

ST. MICHAEL'S C.E. PRIMARY SCHOOL



NURSERY ADMISSIONS POLICY: 2026

There are 30 places in the Nursery and all places are offered subject to the Admissions Criteria in this Nursery Admissions Policy only.

The Nursery in 2026-2027 is for children who were born between 01/09/2022 and 31/08/2023.

15 Hours Provision

All parents are entitled to 15 hours per week of free early years education, for 38 weeks each year, for their 3-4 year-old children. This provision is for 5 mornings a week, Monday to Friday, 9am-12pm.

30 Hours Provision

The Nursery also offers 30 hours childcare, as an extension to the free universal 15 hours. Please note that these additional hours are subject to availability.

If available, these places are open to both families that are eligible to 30 hours free childcare and to those who are self-funding the additional 15 hours. There is a daily charge to cover care at lunchtime and you will need to provide your child with a packed lunch.

How to apply for a place at St Michael's School Nursery

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

Applying for a Foundation Church Place

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

1. Our **Nursery Application Form** should be completed and returned directly to the school by 15th January 2026.
2. 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 15th January 2026. It should not be signed before 1st January 2026.

Applying for an Open Community Place

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

1. Our **Nursery Application Form** should be completed and returned directly to the school by 15th January 2026.

The Admissions Process

The Admissions Panel meets in February. According to the information from our Nursery Application 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 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).

Admissions Criteria

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

Category 1

- 1) Children in Public Care ¹

Category 2

- 2a) Children of UK Armed Forces personnel ²
- 2b) Children of St. Michael's School staff ³
- 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 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 ⁴ 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 ⁵ at St. Michael's CE Primary School then according to Home / School distance⁶

- F b) A sibling ⁵ and whose parents regularly worship ⁴ 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 ⁵ in this category, the category will be ordered according to Home / School distance. ⁶

- F c) A child whose parent/s worship regularly ⁴ 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. ⁶

- F d) A child whose parent/s worship regularly ⁴ 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. ⁶

- F e) A child whose parent/s worship regularly ⁴ 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. ⁶

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. ⁵
Should there be more applicants than places in this category, they will be ordered according to Home / School distance. ⁶

- 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. ⁶

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

Oversubscription Criteria / Waiting List

After 1st September of the Admissions year (1st September 2026), the Foundation Places List and the Open Community List become one and 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)

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.

There is no right of appeal for Nursery places.

In-Year Admissions

Parents should apply for In-Year Admissions using our **Nursery Application Form**. If you are applying for a Foundation Church place, a reference from the priest/minister should also be provided on **our Supporting Reference Form**.

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 15th January 2026) may be considered if governors consider there are exceptional circumstances leading to the late submission.

Multiple Births:

Where one child is the 30th 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.

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 Admissions (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.