

ST. MICHAEL'S CHURCH IN WALES (Aided) PRIMARY SCHOOL, KERRY



YSGOL GYNRADD SANT MIHANGEL PROSPECTUS

Head teacher: Mr M Phillips
Chair of Governors: Rev J Wilkes

St. Michael's C in W (Aided) Primary School, Kerry, Newtown, Powys, SY16 4NU

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Croeso i Ysgol Sant Mihangel

Welcome to St. Michael's Church in Wales (Aided) Primary School

St. Michael's is a Voluntary Aided Church in Wales Primary School located in the village of Kerry and the surrounding rural community 3.5 miles east of Newtown. It was founded in 1868, enlarged in the 1980s and in 2000 a further extension was added. The school currently has 109 pupils housed in four classes. We also have a nurture room and library as well as rooms for interventions and activities and a spacious hall which is used for assemblies, P.E. lessons and lunches. The substantial grounds include a garden area and outdoor learning area.

We provide a friendly, welcoming and safe Christian environment for the pupils attending the school, who come mainly from the local area, with several families choosing to travel from Newtown. Following the closure of Sarn C. of E. School in July 2006, the school's catchment area has been extended to include the Sarn area.

Parents today have a wide choice of schools available. Some may choose to come to St. Michael's for our distinctive ethos and our achievements. We do however take seriously our commitment to the local community. In a fast changing world, such local stability will nourish children well into their adult lives.

We are a school that values the development of a child's academic potential and make every effort to support children with special needs. Along with our extensive activities through sport, cultural events, educational visits and support for charity and good causes, St. Michael's School provides the widest possible opportunity for any child to have a happy and successful time with us.

Parents are very supportive of our school; we enjoy a very warm partnership with them and the community at large and have very close ties with the local Church. At St. Michael's we believe that children are happiest and gain most from their primary years when children, teachers, parents and governors work together as partners in learning. We try to keep parents well informed about school life and are always appreciative of offers to help with school activities.

This prospectus provides information on the school, its aims, curriculum and activities and indicates, as well as words can, the ethos of the school. If you are choosing a school for your child then we recommend that you visit us and see the school in action. For this reason, we warmly invite you to make an appointment to visit the school to gain further information for yourself.

If your child is to join us for the first time, we welcome you as parents and look forward to a happy and successful association over the coming years. If you already have a child here, we are pleased to renew the links between us.

Rev. Jeanette Wilkes - Chair of Governors,
Marc Phillips - Headteacher.



Mission Statement

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church in Wales and in partnership with the Church and the Cedewain Mission Area.

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 of faith, and promotes Christian values through the experience it offers to all its pupils.

Our School Ethos

As a Christian community we believe that the ethos in our school should reflect Christian values and therefore encourage pupils ~

- ✚ To care for one another
- ✚ To respect others and earn the respect of their peers and staff
- ✚ To respect every individual's contribution to the class and the school
- ✚ To have pride in oneself and take pride in being part of the school family, the Church family and the community

Our School Aims

- ✚ To provide an environment in which Christian values are upheld and respected
- ✚ To encourage a safe, calm, happy and purposeful environment within the school in which all achievements, great or small, are valued
- ✚ To maintain high standards of care through a clear and consistent approach to behaviour
- ✚ To develop a rich, varied and balanced curriculum which will help children become useful and caring members of an ever-changing society

'What is put in at the roots should come out at the branches'



Our Staff

Head Teacher

Mr M. Phillips

Deputy Headteacher

Mr. D. Jarman

Class Teachers

CLASS 1 – Mrs. E. Holloway

CLASS 2 - Mrs. C. Mumford

CLASS 3 – Mrs. S. Rendall/ Mr. M Phillips

CLASS 4 – Mr. D. Jarman

Teaching Assistants

Mrs. J. Ainscow

Miss L. Hopkins

Miss J. Howarth

Miss R. Pugh

Miss. E. Phillips

Mrs. P. Evans

Learning Support Assistants

Mrs. D. Leach

Mrs. J. Mumford

Office Administrator

Mrs. A. Lewis

Breakfast Club Staff

Ms. V. Crombie

Miss. E Phillips

Midday Supervisors

Mrs. C. Cotton

Mrs. R. Grosvenor

Ms. V Crombie

Kitchen Staff

Mrs C. Lowe

Mrs A Wedge

Mrs V. Andrew

Cleaners

Cleaner in Charge: Ms. J. Howarth

Cleaner: Ms. V. Crombie

Dinner Cashier

Mrs. V. Andrew

The School Day – September 2021

	Foundation Phase	Juniors / Key Stage 2
Morning Session	8.55 am - 12:15 pm	8:55am - 12:15 pm
Morning Break	10:45 am - 11.00 am	11.00am - 11:15 am
Afternoon Session	1:15 pm - 3:15 pm	1:15pm - 3:15pm
Afternoon Break	2:30 pm - 2:40 pm	



Pre-School Visits

During the term before your child is due to start school, you will receive a letter to inform you of the pre-school visit dates. These usually consist of three afternoon or two mornings depending on the group and class size, set up etc.

Prior to these visits, you will be invited to attend a parents' welcome meeting. This is an informal meeting for all parents of children who are due to start school the same time. This provides an opportunity for you to meet the staff from Class 1 and the Head teacher.

We will explain a little about the general set up of the class, what your child will need to start school and give you a chance to ask any questions you may have. You will also be given a development form to complete and return on your child's first visit.

Mornings

We expect all children to arrive at school punctually, and happily this is the case for the majority of pupils.

Children should be in school before at the allocated start time and enter at the correct entrance. For reasons of personal safety, no child should be sent to school before this unless they attend Breakfast Club.

Very young children may sometimes display anxiety at parting, but this is quickly overcome as the activities of the day begin. Parents can be sure that if a child is distressed for any significant length of time, we will contact them.

Breakfast Club

This runs from 8:10am to 8:40am. Children can have a healthy breakfast for the small charge of £1.00 per day. This is to be paid through ParentPay please. If you would like your child to go to Breakfast Club, please contact the office to register. Please do not send your child to Breakfast Club earlier than 8:10am.

For safety reasons all children should be brought to the Breakfast Club door by an adult.

End of the Day Arrangements

Please collect your child/ren promptly at the end of the day at 3.00 or 3:15pm as directed. Parents of Foundation Phase children should come to the door of their classroom. If you are unable to collect your child because of an emergency, please telephone the school to let us know.

- It is very important to let your child's teacher know if your child is to be taken home by a different person – parents must send a letter to the class teacher with details of the arrangements so that mix-ups are kept to a minimum. Emails do not always get to a class teacher in time.
- If your child is attending an after-school club parents should send in a note giving details if s/he is to travel home after the club. We also ask that parents of children who use school transport tell the bus driver that s/he will not be travelling home on the bus.

- Older children should not have mobile phones in school. If alternative arrangements must be made at the end of the day it is very important that the class teacher is aware of these.



Safety

For obvious safety reasons, **under no circumstances** should any child arrive or depart through the school car park, the side path should always be used. Entry for pupils and adults may be gained through the metal gates half way up the path.

- Parents are advised to collect and deliver their child/ren from the rear gate of the school.

Parking

- The Road Safety Officer for Powys County Council strongly advises parents to use the community car park when bringing children to school or collecting them.
- The Fairfields area can become very congested and consequently dangerous for children and adults, and we politely ask all parents to respect the residents' freedom of access.
- The car park of the Kerry Lamb pub is also unsuitable because of having to cross the main road.

- Please contact the school if you require special arrangements e.g. if you need help with access or to use the staff car park

- Please do not park on the yellow zig-zag lines at the front of the school if you are dropping off / collecting your child / children as this is both dangerous and illegal.



General Information

Keeping in Touch - Home/School Links

We place great value on this partnership between the parents and the school. We operate an 'open door' policy in St. Michael's which means parents are always very welcome to come in to talk to members of staff about any queries or concerns they may have. It is vital that you share these with the school; if we don't know about it, we can't help.

While it is not always convenient for a class teacher to meet with parents without prior notice e.g. first thing in the morning, if you do want to have a chat about something then a mutually convenient time can soon be arranged.

Every Friday afternoon after school, parents have the opportunity to come and visit the classes with their children to see what they have been doing during the week. Class teachers are available if you have any queries.

We are also using 'Class Dojo as a way of communicating with parents through the app. This provides us with the opportunity for Class teachers to contact parents directly and to share things that have been going on in class.

If parents would like to discuss matters at greater length we ask that you make an appointment with your child's class teacher, the Deputy Headteacher or Headteacher.

Discussing your child's progress

There are many opportunities for discussing children's progress with their teachers during the course of the year. Private parents' consultation evenings are held during the autumn and spring terms and an Open Evening is held during the summer term, as well as our more informal 'open door' every Friday. Annual written reports are issued towards the end of the summer term detailing the progress a child has made in all curriculum subjects and giving ideas for the way forward.

Letters and Information

We try our very best to keep parents informed about what is happening in school without bombarding you with paper. We will try to use email for correspondence to parents as much as possible but please note that not every note, form or message can be given out this way. Letters will still sometimes be sent home via 'pupil post', so it is wise to look in your child's bag when s/he gets home to check for these. We keep a file in the office of all letters sent out so please contact us if you need a copy. Our website has copies of newsletters and lots of other information such as term and diary dates, links to useful websites and downloads: <https://st-michaels.weebly.com/>
We also use Class Dojo and Twitter as ways of keeping in contact online and to share things that have been happening in class during the week.

Parents and others may, on application to the Head teacher, have access to documents relating to curriculum policy, other policy documents and all published Inspection Reports which refer to the school. Minutes of Governors' meetings, once signed, are also available.



Volunteering in School

We are very grateful to parents who volunteer their time to work in school, run after-school clubs or help on school trips. If you are able to do this, please contact the office. A DBS (Disclosure and Barring Service) check is required for all adults who volunteer.

Self-Evaluation

Everyone who is part of the school works hard to ensure that the standards the pupils achieve in every area are high. Through evaluating what we do, we try to build on those things which are good and successful and work to improve others which may need more development.

One way we do this is by asking parents for their views at parents' evenings, end of term report comments and through questionnaires and surveys. Over the years we have acted on these suggestions and are grateful to parents for doing this.

Mobile Phones

Children are not allowed to bring mobile phones to school or on any trips or visits. If there is a problem or something that needs to be sorted out the school staff will contact parents to discuss the matter. We expect the full support of all parents in this.

School Meals

Meals are provided by the School Meals Service and delivered to the school from the canteen in Maesyrrhandir School, Newtown. These comply with the nutritional guidelines set out by the Welsh government in the document 'Appetite for Life'. A varied and healthy menu, set by Powys Catering, is issued each academic year along with details of costs.

Alternatively, children may bring their own packed lunches (*No glass bottles please*). As a 'Healthy School' we encourage all pupils to eat a healthy, balanced lunch every day and expect parents to prepare a healthy lunchbox for children who bring a packed lunch – **sweets, chocolates and fizzy drinks are not allowed** and please keep chocolate biscuits, crisps etc to a minimum. These will be checked periodically by members of the Healthy Schools Council.



Payment for School Meals

Payment should be made directly through ParentPay. If you need assistance with this, please contact the office.

Assistance with school meals is available to parents/carers.

Applications for free school meals can be made through the school office or Income and Awards Service, County Hall, Llandrindod Wells, Powys, LD1 5LG

Playtime Snacks

Pupils may bring a **piece of fruit** only from home for morning break, if they need one. Snacks such as sweets, crisps, chocolate or chocolate biscuits etc are not allowed and will be sent home. We appreciate your support in our efforts to keep children healthy.



Money - ParentPay

Payments for school dinners, breakfast club and trips are now completed through Parentpay. If you need assistance with your account, please contact the office. Uniform payments are still made directly through school in cheque or cash.



Attendance, Absence and Punctuality

At St. Michael's attendance issues are considered to be the responsibility of all parents, staff and governors. Parents, guardians /carers are required to ensure that children of compulsory school age receive sufficient full-time education. This means that they are responsible for ensuring that children attend school.

The attendance of most pupils in St. Michael's is good and we are usually close to our target of 96.4%, but there is always room for improvement.

Letters will be sent to parents termly if we are concerned about your child's attendance. We use the Powys 'traffic light' system.

Green Zone	100%	NO school days lost	Good attendance - best chance of success
	98%	4 days lost	
	96%	8 days lost	
Amber Zone	95%	10 days lost	Poor attendance - less chance of success
	93%	14 days lost	
	90%	19 days lost	
Red Zone	85%	29 days lost	Very poor attendance - serious impact on education and reduces life chances
	80%	38 days lost	
	75%	47 days lost	

Absence

If your child is unwell or otherwise unable to attend please telephone or email the school by **9:30 am**. When your child returns to school please send a note giving reasons for the absence. Similarly, if your child has a dental / medical / optometrist appointment, please send a note to inform the class teacher.

We have a very low instance of unauthorised absence in the school. This is largely due to the co-operation of parents, thank you.

Please note that days off for shopping trips, visits to theme parks or other similar events cannot be considered as authorised absences.

The Education Welfare Officer will investigate repeated or prolonged absences, unexplained absences and persistent lateness.

Family Holidays

Forms to request family holidays are available from the office and the Headteacher will 'authorise' or 'not - authorise' the absence. This decision will be taken based on previous attendance during the year. Parents will be informed of the decision by return.

Lateness

Absence and lateness are damaging to a child's education as well as reflecting badly on the school. Parents bringing children to school after 8.55am should come to the reception area.

Being late can be very embarrassing for pupils and causes disruption to the class. Any child arriving after 9.15am for any reason other than medical will be marked present but late.

Persistent lateness will be discussed with parents. If it continues further the Education Welfare Officer (EWO) will be asked to intervene.

School Closure for Adverse Weather / Utilities Failure

In the event of any school closure due to adverse weather or other circumstances such as utilities failure, we will use the school closure alert system to send a text to parents who have registered. Information can also be found by logging onto the Powys County Council website or Google 'Powys school closures' and following the instructions on screen. It will tell you if the school is fully open, partly open or closed. If some but not all members of staff are able to get to school and there are not enough staff to supervise the pupils safely then we may have to close just one or two classes but keep others open - the safety of the children and staff must come first. These details will be on the Powys School Closure webpage, Twitter and Class Dojo.

A decision will be made by 7:45am.

We strongly recommend that parents register with the free texting / email Closure Alert notification system for parents in Powys. Register on www.powys.gov.uk/account, or twitter on twitter.com/PCCSchoolAlerts or on Facebook – search for "Powys School Closure Alerts".



Illness / Accidents

It is absolutely essential that we know how to contact you in an emergency and to this end we ask you to supply us with a list of telephone contact numbers and keep us updated of any new numbers / mobile phones etc.

If a child becomes ill or has an accident during the school day s/he will be dealt with initially by a First Aid at Work certificate holder or by another member of staff who is trained in first aid. If it is thought appropriate for your child to return home you will be contacted by telephone. If the illness or accident is more serious and it has not proved possible to contact a parent or the named emergency contact the child will be taken to the minor injuries unit or, if necessary, an ambulance called.

A slip will be sent to parents explaining any first aid treatment that your child may have received during the day.

- A child who is ill should not be in school, it is not fair on them, other pupils or school staff.
- If your child has an infection that may be dangerous to others (e.g. Rubella, Measles, Slapped Cheek), please contact the school immediately.

If your child is ill or unwell, please do not send him/her back to school until fully recovered – for example the Health Board states that children who have had diarrhoea or sickness should stay at home for at least two days after the symptoms have cleared.

By doing this the chances of illness spreading to other children and members of staff are limited.

Medicines

It is vital that parents inform the school of any medical condition your child may suffer from e.g. asthma, allergies to food, wasp stings etc. Parents should complete a medical form so that members of staff have the correct information to deal with situations if they arise.

It is very important that parents provide:

- an inhaler to be kept in school for any child who suffers from asthma
- two in-date epipens for those who suffer anaphylactic allergies - a care plan will also need to be devised for such pupils.

Parents should be aware that members of staff will not be responsible for administering medicines unless there are exceptional circumstances or a specific condition which should be discussed with the Head teacher and for which a doctor's note and care plan are required.

If a child is completing a course of anti-biotics, parents may, after notifying the Head teacher, call into school at lunchtime to give their child medicine, but children should not bring any medication into school in their bags.

Headlice

These are a recurrent and persistent problem in all schools and one which cannot be ignored. It is up to **all parents** to check their child/ren's hair *very* regularly and treat any infestation appropriately, otherwise re-infection will keep recurring. We ask for your support in this.

Behaviour

We expect very good standards of behaviour from all our children. Supported by the caring ethos of the school, all pupils are expected to behave in a responsible manner both to themselves and to others and to show consideration, courtesy and respect for other people at all times.

Discipline rests on encouragement of respect and care for the feelings of other people and property. Self-discipline and consideration for others are not always easily acquired but we will be firm and positive in promoting good Christian, caring behaviour. All members of staff treat the children, and each other, with kindness and respect, trying always to be fair and consistent.

Unkind or unacceptable behaviour and bullying in any form are taken very seriously. We encourage children to share any worries they have, either with a member of staff or with the House Captains.

If we are not aware of a problem a pupil may be having, then we are unable to help him/her solve it.

Issues such as fallings out on the yard, friendship difficulties or name-calling are dealt with by each class teacher who will discuss the problem with the children involved in a fair and open manner. We hope that early intervention will prevent escalation or further instances of poor behaviour. Sanctions will follow if deemed necessary.

We encourage good behaviour through the use of house points.



Bullying

Bullying takes many forms. It is not a one-off incident or falling out. It is the wilful, conscious desire to hurt, threaten or frighten someone else. All bullying is aggressive whether it be physical, verbal or psychological aggression, which is generally less visible than physical bullying.

We aim to do all that we can to prevent bullying from taking place by actively promoting respect for individual differences in every sense and to develop in the children an awareness and respect for the rights of others, which has proved to be particularly effective.

St. Michael's is a KIVA school. All pupils in Key Stage Two follow the KIVA anti-bullying program. The KIVA program is taught through PSHE lessons and staff are all trained in KIVA. Mrs Rendall, Mr Phillips and Mrs Holloway form the KIVA team and deal with any reported or noted incidences of bullying, following a strict, set procedure. All pupils in Key Stage Two undertake an online KIVA survey yearly, which provides the school with data to track our progress in dealing with bullying. The issue of bullying is addressed in Foundation Phase through PSD lessons.

Cyber bullying

Cyber bullying is sending others unkind and hurtful texts, emails or posting these messages online. The problem of cyber bullying outside school via mobile phones and the social network sites such as Facebook, Instagram and Snapchat is becoming more and more common in society.

At its worst cyber bullying can cause great distress to the person receiving the messages and it is particularly difficult to deal with because it is done 'anonymously' and not face to face, children might write something unkind in a text which they would not dream of saying to someone's face. In PSE lessons the older children are taught about the need to be mindful of using these responsibly and to speak to someone if they are receiving hurtful messages.

We ask that parents are vigilant and keep a check on your child's mobile phone, email or messaging accounts so that potential harm is limited. If this form of bullying occurs out of school please let us know so that we can work together to end it swiftly.

House System

We operate a House system in St. Michael's. Pupils belong to one of four Houses which are named after four Welsh dioceses, Bangor (red), Monmouth (yellow), St. Asaph (green) and St. Davids (blue). Children are rewarded with House Points for acts of good or caring behaviour, effort or hard work, perseverance, kindness, achievement etc and these are recorded in each class. At the end of each week the class points are totalled and the house with the most points is rewarded.

School Council

All pupils, regardless of age or gender, have the opportunity to raise issues which are important to them at monthly house meetings. The School Council comprises of an elected member from each year group Year 1-Year 6.

Many of these ideas and concerns have been acted upon and have contributed to the development of our school in various ways.

School Ambassadors



Super Ambassadors is a scheme for primary schools across Wales. Four children are elected by the other children in the school to be ambassadors. There are three main things an ambassador does:



1. Tell children in their school about the Children's Commissioner for Wales
2. Tell children in their school all about children's rights and the United Nations Convention on the Rights of the Child
3. Attend house meetings to find out what children in the school think could be made better and then work with other people in the school to change things.

Our ambassadors are elected from Year 6 pupils with vice ambassadors elected from Year 5.

Collective Worship

An act of worship is held every day. Whole school services are led by members of staff as well as representatives from the local Church and Chapel and other visitors. The children play an active part in worship through readings, acting and singing and, in the time for reflection, can take a moment to think more deeply about the theme or thought for the day.

We have a School Worship Team, who help with school and church acts of worship and in the organisation of church-based charitable events and collections.

Our worship reflects Anglican principles and the traditions of the Church in Wales.

Parents have the right to withdraw their child from Collective Worship and if this is your wish, you should inform the school in writing.



Equal Opportunities

We aim to ensure mutual respect for all within our school community. We believe that all children are of equal value and have equal rights to education, whatever their race, ethnicity, gender, social class, disability, learning need, age, beliefs or religion. It is a duty of the Governing Body and Head teacher and is central to our school's philosophy and ethos. Equalities work does not stand alone but is part and parcel of every aspect of school life and is recognised and prioritised in the school's Strategic Equality Plan.

Disability and Access

At our school we aim to:

- Promote equality of opportunity between disabled persons and other persons
- Eliminate discrimination that is unlawful under the Disability Discrimination Act
- Eliminate harassment of disabled persons that is related to their disabilities
- Promote positive attitudes towards disabled persons
- Encourage participation by disabled persons in public life; and
- Take steps to take account of disabled persons' disabilities, even where that involves treating disabled persons more favourably than other persons.

Within its capability and resources, the school offers admission to pupils regardless of disability and we make every effort to meet the needs of all disabled persons including adaptations to the school grounds and buildings. We strive to ensure that methods of delivery of the curriculum and assessment are suitable to meet the needs of all of our pupils. A full copy of our policy is available, on request.

Pupils with Disabilities

In line with the Disability Discrimination Act Wales (2002) the admission arrangements for pupils with disabilities / additional educational needs are the same as for all other pupils.

The school is totally committed to the inclusion of children with disabilities and/or additional educational needs. All pupils, including those with disabilities or special educational needs, will have access to a broad, balanced and relevant curriculum.

The school has suitable facilities for disabled access to school including a disabled person's toilet with changing bed and ramps into school entrances.

Parents with Disabilities

We want all parents to feel part of the school and to be able to access its facilities.

Please contact the school if you require special arrangements e.g. help with access or use of the staff car park.

Additional Learning Needs

Each child has individual and unique needs, however, some children require more support than others. Mr. Jarman, our ALNCO (Additional Learning Needs Co-ordinator), together with the class teacher, decide when children need to be placed on the ALN register. The children are monitored carefully and receive support in class or are withdrawn to work with a TA (Teaching Assistant) or LSA (Learning Support Assistant). An IEP (Individual Education Plan) with specific targets for the child to work towards is drawn up by the class teacher and shared with the pupils' parents.

Many of these pupils may require additional help throughout their time in school, while others may need a little extra support for a short period only to overcome temporary needs.

At times support is needed from outside agencies including medical or behavioural support, an Educational Psychologist, speech and language therapist or visual or hearing impairment specialist. The school's ALN policy is available from the school on request.

More Able and Talented

Children with special aptitudes or abilities in areas such as diverse as language, maths, sport, music, IT, art, organisational skills etc are also acknowledged, and opportunities and activities to encourage them to pursue and develop their talent are provided wherever possible by members of staff.



Health and Safety in School

We regard the health and safety of our pupils and staff as being of the utmost importance. The policy of this school is to provide and maintain safe, healthy working conditions, equipment and systems of work for all our pupils, staff and visitors.

The Governing Body and Head teacher accept responsibility for ensuring that, as far as is reasonably practical, a safe environment is maintained for all pupils, staff and visitors and that all activities and operations are free from risk and properly supervised. All members of staff are adequately trained for the duties they will be required to perform.

Risk assessments and health and safety checks are undertaken by the Head Teacher and members of staff. Disclosure and Barring (DBS) checks are carried out on adults who work in the school and all parent volunteers. A full copy of our Health and Safety Policy is available, on request.

We are currently adhering to a Covid-19 risk assessment, which means that some aspects of school life have been adapted to ensure the safety of parents, staff and pupils.

Fire Drills

Fire drills are organised twice per term and all pupils and staff are aware of their responsibilities. We maintain records of evacuations due to fire drills, together with records of any defects reported regarding the buildings or grounds.

Child Protection, Safeguarding and Pupil Welfare

The school has a duty of care and the right to take reasonable action to ensure the welfare and safety of its pupils.

If any member of staff, parent or volunteer has cause to be concerned that a pupil may be subject to ill treatment, neglect or any other form of abuse the school will not hesitate to follow All Wales Child Protection Procedures.

In the first instance, please contact the Headteacher, Mr. Phillips who is the designated safeguarding officer, or in his absence the Deputy Headteacher Mr. Jarman. The Governor responsible for safeguarding is Mrs. Kath Roberts-Jones.



Photographs

Every year parents are asked to sign a form to give /not give their consent for photographs of their child to be used in various ways. Photographs will be of groups of children, no individual photographs will be placed on the website.

At school concerts, sports events etc. parents taking photographs and/or video recordings are asked to sign a form.

We ask that if parents have taken photographs at such events they will not post photographs containing children other than their own on social media sites such as Facebook where 'control' of that photograph is then lost.

Sex Education

Sex Education is taught formally in Year 6 where children learn about the Human Body and Human Life Cycle as part of their work in P.S.H.E. (Personal, Social and Health Education). Parents will be given more information on this at the beginning of Year 6.

Parents have the right to withdraw their child from sex education and if this is your wish you should inform the school in writing.

Using the Welsh Language

We take advantage of opportunities to create a Welsh ethos in St. Michael's by ensuring that Welsh is given a prominent role throughout the school and that teaching material across the curriculum includes a Welsh element (Cwricwlwm Cymreig), where appropriate.

In addition to the teaching of Welsh as a subject, we strongly encourage children and members of staff to use the Welsh language throughout the day e.g. answering the register, making simple requests such as asking for equipment, lunch etc and welcoming visitors to the school. Awards are presented to pupils for their efforts in using and speaking Welsh in or outside the classroom by the 'Cryw Cymraeg.'

Pupils take part in singing, reciting, dance and art / craft competitions in the Urdd Eisteddfod where they attain very high standards. In the spring term children in Year 5 have the opportunity to go on a residential visit to the Urdd Outdoor Centre in Llangrannog. In exceptional circumstances only, a child may be exempt from learning Welsh as part of the National Curriculum.



Information and Communication Technology (I.C.T.)

ICT is used frequently in lessons and has become a very important part of school life. The DCF (Digital Competence Framework) introduced by the Welsh Government, provides a detailed scheme for staff and pupils to follow.

We have been fortunate, through fundraising efforts and accessing grant funding to have been able to purchase 30 laptops and a charging trolley as well as a selection of ipads.

Pupils are given the opportunity to become digital leaders, in order to assist with work in class and to share their knowledge with others.

Eco School

We have an Eco committee in the school, comprising of children, parents, staff, and Governors which promotes an environmentally friendly approach to the world around us in all our actions. Children are encouraged to recycle, not to waste energy, care for their environment and the worldwide community.

Healthy School

The members of our Eco Committee also form our Healthy Schools Committee, who encourage pupils to lead a healthy lifestyle through a balanced diet and exercise.

Sports, health, fitness and wellbeing.

In St. Michael's School, we encourage all children to lead active lifestyles from the time they enter school. All pupils take part in weekly P.E. lessons which are planned according to the Skills Curriculum. These lessons cover a wide range of activities, from Dance and Gymnastics, to Football and Problem-Solving. Older pupils take part in inter-school competitions, such as swimming galas, tag-rugby, tennis and athletics events. We are fortunate to have parents who support the school, by accompanying pupils to these events and very much appreciate their help. In years 5 and 6, pupils are introduced to more adventurous sports at Brenin Adventure Outdoor Centre and Llangrannog.

Fairtrade

Fairtrade is a strategy for poverty alleviation and sustainable development. It is a tool for development that ensures disadvantaged farmers and workers in developing countries get a better deal through the use of the international FAIRTRADE mark.



In school children learn about how some people are treated unfairly and how we can help others in different countries to get a fairer deal for the goods they sell.

Website

The school website address is <https://st-michaels.weebly.com/> As well as documents such as the prospectus, holiday forms etc, you can find useful information about the school and links to helpful websites. There are sometimes photographs of children working on their projects, sports day, concerts, events and visits etc.

HWB

Hwb is an all-Wales learning platform containing the national collection of digital resources. Through HWB, pupils are able to access J2e, where tasks such as word processing, coding and databases can be completed.

School Transport

School transport is available free for those children who qualify under the Powys scheme. It is very important that parents of children who come by bus inform their child's class teacher in writing or by telephone if the child is not going home on the bus so that misunderstandings do not occur. Please remember to inform the bus driver as well.

For obvious safety reasons all pupils are expected to show good behaviour on school transport. St. Michael's School and all transport operators abide by the Powys Code of Conduct for Acceptable Behaviour on School Transport. Those pupils whose behaviour falls short of what is acceptable will undergo sanctions.

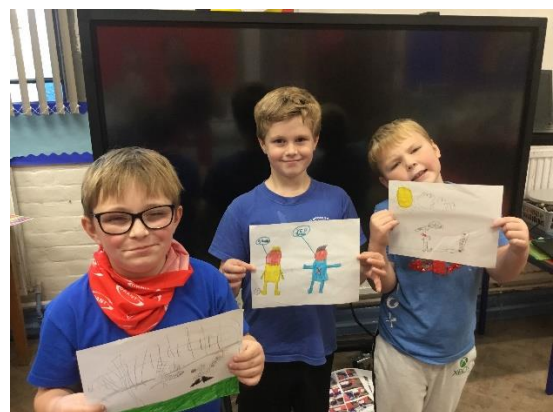
After School Clubs

Because St. Michael's is a small school, everyone joins in and 'does their bit'. We are proud of the wide range of activities offered outside the National Curriculum and also outside school hours and believe such activities enhance a child's learning experiences.

Each term depending on the season (and weather) there is a varied selection of after-school clubs on different days for different age-groups. There are fewer clubs on offer to the Infant children because they tend to be very tired at the end of the day. In recent years these have included football, healthy cookery, gymnastics, netball, tennis, gardening, fun and fitness, ball games, athletics, rugby, computer club, Urdd and art with many others besides! We hope that all pupils will discover a sport that they can enjoy both now and in later years.

Parents need to give their consent before children can attend a club. For safety's sake children must be collected from clubs, they are not to walk home alone unless their parent / guardian has sent a note.

Some clubs incur a charge due to resources that are needed to be purchased.



Residential Visits

Pupils have the opportunity to go on a number of residential visits in Years 5 & 6. We are very grateful to the members of staff who give up their own time to allow this to happen.

Regular trips include three days in Llangrannog, for Year 5 pupils, where they take part in a wide variety of activities including, trampolining, go-carting, pony trekking and skiing along with children from schools in the Newtown area.

Year 6 pupils go to the Brenin Adventure centre at Broneirion for three days where they try activities such as abseiling, raft-building, canoeing, problem solving and archery.

As part of their work about Cardiff children from Years 5 & 6 stay overnight in Cardiff and visit places such as the National Assembly, the Millennium Stadium, Techniquet, the Cardiff Bay Barrage, Cardiff Castle or see a show at the Millennium Centre.

Charging Policy

The Governing Body has adopted the Powys LA policy on charging and remission arrangements for school activities which conforms to Section 457 of the Education Reform Act 1996. Charges are made for:

- Residential costs in centres associated with school visits
- Costs associated with music / instrumental tuition

At other times the school may invite parents to make voluntary contributions to cover specific activities, visits and materials for clubs such as cookery or pottery. The school reserves the right to cancel an activity should insufficient contributions to cover the cost be forthcoming. A copy of the policy regarding charges is available from the school.



Class Structure

The structure of classes is arranged annually to suit the numbers of pupils which make up each year group. Most classes in St. Michael's contain two year groups.

High pupil numbers in some year groups may mean that some classes are large or that year groups have to be split. Some pupils may then be taught in a different class from the rest of their year group, with children older or younger than themselves. Whilst this is not an ideal situation, parents can be sure that the teachers take care to plan lessons and activities very carefully and work closely with colleagues to ensure that work is appropriately challenging.

Should a year group have to be split the final decision (about the structure of classes for the following September) is not made until late in the summer term.

Transfer to Secondary School

The majority of children from St. Michael's School transfer to Newtown High School but pupils have also moved on to other secondary schools in the wider area. Our pupils take part in transition events at Newtown High School such as Dance and I.T. lessons in Year 5 and transition days.

We recommend that parents of pupils in Year 5 attend Open Evenings which are arranged for parents at the various High Schools so that you have plenty of time to make an informed decision about the right secondary school for your child. There is provision for all Year 6 children to visit their chosen school during the final year in primary school.



The School Governors

The Governing Body is responsible for the running of the school and meets once each half term to fulfil its duty for the management of the school. As a Voluntary Aided school six of the governors are Foundation Governors, which mean they have been appointed by the Church Committee. Other Governors represent the Community Council, Local Authority and Teaching and Non-teaching staff. The Priest who serves the Cedewain Mission Area is also a governor and the Parent Governor is the parents' elected representative. The Chair of Governors is Rev. Jeanette Wilkes and Ms. Frances Calver is parent governor at the time of publication; their contact numbers are available from the school office. Each Governor serves a term of four years.

The Governors prepare an Annual Report on the running of the school, which can be followed by a meeting with parents to discuss the contents of the report. Governors visit the school regularly during the year. They meet the children and staff, make health and safety checks and get involved in classroom activities and monitoring. There are various sub-committees including a finance committee which monitors the school budget.

Parents are welcome to contact the Governors on any matter; a Governor is often present at Parents' Evenings should you wish to discuss anything.

Friends of St. Michael's

We are delighted to have the support of the Friends of St. Michael's and greatly appreciate their marvellous efforts on behalf of the school. Without their fundraising the school simply could not have afforded many of the fantastic resources the children use in lessons.

The Friends of St. Michael's School is YOUR association. If you are a 'new' parent or an 'old' one please come along to the meetings and support any events. New faces and new ideas are always welcome and you will also have a better idea about what is needed in school and why you are often asked to contribute in one way or another to various events. It provides an invaluable social link between the parents and staff through involvement in activities

The Governors and staff are indebted to the 'Friends'; a large amount of equipment, educational resources and things such as subsidising the cost of school trips have all been provided over the years through their generosity and hard work. ***Please get involved!***

Dealing with a Concern

- If parents are unhappy concerning aspects of the curriculum or any other matter regarding the education of their child, they should first speak to the child's teacher. If they don't think the matter has been dealt with in a satisfactory manner, parents should discuss the issues informally with the Head teacher who will investigate.
- If parents are dissatisfied regarding the outcome of an investigation by the Headteacher, please contact the Chair of Governors.
- If the above steps fail to resolve matters satisfactorily, parents can make an official complaint in writing to the Clerk to the Governors who will arrange for the complaint to be investigated by the Governing Body. The governor with responsibility for complaints is Rev. Maggie Rich
- Copies of the complaints procedure can be requested from the office and will soon be available on the school website.



School Uniform

The school uniform, which St. Michael's children are proud to wear, is strongly encouraged by the Head teacher and Governors as we believe it is a great equaliser and helps to prevent competition for expensive designer labels. We ask that all parents support us by sending their children to St. Michael's in correct school uniform.

We ask that children wear:

- A white polo shirt
- A royal blue jumper / cardigan
- A grey or black skirt or trousers (NOT jeans or track suit bottoms)
- Sensible, black or dark shoes or sandals (NOT flip-flops or backless sandals)

Many pupils also choose to wear a school fleece. In summer, blue and white checked dresses or white polo shirts and sensible dark shorts may be worn and using a sun hat is a very sensible idea. Strappy or sleeveless tops that offer no protection from the sun are not suitable for school.

It is also important that your child brings a coat to school every day; if it is drizzling at playtime or lunchtime children are not allowed outside to play without a coat.

P.E. Kit:

- Royal blue school t-shirt or plain alternative
- Blue / black shorts
- Pumps / daps or trainers
- A tracksuit may be worn for outdoor activities during cold weather.

We ask that the P.E. kit is labelled and kept in school in a P.E. bag during term time.

Ordering Uniform

Parents do not have to buy their child's uniform from the school but the following items, all embroidered with the school emblem, can be purchased via the school office:

White polo shirt	Royal blue P.E. t-shirt	Blue fleece	Rucksack
Royal blue sweatshirt	Royal blue cardigan	Bookbag	

Orders sometimes take a few weeks to arrive, so please be aware of this if your child needs new uniform.

Uniform is also available directly through Constuctiv Clothing.
We also have a second hand uniform shop. Please contact school for more information.

Other requirements

We ask parents to ensure that children have reasonable and appropriate hairstyles for school and for reasons of hygiene and neatness, long hair must be tied back.

For safety reasons, children should not wear jewellery to school. If your child has pierced ears, only small studs may be worn, not fashion earrings. Children are permitted to wear studs in the ears only and not in any other part of the body. Please support us in this.

Watches may be worn but must be removed for Games and P.E. lessons as children are expected to remove all jewellery for games.

NB: Please ensure that ALL items of clothing are marked with your child's name.

Named items of clothing are returned to pupils however each term we have many, many unclaimed, unnamed items left in the Lost Property box. These are offered for sale or taken to a charity shop if they remain unclaimed for over a term.

There is plenty of play equipment for the children; children should not bring toys to school.



**ST. MICHAEL'S CHURCH IN WALES
(AIDED) PRIMARY SCHOOL**

Admissions Policy 2023-2024

This policy was adopted in January 2022

Signed: _____ (Chair of Governors)

Signed: _____ (Head teacher)

Reviewed: _____

St. Michael's C in W (Aided)
Primary School,
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St. Michael's Church in Wales Primary School accepts pupils between the ages of 4 and 11 years of age.

As a Church in Wales Voluntary Aided School, the admissions committee established by the governing body of the School is responsible for the admission of pupils. Admission forms can be obtained from the School. The timescale of the Local Authority (LA) admission timetable is followed for the handing out, consideration period and return of application forms, and also the date for informing parents whether their child has been successful in obtaining a place.

ADMISSIONS TIMETABLE

The Local Authority (LA) admission timetable is followed for the processing of applications. See <https://customer.powys.gov.uk/article/1165/Admissions--appeals-timetables>

ADMISSION TO RECEPTION

Pupils are admitted to Reception in the academic year in which they are five, i.e. any child who attains the age of four by 31st August can be admitted in September. Once a reception place has been offered and accepted, parents may defer their child's entry until the start of the term following the child's 5th birthday. Parents are not able to defer entry beyond this point, or beyond the academic year for which the original application was accepted.

The School Standards and Framework Act 1998 requires LAs and Governing Bodies to admit pupils up to the school's admission number (AN). The Admission Number relates to the number of children that can be admitted to each year group during the school year and is calculated using the capacity assessment method in the Welsh Government's guidance document 'Measuring the Capacity of Schools in Wales'. The Admission Number (AN) for our school is 19.

Looked after and previously looked after children are a priority. In the case of oversubscription, these children will be admitted before all others, except those with a statement of special education needs naming our school.

Children from the Gypsy traveller community or travelling groups will be treated in accordance with Welsh Assembly Government Circular No: 003/2008 'Moving Forward - Gypsy Traveller Education'.

Our school will not discriminate based on gender, or against applicants on the basis of race, colour, nationality or national or ethnic origin.

All applicants will be admitted to the school unless the number of applications exceeds the admission number (AN).

All preferences received will be considered on the basis of equal preferences. Expressing a preference for our school does not guarantee a place if our school is oversubscribed.

In the event that the number of applications exceeds the number of places available, then the following oversubscription criteria will be applied in the order set out below, to decide which pupils to admit.

Where our school is named in a Statement of Special Educational Needs, we have a duty to admit that child to the school.

OVERSUBSCRIPTION CRITERIA

- a) Looked after children and previously looked after children

- b) Pupils with an elder sibling who is of statutory school age and will still be registered at our school when the younger child is eligible to attend. (see “Definitions” section of the policy)
- c) Pupils who live in the Mission Area of Cedewain and for whom this is the nearest suitable Church in Wales school to their home address and who live within a X mile radius of this school. (see “Definitions” section of the policy)
- d) Pupils whose parents (see “Definitions” section of the policy) attend St. Michael’s Church Kerry and Holy Trinity Church, Sarn
- e) Pupils whose parents (see “Definitions” section of the policy) attend another Anglican Church and for whom this is the nearest Voluntary Aided Church School.
- f) Pupils whose parents (see “Definitions” section of the policy) are active members of a non-Anglican Christian denomination and for them this is the nearest Voluntary Aided Church School.
- g) Pupils whose parents (see “Definitions” section of the policy) are active members of another faith and also express a desire for a Church School education, and for them this is the nearest Voluntary Aided Church School.
- h) Pupils whose parents wish them to attend a Church in Wales school.

If parents, or those with parental responsibility, wish to have their child’s application considered under criteria d to g, then they need to have their vicar / faith leader complete and sign a supplementary information form (SIF) which needs to be returned to St. Michael’s Church in Wales Primary School governing body no later than **five weeks** after the closing date for Reception applications (as applicable). **The SIF seeks information about the frequency of attendance at services / Sunday School etc. Confirmation of these details is required from the local priest, minister or faith leader.** A supplementary information form for this purpose can be found at the end of our admissions policy and is available directly from our school.

TIE BREAKER

If two applications in the same oversubscription criteria category are being considered for a remaining place, priority will be given to whoever lives nearer to the school as measured by the safest, shortest, practicable walking route using the MapInfo Geographical Information System. If the two applicants live in the same block of flats, the place will be allocated to the applicant living in the flat with the lowest number.

We try to meet parental preferences whenever we can. However, it may not be possible to do so if the school will be in breach of the requirement to comply with the law on infant class sizes.

Within each of the criteria listed above, places will be allocated on the basis of the safest, shortest, practicable walking route to the school, in strict order of distance, up to the number of places available, the highest priority being given to the pupil living closest to the school. The distance will be measured from the closest access point on the public highway to the pupil’s * ordinary place of residence which is nearest to the school and measured to the nearest school gate. The LA uses the MapInfo Geographical Information System to measure all distances.

* ordinary place of residence is the residence of the parent/carer who receives the Child Benefit for the pupil. (This is also the case where a child lives with parent/carers with shared responsibility for part of a week).

TRANSPORT PROVISION

Please see Powys County Council website (<http://www.powys.gov.uk/en/>) for information or email: admissionsandtransport@powys.gov.uk regarding possible transport provision.

LATE APPLICATIONS

Late applications (i.e. applications received after the published closing date and before the end of the allocation period) will be considered after those submitted on time unless there are exceptional reasons why the application is late.

Exceptional reasons, (for example, when a single parent has been ill for some time, or a family has just moved into the area) must be explained in your application in order for the admissions committee to take them into consideration. Supporting evidence **MUST** be provided if requested by the admissions committee.

All late applications will be ranked in accordance with the oversubscription criteria and any places which become available will be offered to the highest-ranking applicants up to the end of the allocation period. Thereafter, late applications will be placed on the waiting list.

WAITING LIST

A waiting list will be maintained in the event of the school being over-subscribed and will consist of:

- those children whose parents have specifically requested in writing (including email) to be placed on the school's waiting list,
- those for whom an appeal form has been received
- any late applications.

Following the allocation of places during the normal admissions round, children will remain on the waiting list until the 30th September in the school year in which they apply. Children will be ranked on our waiting list according to our oversubscription criteria. Hence, if additional places become available while the waiting list is in operation they will be allocated to children according to their position on the waiting list **NOT** on date of application.

For example, if a child moves to an area outside the normal admissions round and has higher priority under the oversubscription criteria, they **must** be ranked above those with lower priority already on the list.

Waiting lists will be maintained until 30 September in the school year concerned.

ADMISSION APPEALS

If we do not offer a child a place at this school, it is because the admission number has been reached and an increase in numbers would adversely affect the education of our current pupils. Parents who are dissatisfied with the decision of the Governing Body not to admit a child may appeal the decision. The information on how to appeal will be included with the letter informing you that your application was unsuccessful. If you decide to appeal the decision, the appeal must be forwarded to the **Clerk of the Governors of our school**. Appeals must be made in writing, giving the full reason(s) for wishing to appeal including any supporting evidence.

The appeal will be heard by an independent admission Appeal Panel, convened by the Diocesan Board of Statutory Education according to the Welsh Assembly Government's code of practice on School Admission Appeals. The Appeals Panel hears all appeals by parents who have been refused a place at our school and their decision is binding for all parties concerned.

When a parent gives fraudulent or intentionally misleading information in order to obtain a place at our school for their child, we reserve the right to withdraw the offer of a place. Where a place is withdrawn, the application may be resubmitted and if refused, the parent is entitled to appeal against the decision.

APPLICATIONS RECEIVED OUTSIDE THE NORMAL ADMISSION ROUND

Anyone expressing an interest in admission outside the normal admission round will be given an application form at the first point of contact. Once received, such applications will be considered without delay and a formal decision either to offer or to refuse a place will, as far as is possible, be made and notified to the applicant within 15 school days or 28 calendar days whichever is the sooner.

DEFINITIONS

Parental Responsibility

“Parental responsibility” is defined in the [Children Act 1989](#) and means assuming all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property.

Unless otherwise determined by a court order:

- Mothers automatically have parental responsibility
- Fathers also have parental responsibility for a child if the father is married to the mother at the time of the child’s birth. This continues after any divorce/separation/remarriage even if the child lives apart from them
- Unmarried fathers have parental responsibility where the mother and father register the birth of the child together (this is an amendment to the Children Act 1989, which came into force on 1st December 2003 and is not retrospective)
- Unmarried fathers, step-parents, relatives and other persons can obtain parental responsibility, but they do not have it automatically. In such cases parental responsibility can be granted through;
 - a residency order;
 - being appointed a guardian;
 - being named in an emergency protection order (limited to taking reasonable steps to safeguard or promote the child or young person’s welfare);
 - or by adoption.
- Living with the mother, even for a long time, does not give a father parental responsibility and if the parents are not married, parental responsibility does not always pass to the natural father if the mother dies.

Schools need to know who has ‘parental responsibility’ for each child. This is to ensure that proper authority is given when the school needs parental permission. It will also make sure that persons with parental responsibility but with whom the child does not live, can be provided with school reports and be given an opportunity to take part in the child’s education.

Definition of a Parent

Parents include all those people who have a parental responsibility for a child as set out in the Children’s Act 1989. Where responsibility for a child is ‘shared’, the person receiving Child Benefit is deemed to be the person responsible for completing application forms and whose address will be used for admission purposes.

Care of a Child

A person has “care” of a child if that person lives with and looks after the child, irrespective of their relationship to the child. Such a person is considered to be a “parent” for the purposes of the Education Act 1996, even though that person may not necessarily have parental responsibility for the child.

Parents are asked to co-operate with school staff by providing the school with details of the persons with parental responsibility for a pupil, or who have care of the pupil. Any changes in the arrangements for parental responsibility or in the day-to-day care of the child should be notified to the school. Any reference to parents within this policy relating to education matters also extends to include any individual who has care of the child(ren).

Looked After Children

A ‘Looked After Child’ is deemed to be one who is ‘Looked After’ by a Local Authority in accordance with Section 22 of the Children Act. These children are given top priority in the over-subscription criteria for all schools, including applications outside of the normal admissions period. Applications for LAC children should be made by the relevant corporate parent.

Previously Looked After Children

Looked after children who ceased to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after.

Definition of Sibling

A sibling is defined as a child who has a brother, sister, stepbrother or stepsister, half-brother or half-sister or is a foster child or adopted child living in the same family unit in the same family household and address and where a sibling will still be registered at the preferred school when the younger child is eligible to attend. Biological siblings who will still be registered at the preferred school when the younger child is eligible to attend will also be treated as siblings irrespective of place of residence.

Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

'Residing In' and 'Home Address'

The address on the form must be the child's current permanent place of residence.

By permanent we mean where your child physically resides and sleeps for the majority of the week, not for a limited time and not somewhere where the child is temporarily staying for a short time.

This will usually be the parents' address. If the parents don't reside together, the address must be of the parent with whom the child spends most time – usually the parent receiving child benefit (where applicable). If there is equal, shared custody of the child, it is left to the parents to decide which address to use but we may ask to see a Court Order or other evidence to confirm this arrangement exists. You should not use a business, relative or carer/childminder's address. If for any reason you are not the parent or a child's living arrangements are unusual, please explain on the form and supply evidence.

An application can **only** be made from one address and only one application per child can be made. If you cannot agree which school your child should attend with another parent, you should immediately take your own legal advice regarding making an urgent application to the Court.

Should it be necessary to request evidence we may require a number of items to show where you live with your child, acceptable evidence includes for example:

- i. driving license
- ii. child benefit,
- iii. a council tax bill in your name covering the application and/or allocation period
- iv. a utility bill in your name covering the application and/or allocation period
- v. a copy of your signed tenancy agreement covering the application and/or allocation period or evidence from any lease or agreement which confirms your right to reside at an address
- vi. such other evidence as appears to us to be reasonable

Our Governing Body, in conjunction with the Local Authority will check the address provided on your application against the records held for your child's current school/nursery, and we may request information and evidence from you if they differ. The Local Authority may also check council tax records. They may write to ask for your council tax reference number or for you to provide additional proof of your address.

For allocation purposes, any offer of a school place is based on where your child lives at the end of the **allocation period** (See Local Authority Admission Timetable) and is conditional on your child living at that address, unless you have notified us of, and we have accepted, a subsequent move.

Should you move after applying but during the allocation period you must provide us with proof of your new address. Acceptable evidence includes for example:

- i) a solicitor's letter confirming that completion has taken place on the purchase of a property; or
- ii) a copy of the current rental agreement, signed by both the Tenants and the Landlords, showing the address of the property; or
- iii) in the case of serving H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or CHQ.

We will investigate all applications where there is doubt about the address being given.

Address Warning

Use of false, misleading, incomplete or inaccurate information may lead us to withdraw an offer of a place, even after a child has started at a school.

A school place(s) may be withdrawn if parents provide the incorrect address on their initial application form, or at any point thereafter during the allocation period. We will not accept a temporary address if you still have a property that was previously used as a home address, unless there are exceptional circumstances that clearly demonstrate that it can no longer be your permanent address.

Nor will we accept a temporary address we reasonably believe is being used solely or mainly to obtain a school place. You may be asked to supply additional information to explain why you are not able to use your permanent address.

We will investigate all allegations of false addresses. The burden of evidence lies with the parents to provide sufficient documentation to support permanent residence at the address used.

"Suitable" Church in Wales School

This refers to the language medium (English, Welsh and Bilingual) depending on parental preference.

Twins, Triplets, Multiple Births

Twins, triplets, quadruplets etc residing at the same address and applying for places in the same year group at the same school.

In instances where there is one remaining place at a school, and according to oversubscription criteria one sibling from multiple births is allocated the last remaining place, the remaining siblings MAY be admitted as exceptions. The Welsh Government's School admissions code states that infant classes must not contain more than 30 pupils with a single school teacher. In limited circumstances, children may be admitted as "exceptions" to infant class size limit; multiple births may be considered as an exception and if so they could be admitted in excess of the published admission number.

HOW RELIGIOUS AFFILIATION IS TESTED.

Reference to "Attend / are Active Members" from Oversubscription Criteria.

If parents, or those with parental responsibility, wish to have their child's application considered under criteria d to g, then they need to have their vicar / faith leader complete and sign a supplementary information form (SIF) which needs to be returned to St. Michael's Church in Wales Primary School governing body no later than **five weeks** after the closing date for Reception applications (as applicable). **The SIF seeks information about the frequency of attendance at services / Sunday School etc. Confirmation of these details is required from the local priest, minister or faith leader.** A supplementary information form for this purpose can be found at the end of our admissions policy and is available directly from our school.

The SIF is to be returned to the school no later than **five weeks** after the closing date for Nursery or Reception applications (as applicable). The SIF form alone does not constitute an application; parents must also complete an Application Form as detailed at the start of this policy.

Member is defined as member of the Church in Wales by registration on the electoral roll of the parish.

Review

This policy will be reviewed every year to include any change of legislation or change in local circumstances.

This policy is in line with the current Welsh Government School admissions code and Welsh Government School admission appeals code.

APPENDIX A - SUPPLEMENTARY INFORMATION FORM

**SUPPLEMENTARY INFORMATION FORM FOR CHURCH IN WALES VOLUNTARY
AIDED SCHOOLS IN POWYS COUNTY COUNCIL**

This form should be completed by parents not **more than 3 months before the closing date of applications (see School Admissions Arrangements Timetable)** then handed to your minister / faith leader, with a **stamped addressed envelope** to the school.

The **Minister / Faith Leader** should return it **directly** to the school using the stamped addressed envelope provided by the parents. It need only be completed by those applicants applying under Christian and other faith oversubscription criteria.

Name of School being applied to:	
Name and address of child:	
Date of Birth:	

Please give details of the principal place of worship attended in the last three years. (If you wish endorsement from more than one minister, please supply details on a separate piece of paper).

Name of Church:	
Denomination of Church:	
Name and full address (inc postcode) of Minister:	
Minister's telephone number:	
How long have you regularly attended?	Less than 6 months 6 months to a year 1 year to 18 months More than 2 years More than 3 years
How often have you usually attended during this period?	Once a week Once a fortnight Monthly/family service
Does the child who is the subject of this application attend Sunday or Junior Church or similar. If yes, please specify	Yes No

Parent's signature:	Date
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To the Minister: Please can you confirm the details completed above, then pass the form directly to the school in the envelope the parents have provided. Thank you.

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Large empty rectangular box for content.

Minister's signature:	Date
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