



ST MICHAEL'S  
C of E PRIMARY  
HIGHGATE

# Admissions Policy 2019-20

Date of issue	February 2018
Renewal date	February 2019
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*

Dear Prospective Parents and Carers,

### **School Admissions**

St Michael's aims to be a 'Christian school for the community' with strong links with St Michael's Church in Highgate and other local churches. We welcome all children and families who attend church or other faith institutions, and those who do not worship. We are an inclusive school inviting families who endorse our values and wish to join our school community.

The school also offers full-time and part-time places in our **Nursery**. A Nursery application form must be submitted directly to the school by the **1st December** 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.

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 in September, although **in-year vacancies** can be filled at any time.

Applications for a place in **Reception** must be made to your Local Authority. In addition, an Supplementary Information Form needs to be submitted directly to the school. Both applications need to be submitted by the published closing date of the **15<sup>th</sup> January** of the year you wish your child to join us.

Please note all *Supplementary Information Forms* are available from our website [www.stmichaelsn6.com/admissions](http://www.stmichaelsn6.com/admissions) or from the school office.

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, we host regular open days. Please see our website for more details [www.stmichaelsn6.com](http://www.stmichaelsn6.com).

I look forward to meeting you and having the opportunity to show you around our wonderful school.

Best wishes,



Geraldine Gallagher  
**Headteacher**

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## Applying for a place at St Michael's school

### Nursery applications – directly to the school (1 form)

A Nursery Application Form needs to be submitted directly to St Michael's school office by the published **closing date of the 1<sup>st</sup> December** the year before joining us.

### Reception applications – directly to the school and local borough

All parents wishing their child to join St Michael's School in Reception must complete a Common Application Form from or an online eAdmissions form for their local borough. In addition, an application needs to be made directly to the school. **Both applications** need to be submitted by the published **closing date of the 15<sup>th</sup> January** of the year you wish your child to join us.

Please note: even if your child is in our Nursery, you do need to submit a Reception Application Form to your Local Authority and make an application directly to the school.

### In-year applications - directly to the school and local borough

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 addition, an application needs to be made directly to the school. In year vacancies are filled as they arise. When such a vacancy occurs, all applicants currently indicating an interest is considered in accordance with our oversubscribed criteria.

**Please note - all forms can be from the downloaded from the school website [www.stmichaelsn6.com/admissions/](http://www.stmichaelsn6.com/admissions/) or collected from the school office.**

### SEN or Looked after children

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.

## **Oversubscription Criteria**

If the number of applications received exceed the number of places available, the oversubscription criteria will be used to determine the children who can be admitted. Applicants are admitted in order of the number of points accumulated on their application form.

### **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. A signature is required on the Supplementary Information Form 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. A signature is required on the Supplementary Information Form 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. A signature is required on the Supplementary Information Form 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**

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#### **4. Nursery**

Children who attend St Michael's School Nursery. **1 point**

#### **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**

#### **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.

#### **Waiting List**

A Waiting List will be maintained by the School, which will be re-ranked in line with the School's oversubscription criteria whenever a new child is added to it.

#### **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

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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.

### **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 ranks all applications in accordance with the oversubscription criteria set out above. The ranking is then sent to the Local Authority and places are offered in the Spring Term on the 16<sup>th</sup> April for entry in 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.

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 their Local Authority and 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. **In addition, a Supplementary Information Form must be completed and returned to the school office.**

The school will communicate directly with the family if the school is able to offer a place. 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.

## **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 request to 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 2019/20 school year but to be admitted in September 2020 for the 2020/21 school year, should discuss this with the Headteacher before 31 November 2018. After having met with the Headteacher, parents submit their request in writing with all relevant documents to the Headteacher, who takes it 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 for 2020/21. This will be considered alongside all other applications and in accordance with the oversubscription criteria set

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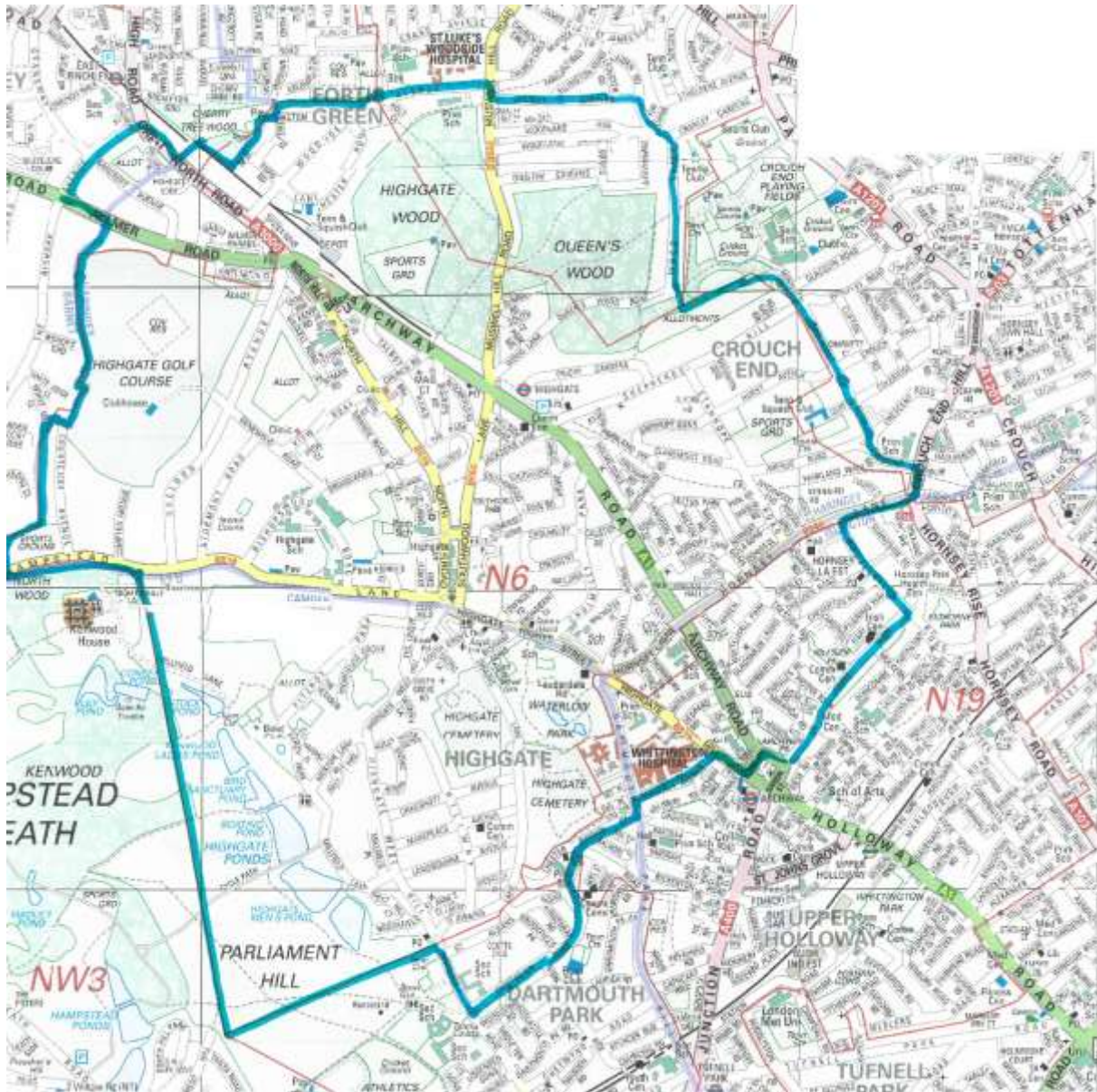
out above. In the event of oversubscription, there is no guarantee that a place can be offered.

Parents of summer born children may decide not to apply for a Reception place in the school year 2019/20 but to apply for a Year 1 place in September 2020. 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 2019/20 Reception Year group.



## Appendix B

### Catchment area map



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