



# **St Michael's Catholic School**

**Whole School Admissions Policy for  
the Academic Year 2024/25**

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Admissions information and criteria for admission for Reception, Year 7, 6th Form and in year applications; **Appendix A** for St Michael's Catholic School Aylesbury Satellite and **Appendix B** for Nursery admissions. **Appendix C** is the instructions for in year transfer applications and **Appendix D** is the list of the definition of terms used in the Policy.

## 1. Basic Information

St Michael's Catholic School is promoted by the Diocese of Northampton and is maintained by Buckinghamshire Local Authority. St Michael's Catholic School does not have a specific catchment area.

The Governing Body is responsible for determining and administering the policy relating to the admission of pupils to the school. It is guided in that responsibility by the requirements of the law, the advice of the Diocesan Trustee, and its duty to the school and the Roman Catholic community. The ethos of St Michael's Catholic School is based on Christian Gospel values and the teachings of the Roman Catholic Church. We ask parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Roman Catholic faith to apply for and be considered for a place here.

## 2. Applying to a Catholic School or another faith school

Applying to a Catholic School is different to applying to another local school. In Buckinghamshire faith schools like ours have a supplementary requirement for admission. This is similar to the manner in which entry is gained to the Grammar Schools. To attend a Grammar School In Buckinghamshire you must sit the Transfer Test Examination and then attain a set score on the test to be considered for entry. To attend St Michael's and other Catholic and faith schools, you must complete a Supplementary Information Form.

The Supplementary Information Form (SIF) is a document that assesses the faith of the child applying for a school place. It does not assess the faith of the parents, this is particularly important where parents may be of a mixed faith heritage, but the child has been brought up in one church.

In a Catholic School, Catholic children are given priority entry to the school. Catholic children are broken down into those who are practicing with support from their Parish Priest and those who are Baptised, but may not be practising. The Supplementary Information Form and the child's Baptismal Certificate (not the parents) are then used to ensure the child is Baptised into the Church and if they attend Mass regularly.

For other Christian Faiths and other faiths, a signed Supplementary Information Form is required to demonstrate that that child (not the parents) is a member of that faith and that they practice their faith. It is important to note that the Church you attend must be part of Churches Together in Britain and Ireland, in order for us to recognise it as a Church for admissions at this criterial level.

Parents who do not practice a faith or have no faith can complete a Supplementary Information Form. This is important as it demonstrates that a parent or parents and the child are happy to be educated in the Catholic faith, to attend Religious Education lessons and sit GCSE's in Religious Education, to attend Mass and Collective Worship.

Catholic Schools have the right to insist on a Supplementary Information Form as a result of the agreements made between the Church and the Government in the 1944 Education Act, which fostered an agreement that brought Catholic Schools under the auspices of the Government. Upto that point, all Catholic Schools were independent institutions. As part of the agreement, Catholic Schools can have selective entry for Catholics and pupils of other faiths, have 10% of the curriculum from Early Years to GCSE set aside for Religious Education as a compulsory

subject for all pupils attending the school, and 5% of the Sixth Form curriculum set aside for compulsory Religious Education instruction, but not examinations. We are also permitted to have a Catholic ethos approach to PSHCE, Assemblies and to suspend the curriculum for religious events such as Mass, Liturgy or Collective Worship.

In return some aspects of our school differ from other state schools. We have a separate Ofsted inspection of our Catholicity called a Section 48 Inspection that takes place every 5 years with a one day interim visit half way through this period. This means that we have two Ofsted inspections on average every four or five years in comparison to one, at other schools. Our funding is also different. Catholic Schools only receive 90% of Capital funding, both in direct funding and in development funding for our buildings that we can bid for. The remaining 10% must be funded through parental contributions, we cannot use our budget share for this cost. Unlike other schools, we also have to pay the full rate of VAT on all renovation building work at school at the full 20% national rate. This is a cost other schools do not have.

It is for the reasons stated above, that a Supplementary Information Form is a required part of our admission process and failure to return a completed Supplementary Information Form and the associated documents required, may result in your child not being offered a place at St Michael's. This is required for all family members including separate forms for twins and siblings of children in older year groups.

Supplementary Information Forms and other evidence such as Baptismal Certificates, must be returned in hard copy only, no electronic (email) copies will be accepted. Hard copies of the Supplementary Information Form and other documents must be hand returned or posted to the school office where a receipt will be issued for the parent. Our preference is for parents to hand deliver the Supplementary Information Form, **to the school and not to Buckinghamshire Council**. Supplementary Information Forms that are sent to the Council will not be considered. The majority of our annual appeals for a school place are as a result of parents not knowing about the Supplementary Information Form process. It is highly recommended that you contact the school with any questions at your earliest convenience and attend our Open Events.

### 3. Statutory and Non-Statutory admissions

A child who secures a Reception Class place at St Michael's Catholic School at the High Wycombe Campus, has a school place up to the end of year 11 (GCSE) and the child does not need to apply for a secondary school place at St Michael's High Wycombe Campus. For any year 6 High Wycombe pupils wishing to attend the Aylesbury Campus for Year 7, they will need to complete an in year transfer request for their place at the Aylesbury Campus.

Children attending the St Michaels Nursery at the High Wycombe Campus, are not automatically entitled to a Reception Class place at St Michael's primary phase at High Wycombe. This is because Nursery places are not statutory.

Children finishing GCSEs are not automatically entitled to a place at St Michaels Sixth Form at the high Wycombe Campus. Pupils must apply for a place in the spring term and are interviewed and offered a provisional place. Final offers for places at the sixth form are based on academic performance at GCSE examination. The Sixth Form has a non-denominational entry and Catholicity does not provide any guarantee of a place. This is because Sixth Form/Post-16 education is not statutory, children can choose many educational routes post-16.

### 4. Cross Campus Transfers.

St Michael's pupils who wish to move between campuses are given priority over all other pupils on our in year waiting lists. However, parents must complete an In Year Transfer Form. Places will only be allocated for cross campus transfers if a school place becomes available at the requested campus.

## 5. Published Admission Numbers

**Reception:** Having consulted the LA, the Diocese and other local admission authorities in accordance with legal requirements, the Governing Body has set as its planned admissions number at 60 places for the school year commencing September 2024.

**Year 7 High Wycombe:** Having consulted the LA, the Diocese and other local admission authorities in accordance with legal requirements, the Governing Body has set as its planned admissions number at up to 60 pupils from the primary phase plus an additional 90 pupils or more up to a maximum of 150 in Year 7 for the school year commencing September 2024.

**Year 7 Aylesbury:** Having consulted the LA, the Diocese and other local admission authorities in accordance with legal requirements, the Governing Body has set as its planned admissions number at up to 180 pupils in Year 7 for the school year commencing September 2024.

**Sixth Form High Wycombe:** Having consulted the LA, the Diocese and other local admission authorities in accordance with legal requirements, the Governing Body has set its planned admission number in each of Years 12 and 13 at up to 120 pupil across both school years for the school commencing September 2024.

**Sixth Form Aylesbury:** Having consulted the LA, the Diocese and other local admission authorities in accordance with legal requirements, the Governing Body has set its planned admission number into Year 12 as up to 120 pupils.

## 6. Additional Information – Reception and Year 7 September Entry

Parents wishing to apply for a place for their child in the school for Reception and Year 7 in September 2024 must complete the Local Authority Common Application Form (CAF) either on-line or on paper and the relevant St Michael's Supplementary Information Form.

In all cases the CAF should be completed on-line or a paper copy sent to the School Admissions Team, County Hall, Walton Street Aylesbury HP20 1UZ. **The Supplementary Information Form must be returned directly to the school, not to the Council, together with any relevant documentation e.g. baptism certificate for a written receipt, as emailed copies will not be accepted.**

### 6.1 Reception Entry

Parents of children in the Nursery who wish their child to progress to Reception in St Michaels Catholic school need to apply for a place in line with this admissions policy. There is no automatic place in Reception for children attending St Michael's Nursery.

Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age, and can also request that their child takes up the place part-time until the child reaches compulsory school age.

However, requests are considered at the discretion of the school and we do not admit unless there are exceptional circumstance.

### 6.2 Year 7 Entry

Parents of children who are currently in Year 6 at St Michael's, High Wycombe need not apply for a place to continue

into Year 7 in the school. Parents of children at schools other than St Michaels who wish to apply for Year 7 September entry place for their child must follow the normal application procedures. For those pupils currently who wish to apply for a place at the Aylesbury campus, they must follow normal application procedures even if they are in a Catholic primary school.

## 7. Additional Information - Admissions to the Sixth Form

Pupils currently studying at St Michael's are entitled to a place in our sixth form on the courses available, subject to achieving the grade entry criteria for the relevant pathway and the required

GCSE grades for the specific subjects and course(s) to be studied as listed in the annual 6thform prospectus. Courses offered may change year on year.

### 7.1 External applications to the Sixth Form

External applications to the Sixth Form will be considered in line with the oversubscription criteria for Reception to Year 11. Applicants must be in sympathy with the Roman Catholic ethos of the school and meet the required grades for admission to sixth form courses as stated above.

Any pupil refused the offer of a place in the sixth form has the right of appeal to an Independent Appeal Panel. Parents should contact the Admissions Team, County Hall, and Walton Street, Aylesbury HP20 1UZ.

Overseas students must have the equivalent level of qualifications as UK based students for the specific courses they wish to study and may be requested to complete subject specific assessments in order to assess their suitability.

## 8. Oversubscription Criteria – Reception to Year 11

Should there be more applications than places available; applicants will be admitted in the following category order once any children Statement of Special Educational Needs or an Educational Health Care Plan have been admitted:

1. 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 result of being adopted. 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)..
2. Roman Catholic children who have the signed support of a priest and a Baptismal Certificate.
3. Roman Catholic children who have a Baptismal Certificate.
4. Children of other Christian denominations with the written support of their minister.
5. Children of other faiths whose application is supported by their Minister of Religion provided their parents are in sympathy with the Roman Catholic ethos of the school.

6. Any other children whose parents are in sympathy with the Roman Catholic ethos of the school.
7. Any other children (no Supplementary Information form returned)

In the event that there is an excess of applications over places available in any of the above categories places will be allocated using the criteria below:

- a) Children who attend any of the Buckinghamshire Catholic Partnership Schools which are Our Lady's Catholic School, St Edward's, St Joseph's infants, St Joseph's Primary, St Louis, St Peter's and St Teresa's at the time allocations are made
- b) Children who currently have a sibling (as defined by Buckinghamshire LA) at St Michael's Catholic School.
- c) Children of staff who have been employed at the school for two or more years at the time when the application for admission is made.
- d) Children that live in the Local Authority's designated area (High Wycombe).
- e) Children whose homes are the shortest distance from the school, as measured according to the Buckinghamshire County Council's Geographical Information System as set out in the LA scheme.
- f) In the event that more than one child lives at the same distance from the school, the decision will be made by a lottery which will be overseen by an independent observer.
- g) In cases where there is one remaining place available and the next child is one of a twin, triplet or other multiple birth group both or all siblings will be admitted even if this goes above the admission number of the school.

## 9. Processing Applications

In accordance with legislation the Governing Body has delegated responsibility for determining admissions to its Admissions Committee.

The Admissions Committee will consider all applications according to the criteria set out above and without reference to the ability or aptitude of the child.

Where the school is oversubscribed, children who have not been allocated a place at the school will have their name placed on the waiting list for the school. The waiting list will be ranked in accordance with the oversubscription criteria in Section 5; please note that positions on the waiting list can change depending on the criteria any new application is given.

## 10. Admissions Mid-Year

Applicants for places mid-year will be considered as long as it would not mean exceeding the published admission number; applications would be subject to the Oversubscription Criteria in Section 5. Parents can apply directly to the school using the Buckinghamshire schools In-year Application Form and St Michael's In Year Supplementary Information Form. Please see Appendix C for further information on how to apply for an in-year place.

## 11. Appeals

Any pupil refused the offer of a place has the right of appeal to an Independent Appeal Panel. Parents should contact the Admissions Team, County Hall, Walton Street, Aylesbury HP20 1UZ

## Appendix A - St Michael's Catholic School Satellite school site – Aylesbury

### 1. Published Admission Numbers – Year 7 2024

Having consulted the LA, the Diocese and other local admission authorities in accordance with legal requirements, the Governing Body has set as its planned admissions number to a maximum of 180 students in Year 7 for the school year commencing September 2023.

### 2. Oversubscription Criteria

Should there be more applications than places available; applicants will be admitted in the following category order once any children with a Statement of Special Educational Needs or an Educational Health Care Plan have been admitted:

1. 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 result of being adopted. 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). Authority in their common application process.
2. Roman Catholic children who have the signed support of a priest and a Baptismal Certificate.
3. Roman Catholic children who have a Baptismal Certificate.
4. Children of other Christian denominations with the written support of their minister
5. Children of other faiths whose application is supported by their Minister of Religion provided their parents are in sympathy with the Roman Catholic ethos of the school.



6. Any other children whose parents are in sympathy with the Roman Catholic ethos of the school
7. Any other children (no Supplementary Information Form returned)

In the event that there is an excess of applications over places available in any of the above categories places will be allocated using the criteria below:

- a) Children who attend any of the Buckinghamshire Catholic Partnership Schools which are Our Lady's Catholic School, St Edward's, St Joseph's infants, St Joseph's Primary, St Louis, St Peter's and St Teresa's at the time allocations are made.
- b) Children who currently have a sibling (as defined by Buckinghamshire LA) at St Michael's Catholic School.
- c) Children of staff who have been employed at the school for two or more years at the time when the application for admission is made.
- d) Children whose homes are the shortest distance from the school, as measured according to the Buckinghamshire County Council's Geographical Information System as set out in the LA scheme.
- e) In the event that more than one child lives at the same distance from the school, the decision will be made by a lottery which will be overseen by an independent observer.
- f) In cases where there is one remaining place available and the next child is one of a twin, triplet or other multiple birth group both or all siblings will be admitted even if this goes above the admission number of the school.

## Appendix B - St Michael's Catholic School – Nursery Admissions

Parents wishing to apply for a place for their child in the Nursery for September 2024 must complete our Nursery Application Form and the St Michael's Supplementary Information Form (SIF).

### 1. Published Admission Numbers

The Governing Body has set as its planned admissions number at 30 places for the school year commencing September 2023, accepting children from the term after they turn 3 years of age.

### 2. Oversubscription Criteria

1. 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 result of being adopted. 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).

2. Roman Catholic children who have the signed support of a priest and a Baptismal Certificate.
3. Roman Catholic children who have a Baptismal Certificate.
4. Children of other Christian denominations with the written support of their minister.
5. Children of other faiths whose application is supported by their Minister of Religion provided their parents are in sympathy with the Roman Catholic ethos of the school.
6. Any other children whose parents are in sympathy with the Roman Catholic ethos of the school
7. Any other children (no Supplementary Information form returned)

In the event that there is an excess of applications over places available in any of the above categories places will be allocated using the criteria below:

- a) Children who attend any of the Buckinghamshire Catholic Partnership Schools which are Our Lad's Catholic School, St Edward's, St Joseph's infants, St Joseph's Primary, St Louis, St Peter's and St Teresa's at the time allocations are made
- b) Children who currently have a sibling (as defined by Buckinghamshire LA) at St Michael's Catholic School.
- c) Children of staff who have been employed at the school for two or more years at the time when the application for admission is made.
- d) Children that live in the Local Authority's designated area (High Wycombe).
- e) Children whose homes are the shortest distance from the school, as measured according to the Buckinghamshire County Council's Geographical Information System as set out in the LA scheme.
- f) In the event that more than one child lives at the same distance from the school, the decision will be made by a lottery which will be overseen by an independent observer.
- g) In cases where there is one remaining place available and the next child is one of a twin, triplet or other multiple birth group both or all siblings will be admitted even if this goes above the admission number of the school.

## Appendix C – In Year Transfer Instructions



### **APPLYING FOR A PLACE AT ST MICHAEL'S CATHOLIC SCHOOL IN YEAR TRANSFERS**

St Michael's Catholic School is responsible for arranging its own admissions when the request is for an in-year transfer from another school. 6<sup>th</sup> form entry is dealt with separately.

The published Whole School Admissions Policy applies to any requests for a place at St Michael's.

If your child is already **in school in Buckinghamshire** please ensure you:

St Michael's Catholic School Supplementary Form needs to be completed and returned (available on the website or from our School Reception) together with any relevant documentation e.g. baptism certificate.

Fill in the In Year Application Form for a Buckinghamshire school place (available from your child's current school).

This form needs to be signed by the Head teacher or relevant senior member of staff at your child's current school.

Once the form has been signed, send a copy of the form to Bucks County Council (the address is on the form) and a copy to St Michael's.

If you are applying for a place from **outside** Buckinghamshire, please fill in the St Michael's Catholic School Supplementary form and in Year Transfer form, return both to us with any relevant documentation.

We currently have waiting lists for places for nearly all our years; once we receive your application we will determine where you are on the waiting list in line with the published admissions criteria.

Our admissions criteria does mean that your place on the waiting list may change (up or down) if we receive an application for a place for a child who is ranked higher based on our admissions policy.

## Appendix D - Definition of terms used in the Policy

### ***Looked after child***

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).

This covers accommodated children and those who are in care under a Care Order/interim order. This can include: living with family or friends, in foster care, a children's home, residential school, special school or in supported lodgings. This includes children who were previously looked after and immediately after being looked after became the subject of an adoption, residence or special guardianship order as set out below. Other definitions:

adoption order: 'under Section 46 of the Adoption and Children Act 2002'

residence order: is an order setting the arrangements to be made as to the person with whom the child is to live under section 8 of the children's Act 1989

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

### ***Roman Catholic***

Someone who is baptised in accordance with the rites of the Catholic Church or enrolled in a baptismal programme.

### ***Parent***

The natural parent providing they have parental responsibility for the child or

any person who, although not the natural parent, has parental responsibility for the child or young person or

any person who, although not the natural parent, has care of the child or young person

### ***Sibling***

A brother or sister who, for admission purposes means brother or sister of whole or half blood, or any other child (including an adopted child) who permanently resides at the same address or for whom the parent also has parental responsibility.

A pupil at St Michael's Catholic school will only provide a priority to a sibling if he or she will be attending compulsory education at the time of admission of the sibling.

### ***Address***

A pupil's home address will be regarded as the address of the parent(s) or carer(s) with parental responsibility or with whom the pupil usually lives. Where a pupil spends time with parents at more than one address, the address used will be the one at which the pupil is ordinarily resident and where the pupil spends the majority of the school week including nights. If there is any query about the home address this will be checked against official documentation.

### ***Other Christian denominations***

A Christian denomination means a full member of 'Churches Together in Britain and Ireland' at the time when decisions on admissions are made.

### ***Who can sign a Supplementary Information Form***

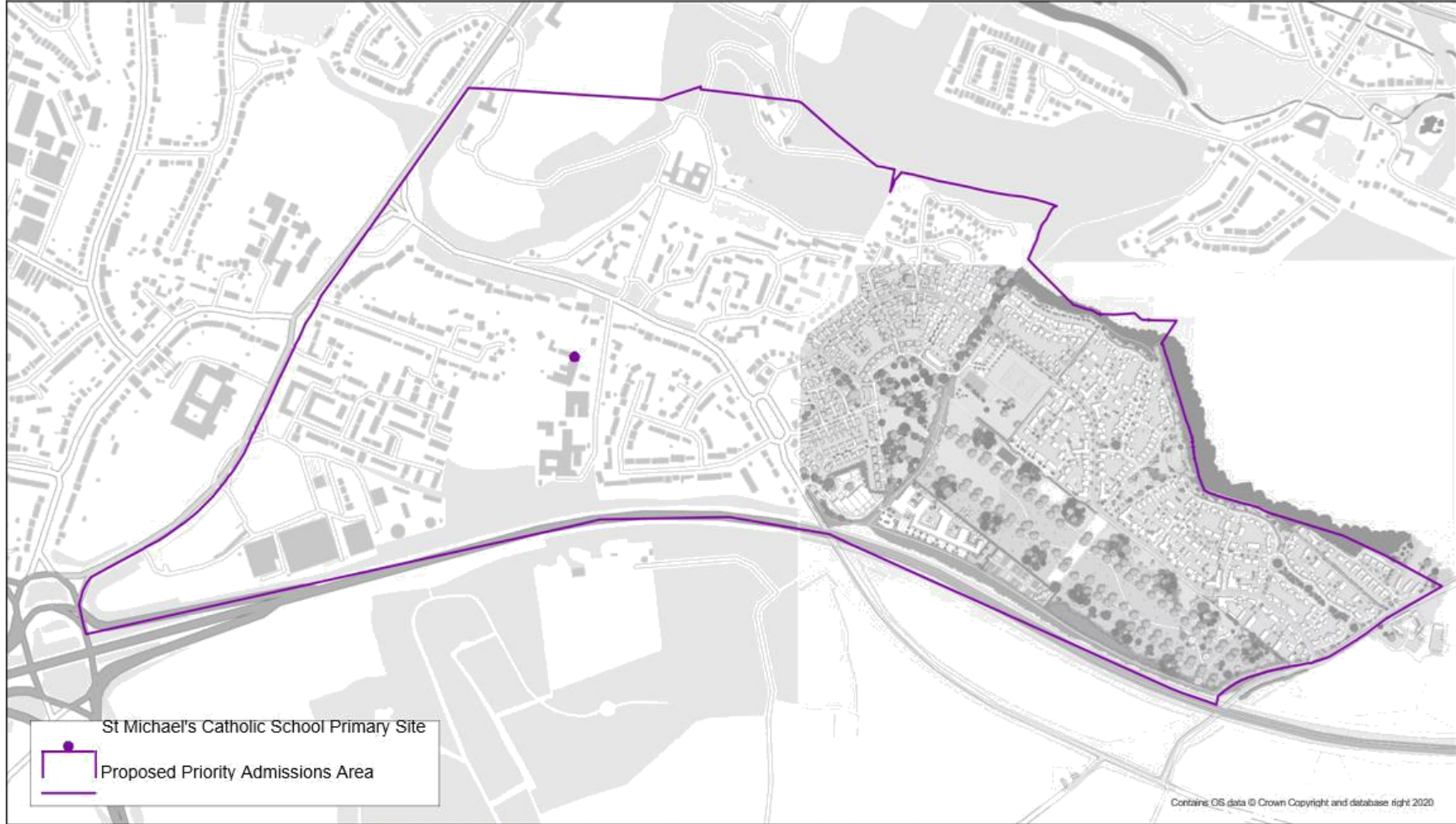
For Catholic Baptised children this must be signed by the Parish Priest where currently attending Mass/Church.

Christian Denominations this form must be signed by the Vicar, Pastor, Selebant, Minister or Church Warden (with Vicar's approval).

For other faiths this must be signed by the Iman, Gianni, Rabi, pujari or archaka or other minister of the faith if appropriate authority with a stamp/seal for the place of worship.

For over subscription Criteria 6 Parents must sign the supplementary information form to demonstrate their support of the Catholic ethos.

Admissions will carry out necessary checks to authenticate the place of worship.



**Proposed Priority Admission Area for St Michael's Catholic School at Reception Intake**



Produced by School Management Support Team  
Business Intelligence and Insight.

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