



ST MICHAEL'S  
C of E PRIMARY  
HIGHGATE

# Admissions Policy 2022-23

Date of issue	December 2021
Renewal date	December 2022
Responsible for this policy	Geraldine Gallagher

Dear Prospective Parent(s) and Carers,

Thank you for considering our wonderful school for your child.

Located in leafy Highgate our school has 460 pupils and enjoys lovely Victorian grounds and buildings and exceptional outdoor learning opportunities on a site of 4 acres of land. Educationally, our school ranks well above the national average and we are in the top 3% of schools for performance.

We pride ourselves on the very strong community feel to our school, with an evidently strong Christian ethos, a rich extra-curriculum school life, a very active parent(s) association and a committed Board of Governors.

Our school's vision, mission and values were revitalised in 2015 in a school-wide exercise involving children, parent(s), staff, teachers, senior leadership team, Head and Governors. You can see more details on our mission, vision and values on our website.

We aim to be a 'Christian school for the community' with strong links with St Michael's Church in Highgate and other local churches. Being an inclusive community based school we welcome children and families who attend church, those who attend other faith institutions, and those who do not worship but live in our local community. We invite all families who endorse our values and wish to join our school community to apply.

There are many factors to consider when deciding which school is the right 'fit' for your child and we hope we can help you make the best decision for your family and your child's future. To help you in this process we hold an open morning welcoming families to visit our school and get a taste of life here. Details of open mornings are published on our website and you can also contact the school office for further information.

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

## 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 parent(s) 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 2022** must be submitted in accordance with the policy by **15<sup>th</sup> January 2022**. Applications for a place in our Nursery must be submitted by **1 December 2021**.

## Applying for a place

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

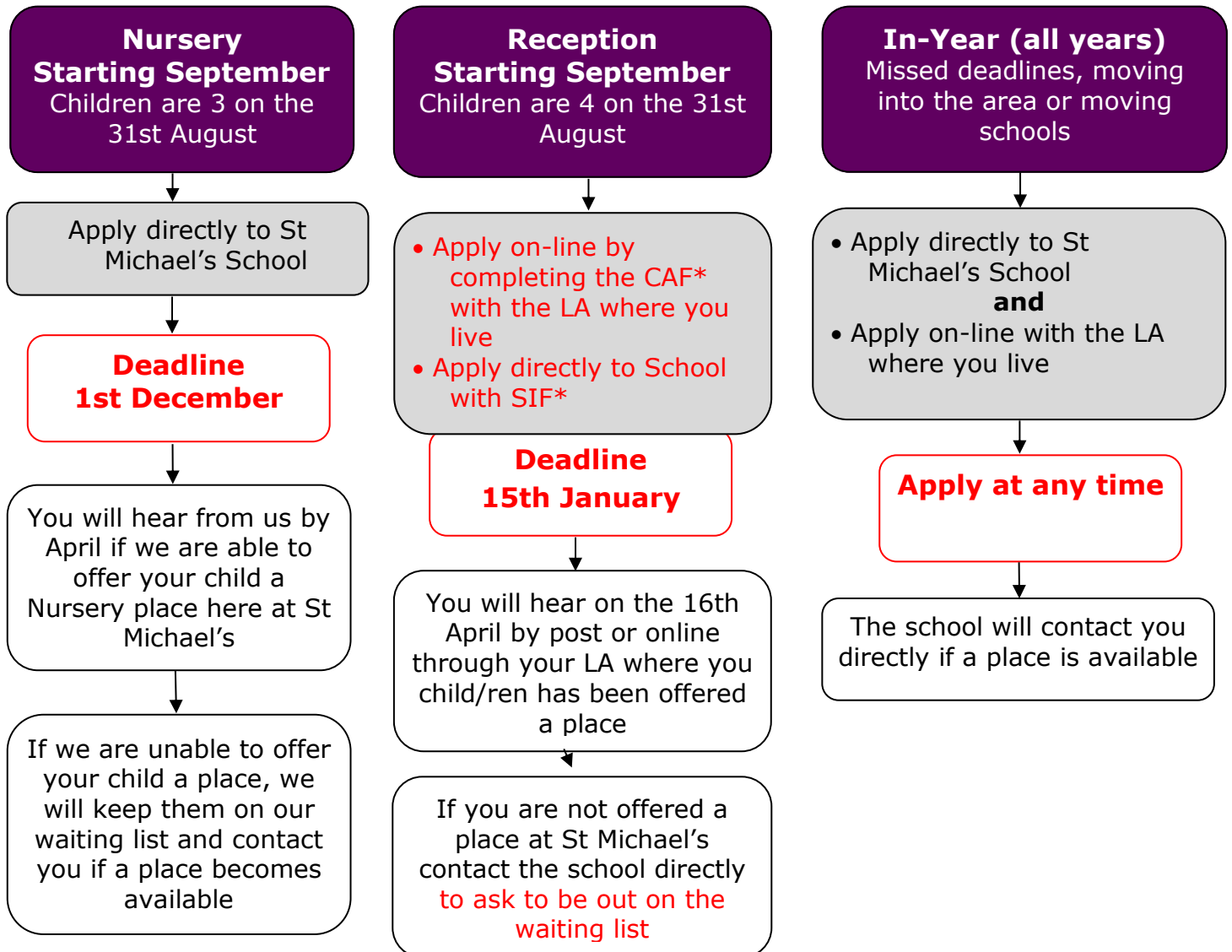
1. Normal Admissions: Those applying for a Nursery or Reception place to start in September 2022
2. In-Year Admissions: Those applying for a place in any year group, at any time of the academic year.



# Admissions Process

The Local Authority (LA) where you live is responsible for offering your child a school place and their aim is to give your 1st preference.

If you want your child to join **St Michael's School** it is vital that you list us as your **1st preference** on your Local Authority application.



Forms and Admissions Policy available on our Admissions page on our website  
[www.stmichaelsn6.com](http://www.stmichaelsn6.com)  
 • CAF is the Common Application Form and SIF is the Supplementary Information Form

**Return via email [admin@stmichaelsn6.com](mailto:admin@stmichaelsn6.com)**

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**All forms can be downloaded from the school website  
[www.stmichaelsn6.com/admissions/](http://www.stmichaelsn6.com/admissions/).**

	<b>Normal Admissions</b>	<b>In-Year Admissions</b>
<b>Nursery applications – directly to the school (1 form)</b>		
Applications Open	1st September	Any time
Application Form	All parent(s) should complete a Nursery Application Form It is available on the school website	All parent(s) should complete a Nursery Application Form. It is available on the school website
<b>Reception applications- Complete Common Application form with your Local Authority (LA) – for foundation places complete Supplementary information Form directly to the school (2 forms)</b>		
Applications Open	1st September	Any time
Application Form	All parent(s) must complete the on-line e- admissions for their Local Authority (LA) (even if your child is currently in nursery).	All parent(s) must complete the on-line e- admissions for their Local Authority (LA) (even if your child is currently in nursery).
Supplementary Information Form (SIF)	All parent(s) should complete and submit a SIF if they wish to obtain Religious Worship points. The SIF is available on the school website	All parent(s) should complete and submit a SIF if they wish to obtain Religious Worship points. The SIF is available on the school website
Deadline for completing the LA form and sending in the SIF	15 <sup>th</sup> January for a place in Reception starting the September of the same calendar 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 are considered in accordance with our oversubscribed criteria
Where to send it to?	LA Form: Online SIF: School Office	LA Form: Online SIF: School Office
What happens next?	Parent(s) will be notified directly by their LA on the 16th April. Acceptance deadline 30th April. 30th April is also the appeals deadline	The Parent(s) will be contacted to view the school if there is a vacancy and will receive a formal offer letter.

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## **Legal and Safety Requirements**

We follow the DfE statutory guidance for admissions.

The Governing Body oversees our admissions process.

## **Admissions Criteria**

### **1. Looked after or previously looked after children**

Applicants are asked to note that priority is given to children who are looked after, 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.

### **2. Children with an Education, Health and Care Plan**

Applicants are asked to note that priority is given to children with an Education, Health and Care Plan issued by their Local Authority of residence, where the school is named in the Plan. Please refer to Appendix B.

### **3. Oversubscription Criteria**

If the number of applications received exceeds 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.



	<b>Criteria</b>	<b>Points</b>
2A. 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
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
Or	Children whose families are of another faith who are regular (at least fortnightly) worshippers and have been worshipping for at least one year.	2
2B. Locality	Children living within the area of the boundary map, which is attached as an appendix.	4
2C. 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. 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.	3
2D. Nursery	Children who attend St Michael's School Nursery.	2
2E. Children of full- time staff	Children whose parent(s) 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
2F. All other children	Should there be any places available; priority will be given to those living nearest to the school. Distance is measured in a straight line from the ordnance survey address point of the child's home to the midpoint between the school's two pedestrian gates in North Road (measured in a straight line).	Km.

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## **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.

Parent(s) 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 parent(s) receive one offer of a school place on the same day.

If a Reception place is not offered to a child, but the parent(s) 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, parent(s) 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**

Parent(s) applying for in year vacancies at other times should 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 should be completed and returned to the school office if you wish to obtain the Religious Worship points.**

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 parent(s) may ask for the reasons and will be informed of the right of appeal. Parent(s) 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 parent(s) of the child who is at the top of the list.

## **Tie-breaker**

Where applicants have the same number of points, places will be allocated to those whose main permanent residence is closest to the school, measured from the ordnance survey address point of the child's home to the midpoint

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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.

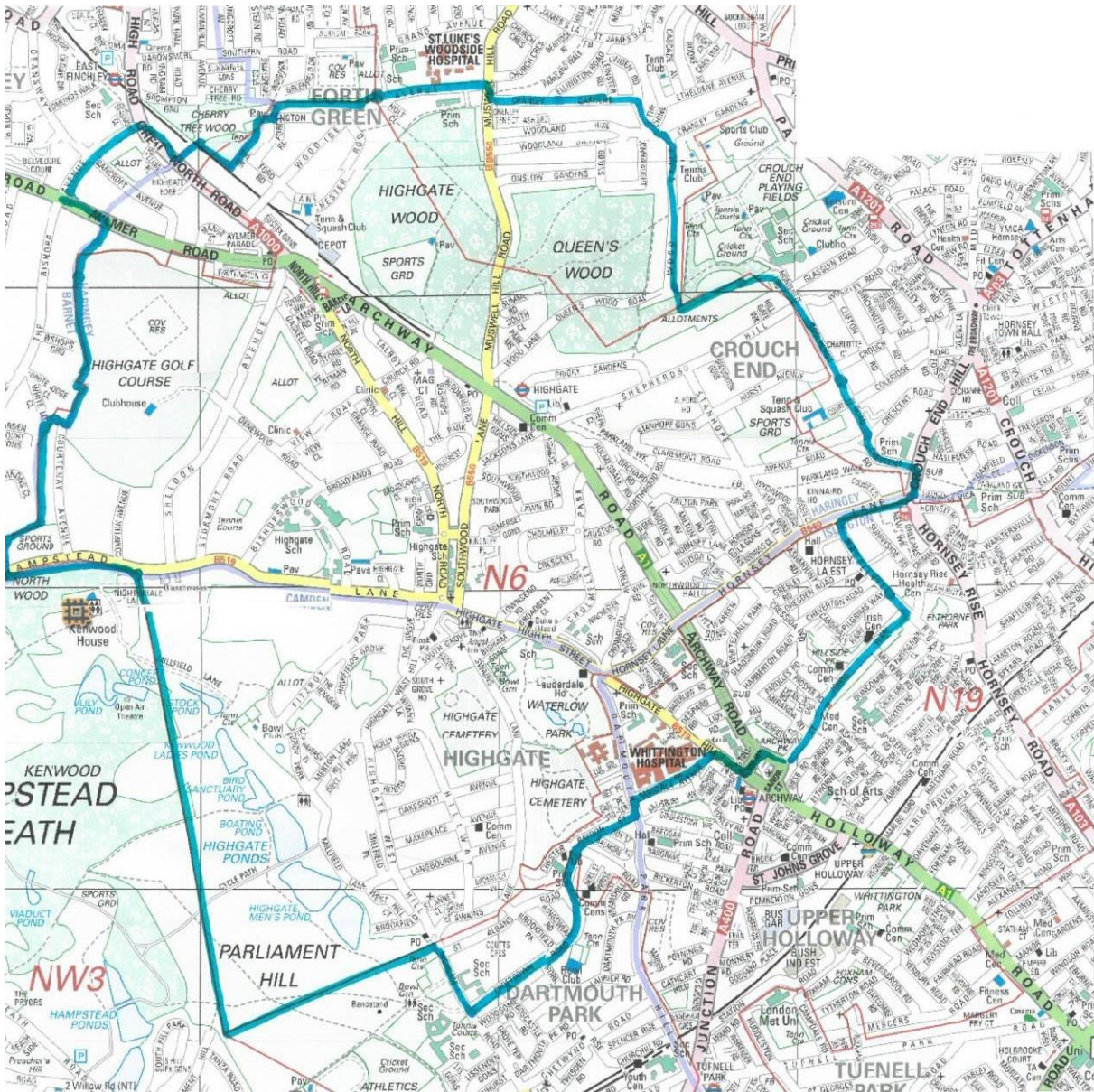
### **Waiting List**

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.



**Appendix A Boundary Map**

**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 who live in the boroughs of Haringey, Barnet, Camden and Islington.**

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## **Appendix B Definitions:**

### **1. 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).

### **2. Education, Health and Care Plan**

An Education, Health and Care Plan is a Plan issued by the Local Authority of residence 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 C*

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

*See Appendix C*

### **5. Twins or triplets**

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

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## **Appendix C Deferred and Delayed Entry**

### **Deferred entry – before compulsory school age**

Children will normally be admitted to the Reception Year in the September following their fourth birthday. Parent(s) 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.

Parent(s) who request for their child to delay entry, may also request for their child to attend part-time. Parent(s) will need to meet with the Headteacher to discuss their request. 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). Parent(s) 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

- Parent(s)' 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

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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 Headteacher will be an important part of this consideration.

	<b>Wanting to delay entry into Reception</b>
The Parents	Parent(s) who wish their summer born child to delay starting in Reception until the following year are asked to discuss their request 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 parent(s) and the LA to inform them of the decision and the reasons on which it is based.
Applications Open	1st September
Application Form	Parent(s) must still apply for a Reception place through their LA by the published deadline of 15th January. All parent(s) must complete the on-line e- admissions for their Local Authority (LA) (even if your child is currently in nursery).
Supplementary Information Form (SIF)	All parent(s) should complete and submit a SIF if they wish to obtain Religious Worship points. The SIF is available on-line or via the school office .
Deadline for completing the LA form and sending in the SIF	15th 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	Parent(s) will be notified directly by the LA on the 16th April. Acceptance deadline 30th April. Parent(s) 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

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	with the oversubscription criteria set out above. In the event of oversubscription, there is no guarantee that a place can be offered.
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Parent(s) 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. Parent(s) 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.