Admissions Policy 2021-22

Date of issue | December 2019
Renewal date | December 2020
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,

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 national average attainment scores and expected progress made at each Key Stage in reading, writing and maths.

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 parents 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, parents, 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 also 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 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. Please telephone or email the office to make an appointment. Details will also be published on our website to ensure you have access to the most current dates.

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

Best wishes,

Geraldine Gallagher
Headteacher
Admissions Policy

Aim

At St Michaels, we allocate places in a fair and transparent way and want to ensure that you understand how to apply.

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 2021 must be submitted in accordance with the policy by 15th January 2021. Applications for a place in our Nursery must be submitted by 1 December 2020.

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 2021
2. In-Year Admissions: Those applying for a place in any year group, at any time of the academic year.

Nursery applications – directly to the school (1 form)

<table>
<thead>
<tr>
<th>Application Form</th>
<th>Normal Admissions</th>
<th>In-Year Admissions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All parents <strong>should</strong> complete a Nursery Application Form It is available on the school website or via the school office.</td>
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</tr>
<tr>
<td>Deadline for sending in the Nursery Application Form</td>
<td>1st December 2020 for starting the following September 2021.</td>
<td>No deadline. Places can be applied for at any time. Places are filled as they arise. When such a vacancy occurs, all applicants currently</td>
</tr>
</tbody>
</table>

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### Admissions Policy 2021

<table>
<thead>
<tr>
<th>Where to send it to?</th>
<th>School Office <a href="mailto:admin@stmichaeln6.com">admin@stmichaeln6.com</a></th>
<th>School Office <a href="mailto:admin@stmichaeln6.com">admin@stmichaeln6.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>What happens next?</td>
<td>The school will acknowledge receipt of your application. Parents will be informed directly by post in February.</td>
<td>The school will acknowledge receipt of your application. Parents will be contacted to view the school if there is a vacancy and will receive a formal offer letter.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Normal Admissions</th>
<th>In Year Admissions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Applications Open</strong></td>
<td>1st September</td>
</tr>
<tr>
<td><strong>Application Form</strong></td>
<td>All parents <strong>must</strong> complete the on-line e-admissions for their Local Authority (LA) (even if your child is currently in nursery).</td>
</tr>
<tr>
<td><strong>Supplementary Information Form (SIF)</strong></td>
<td>All parents 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.</td>
</tr>
<tr>
<td><strong>Deadline for completing the LA form and sending in the SIF</strong></td>
<td>15th January for a place in Reception starting the September of the same year.</td>
</tr>
<tr>
<td><strong>Where to send it to?</strong></td>
<td>LA form – on-line SIF - School Office</td>
</tr>
<tr>
<td><strong>What happens next?</strong></td>
<td>Parents will be notified directly by their LA on the 16th April. Acceptance deadline 30th</td>
</tr>
</tbody>
</table>
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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.

All forms can be downloaded from the school website www.stmichaelsn6.com/admissions/ or collected from the school office.
Admissions Policy 2021

Admissions Criteria

1. Looked after or previously looked after children

Applicants are asked to note that priority is given to children 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.

2. 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.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>2A. Religious Links</td>
<td>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.</td>
</tr>
<tr>
<td>or</td>
<td>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.</td>
</tr>
<tr>
<td>or</td>
<td>Children living within the area of the</td>
</tr>
<tr>
<td>2B. Locality</td>
<td>School</td>
</tr>
</tbody>
</table>

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boundary map, which is attached as an appendix.

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 points

2D. Nursery

Children who attend St Michael’s School Nursery.

2 points

2E. 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

2F. All other children

Should there be any places available; priority will be given to those living nearest to the school. Distance is measured as the crow flies, in a straight line door or door.

Distance

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 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 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**

Parents 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 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.

**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.
Appendix A 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 B*

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

*See Appendix B*

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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Appendix B 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. 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.

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). 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

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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 Headteacher will be an important part of this consideration.

<table>
<thead>
<tr>
<th>Wanting to delay entry into Reception</th>
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<tbody>
<tr>
<td><strong>The Parent/s</strong></td>
</tr>
<tr>
<td>Parents who wish their summer born child to delay starting in Reception until the following year should discuss this with the Headteacher <strong>before 31 November and submit supporting evidence</strong></td>
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<tr>
<th><strong>The School</strong></th>
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<tr>
<td>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.</td>
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<td>Parents must still apply for a Reception place through their LA by the published deadline of 15th January. All parents <strong>must</strong> complete the on-line e-admissions for their Local Authority (LA) (even if your child is currently in nursery).</td>
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<td>SIF - School Office</td>
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<th>What happens next?</th>
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<tr>
<td>Parents will be notified directly by the LA on the 16th April. Acceptance deadline 30th 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</td>
</tr>
</tbody>
</table>

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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 C 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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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.

Nursery
Starting September
Children are 3 on the 31st August
- Apply directly to St Michael’s School

Deadline 1st December
You will hear from us by April if we are able to offer your child a Nursery place here at St Michael’s
If we are unable to offer your child a place, we will keep them on our waiting list and contact you if a place becomes available

Reception
Starting September
Children are 4 on the 31st August
- Apply directly to St Michael’s School
- Apply on-line with the LA where you live

Deadline 15th January
You will hear on the 16th April by post or online through your LA where you child/ren has been offered a place
If you are not offered a place at St Michael’s contact the school directly

In-Year (all years)
Missed deadlines, moving into the area or moving schools
- Apply directly to St Michael’s School
- Apply on-line with the LA where you live

Apply at any time
The school will contact you directly if a place is available

Forms and Admissions Policy available on our Admissions page on our website
WWW.stmichaelsn6.com

Return by post, hand in to the school office or via email admin@stmichaelsn6.com