

Admissions Policy 2016-17



**St Michael's C of E Primary School
North Road
Highgate
London
N6 4BG
Tel: 0208 340 7441**

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To nurture and inspire our children to develop a love of learning in a supportive Christian community and become the best they can be

St Michaels C of E Primary School - Admissions Policy (from September 2016)

Dear Prospective Parents,

There are many factors to consider when deciding which school is the right 'fit' for your child and your family. To help you in this process schools offer an open day, a chance for you to experience the school in action. At St. Michael's every day is an open day – just telephone or email the office to make an appointment.

St Michael's aims to be a 'Christian school for the community'. This means we welcome both children whose families attend church or other faith institutions, *and/or* those who live in the school's locality.

St Michael's School offers 60 places in each year group from Reception to year 6.

- Children are normally admitted at the beginning of the Autumn Term, although in-year vacancies can be filled at any time.
- Applications for a place in Reception must be made to the Local Authority by the published closing date, usually in early January of the year they wish to join.

The school also offers 52 part-time places in the Nursery.

- A Nursery application form must be completed by 1st December in the year before entry into the Nursery.
- Please note Admission to the Nursery does not entitle a child to a place in Reception the following year; parents must make a further application.

Applying for a place at St Michael's school

There are separate application forms for the main school and for the Nursery.

- An **application form for a Nursery Place** can be collected from the school or downloaded from the school website.
- All parents wishing their child to join St Michael's School in Reception must complete a **Common Application Form from their Local Authority** and return this to their own local authority by the published closing date.
- Parents applying for in year vacancies at other times must complete a **Common Application Form from their Local Authority** who will then inform the school of their wish for a place. In year vacancies are filled as they arise. When such a vacancy occurs, all applicants currently indicating an interest are considered in accordance with the admissions criteria listed below.

Supplementary Information Forms must also be completed by parents wishing to have regular religious worship considered as part of their application (criterion 1) or for full-time members of St Michael's teaching staff who have worked at the school for more than two years and wish for their children to enter the school (criterion 5). This form must be completed and returned to the school office by the same closing date published by the local authority.

For those who wish to gain religious points (criterion 1), a **Religious Leader's Reference Form** must also be completed and sent to the school office by this closing date.

Note: Even if a Supplementary Information form and a Religious Leader's form were submitted for a Nursery Place, **NEW FORMS MUST BE SUBMITTED FOR A RECEPTION PLACE.**

Parents should ensure that they receive acknowledgement of their application from both the school and from their home Local Authority. For those applying to the Nursery a stamped, addressed envelope, for the letter notifying them whether or not their child has been offered a place, would be greatly appreciated.

An offer of a place in the school may be withdrawn, at any time, if it comes to light that the place was obtained using a false address or other false information or documentation.

Oversubscription Criteria

All applications for places in either the main school or the nursery, including in year vacancies, are ranked within each year group by the number of points accumulated according to the criteria listed below.

Applicants are asked to note that priority is given to children with a Statement of Special Educational Needs or Education, Health and Care Plan where the school is named in the Statement or the Plan. Priority for admission will also be given to 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.

Admissions Criteria

1. Religious Links

Children whose families are regular (at least fortnightly) worshippers at the Parish Church of St Michael's, Highgate; the Parish of All Saint's, Highgate; the Parish Church of St Augustine, Highgate; the United Reformed Church, Pond Square, Highgate; the Parish Church of St Andrew's, Whitehall Park; or the Parish Church of St Anne's, Highgate and have been worshipping there for at least one year and provide a form signed by the appropriate priest or minister to that effect. **4 points**

Or

Children whose families are regular (at least fortnightly) worshippers at another Christian Church and have been worshipping there for at least one year and provide a form signed by the appropriate priest or minister to that effect. **2 points**

Or

Children whose families are of another faith who are regular (at least fortnightly) worshippers and have been worshipping for at least one year and provide a form signed by the appropriate religious leader to that effect. **1 points**

2. School Connections

Children who have a sibling / step-sibling, living at the same address and currently attending the school, who will still be on the school roll at the date when it is proposed that the child be admitted. **3 points**

3. Nursery

Children who attend St Michael's School Nursery. **1 point** (applicable only for entry to the main school)

4. Locality

Children living within the postal district of N6. **3 points**

5. Children of full-time staff

Children whose parents have held a full time teaching post at the school for at least two years at the time of the application deadline and who will be in post at the date when it is proposed that the child be admitted. **3 points**

Tie-breaker

Where applicants have the same number of points, places will be allocated to those whose main permanent residence is closest from their front door to the midpoint between the school's two pedestrian gates in North Road (measured in a straight line). If there are two with the same distance a decision will be made using random allocation.

Looked After Children and Previously Looked After Children

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 at the time of making an application to a school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children's Act 2002.

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

A 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian(s) (Children Act 1989, Section 14A).

Statement of Special Educational Need or Education, Health and Care Plan

A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child.

An Education, Health and Care plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

Sibling

A sibling is considered to be a full brother or sister, a step/half brother or sister, a foster brother or sister or an adopted brother or sister and other children living permanently at the same address as the child for whom the application is being made.

Receiving a place

The school considers all the applications after the Local Authority has processed the application forms. The school ranks all applications in accordance with the admissions criteria set out above. The ranking is then sent to the Local Authority and places are offered in the Spring Term for entry the following September.

Parents will be informed in writing of the outcome of their application by their Local Authority and asked to confirm they will be taking up the place. This is part of the Pan London Co-

ordinated Admissions System and will ensure that all parents receive one offer of a school place on the same day.

The number of points required to secure a place will vary year on year depending on applications received. If a Reception place is not offered to a child, but the parents wish their application to be considered for any in year vacancy that may subsequently arise, they should indicate this to the school office so that their child can be put on the waiting list, which is maintained by the school.

If a Reception place is not offered to their child, parents may appeal. There is however, no right of appeal in respect of nursery places, as nursery provision is not a statutory obligation.

In Year Admissions

Parents applying for in year vacancies at other times must complete a **Common Application Form from their Local Authority** who will then inform the school of their wish for a place.

If a place is available and there is no waiting list then the local authority will communicate the school's offer of a place to the family. If a place cannot be offered at this time then parents may ask for the reasons and will be informed of the right of appeal. Parents will also be offered the opportunity of being placed on a waiting list. This waiting list is maintained by the school in the order of the oversubscription criteria (with the following modifications: children without an offer of a school place are given priority immediately after other Children in Care and not in the order in which the applications are received).

When a place becomes available the school will make an offer to the parents of the child who is at the top of the list so that the local authority can inform the parent that the school is making an offer.