

Autumn 2009

Dear Parents and Carers,

Welcome to St Michael's CE Primary School.

We hope that you will find our Brochure interesting and informative. We have used this format to allow for parts of the brochure to be updated. As and when necessary, we will simply send you the new pages and you can discard the old ones.

We would be most grateful if you would share the information in this brochure with your children - it's there for all of you.

Our last OFSTED inspection was in May 2007 which may be obtained free of charge, or can be read on the OFSTED website at www.ofsted.gov.uk/reports .

Newsletters are sent out via "pupil post" several times a term, and each new newsletter is posted on the school's website www.stmichaelsn6.com where you can also see news from the Parents' Association and work done by the children.

As a church school, we are funded by the Local Education Authority [Haringey] but the grounds and buildings are owned by the church, so the London Diocesan Board for Schools is responsible for their upkeep. To support this, all Voluntary Aided schools ask parents for a small annual contribution towards the maintenance premium of around £25 - £30, or whatever you can afford. Many parents make very generous donations, which really do help us to keep up with the astronomical costs of maintaining a listed building on three acres of grounds. Gift aid also makes your donation go further. The Governors will keep you informed, and will send out annual letters reminding families to contribute.

2002 saw the 150th anniversary of the school on its present site, If you are interested in this, a published history of the school is available from the office with photographs and details of how this marvellous school has developed over the generations. [Price £9.95]

If you would like to discuss anything regarding the school, please do not hesitate to contact the school office. The administration team will be happy to answer any questions you may have or will put you in contact with the appropriate person.

I am always happy to speak with parents and carers. There are many opportunities to speak to me informally, such as in the playground at the beginning or end of the day, at open evenings, drop in sessions or coffee mornings but, if you do have something that is particularly concerning you, do please telephone the School and make an appointment to see me.

I hope we will be able to work well together, in partnership, to help your child reach their full potential

Yours sincerely

Amanda Szewczyk-Radley
Headteacher

St Michael's Staff list 2009 –2010

Headteacher	Ms Amanda Szewczyk-Radley
Year 6 teacher & senior teacher, [Hockney]	Miss Sarah Palmer
Year 6 teacher [Warhol]	Mrs Merle Parker
Year 5 teacher [Magritte]	Mr Al Ross
Year 5 teacher [Picasso]	Mr Michael Whiting
Year 4 teacher and deputy head [Degas]	Mrs Lorna Ross
Year 4 teacher [Monet]	Miss Karen Philips / Ms Lauren Fellowes
Year 3 teacher [Seurat]	Mrs Lorna Donaldson
Year 3 teacher [Cezanne]	Mrs Adrienne Glendinning
Year 2 teacher [van Gogh]	Mr Tony Lanfranchi
Year 2 teacher [Gauguin]	Mrs Kathinka Dreger
Year 1 teacher [Klee]	Mrs Toyin Adjei
Year 1 teacher [Kandinsky]	Miss Lisa Clifford
Reception teacher [Matisse]	Mrs Frances Soropure
Reception teacher [Rousseau]	Miss Leyla Guler
Nursery class [Pollock]	Miss Audrey Chappell
Special needs teachers	Mrs Samantha Blendis, Mrs Jane Elbaz
Additional teachers	Mrs Ronelle Smith Miss Lilian Verheul Miss Naomi Silver Mr Bob Williams, Ms Collette O'Leary
Regular supply/support teachers:	
Nursery Nurses	Ms Christine Brown, Ms Louise Medder Mrs Alison Cedeno Mrs Sharon Provencal
Learning Support Assistants	Mrs Linda French, Mrs Lynette Sampson Mrs Joan Jones, Mrs Dina Tengra, Mrs Stephanie Lee, Mr Nathan Dreger, Mrs Christine Evans, Mrs Vanessa Asher, Mrs Christine Sparks, Mr Jamie Hodgson, Ms Paula Lowth, Mrs Andrea Pfeiffer Ms Emma Johansson, Ms Pauline Homer,
School Administration Officers	Mrs Dee Holgate [4 days], Mrs Tessa Henghes [1 day] Mrs Deborah Cooper
School Finance Officer	
Site manager	Mr Troyton Bunbury
Senior Midday Supervisor	Ms Pauline Homer
Midday Supervisors	Ms Giovanna Marciano, Ms Arminde DiVito. Mrs Joan Jones Ms Doreen Destouche, Ms Sarah Callaghan, Mrs Lynette Sampson, Ms Emma Johansson,
Clergy	Revd Dr Jonathan Trigg [Vicar] Revd Bryce Wandrey and Revd Thomas Renz [Curates]

THE GOVERNING BODY 2009 - 2010

ST. MICHAEL'S CHURCH INCUMBENT FOUNDATION GOVERNOR (EX OFFICIO)

Rev Dr Jonathan D Trigg MA PhD

020 8340 7279 [W]

020 8347 5124 [H]

020 8341 7328 [Fax]

FOUNDATION GOVERNORS APPOINTED BY LDBS

Mr W. Nathan (Chair of Governors)

Mrs Diana Uff

PARENT GOVERNORS APPOINTED BY FOUNDATION GOVERNORS

Caroline Hall

Michael Johnson [Treasurer to the Governing body]

PARENT GOVERNOR SELECTED BY PARENTS

Karen Revel-Chion

Pete Franklyn

GOVERNORS APPOINTED BY THE PCC

Tessa Henghes

Catharine Wells

WEST HARINGEY DEANERY SYNOD

Jeremy Wells

Sara Rowe

COMMUNITY GOVERNORS

Vacant

Andy Ellis

STAFF GOVERNORS

Lisa Clifford

Vanessa Asher

HEADTEACHER

Ms Amanda Szewczyk-Radley

Advisory surveyor

Mr Neville Brown

School improvement partner Maria Coles

Clerk to the Governors Mrs Jan Smosarski (Haringey)

St Michael's C of E School Year 6 destinations Summer 2009	
Alexandra Park	1
Ackland Burghley	1
Belmont	2
Brentwood boarding school	1
Channing	3
Christ's College	2
City Of London Boys	3
Dame Alice Owen	2
Francis Holland	1
Fortismere	5
Henrietta Barnett	1
Highgate	5
Highgate Wood	5
King Alfred's	2
Latymer	2
Northbridge House	2
North London Collegiate	2
Park View Academy	1
Portland Place	2
Queen's College	1
St Aloysius	1
St Marylebone	1
South Hampstead	2
Trevor Roberts	1
University College School	2
Westminster	1
William Ellis	1
Unknown	1
Going to appeal	4
	58 children

27 schools

Scholarships offered :

14 academic scholarships were offered to 7 children

1 music scholarship

2 art scholarships were offered to 1 child

Yr 6 Attendance Return

Authorised absence – 4.03

Approved absence – 1.88 (snow day)

Unauthorised absence – 0.88

Total attendance – 93.21

There were no exclusions again this year.

SOME USEFUL ADDRESSES & TELEPHONE NUMBERS

Director of Education for Haringey,
The Education Offices,
48, Station Road,
London N22 4TY.

Telephone : 020 8489 0000
Fax 020 8489 3864

London Diocesan Board for Schools
30, Causton Street,
London SW1P 4AU.

Telephone : 020 8821 9311

Rev. Dr. Jonathan Trigg (Vicar of St. Michael's)
10, The Grove,
London N6 6LB

Telephone : 020 8340 7279

TERM DATES 2009/10

Autumn Term 2009			
	Starts	Ends	Term Days
Autumn 1	Thursday 3 September	Friday 23 October	37
Holiday	Monday 26 October	Friday 30 October	
Autumn 2	Monday 2 November	Friday 18 December	35
Holiday	Monday 21 December	Friday 1 January*	

Spring Term 2010			
	Starts	Ends	Term Days
INSET	Monday 4 January	No children in school	
Spring 1	Tuesday 5 January	Friday 12 February	30
Holiday	Monday 15 February	Friday 19 February	
Spring 2	Monday 22 February	Thursday 1 April	29
Holiday	Friday 2 April*	Friday 16 April	

Summer Term 2010			
	Starts	Ends	Term Days
Summer 1	Monday 19 April	Friday 28 May	29
Holiday	Monday 31 May*	Friday 4 June	
Summer 2	Monday 7 June	Friday 23 July	35
Holiday	Monday 26 July	Tuesday 31 August	

TOTAL

195 Days

***Bank Holidays:**

Friday 25 December 2009 & Monday 28 December 2009
 Friday 1 January 2010
 Friday 2 April 2010 & Monday 5 April 2010
 Monday 3 May 2010
 Monday 31 May 2010
 Monday 30 August 2010

INSET – There are five days of INSET a year which may be used by schools for training or other educational use. School is closed for children on these days.

Thursday 3 September 2009
 Friday 4 September 2009
 Monday 4 January 2010

Parents will be notified of the remaining two INSET days as soon as possible

Please note, the dates may be subject to review.

ST MICHAEL'S CE SCHOOL HIGHGATE HOME - SCHOOL AGREEMENT

Sept 09

Name of child _____

The school will:

- Provide learning opportunities for each child within a balanced curriculum
- Provide and implement consistently a code of behaviour. The code will reflect the school's Christian ethos
- Provide a safe environment for the whole school community
- Monitor each child's progress and provide regular feedback to parents. Feedback will chiefly take the form of parents' evenings and a written annual report
- Maintain open channels of communication with parents in a variety of ways, including parents' evenings, newsletters, and more informal personal contact, informing parents of any concerns or problems as soon as they arise
- Provide work and activities for children to undertake at home with the support of parents. The school will make clear what is expected in the setting of homework and what parents and children can expect of the school in return [for example, marking and feedback]

Parents: "I / We will....."

- Make sure that my child attends school regularly, arriving and leaving punctually and that he or she is properly rested and ready for learning each day
- Get to know and support the school's codes of behaviour and dress and its policy on safety, as published in the school's brochure.
- Actively support and encourage my child with homework by working with him/her to understand and enjoy the tasks
- Attend parent-teacher meetings to monitor my child's progress
- Let the school know of any concerns or problems which might affect my child's work or behaviour as soon as they arise

Signed _____ [parents/guardians]

Signed _____ [on behalf of the school]

Date _____

Agreement for children to sign from Year 2:

"I will"

- Always work hard and to the best of my ability
- Behave well and be polite and helpful to others, showing "Care, Courtesy and Consideration" at all times
- Respect the school environment by being careful and tidy.

Signed _____ Date _____

This agreement is not a legal document. If any amendments or changes are made in future, all parties will be invited to sign the new document

Guidelines for parents

Dear Parent/Carer,

Please note the following rules, which are there to ensure the smooth running of the school, and the safety of children.

1] At 8.40 there will be a member of staff on duty in the front playground to support children arriving. It is really important that parents do not leave their child unattended in the play grounds before this time as there will be no one to supervise or ensure their safety.

Children will be collected by their class teacher from either the KS1 playground (if in KS1), or the Front Playground (if in KS2), at 8:50 and escorted to class. At the end of the school day, 3.30, the children will be escorted back to their respective playgrounds to be collected by their parents and carers. If children attend one of our after school clubs, they will be escorted straight to the club from their classroom. Parents need only to collect their child at the end of the club.

There is a breakfast club and other clubs on offer from 7.45am onwards. If parents wish to leave their child earlier than 8.40, please ensure that your child is pre registered for the desired breakfast club. Children attending morning clubs should arrive at the Science Room door at the agreed club start time. Children for fencing should go straight to the KS1 hall at 8.00am. Parents are asked to remain with their child until they have safely handed them over to the coach. Thank you for helping us keep your child safe.

2] KS2 children are invited to line up in the front playground at the beginning of the day, Year 1&2 children are invited to line up in the KS1 playground at the beginning of the day. Reception children are invited to wait by the Reception Class doors and Nursery children are invited to enter via the Nursery class door.

3] Please ensure that ALL outside doors are closed behind if you enter or leave the building, whatever time it is. This is essential to ensure the safety of the children and adults in the building.

4] PLEASE bring your child to school everyday and on time (unless they are ill).

Poor attendance has always been linked with lower levels of achievement and a late start can be very disruptive for your child and the other children in the class. It can also be rather unsettling and can lead to your child feeling upset or confused, especially if they have missed the explanation or introduction to their lesson. It is clearly in the children's interest to attend school regularly and punctually. Requests for time away from school during term time will only be authorised in exceptional circumstances and will be dependent on your child's attendance record. General Holidays during term time will not be authorised. The government has highlighted the responsibility of parents to ensure the regular attendance and punctuality of children, and the school is expected to report persistent latecomers or absentees to the Education Welfare Officer.

6] Responsibility of Care. Staff take very great care of the children in their charge during the school day. Once the children have been handed back to the parent or carer at the beginning or end of the day the full responsibility of the children's safety becomes that of the parents/carers. If you stay in the playground for a while once you have your child, please be aware of the pond area and the climbing frame which are out of bounds outside school day.

SCHOOL UNIFORM

The emphasis is on practicality as well as availability. Some items can be purchased at high street stores (such as Marks & Spencer, and BHS) or, for items with the School's logo, through the School's own supplier. Please ask at the office for details.

The uniform is as follows: -

- Sweatshirts (with the School logo, or plain) or pullovers, or cardigans in plain navy blue should be worn. Tops with other pictures or logos are not acceptable.
- Ordinary shirts or polo shirts should be white or light blue. (polo-necked tops in white or pale blue may be worn in the winter). There are polo shirts available with the School logo embroidered on them. School logo or plain white or pale blue T-shirts may also be worn, and all tops should be sleeved, and long enough to be tucked in or worn loose over skirts or trousers.
- Jogging bottoms, trousers or skirts should be plain navy blue. Trousers should fit to the waist, and have straight legs. Jeans are not allowed. Girls are not required to wear skirts. Shorts, divided skirts or pinafore dresses in navy blue are also acceptable; nothing shorter than knee length.
- Fleeces with St Michael's logo are available.
- In the summer, girls may wear blue and white checked gingham dresses. No other sort of dress should be worn.
- Socks or tights should be navy blue, or white.
- All footwear must be black or navy blue, preferably well fitting and supportive shoes. In summer, flat sandals may be worn in black, navy, white or brown, as long as they support the foot. No footwear should have heels or platform soles. Children may bring trainers, plimsolls or other sports shoes in any colour to change into for games or at playtimes if they wish.
- There are no ties, or blazers.
- School baseball caps, and woollen hats with the School logo, are available from the school office.

Children should not wear jewellery at School. For safety reasons, where children need to have earrings, they must be of the smallest possible stud type.

Jewellery worn in school will be confiscated and returned at the end of the day. Watches, if worn, must be discreet. They should not have integral alarms or calculators.

LOST PROPERTY

Please label all clothing with your child's name. This ensures that mislaid items can be returned to the owner without delay. Other items of lost property are put in boxes, found outside the science room in the junior building. Articles found are taken around classrooms from time to time. If something is unclaimed for a long period of time, it is disposed of.

The School Governors regret that they cannot be held responsible for the loss of any item.

MISSION STATEMENT

At St. Michael's School, we work within a Christian philosophy and positively promote our Christian ethos. We aim to provide the best possible education, to prepare and equip children for life in our multi-faith and multi-cultural world. We wish children to acquire a spirit of enquiry, positive attitudes, and a concern for others, within a caring community. Each child will be actively encouraged to develop his or her own capabilities to the full. We will recognise the worth and value of each child, and the importance of his or her self-esteem.

BRIEF HISTORY OF ST. MICHAEL'S

St. Michael's School was first opened in Southwood Lane within the parish of St. Michael's, Highgate in 1833. The School was transferred to its present site in 1852 as St. Michael's National & Industrial School. It then had a roll of 420 children, with a few boarding places for girls. The original aim of the school was not only to provide an academic education, but also to use the spacious grounds of the School as a farm, where children could serve a farming apprenticeship. Much of the original building has been incorporated into the Infant Department. The Junior Department's new buildings were opened in 1972, and the Nursery in 1980. The farming land now forms the playgrounds, sports field and nature trail. A book on the history of St. Michael's School can be purchased from the Office.

ORGANISATION OF THE SCHOOL

The School is owned and managed by the Church of England, in partnership with the London Borough of Haringey. The Vicar and Churchwardens of the parish of St. Michael's, Highgate are the trustees. It is a Voluntary Aided primary school, which accepts, as day pupils, children between the ages of 3 and 11. Like all Voluntary Aided schools, it is integrated into the state system. The borough of Haringey provides funding for maintenance of the School grounds, upkeep of the interior of the buildings, furnishings, equipment and salaries. The Governors appoint the staff, and are responsible for their well-being. They have responsibility for alterations and improvements, and for the external maintenance of the buildings. For approved projects, they receive 90% grants from the Department for Education. The Governors also receive voluntary financial support towards their responsibilities from parents, the London Diocesan Board for Schools, the Greig, the Robert Whipple and other trusts. The Governors are responsible for the School's policy on admissions, and are concerned with the whole life of the school and with all aspects of the curriculum.

The School consists of a Foundation Stage, comprising morning and afternoon Nursery sessions and two Reception classes. There are four KS1 classes and eight KS2 classes. The School admits 60 pupils to each year group in Reception, KS1 and KS2, and 26 children to each Nursery session. Parallel classes are of mixed ability, and contain both boys and girls. They also represent one academic year only. At the end of Nursery and Year 2, we review the mix of children in the classes and may occasionally change children around between the two classes to achieve the best possible combination for the children's progress. The academic year is from 1st September to 31st August following.

A Nursery place does not automatically entitle children to a school place – a new application has to be made and governors allocate places strictly according to the published criteria. School places can never be guaranteed.

Parents will receive a written report annually and will be invited to meet formally with the class teacher once a term. Of course parents are welcome to arrange to meet their child's teacher at any other time during the year if they have any concerns or questions and teachers can be found in the playground every morning and end of day if parents wish to arrange time for a chat.

ANNUAL GIVING

As a Voluntary Aided Church of England School, we rely heavily upon the goodwill and generosity of parents and friends. We have to pay an amount every year, for each child in the School, to the London Diocesan Board for Schools, which covers the cost of the School insurance premium, so that maintenance work on the building is supported by the Board, and we do not need to find several thousand pounds to keep the building in a good state of repair. As the Governors are responsible for ensuring that the School building is adequately maintained, this is not a liability of the Local Education Authority.

Each year, parents are asked to be as generous as possible in making a donation. Whatever is given is very gratefully received, and put to very good use. We are very happy if parents wish to contribute by instalments over the year. Some parents have generously signed deeds of covenant, which increase the value of their annual donation to the School, but at no extra cost to themselves. If you would like to do this, please ask for a form at the School Office.

There are also some employers who will “match fund” any donation made to a school by an employee. Please do find out if your employer or company has such an arrangement, as this is a very valuable source of funding for us.

SCHOOL REPORTS

School reports are sent to parents in July, shortly before they are invited to come and discuss them with the Class Teachers. Parents may also see the Teacher’s records on individual children at that time. Teachers realise that it is important to ensure that concerns about children do not wait for the convenience of an arranged meeting. Where there is a concern, parents are kept informed.

THE ST. MICHAEL'S SCHOOL ASSOCIATION

St. Michael's School has been the parish school of Highgate since 1833. In 1988 the Association was founded by parishioners, parents and friends with the aim of involving all those who wish to support and care about the School. Since 1988, the Association has worked very closely with all aspects of the community, believing that the School is much more than just bricks and mortar, it is the people within.

The present SMSA (as it is known) was reconstituted in June 1997 at the Annual General Meeting, where it was decided to adopt the London Diocesan Board's model constitution for parents and friends association. The objects of the Association shall be to advance the education of the pupils of the School by providing and assisting in the provision of facilities for education at the School not formerly provided by the Education Authority and, as an ancillary thereto and in furtherance of that object, the Association may foster more extended relationships between parents, Staff, Governors and others associated with the School, and also engage in activities which support the School and advance the education of the pupils attending it.

Membership of the SMSA is open to all parents and guardians of pupils attending the School, all members of the Governing Body, and all full- and part-time members of the teaching and non-teaching staff, as well as any others who wish to become friends of the School. Regular news letters are issued informing all members of meetings, events and, most importantly, fund-raising activities.

The Committee consists of a Chair, Vice Chair, Secretary and Treasurer drawn from parents; two Governors, the Headteacher, one teaching staff representative, one non-teaching staff representative plus parents/friends as elected, up to a number of six. The Committee meets a minimum of twice per term, where all members of the Association are welcome as observers. Election of the Committee takes place annually in the summer term.

As many parents miss us when their last child leaves the school, there is now a branch of the SMSA called "Parents Reunited", which keeps up links with the SMSA and where parents and children can keep in touch and join in with any activities they wish.

INCLUSION at St Michael's

The Education Act of 1996 defines a Special Educational Need as follows:

"A child has Special Educational Needs if he or she has a learning difficulty which calls for Special educational provision to be made. "

The Act states that a child has a learning difficulty if s/he:

*"has a significantly greater difficulty in learning than the majority of children of the same age." or
ii) "has a disability which either prevents or hinders the child from making use of educational facilities of a kind generally provided for children of the same age in school within the area of the Local Education Authority." or
"is under compulsory school age and falls within the definition at i) or ii) above, or would do if special educational provision was not made for them."*

Special Educational Provision means:

*"for a child over two educational provision which is additional to or otherwise different from, the educational provision made general for children of the child's age"
"for a child under two educational provision of any kind."*

Introduction

In keeping with our Mission Statement – '...Each child will be actively encouraged to develop his or her own capabilities to the full....' and with our Christian ethos we are committed to an inclusive education for the children who are deemed to have a special educational need. By inclusion we mean that rather than expecting a child to change to suit the learning environment, we should make every reasonable attempt to change our teaching and the learning environment to suit the needs of the child. At St Michael's we recognise our responsibilities under the Code of Practice and The Disability Act for meeting the educational needs of all our children.

In line with the Disability Act 2001 St Michael's welcomes applications for admission from parents of pupils with mobility difficulties, but please note that we do not have wheelchair access to the whole school. The Governors, however, would make every reasonable effort to accommodate a child's needs and would work with the LEA to adapt facilities where possible.

Identification, Assessment and Review Procedures.

In line with the new Code of Practice and the spirit of inclusion, all our staff, and indeed our parents, are responsible for identifying pupils with special educational needs. The progress made by ALL pupils will be regularly monitored and reviewed. There is no need for pupils to be identified as having Special Educational Needs unless we are making provision for them that is 'additional to or different from' that of their peers. An audit of existing children with SEN and any others causing concern is made each term. The staff are in constant dialogue with the SENCo on a more informal basis, when they discuss a particular child's difficulties and ways forward.

Early Years and School Action

The trigger for intervention will be when a range of evidence collected through the usual assessment and monitoring arrangements suggests that a child is not making the expected progress. The class teacher will draw up a profile of the child's current progress in the area of concern, noting both strengths and weaknesses. This will form the basis for consultation with the SENCo when it will be decided whether additional provision is necessary.

In consultation with pupils, parents, carers and teachers the SENCo will then draw up an Education Plan.

The Education Plan will set targets for the pupil and will detail:

The short term targets set with the child

The teaching strategies to be used

The provision to be put in place

When the plan is to be reviewed

Success and/or exit criteria

The plan will normally be reviewed every term and the outcomes recorded. It will be kept in the teachers planning folder as well as the SEN file held on the child, and should inform medium and short term planning. Parents and pupils will be invited to participate in the target setting and review process.

Support will be available to pupils through various interventions and withdrawal from class is kept to a minimum.

Statements

In a small number of cases when a child has severe and complex needs, or when we have evidence that the child is making insufficient progress at Action or Action Plus we may apply to the LEA for a Statutory Assessment. This assessment may result in a *Statement of Educational Needs* in order for us to provide extra help or resources. When a child is due to transfer to Secondary education, planning for this will be started in the year prior to their transition. If a child makes sufficient progress a Statement may be discontinued by the LEA.

Physical Disability/Medical Needs.

It should be noted that many pupils with complex or severe medical or physical needs will have Statements. It would be unusual for the school to raise initial concerns regarding a physical disability or serious medical condition.

For pupils experiencing a slight or temporary disability, or apparently able-bodied children showing signs of disorganisation, disorientation or other perceptual difficulties the Code of Practice action will be followed as appropriate.

All staff will be alerted to any medical or physical concerns by the SENCO.

Appropriate staff training sessions will be held to ensure staff are up to date and confident with the conditions of the children in their care.

Care plans, where necessary, will be drawn up in consultation with both parents and doctors to ensure that all staff are aware of any special requirements or procedures. Staff can not administer medication without a care plan.

Specialist provision

Our Senco, Samantha Blendis, has had considerable experience in special needs, and before coming to us was working in Haringey's Behaviour Support unit. . Mrs Jane Elbaz has also had training in special needs provision and works to provide some specialist teaching for some children.

ADMISSIONS

St Michael's School offers 60 places in each year group from reception to year 6. Children are normally admitted to the appropriate class for their age at the beginning of the Autumn Term, although casual vacancies can be filled at any time.

The school also offers 52 part-time places in the nursery. To apply for a place in the Nursery, please complete the St Michael's School Nursery Admission Form. This should be returned to the school by 1st December prior to your child starting in the following September. Please note children must be three by the time they join us in September.

Admission to the nursery **does not** entitle a child to a place in Reception the following year; parents must make a further application to Haringey and to the school. There are separate forms for admission to the main school, and it is responsibility of parents to ask for these. Casual vacancies are filled as they arise.

All parents wishing their child to come to St Michael's must complete a Haringey application form and return this to the Authority by their published closing date. Parents must also complete a St Michael's School Admission Form, which will be used by governors in the event of over subscription. This must be returned to the school by the same time. Please check with the school office if you are uncertain when the closing date is.

The school considers the over subscription criteria after the Local Authority has processed the application forms, and will return the ranking to Haringey in time to offer places for entry the following September. This is part of the new pan London admission arrangements, and will ensure that parents are not kept waiting to hear about a school placement for too long.

Prospective parents are welcome to visit the school. There will be two open days in the Autumn Term when the Head Teacher will speak to you and members of Year 6 will show you around the school. There will also be days in each of the other terms when parents can arrange a visit. Details and dates can be obtained from the school office. Parents are asked not to contact the school before their child's second birthday-Application forms and copies of the school brochure may also be collected from the school office at this time.

Completed forms, forms of recommendation and/or supporting documents, must be returned to the school by the date published by Haringey. Parents should ensure that they receive acknowledgement of their application. Please enclose a stamped addressed envelope for the receipt of your application.

A panel of the school's governors will consider all applications and rank places in accordance with the criteria and points system set-out below. Parents will be informed in writing of the outcome of their application by Haringey and asked to confirm they will be taking up the place. If unsuccessful, parents may appeal within 14 days.

In the case of a Nursery admission you will be notified by the school in the Spring Term. There is however no right of appeal process in respect of nursery places, because nursery provision is not a statutory obligation. The number of points required to secure a place will vary year or year depending on applications received.

If an unsuccessful applicant wishes to be considered for any casual vacancy that may subsequently arise, they should indicate this to the school office. Parents applying for casual vacancies at other times should ensure they lodge an application form with the school. When such a vacancy occurs, all applicants currently indicating an interest are considered in accordance with the criteria below; there is no waiting list.

THE CRITERIA FOR ADMISSIONS

All applications for places in either the main school or the nursery, including casual vacancies, are awarded a number of points and thus ranked within each year group according to the criteria listed below, in order of priority. Applicants are admitted strictly in order of the number of points accumulated on their application form. Where applicants have the same number of points, places will be allocated to those whose main permanent residence is closest to the nearest of the school's two pedestrian gates in North Road (measured in a straight line).

Looked after children (children in care) baptised into the Church of England will take priority over other children in care. After this, priority will be given to Looked after children from other faiths before any of the oversubscription criteria have been applied.

1. Religious Links

a. Children and/or their parents or legal guardian who are regular (at least fortnightly) worshippers at the Parish Church of St Michael's, Highgate; the Parish Church of All Saint's, Highgate; the Parish Church of St Augustine, Highgate; the United Reformed Church, Pond Square, Highgate, St Andrew's, Whitehall Park or The Parish Church of St Anne's, Highgate and, at the time of application, have been worshipping there for at least one year and provide a form of recommendation signed by the appropriate priest or minister to that effect.

4 points

Or

b. Children and/or their parents or legal guardian who are regular (at least fortnightly) worshippers at the Parish Church of St Michael's, Highgate; the Parish Church of All Saint's, Highgate; the Parish Church of St Augustine, Highgate; the United Reformed Church, Pond Square, Highgate; St Andrew's Whitehall Park or The Parish Church of St Anne's, Highgate and, at the time of application, have been worshipping there for between 6 months and one year and provide a form of recommendation signed by the appropriate priest or minister to that effect.

2 points

Or

c. Children and/or their parents or legal guardian who are regular (at least fortnightly) worshippers at another Trinitarian Christian Church and have been worshipping there for at least one year and provide a form of recommendation signed by the appropriate priest or minister to that effect.

2 points

Or

d. Children and/or their parents or legal guardian who are regular (at least fortnightly) worshippers of another world faith community and have been worshipping for at least one year and provide a form of recommendation signed by the appropriate minister of religion.

1 point

2. School Connections

a. Children who have a brother and/or sister currently attending the main school, but not in the school nursery, and who will still be on the school roll at the date when it is proposed that the child is admitted.

3 points

3. Nursery

a. Children who are attending St Michael's School Nursery at the time of application for a place in reception.

1 point

4. Locality

a. Children who are residing at their main permanent residence at the time of application, which is within the postal district of London, N6.

3 points

5. Exceptional Medical, Social or Educational Needs.

The governors reserve the right to award at their absolute discretion up to three points to applicant on the grounds of social, medical or educational needs of the child, where is supported by an appropriate professional recommendation from a social worker, doctor, speech and language therapist etc.

Up to 3 points

Applicants are asked to note that priority is given to Looked after children, Children with Special Educational Needs identified through a statement issued under the Education Act 1996 which names the school, or who are the subject of an Education Supervision Order under the Children Act 1989 which names the school.

Fraudulent information

An offer of a place in both the main school [reception – year 6] and the nursery may be withdrawn, at any time, if it comes to light that the place was obtained using a false address or other false information or documentation. If a decision is taken not to withdraw the place, the governors will treat his or her subsequent application under criteria 1, 2b, 3, 4 and 5 only.