 – Sept 2023*). The governors will request confirmation of this from the relevant clergy or church officer. Within criterion 2.1 first priority will be given to siblings of pupils who are on the school roll at the date of application and on the date of admission (1<sup>st</sup> September 2024). \*

**Foundation churches served by the school:**

<i>Adlington St Paul</i>	<i>Chorley St Peter</i>
<i>Brindle St James</i>	<i>Coppull Parish</i>
<i>Charnock Richard Christ Church</i>	<i>Coppull St John</i>
<i>Chorley All Saints</i>	<i>Euxton Parish</i>
<i>Chorley St George</i>	<i>Heapey St Barnabas</i>
<i>Chorley St James</i>	<i>Whittle le Woods St John</i>
<i>Chorley St Laurence</i>	<i>Withnell St Paul</i>

2.2 Parent or child is a regular fortnightly worshipper at another Christian church with membership of Churches Together in England or the Evangelical Alliance.

Regular fortnightly worship attendance is defined as a minimum of twice per month for a period of no less than 2 years up to the 1<sup>st</sup> September in the year of application for admission to the school. (*Two year period applies to Sept 2021 – Sept 2023*). The governors will request confirmation of this from the relevant clergy or church officer. Within criterion 2.2, first priority will be given to siblings of pupils who are on the school roll at the date of application and on the date of admission (1<sup>st</sup> September 2024).\*

During the COVID19 pandemic, churches and other religious buildings have been closed by law for public worship and for other uses. Since the schools oversubscription criteria includes church attendance, the following variation applies:

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

3 Children who have a sibling attending the school on the date of application and on the date of admission. Siblings include step, half, foster, adopted brothers and sisters living at the same address.\*

4 Other children\*

**NOTE:**

***\*Where there are more applicants for the available places within a category, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where the cut off point is for addresses within the same building, then the single measure between address points will apply and the Local Authority's system of a random draw will determine which address(es) receive the offer(s).***

**The list of Churches can be found on the Churches Together in England website at [cte.org.uk](http://cte.org.uk), and for the Evangelical Alliance at [eauk.org](http://eauk.org); lists are taken as on 1<sup>st</sup> September 2023 . Churches in membership of the equivalent bodies in Northern Ireland, Scotland and Wales are also accepted. Members of the Evangelical Alliance can be found on the website [www.eauk.org](http://www.eauk.org)**

***For the avoidance of doubt, matters which the governors do not take into account in the allocation of places include the following:***

- a) Attendance at a church school***
- b) Attendance at church as part of normal school activity***
- c) Whether a child is confirmed or being prepared for confirmation***
- d) Whether a child is baptized***
- e) Academic abilities***

### **Late applications for admission**

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

### **Waiting list**

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list if they have notified Lancashire County Council that they wish to do so. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

This waiting list will operate until the 31<sup>st</sup> December of the relevant year.

### **Address of pupil**

The address used on the school's admission form must be the current one at the time of application, ie the family's main residence. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings. If there is any doubt about this, then the address of the Child Benefit recipient will be used. Parents may be asked to show evidence of the claim that is being made for the address, e.g. identity cards of various sorts showing the child's address as the one claimed. Where there is dispute

about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP, Council Tax Office, Electoral Registration Officer, utilities provider. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

### **Non routine/In-year admissions**

In-year admission is the process of applying for a school place during the school year. Any applications for the intake made after the start of the autumn term will be treated as an in-year application. The in-year admission process is managed by the school. Parents are required to complete the in-year application form, which is available from the school website. Where a place cannot be secured, parents will be offered a legal right of appeal to an independent appeal panel. Lancashire County Council administers the appeals process on behalf of the school. Parents can complete the school's [appeal form](#) on Lancashire County Council's website.

### **Appeals for routine admissions**

Where the governors are unable to offer a place because the school is over-subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents should notify the clerk to the governors at the school by 30<sup>th</sup> April, 2024.** Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. **You will normally receive 14 days' notice of the place and time of the hearing. Where possible, the appeals will be heard in person although some are now heard through a digital format.**

**Please use the Local Authority weblink for appeals: [Lancashire County Council Admission Appeals](#)**

### **Fraudulent applications**

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

**Twins/Triplets etc..** Where there are twins wanting admission and there is only a single place left within the admission number, then the Governing Body will exercise as much flexibility as possible. If places for twins or all triplets, etc cannot be offered, the family will be advised accordingly. This may also apply to siblings who are in the same year group. If only a single place can be offered for twins, then the Local Authority's system for a random draw will decide which pupil receives an offer.



St Michael's Church of England High School  
*A Church of England Academy*

**Supplementary Form**

**Admission to Church of England schools September 2024**

**To be completed by the parent/guardian**

<b>Child's Surname</b>	
<b>Child's Christian name(s)</b>	
<b>Child's date of birth</b>	

<b>Name of parent/carer</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Telephone</b>	
<b>Mobile</b>	
<b>E-mail</b>	

Are you applying for a place under any of the following:

- Special social/medical needs\*
- Parent/child faith commitment
- Sibling in school – please give their name(s):

(you may tick more than one box)

If you are applying on faith grounds, please complete the following:

Parent/carer/child regularly attends:

Name of church	
Name of vicar/minister	
Address of church	
Post code	
Telephone	
Email	

(This named person will be contacted in order to verify your church attendance)

**Signed:**

**Date:**

**PLEASE RETURN THIS COMPLETED FORM TO THE SCHOOL NO LATER THAN 31 OCTOBER 2023 [admissions@saint-michaels.lancs.sch.uk](mailto:admissions@saint-michaels.lancs.sch.uk)**

**\*Special Medical or Social Circumstances.** For further clarification see oversubscription criteria 1(b) on p2 of the Admissions Arrangements.

# St Michael's Church of England High School

*A Church of England Academy*

Please confirm whether the parent or child named below has attended public worship at this church for a minimum of twice per month between September 2021 and September 2023, except during the period(s) of church closure.

Church name.....

Period(s) of church closure .....

<b>Name of child</b>	<b>Fortnightly Attendance* Y/N</b>	<b>No attendance to your knowledge</b>	<b>Parent or child attends</b>	<b>Comments (Attendance between September 2021 – September 2023)*</b>

*\*Except during the period(s) of church closure.*

Please be aware that these responses may be required by Lancashire County Council in the event of an appeal hearing.

I confirm that the above church is a member of the following:

Signature ..... Name ..... Date .....

Position in church .....