

Admissions Policy 2025 - 2026

The Small School with a Big Heart

We believe that if we open our hearts and minds to the possibilities, each and every one of us, no matter how small,

can achieve and make a difference in our school and beyond.

The parable of The Mustard Seed teaches that God can do a lot with a little.

As a small, Voluntary Aided Church of England Infant school, St Michael's Christian ethos permeates all aspects of school life. It provides an inclusive environment, welcoming applications from children of any faith or none. We ask parents applying for a place to respect this ethos and its importance to the whole school community.

As a Voluntary Aided school St Michael's is its own Admissions Authority which means that the Governing Body is responsible for its Admissions Policy and Criteria. The policy is in accordance with the Co-ordinated Admissions Scheme for Primary Schools in Surrey.

The Published Admission Number for entry to the Reception Class at St Michael's is 28. All children whose date of birth falls between 1 September 2020 and 31 August 2021 will be eligible to apply for a full time place for September 2025. Parents may defer their child's entry to Reception until later in the school year, but not beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the final term in the academic year for which the original application was accepted. A child may also attend part-time until statutory school age is reached.

Parents *Note 1* are welcome to make initial contact with the school. Details will be logged and parents will be sent information about the school open day.

Applications for places in Reception each year should be made to Surrey County Council through their website www.surreycc.gov.uk/admissions. If you do not have internet access at home you can:

1. book a computer at your local library by calling 03456 009 009;
2. request a paper application form by calling 0300 200 1004;
3. call the admissions helpline on 0300 200 1004.

Parents applying for a place at St Michael's School are also required to complete a Supplementary Information Form (available from the school office, on the school website or from the LA) in respect of applications under criteria 5 and 6. Applicants should return this form to the school office by the closing date for applications. If a Supplementary Information Form is not received the application will not be considered to fulfil these criteria and will be ranked accordingly.

Parents may choose to seek a place outside their child's chronological (correct) year group and in particular, parents of children born between 1 April 2021 and 31 August 2021 may apply for their child's admission to Reception to be delayed by a year. Decisions will be made on the basis of the circumstances of each case and what is in the best interests of the child concerned.

- Parents who are applying for their child to have a decelerated entry to school, i.e. to start later than other children in their chronological age group, must initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If, in liaison with the Executive Head and Head of School, the governors agree for the child to have a decelerated entry the place cannot be deferred and instead the applicant will be invited to apply again in the following year for the decelerated cohort.
- Parents who are applying for their child to have an accelerated entry to school, i.e. to start earlier than other children in their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort. If, in liaison with the Executive Head and Head of School, the governors agree for the child to have an accelerated entry to the school, the application will be processed. If it is not agreed for the child to have an accelerated entry to the school, the applicant will be invited to apply again in the following year for the correct cohort.

Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide any evidence they may have to support this. More information on educating children out of their chronological year group and the process for making such requests is available at www.surreycc.gov.uk/admissions.

Applications made outside the normal admissions round (In-Year Applications) should be made at <https://www.surreycc.gov.uk/schools-and-learning/schools/admissions/in-year>. In-year applications will be processed against the same oversubscription criteria as normal round admissions.

The school operates an equal preference system and in the event that it is oversubscribed, the governors will apply the following criteria (set out below in priority order) to allocate places:-

1. Looked after children and previously looked after children. *Note 2*
2. Children with exceptional medical grounds or other circumstances. *Note 3*
3. Siblings who will have a brother or sister attending the school at the time of application. *Note 4*
4. Children who live **inside** the ecclesiastical Parishes of Mickleham (including Burney Road and Pilgrims Close in Westhumble), Leatherhead, Box Hill and Headley. *Note 5*
5. Children who live **outside** the ecclesiastical Parishes of Mickleham, Leatherhead, Box Hill and Headley whose parent(s) worship at St Michael's, Mickleham. Applicants under this criterion should ask their minister to endorse their Supplementary Information Form. *Note 6*
6. Children who live **outside** the ecclesiastical Parishes of Mickleham, Leatherhead, Box Hill and Headley whose parent(s) worship at another Christian church. Applicants under this criterion should ask their minister to endorse their Supplementary Information Form. *Note 6*
7. Any other applicant who wishes to attend this Church of England school.

Parents whose application for a place for their child has been unsuccessful may ask to have their child's name placed on the waiting list for St Michael's. They also have a

statutory right of appeal to an independent appeal panel. In this situation please address your request to the school office in the first instance.

Vacancies from waiting lists will be filled according to the oversubscription criteria listed above. The waiting list for the Reception class will continue until July 2026, after which a fresh application to the school should be made. The waiting list for in-year applicants will also be maintained for 1 year after application.

The governors reserve the right to withdraw the offer of a place where the parent has made a fraudulent or intentionally misleading application which effectively denied a place to another child.

Late applications will be dealt with in accordance with Surrey's co-ordinated arrangements.

Notes on the Admissions Policy

1. Parent

A parent is a natural, adoptive, step or foster parent or other legal guardian.

2. Looked after children and previously looked after children including those who appear (to the Admission Authority) to have been in state care outside England and ceased to be in state care as a result of being adopted.

Priority must be given to children in the care of the Local Authority or provided with accommodation by a Local Authority in accordance with Section 22 of the Children Act 1989, eg fostered or living in a children's home, at the time an application for school is made; and children who have previously been in the care of the Local Authority or provided with accommodation by a Local Authority in accordance with Section 22 of the Children Act 1989 and who have left that care through adoption, a Child Arrangements Order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or Special Guardianship Order (in accordance with Section 14A of the Children Act 1989). A letter from the Children's Services Department confirming the child's status must be submitted at the time of application.

3. Children with exceptional medical conditions or other circumstances

Where admission is sought on exceptional medical grounds this submission must be made at the time of application and be accompanied by certification from the appropriate medical consultant, as to why attendance at St Michael's is essential. A note from a GP is not acceptable.

A priority placement will only be considered if the Governors consider attendance at this school to be essential.

If there are sensitive, individual and compelling family circumstances, perhaps involving other agencies eg Social Services, these may also be considered at the time of application. Documented evidence and/or reports from the relevant support service must be provided with the application form.

Please note, it is expected that all schools support children with the more common medical conditions such as asthma, nut allergies or stress-related symptoms.

4. Siblings

A sibling is a brother or a sister, half-brother or half-sister, step-brother or step-sister, adoptive brother or adoptive sister, or foster children, living in the family unit at the same address in each case.

5. Ecclesiastical Parishes

Maps are available in the school office and can be viewed online at www.achurchnearyou.co.uk (NB: Mickleham Parish includes Burney Road and Pilgrims Close in Westhumble).

6. Criteria used for church allegiance

Priority will be given to those applications where the parent and/or child worship at St Michael's, Mickleham or another Christian church which is a member of Churches Together in Britain and Ireland (ctbi.org.uk) at least once a month over a minimum of 2 years immediately preceding the date of application. In cases of relocation it will be necessary to provide appropriate documentary evidence of the same pattern of attendance. In order to apply under these criteria you must complete the Supplementary Information Form and ask your minister to endorse it. Failure to submit this form will mean that your application can only be ranked on the information submitted on the Common Application Form. In the event that during the period specified for attendance at worship, the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance, will only apply to the period when the church or alternative premises have been available for public worship.

7. Children with Education, Health and Care Plans

Governors will admit to St Michael's, a child with an Education, Health and Care Plan that names the school, if possible within PAN.

8. Multiple Births

When the final place is offered to a child of a multiple birth, the other child or children from the same multiple birth will also be offered a place if they are prioritised consecutively in line with the oversubscription criteria, even though it will exceed the published admission number.

9. Distance tie breaker

In the event of over subscription in any criterion, the shortest distance will be the deciding factor measured in a straight line from the address point of the pupil's home as set by Ordnance Survey, to the nearest school gate available for pupils to use. This is calculated using the Admission and Transport Team's Geographical Information System (GIS).

For this purpose home is the child's permanent place of residence or in cases of shared custody, where s/he lives for the majority of the school week.

For buildings where there are multiple addresses with only one address point or where two or more applicants would have the same distance measurement, an independently supervised lottery will be used to determine priority.