LDBS Academies Trust

Admissions Policy

St Michael's CE Primary School

SIGNED HEADTEACHER	Meera Shah	DATE	23/02/2026
SIGNED CHAIR OF LOCAL ACADEMY COMMITTEE	Margje Nouwens	DATE	23/02/2026

School Vision Statement

"Let your light shine."

Inspired by Matthew 5:14–16, our vision calls every member of the school community to live as a light in the world—reflecting God's love, truth, and goodness in all they do.

St Michael's CE PRIMARY SCHOOL, Wood Green

ADMISSIONS CRITERIA 2027/28

Church schools were founded by the church for the children of the parish and to provide the high education within a Christian ethos and values. Therefore by our foundation we are inclusive for all local children and our admissions policy reflects this with places offered on distance to our school.

St Michael's CE Primary School is a 1-form entry school with 30 places for each academic year group.

PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN (EHCP)

The admission of pupils with an Education, Health and Care Plan (EHCP) is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Where there are more applications than places available, places will be allocated according to the following criteria, listed in order of priority:

1. 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 the admission authority 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) at the time of making an application to a school. *(see footnotes 15-19 under paragraph 1.7 of Dfe Schools Admissions Code)*

2. Children who will have a sibling at the school at the time of entry.

3. All other children, with priority given to those living closest to the school

By 'sibling' we mean brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the carer's partner where the child for whom the place is sought is living in the same family unit at the same address as the sibling.

Distances will be measured from the child's home address, in a straight line, to the centre of the school using the Haringey Local Authority computerised measuring system and proof of address, e.g. Child Benefit/Council Tax/Electoral Roll documentation will be required both at the time of application and at the time of entry. ***In the case of two distances being the same the Haringey computer system will randomly order the priority of applicants***

The child's home address is the residential (not business) address of their parent/carers at which they live and sleep for more than 50% of their time from Sunday to Thursday night during term time. It will usually be the address at which they are registered with their GP, hospital, dentist and/or optician, and/or where Child Benefit/Child Tax Credit (if eligible) is claimed, at the time of application.

Where any uncertainty arises in respect of the child's home address, the school reserves the right to seek documentary evidence to determine which address meets the definition stated above. For the avoidance of doubt, it is the address which meets this definition that will be used to process the application, which may not be the address given by the parent.

Where the child/child's family is/are not living in the area of the school at the time the application is submitted, the application will still be accepted and processed. However, the address used will be the child's current address unless the application is supported by documentary evidence of the future new address which will meet the definition set out above (for example, a signed tenancy agreement, formal mortgage offer, HMLR title deed/document, etc.).

In cases where multiple siblings tie for the last available place, then all will be offered a place, even if this exceeds the planned admission number. Any child admitted above PAN would be counted as an 'excepted child' in line with Infant Class Size requirements.

Parents should note that a place in the Reception class is not guaranteed for children in the Nursery. Parents will need to apply for a place in the Reception class via the Local Authority.

Tie Breaker

In the event of more applications than places in any of the above criteria the family living closest to the school measured by straight line from the front entrance of the home to the centre of the main school building as defined by the local authority will be allocated a place.

Waiting list

Waiting lists for all year groups will be maintained until the end of the academic year for which admission has been sought. Parents/carers wishing their child to remain on the waiting list beyond that date will need to put their request in writing to the school. Vacancies will be filled in accordance with the over-subscription criteria. If a child is subsequently added to the waiting list, the waiting list will be ranked again in line with the over-subscription criteria.

Late Applications

Late applications will be considered after all other applications.

Application Forms

All applications should be submitted to your home Local Authority using their common application form naming the school.

If you live in another borough and are applying to Haringey schools, you should complete your own local authority form and return it to them direct.

Out of Year Applications/Deferred Entry

Where a place is 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 they reach compulsory school age (the term after the fifth birthday). This means that parents/carers 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 she/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 it was made. The school will hold any deferred place for the child.

Parents/carers can request that their child may attend part-time until they reach compulsory school age.

Admissions out of the normal age group

Places will be offered to children within the normal age group unless there is compelling evidence that it would be detrimental to the child's academic achievement and social and emotional development. For children whose fifth birthday falls between 1 April and 31 August, parents/carers who do not wish them to start school in school year, but to be admitted in September of the following school year, should discuss this with the school at an early stage. The Executive Headteacher will consider the request in conjunction with

the Local Academy Committee and the LDBS Academy Trust. Decisions will be made on the circumstances of each case and the best interests of the child.

In-Year Admissions

Siblings will be given priority for In Year Admissions after 'Looked after Children' (LAC). If a place is available and there is no waiting list then the school 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 Local Academy Committee in accordance with the oversubscription criteria.

Applications for in year admissions should be made to the school using the in year Admissions form available on the website.

If a place cannot be offered at this time, parents/carers may request the reason and will be informed of their right of appeal. A waiting list will be maintained by the Local Academy Committee in the order of the oversubscription criteria and not in the order in which the applications are received.

Children of UK Service Personnel/Crown Servants

Applications for the admission of children of UK service personnel with a confirmed posting or Crown servants returning from overseas will be accepted and processed in advance of the family's arrival in the area as long as the application is accompanied by an official letter give a relocation date.

Statutory Right of Appeal

parents/carers have a statutory right of appeal against the refusal of a place at the Academy. This applies to all year groups. Full details of the right of appeal will be set out in the formal letter notifying parents of the refusal of a place, including the deadline and process for lodging an appeal.