



ST MICHAEL'S  
C of E PRIMARY  
HIGHGATE

# Admissions Policy 2017-18

Date of issue	February 2017
Renewal date	February 2018
Responsible for this policy	Geraldine Gallagher

*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**

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 full-time and part-time places in our 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.

We set admission criteria with a points system to fulfil this purpose. Applicants are admitted in order of the number of points accumulated on their application form.

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

## **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. **3 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. **2 points**

### **2. Locality**

Children living within the area of the boundary map, which is attached as an appendix. **4 points**

### **3. School Connections**

Children who have a 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**

### **4. Nursery**

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

### **5. Children of full-time staff**

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



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**

#### **6. All other children**

Should there be any places available; priority will be given to those living nearest to the school.

## **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 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

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



children living permanently at the same address as the child for whom the application is being made.

**Deferred Entry – before compulsory school age**

*See Appendix A*

**Admission out of the normal age group – summer born children**

*See Appendix A*

## **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.

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.

## Appendix A

### Deferred entry – before compulsory school age

Children will normally be admitted to the reception year in the September following their fourth birthday. Parents can defer their child's entry to Reception until later in the school year but not beyond the point the child reaches compulsory school age nor beyond the beginning of the final term of the Reception year.

The school will hold any deferred place for the child. Where the parents wish, children may also attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

### Admission out of the normal age group – summer born children

The term summer born children relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August). Parents of summer born children may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

Parents who do not wish their summer born child to start Reception in the 2018/19 school year but to be admitted in September 2019 for the 2019/20 school year, should discuss this with the Head Teacher before 31 November 2017. After having met with the Head Teacher, parents submit their request in writing with all relevant documents to the Board of Governors. Parental views, academic achievement, social and emotional development and where relevant medical views are taken into consideration. The views of the Head Teacher will also be taken into account. The Governors make a decision based on the circumstances of each case and the best interest of the child. The governors write to the parents to inform them of the decision and the reasons on which it is based.

Parents who are granted their request must make an application when the new application process opens in September 2018. This will be considered

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



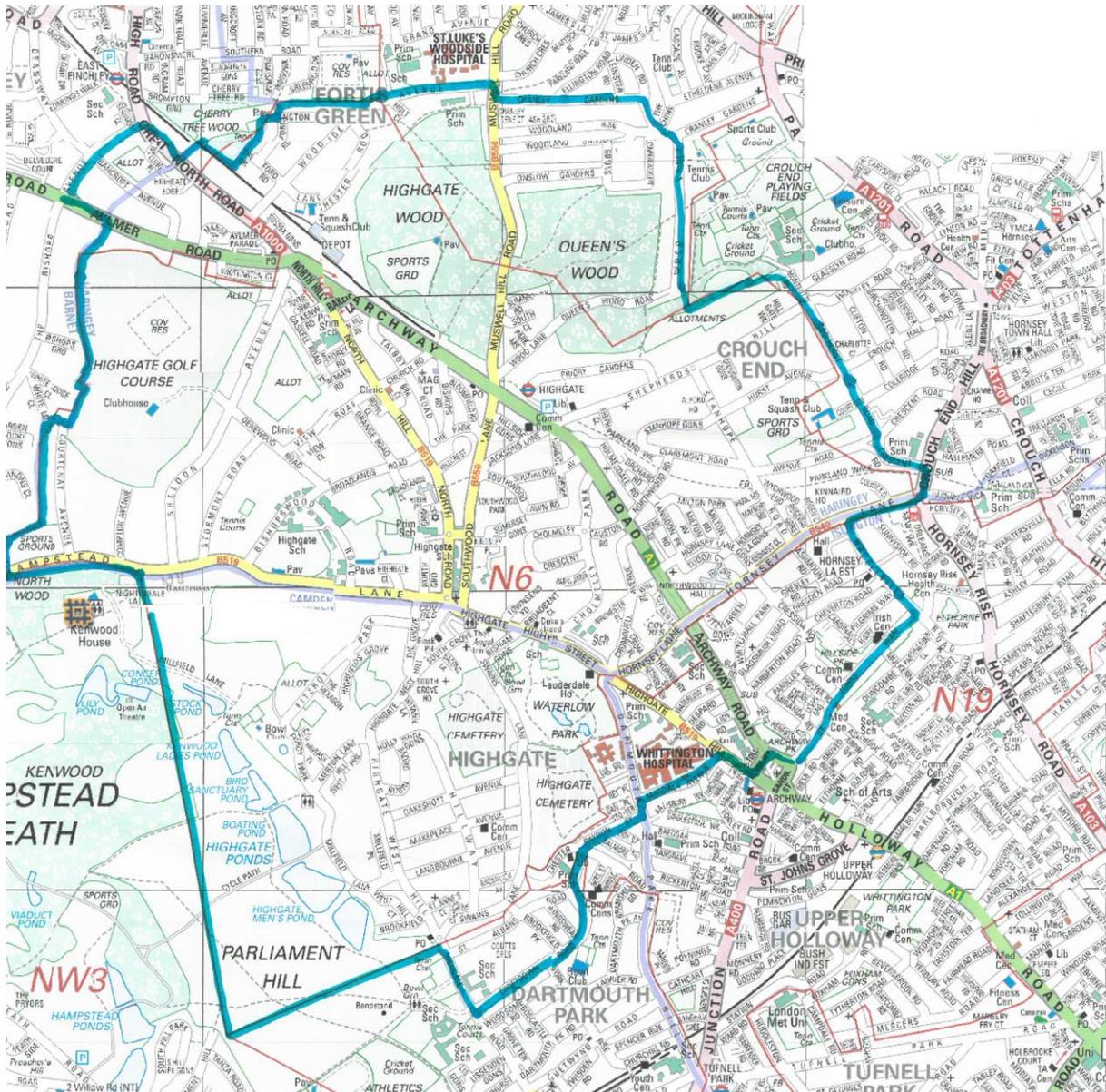
alongside all other applications and in accordance with the oversubscription criteria set out above. In the event of oversubscription, there is no guarantee that a place can be offered.

Parents of summer born children may decide not to apply for a Reception place in the school year 2018/19 but to apply for a Year 1 place in September 2019. Parents should be aware that the Year 1 group may have no vacancies at this time as it could be full with children transferring from the 2018/19 Reception Year group.



Appendix B

Catchment area map



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