



St Michael's CE Primary School,  
North Rd  
London N6 4BG

Autumn 2010

Dear Parents and Carers,

Welcome to St Michael's CE Primary School and thank you for your interest.

Choosing a school for your child is an important part of being a parent and I hope that reading this and from your visit we are able to help you get a flavour of the ethos of St Michael's and what we can offer your child and you as a family.

At St Michael's we aim to help all our children meet their potential through a love of learning. We want our children to have a happy, healthy and exciting time at school where they feel suitably challenged, respected and cared for by their peers and adults and feel valued for their contribution.

We are a church school and as such promote a Christian ethos throughout all that we do. We ask that pupils and families who come here appreciate this. Although we are a Church of England School, we support children of all faiths and celebrate the diversity of our community.

We aim to provide a broad and balanced curriculum which allows all children equal access to learning, encouraging them to enjoy the process and become lifelong learners.

'Every Child Matters' is the previous Government's initiative to support the well-being of children and young people from birth to age 19.

The aim is for every child, whatever their background or their circumstances, to have the support they need to:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being.

How is this being addressed at St Michael's?

We have introduced two hours of sport a week for all children, which is divided between gymnastics, dance, outdoor sports and swimming. We are fortunate to have grounds which are second to none in central London, our playing fields and playground areas support this and much more.

We encourage the children to eat fruit every day through the school's fruit scheme and to drink plenty of water by providing water fountains and encouraging the use of water bottles in class. We encourage our children to eat healthy lunches and have recently rebuilt a brand new state of the art kitchen where children enjoy fresh cooked food every day. School dinners are popular with both the children and the staff.

We work hard to encourage children to look after themselves and each other. Children through their time at school will discuss matters of safety both in and out of school, safe use of the

internet, stranger danger, alongside road safety awareness and cycle training. We ensure all our staff and volunteers are appropriately screened. We encourage children to be sensitive to the needs of their peers and through our PHSE curriculum, behaviour policy and anti-bullying policy try to instil in children the need to show respect and kindness to one another.

Helping children to enjoy their learning and to do well is so important for their future wellbeing. There are many ways schools can support this and at St Michael's we look for as many opportunities as possible to enrich their learning experiences both during the school day and out of school hours. This may be done through educational visits to galleries, museums or places of interest or through inviting visitors such as theatre companies or musicians to perform at school. We try to encourage children to take part in a wide range of clubs before and after school. Most importantly we want the children's learning to be relevant and interesting and provided in a way that all children can access their learning whatever their level of ability.

We are proud of our children and what they contribute to the community. We have a school council upon which children from each year group and class are represented ensuring the pupil's have a voice. Children regularly organise charitable fund raisers events to support those in need. We have a very pro-active eco team who support us in reducing, recycling and reusing our waste and raising awareness of our responsibility to the world community.

We hope that from learning at St Michael's, our children will leave with a positive and powerful set of skills, academic creative and social, that will enable them to access and drive their future potential.

It is of course impossible to represent all that we want for our children and all that we do but I hope that from this pack and from your visit you will have a sense of what St Michael's School aims to offer.

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

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](http://www.ofsted.gov.uk/reports) .

## St Michael's Staff list 2010-11

Headteacher	Ms Amanda Szewczyk-Radley
Year 6 teacher	Mr Michael Whiting
Year 6 teacher	Mrs Merle Parker
Year 5 teacher	Mr Al Ross
Year 5 teacher	Ms Lauren Fellows
Year 4 teacher and deputy head	Mrs Lorna Ross /Ms Lilian Verheul
Year 4 teacher	Mrs Toyin Adjei
Year 3 teacher	Ms Rena Zenonos
Year 3 teacher	Mrs Adrienne Glendinning
Year 2 teacher	Mr Tony Lanfranchi
Year 2 teacher	Mrs Fran Soropure
Year 1 teacher	Miss Leyla Guler
Year 1 teacher	Miss Lisa Clifford
Reception class teacher	Ms Amanda Sapsed
Reception class teacher	Ms Abigail Wegner
Nursery class	Miss Audrey Chappell
Inclusion Coordinators	Mrs Samantha Blendis, Mrs Jane Elbaz
Additional teachers	Ms Collette O'Leary Miss Naomi Silver
<b>Nursery Nurses</b>	Ms Christine Brown, Ms Carla Williams Mrs Sharon Provencal
<b>Learning Support Assistants</b>	Mrs Linda French, Mrs Lynette Sampson, Mrs Joan Jones, Mrs Dina Tengra, Mrs Christine Evans, Mr Jamie Hodgson, Ms Paula Lowth, Mr Toby Cooper, Fiona Moffatt, Jonathan Eley, Samantha Crawley,
<b>School Administration Officers</b>	Mrs Dee Holgate [4 days], Mrs Tessa Henghes [1 day]
<b>School Finance Officer</b>	Mr Chris Dale
<b>Site manager</b>	Mr Troyton Bunbury
<b>Senior midday supervisor</b>	Ms Pauline Homer
<b>Midday Supervisors</b>	Ms Giovanna Marciano, Ms Arminde DiVito. Ms Sarah Callaghan, ,
<b>Head of Kitchen</b>	<b>Robert</b>
<b>Clergy</b>	Revd Dr Jonathan Trigg [ Vicar] Revd Bryce Wandrey and Revd Thomas Renz [Curates]

Updated Oct. 2010

<b>St Michael's C of E School Year 6 destinations Summer 2010</b>	
Acland Burghley	1
Aldenham	1
Belmont	1
Braintree School	1
Camden School for Girls	1
Channing	3
City Of London Boys	3
Dame Alice Owen	2
Fortismere	6
Henrietta Barnett	1
Highgate	4
Highgate Wood	3
Hornsey School for Girls	1
JCoSS	1
King Alfred's	2
La Sainte Union	1
Latymer	1
Magdalen College School Oxford	1
Manchester High School for girls	1
Mill Hill County	1
Northbridge House	3
North London Collegiate	3
Palmers Green High School	1
Queen's College	2
St Christopher's	2
St Michael's Catholic School	1
South Hampstead	1
University College School	5
Wren Academy	2
Unknown	2
	<b>58 children</b>

29 schools

Scholarships offered:

2 academic scholarships; 3 music scholarship;

And 3 art scholarships were offered to 1 child.

There were no exclusions again this year.

## THE GOVERNING BODY 2010-11

ST. MICHAEL'S CHURCH INCUMBENT  
FOUNDATION GOVERNOR (EX OFFICIO)  
Rev Dr Jonathan D Trigg MA PhD

FOUNDATION GOVERNORS APPOINTED BY LDBS  
Mr W. Nathan (Chair of Governors)  
Mrs Diana Uff

PARENT GOVERNORS APPOINTED BY FOUNDATION GOVERNORS  
Caroline Hall  
Vacancy

PARENT GOVERNORS ELECTED BY PARENTS  
Karen Revel-Chion (Chair of Finance)  
Pete Franklyn

GOVERNORS APPOINTED BY THE PCC  
Tessa Henghes (Chair of Curriculum)  
Bryce Wandrey

WEST HARINGEY DEANERY SYNOD  
Jeremy Wells  
Sara Rowe

COMMUNITY GOVERNORS  
Susan Loewe  
Carole-Ann White

STAFF GOVERNORS  
Lisa Clifford  
Troy Bunbury

HEADTEACHER  
Amanda Szewczyk-Radley

Advisory surveyor  
Mr Neville Brown

Clerk to the Governors  
Jan Smosarski (Haringey)

## 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 [w] 020 8347 5124 [H] 020 8341 7328 [Fax]

# St Michael's CE school Highgate home - school agreement

Sept 10

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 1<sup>st</sup> September to 31<sup>st</sup> 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 in year vacancies can be filled at any time.

The school also offers 52 part-time places in the Nursery. A Nursery application form must be completed by 1<sup>st</sup> December in the year before entry into the Nursery. Forms can be collected from the school or downloaded from the school website. Admission to the Nursery does not entitle a child to a place in Reception the following year; parents must make a further application – see below. There are separate application forms for the main school and for the Nursery. In year vacancies are filled as they arise.

All parents wishing their child to come to St Michael's School must complete a Common Application Form and return this to their own local authority by the published closing date. For those who wish to gain religious points (criterion 1), a Supplementary Information Form should be completed and returned to the school office by the same date published by the local authority and the Religious Leader's Reference Form should also be sent to the school office by this date. Those parents who wish to apply under criterion 5 (medical, social or educational needs) should also complete a Supplementary Information Form and return it to the school office by the Haringey closing date with all supporting documentation.

The school considers all the applications after the Local Authority has processed the application forms, and will return the ranking to Haringey in time to offer places in the spring for entry the following September. This is part of the new pan London admission arrangements, and will ensure that all parents will receive one offer of a school place on the same day.

Prospective parents are welcome to visit the school. There will be an open morning in the Autumn Term when the Head Teacher will speak to them and members of Year 6 will show them around the school. There will also be a morning in each of the other terms when parents can make individual visits. Details and dates can be obtained from the school office or found on the school website. Application forms and copies of the school brochure may also be collected from the school office. Completed Supplementary Information Forms and any supporting documents, must be returned to the school by the date published by their Local Authority. Parents should ensure that they receive acknowledgement of their application from both the school and from their home Local Authority. For those applying to the Nursery a stamped, addressed envelope, for the letter notifying them whether or not their child has been offered a place, would be greatly appreciated.

A panel of the school's governors will consider all applications and rank them in accordance with the criteria and points system set-out below. 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. If unsuccessful, they may appeal. There is however no right of appeal 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 on year depending on applications received.

If an unsuccessful applicant wishes to be considered for any in year vacancy that may subsequently arise, they should indicate this to the school office so that they can be put on the waiting list. Parents applying for in year vacancies at other times must complete a Common Application Form from their Local Authority who will then inform the school of their wish for a place. When such a vacancy occurs, all applicants currently indicating an interest are considered in accordance with the criteria below.

# THE CRITERIA FOR ADMISSION

In the event of there being more applications than places, the following criteria will apply. All applications for places in either the main school or the nursery, including in year 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 from their front door to the midpoint between the school's two pedestrian gates in North Road (measured in a straight line).

Applicants are asked to note that priority is given to Children in Care.

## 1. Religious Links:

Children's 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 and provide a form signed by the appropriate priest or minister to that effect. **4 points**

Or

Children's 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 between 6 Months and a year and provide a form signed by the appropriate priest or minister to that effect. **2 points**

Or

Children's whose families 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 signed by the appropriate priest or minister to that effect. **2 points**

Or

Children's whose families are of another faith who are regular (at least fortnightly) worshippers and have been worshipping for at least one year and provide a form signed by the appropriate religious leader to that effect. **1 point**

## 2. School Connections:

Children who have a sibling / step-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. **3 points**

## 3. Nursery:

Children who attend St Michael's School Nursery. **1 point**

#### **4. Locality:**

Children living within the postal district of N6. **3 points**

#### **5. Medical, Social or Educational Needs:**

The governors will award three points to any applicant on the grounds of social, medical or educational needs, where this is supported by appropriate professional, written documentation from a social worker, doctor, speech and language therapist etc. where it is demonstrated that the need is for this school and where the detriment of attending another school is shown. **3 points**

### **In-Year Admissions**

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. If a place is available and there is no waiting list then the local authority will communicate the governors' offer of a place to the family. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria, (with the following modifications: children without an offer of a school place are given priority immediately after other Children in Care). If a place cannot be offered at this time then you may ask for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria (as modified above) 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.