

# ST. MICHAEL'S C.E. PRIMARY SCHOOL



## RECEPTION ADMISSIONS POLICY: 2026

Parents should either apply for a Foundation Church place or for an Open Community place.

### Applying for a Foundation Church Place

There are three parts to applying for a Foundation Church place:

1. Our **Supplementary Information Form** should be completed and returned directly to the school by 15<sup>th</sup> January 2026, so that the governors may consider your application fully.
2. In addition to the **Supplementary Information Form**, parents must also complete a Common Application Form (CAF) from their home local authority (for those who live in Enfield, this is the **London Borough of Enfield CAF**) and return this directly to your home local authority by 15<sup>th</sup> January 2026.
3. Our **Supporting Reference Form**, completed by the priest/minister of the church attended by the family, stating that they have attended twice a month for twelve months. It is the responsibility of parents to make arrangements for the signing of this form with their own minister. This must be submitted to the school by 15<sup>th</sup> January 2026. It should not be signed before 1<sup>st</sup> January 2026.

### Applying for an Open Community Place

There is one part to applying for an Open Community Place.

1. Parents should complete a Common Application Form (CAF) from their home local authority (for those who live in Enfield, this is the **London Borough of Enfield CAF**) and return this directly to your home local authority by 15<sup>th</sup> January 2026.

### The Admissions Process

The Admissions Panel meets in February. According to the information from the Common Application Forms, from our Supplementary Information Forms and from our Supporting References (completed by the priest/minister of the church attended by the family), children are placed on either the Foundation List or the Open Community List.

First of all, children in Public Care <sup>1</sup> are considered and placed (Category 1).

Then children in priority groups are considered and placed (Category 2).

Next, 85% of the remaining places are allocated to Foundation Church applicants (Category 3). Should there be more Foundation applicants than places, these children will be transferred to the Open Community List.

Then, the remaining 15% of places will be allocated according to the Open Community criteria (Category 4).

### Statement of Special Educational Needs or Education and Health Care Plan

Children with a Statement of Special Educational Needs (Statement) or Education and Health Care Plan (EHCP). Where the Statement or EHCP names St. Michael's School, the child will have automatic entry to the school.

## Admissions Criteria

Sixty children are admitted each year to the Reception Class. Should there be more applications than there are places, the following admissions criteria will apply in order.

### Category 1

- 1) Children in Public Care <sup>1</sup>

### Category 2

- 2a) Children of UK Armed Forces personnel <sup>2</sup>
- 2b) Children of St. Michael's School staff <sup>3</sup>
- 2c) Children with exceptional social or medical needs will be considered on a case by case basis. Supporting documents will be required.

Once Category 1 and Category 2 have been considered, the remaining places will be divided as follows:

85% Foundation Church Places (Category 3), 15% Open Community Places (Category 4)

#### 85% Foundation Church Places:

These places are for the children of families who have attended church twice a month for the previous twelve months. A reference from the priest/minister should be provided on our Supporting Reference Form. If families have changed their regular place of worship within the last twelve months, an additional reference will need to be completed by the previous priest/minister to make up the full period.

#### 15% Open Community Places:

Open Community Places are for children whose families live closest to the school. The distance will be measured by the Admissions IT system ADDRESS-POINT®, as used by Enfield Local Authority.

### Category 3: Foundation Church Places

Should there be more applications than there are Foundation places, the following criteria will apply, in order.

- F a) A child whose parent/s worship regularly <sup>4</sup> at St. Michael's CE Church, Gordon Hill or St. Mary Magdalene CE Church, Windmill Hill.

Should there be more applicants than places for St. Michael's and St. Mary Magdalene attenders, the category will be ordered as follows: children with sibling/s <sup>5</sup> at St. Michael's CE Primary School then according to Home / School distance<sup>6</sup>

F b) A sibling <sup>5</sup> and whose parents regularly worship <sup>4</sup> at a Church belonging to any of the following organisations:

*Churches Together in Britain and Ireland, Evangelical Alliance, Affinity.*

Should there be more applicants than places for siblings <sup>5</sup> in this category, the category will be ordered according to Home / School distance. <sup>6</sup>

F c) A child whose parent/s worship regularly <sup>4</sup> at St Luke's and St John's. Should there be more applicants than places in this category, the category will be ordered according to Home / School distance. <sup>6</sup>

F d) A child whose parent/s worship regularly <sup>4</sup> at any other Church of England Church. Should there be more applicants than places in this category, the category will be ordered according to Home / School distance. <sup>6</sup>

F e) A child whose parent/s worship regularly <sup>4</sup> at a Church of any other Christian denomination belonging to any of the following organisations:

*Churches Together in Britain and Ireland, Evangelical Alliance, Affinity.*

Should there be more applicants than places in this category, the category will be ordered according to Home / School distance. <sup>6</sup>

If there are any Foundation Church places still unfilled, they will become Open Community places.

#### **Category 4: Open Community Places**

Open Community Places are for children whose families live in the local area. Should there be more applications than Open Community places, the following criteria will apply, in order:

O a) A sibling. <sup>5</sup>  
Should there be more applicants than places in this category, they will be ordered according to Home / School distance. <sup>6</sup>

O b) Children who do not fall into the categories above but who live in close proximity to the school, priority being given to the closest. <sup>6</sup>

If there are any Open Community places still unfilled, they will become Foundation places.

#### **Oversubscription Criteria / Waiting List**

After 1<sup>st</sup> September of the Admissions year (1<sup>st</sup> September 2026), the Foundation Places List and the Open Community List become one and will be allocated in the following order:

<b>Category 1</b>	
<b>Category 2</b>	<b>(2a, 2b, 2c)</b>
<b>Category 3</b>	<b>(Fa, Fb)</b>
<b>Category 4</b>	<b>(Oa)</b>
<b>Category 3</b>	<b>(Fc, Fd, Fe)</b>
<b>Category 4</b>	<b>(Ob)</b>

Should there not be enough places available, parents will be automatically placed on a waiting list.

This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available, the Governing Body will decide who is at the top of the list so that the Local Authority can inform the parent that the school is making an offer.

If you are not offered a place at St. Michael's School, you have the right to appeal against the School's decision. Appeals should be made in writing, to the Clerk to the Governors c/o St. Michael's School, and should be made within six months of the date of admission to the School. An independent appeals committee will hear your appeal and notify you of their decision.

### **In-Year Admissions**

Parents should apply for In-Year Admissions using a **London Borough of Enfield In-Year Admissions Form** and, if appropriate, a **Supplementary Information Form** and **our Priest's Supporting Reference**.

Should a place become available and there are more applicants than places, places will be allocated in the following order:

- Category 1
- Category 2 (2a, 2b, 2c)
- Category 3 (Fa, Fb)
- Category 4 (Oa)
- Category 3 (Fc, Fd, Fe)
- Category 4 (Ob)

### **Late Applicants:**

Late applicants (i.e. submitted after 15<sup>th</sup> January 2026) may be considered, if governors consider there are exceptional circumstances leading to the late submission.

### **Multiple Births:**

Where one child is the 60<sup>th</sup> child, the other/s will be offered a place.

### **Proof of Address and Date of Birth:**

Proof of address and date of birth will always be sought.

### **Summer Born Children:**

#### Admissions outside of the normal age group

The term 'summer born children' relates to all children born from 1 April to 31 August. In exceptional circumstances, it may be possible for summer born children (or those born prematurely) to be admitted out of their normal age group. Decisions will be made on a case by case basis after liaison between the child's parents, school and any outside agencies.

If a parent decides not to apply for a Reception place, but to apply for a Year 1 place, the parent needs to be aware that the Year 1 group may have no vacancies.

## Deferred Places:

Where a place has been offered:

- It is for a full-time place from the September following the child's fourth birthday.
- The place may be deferred until later in the school year but not beyond the point at which the child reaches compulsory school age (the term after the fifth birthday). This means that parents of a child whose fifth birthday falls between 1 September and 31 March may request that their child is not admitted until later in the school year, but no later than the term after the child's fifth birthday, when s/he reaches compulsory school age. For children born between 1 April and 31 August, this is not beyond the beginning of the final term of the school year for which the offer was made. Decisions will be made on a case by case basis after liaison between the school and the child's parents.
- A child may attend part-time until they reach compulsory school age.

## Fair Access Protocol:

As a Church of England school guided by our values of love, respect, and integrity, we are committed to supporting vulnerable children and ensuring fair access to education. In accordance with Enfield Council's Fair Access Protocol, we work collaboratively with the Local Authority to provide school places for unplaced or hard-to-place children, including those who meet the prescribed categories outlined in the Admissions Code. We prioritise the needs of the child, whilst upholding fairness and balance across all admissions decisions.

## Explanatory Notes:

1. LAC - 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 including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 (see the definition in Section 22(1) of the Children Act 1989).
2. Children of UK service personnel (UK Armed Forces) with a confirmed posting to this area. The School must: allocate a place in advance of the family arriving in the area provided that the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address. The School must not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children.
3. Children of Staff members who fulfil the following conditions:
  - The member of staff has been employed at the school for two or more years at the time at which the admissions meeting is held in February 2026, / or /
  - The member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.
4. By regular we mean worship at church by a parent/guardian, at least twice monthly over the period of twelve months, prior to the admissions meeting in February 2026. Attendance information will be sought via our Supporting Reference, completed by the priest/minister of the church attended by the family, which parents should collect from, and return to, the school.
5. By sibling we mean: brother, sister, step/half/foster siblings living at the same address of a child currently attending the school at the time of Admission (i.e. September 2026).
6. Distances from home to school are provided by the Enfield Schools Admissions Service. The Governing Body has been advised that the distances provided are calculated by the Admissions IT system using ADDRESS-POINT®. This provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metres (10cm) measured from the Headteacher's Office. The accuracy of each ADDRESS-POINT® is such that each point will fall within the addressed building. In the case of multi-occupancy buildings such as flats where there may only be one address point, priority will be given to the applicants whose door number is the lowest numerically or alphabetically.