



ST MICHAEL'S
C of E PRIMARY
HIGHGATE

Admissions Policy 2020-21

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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,

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 hold an open day in the autumn term when you are welcome to visit the school and get a taste of life here. Please just telephone or email the office to make an appointment.

Our ethos: 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 children and families who attend church but also those who attend other faith institutions, and those who do not worship but live in our local community. We are an inclusive school inviting families who endorse our values and wish to join our school community.

Our values: Our school's five core values are endurance, forgiveness, koinonia, creation and friendship

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

Our vision: We believe our children's future is created every day

Our admissions: an overview

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 do sometimes arise and can be filled at any time. We also offer full-time and part-time places in our Nursery (although parents should note that a place in our Nursery does not entitle a child to a place in Reception the following year).

When you apply for a place at the School, it is important that you follow the procedure set out in this policy. In particular, you will see that applications for a place in Reception in September 2020 must be submitted in accordance with the policy by **15th January** 2020. Applications for a place in our Nursery must be submitted by **1 December** 2019.

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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Admissions Policy

Aim

The aim of this policy is to ensure that families understand how to apply for a place at St Michael's school and how places are allocated in a fair and transparent way.

Legal and Safety Requirements

We follow the DfE statutory guidance for admissions.

The Governing Body oversees our admissions process. We therefore have the authority to "set" an admission number for each year group. At St Michael's we are a two form entry school, however the number can be reduced or increased with agreement from the governors, if it is in the best interests of a particular year group or the school in general.

Applying for a place at St Michael's school

Admissions to St Michael's School are organised in two groups:

1. Normal Admissions: Those applying for a Nursery or Reception place to start in September
2. In-Year Admissions: Those applying for a place in any year group, at any time of year.

Nursery applications – directly to the school (1 form)

	Normal Admissions	In-Year Admissions
Application Form	All parents must complete a Supplementary Information Form (SIF). It is available on the school website or via the school office	All parents must complete the SIF. It is available on the school website or via the school office
Deadline for sending in the SIF	1 st December for starting the following September.	No deadline. Places can be applied for at any time. Places are filled as they arise. When such a vacancy occurs, all applicants currently indicating an interest is considered in accordance with our oversubscribed criteria.

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Where to send it to?	School Office	School Office
What happens next?	The school will inform parents directly in February.	The school will inform parents directly.

Reception applications – directly to the school and with your Local Authority (LA)

	Normal Admissions	In Year Admissions
Applications Open	1st September	Any time
Application Form	All parents must complete the on-line e-admissions for their Local Authority (LA) (even if your child is currently in nursery) in addition to the SIF. The SIF is available on-line or via the school office	All parents must complete the on-line e-admissions for their Local Authority (LA) (even if your child is currently in nursery) in addition to the SIF. The SIF is available on-line or via the school office
Deadline for completing the LA form and sending in the SIF	15 th January for a place in Reception starting the September of the same year.	No deadline. Places can be applied for at any time. Places are filled as they arise. When such a vacancy occurs, all applicants currently indicating an interest is considered in accordance with our oversubscribed criteria.
Where to send it to?	LA form – on-line SIF - School Office	LA form – on-line SIF - School Office
What happens next?	Parents will be notified directly by their LA on the 16 th April. Acceptance deadline 30 th April. 30 th April appeals deadline	The school will inform parents directly.

Please note - all forms can be downloaded from the school website www.stmichaelsn6.com/admissions/ or collected from the school office.

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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.

	Criteria	Points
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. Sibling	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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	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.	
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.	Distance

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 16th 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

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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.

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.

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.

Definitions:

1. Looked After Children and Previously Looked After Children

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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).

2. 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.

3. Deferred Entry – before compulsory school age

See Appendix A

4. Delayed Entry - Admission out of the normal age group – summer born children

See Appendix A

5. Twins or triplets

Parents with multiple birth children must complete a separate application form for each child. If only one place is available and the child who qualifies for that place is one of multiple birth, the school will look at going over our

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published admission number. This is done by asking permission from the governing body if an additional place can be offered.

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.

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.

Delayed Entry - 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.

St Michael's School will consider all requests for a child to be educated out of year group and will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned. This will include taking account of the child's individual needs and abilities and to consider whether these can best be met in Reception or Year 1. It will also involve taking account of

- Parents' views
- Information about the child's academic, social and emotional development
- The child's medical history, where relevant, and the views of a medical professional
- Whether they have previously been educated out of their normal age group

Whether they may naturally have fallen into a lower age group if it were not for being born prematurely, and the potential impact on the child of being admitted to year one without having completed the reception year. The views of the head teacher will be an important part of this consideration.

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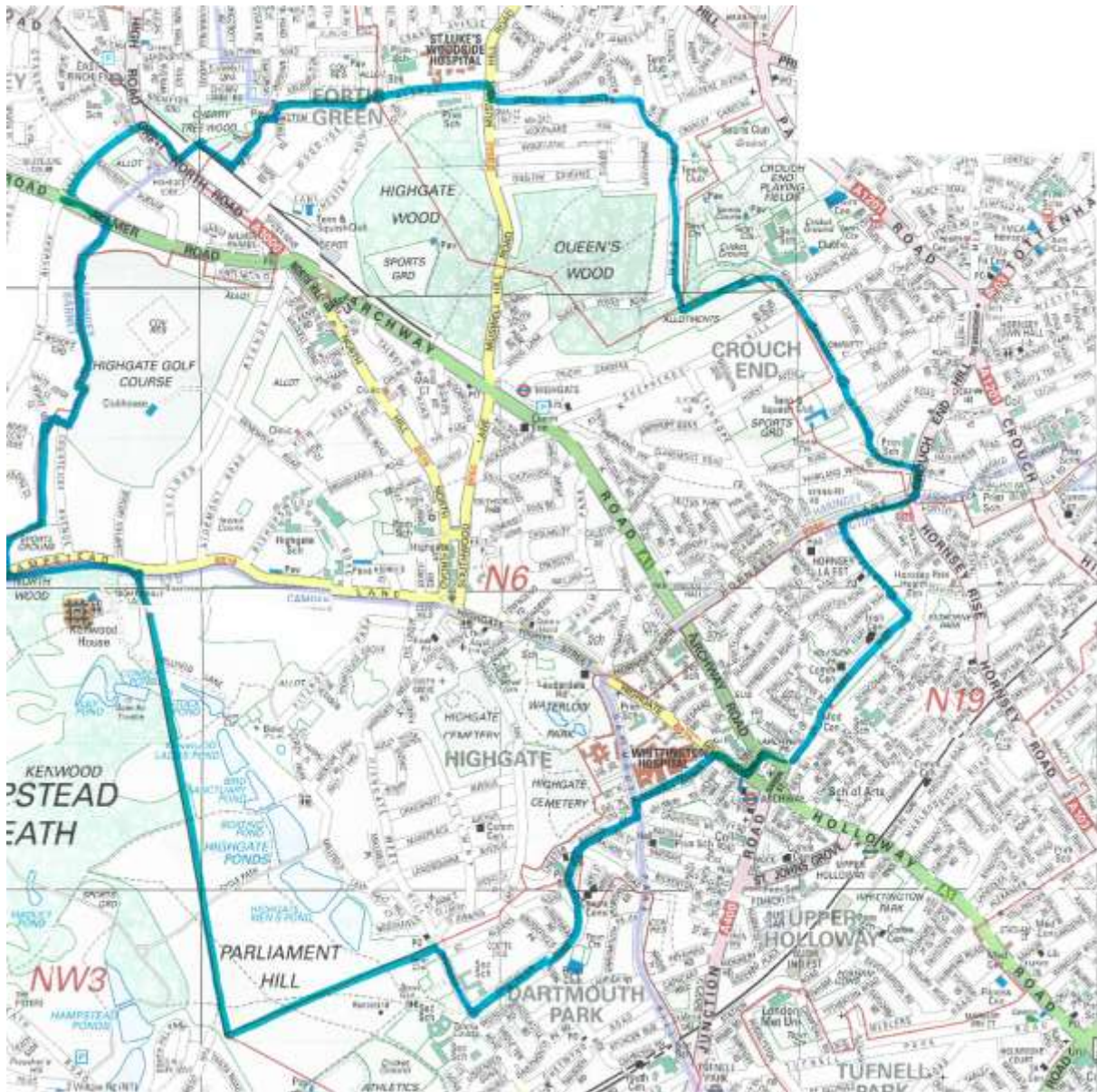
	Wanting to delay entry into Reception
The Parent/s	Parents who wish their summer born child to delay starting in Reception until the following year should discuss this with the Headteacher before 31 November and submit supporting evidence
The School	The Headteacher will submit the parent's request with all relevant documents to the Governing body. Parental views, academic achievement, social and emotional development and where relevant medical views are taken into consideration. The views of the Headteacher 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 and the LA to inform them of the decision and the reasons on which it is based.
Applications Open	1st September
Application Form	Parents must still apply for a Reception place through their LA by the published deadline of 15 th January. All parents must complete the on-line e-admissions for their Local Authority (LA) (even if your child is currently in nursery) in addition to the SIF. The SIF is available on-line or via the school office .
Deadline for completing the LA form and sending in the SIF	15 th January for a place in Reception starting the September of the same year.
Where to send it to?	LA form – on-line SIF - School Office
What happens next?	Parents will be notified directly by the LA on the 16 th April. Acceptance deadline 30 th April. Parents who are granted their request must then make an application when the new application process opens the following year. This is a paper application available via the LA admissions website. Delayed entry does not give privilege and the application will be considered 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 following school year but apply for a Year 1 place in September. 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 Reception Year group.



Appendix B

Boundary Map: includes all roads within N6 and covers some roads in the N19, N10, N8, N2 and NW5 area.



NB: we currently have children in attendance who live in the boroughs of Barnet, Camden and Islington.

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