



St Michael's C of E VA Primary School

As a Church School we seek to ensure that the ethos and principles of Christianity underpin the experiences of the children in our care.

Our school vision is to provide a nurturing learning environment and a curriculum that develops character, teaches lifelong learning skills, fosters creativity and provides opportunities for exploration so that all pupils can experience

'Life in all its fullness' (John 10:10)

Admissions Policy September 2026 entry

Signed:.....Date:.....

ST MICHAEL'S C of E VA PRIMARY SCHOOL

St. Michael's Street
St Albans
Hertfordshire AL3 4SJ



Website
www.stmichaelsprimaryherts.co.uk/
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admin@stmichaels.herts.sch.uk

THE ADMITTING AUTHORITY

St Michael's School is a split site Voluntary Aided Church of England School within the Diocese of St Albans. The Governing Body of the school is the Admitting Authority. The Governors will admit up to the published admission number of 30 children into the Reception class in September 2026. The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds) of 30 pupils per class.

- The school provides for the admission of all successful applicants who have reached their 4th birthday by the beginning of September 2026. However, please note the following:
- Parents offered a place may defer the date of their child's admission until later in the year, or until the child reaches compulsory school age. Summer born children may only have admission deferred until the start of the summer term.
- If parents do not take up the offered place before the start of the summer term of the school year of entry, then they would have to re-apply for a place in Year 1.
- If parents so wish, a child can attend part-time until they reach compulsory school age.
- Where a parent of a 'summer-born' child (1 April – 31 August) wishes their child to start school in the autumn term following their fifth birthday, the Governors will consider the request.
- If parents wish such a child to be educated "out-of year group" i.e. in the Reception Year rather than Y1 they should discuss it with the school as soon as possible. Such applications will be considered by the governors on a case by case basis. Each case will be judged on its individual merits and in the best interest of the child but to admit out of year group would require exceptional and extenuating circumstances and professional evidence if available, explaining why the child's needs cannot be met in the chronological year group.
- All such parents should apply for their child's normal age group at the usual time and may submit a request for admission out of the normal age group at the same time.
- The governors will respond to this request prior to the offer of a place being made. If the request is agreed to, the application can be withdrawn for that year before the place is offered.
- If the request is refused, parents may then decide whether to continue with an in-year application for admission into Y1 for the September following the child's fifth birthday.
- Where a parent's request has been agreed, they must make a new application as part of the main admissions round the following year.
- Parents do not have the right of appeal against a decision not to place the child in a year group outside their normal age group.
- All other applications for admission out of year group must be made in writing to the governors at the time of application and will be considered on an individual basis, in consultation with the headteacher and in the best interests of the child.

Visits by prospective parents/carers are welcome and encouraged. Please contact the School Office to make an appointment.

St. Michael's School became a church school in 1876. We seek to offer our children a Christian ethos within which to work and learn and a Christian approach to life and relationships. Our links with St. Michael's Parish Church are very important to us and we are also mindful of the part we have to play within the community of St Michael's village. We ask all parents applying for a place here to respect our ethos and its importance to the school community.

PROCEDURE FOR APPLICATIONS

The application deadline and allocation day are set nationally and are the same every year. The closing date for applications is always 15 January and allocation date is 16 April (or the first working date afterwards). The local authority (LA) website is www.hertfordshire.gov.uk/admissions. All applications must be made via this website.

Hertfordshire County Council (HCC) operates an agreed co-ordinated admissions scheme in line with government legislation. HCC will manage the process on behalf of the school according to the scheme published each year. The Governing Body, as the Admitting Authority, will allocate the available places in line with this policy.

Parents/carers are requested to complete our Supplementary Information Form (SIF), in support of categories 2, 5a/b, 6 and 7 applications. Our Supplementary Information Form should be returned to the school office by 15 January 2026. **If a SIF is not completed the Governing Body will apply the school's admission arrangements using the information supplied on the HCC form only, which may result in the application being given a lower priority.**

Please note that the information in this policy is correct for the year shown. Policies for future years may well be different.

CRITERIA FOR ADMISSION

When there are more applications than places available, the Governors will allocate those places in accordance with the priority of the admissions criteria numbered below. Should there be fewer applications than places available, all applicants will be offered a place. *Please note the order of receipt of application is not taken into consideration.*

1. **“Looked after” children and all previously looked after children, including those who appear (to the admissions authority) to have been in state care outside England and ceased to be in state care as a result of being adopted.**
2. **Children with a sibling in the school at the time of entry to the school, or with a sibling who has previously attended the school providing they still live within the designated area – see description of designated area on page 6.**
3. **Children of staff at the school. The staff member must be a permanent qualified teacher who (i) has been employed by the school for a minimum of two years at the time of application and/or (ii) has been recruited to fill a vacant post for which there is a demonstrable skill shortage. The member of staff must be the biological or adoptive parent of the child, have other legal responsibility for the child or have been cohabiting with the parent of the child for at least two years at the time of application.**
4. **Children whose home address is within the area of countryside which is bounded to the north by Punch Bowl Lane and to the south by Hemel Hempstead Road (See the area shaded in yellow on Map A attached.)**
5. **Children who at the time of application have their home address in the designated area (listed on page 6). In the event of over-subscription in this category, the following priority order will be applied:**
 - a) **Children whose parents/carers worship regularly at St Michael's Church, or the daughter Church of St Mary, Childwick Green, and whose application is accompanied by the school's SIF, signed by the parish priest verifying the required level of attendance. (See Notes to Admissions Criteria below)**
 - b) **Children whose parents/carers worship regularly at another Christian Church and whose application is accompanied by the school's SIF, signed by the minister verifying the required level of attendance.**
 - c) **Children whose home address is closest to Top School, St Michael's Street, St Albans, Herts AL3 4SJ using the straight line distance measurement provided by HCC's GIS system.**
6. **Children whose home address is not in the designated area within the Parish but whose parents/carers worship regularly at St Michael's Church or the daughter Church of St Mary, Childwick**

Green and whose application is accompanied by the school's SIF signed by the parish priest verifying the required level of attendance. (See Notes to Admissions Criteria below).

- 7. Children of parents/carers who worship regularly at any other Christian Church, and whose application is accompanied by the school's SIF signed by the minister verifying the required level of attendance. (See Notes to Admissions Criteria below).**
- 8. All other children.**

Please note that children are expected to attend church with their parents/carers when applying under sections 5a, 5b, 6 and 7.

Children who have an Education, Health and Care Plan, who name this school, will be admitted as part of the school's PAN but before the school's oversubscription criteria are used.

Tie Break

In the event of over-subscription in each of the criteria 1 to 8 above the following priority will apply:

- Children whose home address is closest to Top School. (See 5c above)

Where there is a need for a tie-breaker where two different addresses measure the same distance from the school, in the case of a block of flats for example, the lower door number will be deemed to be nearest as logically this will be on the ground floor and therefore closer. If there are two identical distances for separate applicants, the tie-break will be in the form of an independently supervised, sealed envelope ballot, details of which can be obtained from the school office.

The school will admit children under the Fair Access Protocol before those on continuing interest and, if necessary, above PAN.

Multiple Births

The Governing Body will admit over a school's published admission number when a single twin/multiple birth child is allocated a place at a school and the other twin/multiple birth child has applied but not been allocated.

To maximise the chances of your children being allocated places at the same school, it is recommended that you list the same schools in the same order across all applications.

UNSUCCESSFUL APPLICATIONS

Right of Appeal

All unsuccessful applicants have the right to appeal to an independent panel for a place to be made available for their child. Hertfordshire parents wishing to appeal, who applied online, should log onto their online school application and click on the link 'register an appeal'. Out of county residents and paper applicants should contact the Customer Service Centre (0300 123 4043) to request their registration details and log into www.hertfordshire.gov.uk/schoolappeals and click on the link 'log into the appeals system'.

Continuing interest (waiting) list

After places have been offered, Hertfordshire County Council will maintain a continuing interest (waiting) list on behalf of the governors. A child's position on a CI list will be determined by the admission criteria outlined above and a child's place on the list can change as other children join or leave it. The county council will contact parents/carers if a vacancy becomes available and it can be offered to a child. Continuing interest lists will be maintained for every year group until the summer term (date to be specified and confirmed to parents at the time of application). To remain on the CI (waiting) list after this time parents must confirm they are still interested in a place by completing an In-Year application form.

IN YEAR ADMISSIONS

Children will be admitted at other ages where there are vacancies. In the event of there being more applicants than places available the above criteria for admission will be applied.

In year admission arrangements are co-ordinated by HCC on behalf of the school. The governing body remains responsible for the allocation of all places in accordance with the school's published admission rules but all applications for, and allocations to, the school must be made to HCC.

Once a completed application form is received by HCC, the school is notified so that they can then consider the application. The county council will write to you with the outcome of your application and, if you have been unsuccessful, will include registration details to enable you to login and appeal online at www.hertfordshire.gov.uk/schoolappeals. A place on the continuing interest list for that year will also be offered. See above.

NOTES TO ADMISSIONS CRITERIA

Church Membership Category

'Regular attendance' is defined as attendance at public worship at least twice a month for a minimum of two years immediately prior to the date of application. The Governors will accept an 'average' over the year, i.e. to allow for non-attendance during holiday periods and anticipate that parents/carers given a place for their child under this category will still satisfy the requirements at the time of admission.

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. The period of two years should precede application, so for 2026 applications this should run from January 2024 to January 2026.

Repeat Applications

Please note that a repeat application within the same academic year will not normally be considered unless there have been significant changes in the child's circumstances or a place becomes available.

Historical information

Historical information about allocations for the last 3 years' Reception intake is available on the School website.

Definitions

In respect of the following criteria, the governors use the following definitions:

- Criterion 1 "Children Looked After":
- Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Rule 1.
 - Previously looked after children who were not 'looked after' immediately before being adopted, or made the subject of a child arrangement order or special guardianship order, will not be prioritised under rule 1.
 - Child arrangements order – under the provisions of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live.
 - Special guardianship order – under 14A of The Children Act 1989, an order appointing one or more individuals to be a child's special guardian or guardians.
 - A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. Where the Governors are uncertain about the validity of the child's status, advice will be sought from the head of the Virtual School.

Criterion 2

“Sibling”:

- The sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after¹ and in every case living permanently² in a placement within the home as part of the family household from Monday to Friday at the time of this application. A sibling must be on the roll of the named school at the time the younger child starts or have been offered and accepted a place. In the case of a child who is the sibling of a former pupil, he/she must be resident within the designated area outlined below.

Criteria 4-8

“Home Address”:

The address provided on the application form must be the child’s current permanent address at the time of application

- “At the time of application” means the closing date for applications
- “Permanent” means that the child has lived at that address for at least a year

Where a family has not lived at an address for a year at the time of application, they must be able to demonstrate that they own the property or have a tenancy agreement for a minimum of 12 months **and** the child must be resident in the property at the time of application. If, because of the nature of the agreement, it is not possible to provide a 12-month tenancy agreement, alternative proof of address will be requested and verified as necessary with Hertfordshire County Council’s Shared Anti-Fraud Service.

It is for the Governors (as the admission authority) to determine the address to be used for admission purposes.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one where the child lives for the majority of the time. If a child lives at two address equally, parents/carers should make a single joint application naming one address.

If a child’s permanent residence is disputed, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes. If two applications are received, with different addresses, neither will be processed until the address issue is reconciled.

Applications made as part of the main Reception admissions round and in-year admission applications are processed by Hertfordshire County Council (“HCC”) on behalf of the Governors, in accordance with HCC’s published coordinated admission schemes.

If HCC receives two different applications for the same child from the same address e.g. containing different preferences, parents/carers will be invited to submit a joint application or provide court documentation to evidence the preferences that should be used for the admission process. Until the preference issue is reconciled, neither application will be processed.

For the main Reception admission round, if the initial differing applications (one or both) were received by HCC “on-time”, an amended joint application will also be considered “on-time” if received before 1st February 2026 (the late deadline). If the amended joint application is received after 1st February 2026, it will be treated as “late”.

Distance Measurement: Hertfordshire County Council’s ‘straight line’ distance measurement system is used for all home to school distance measurements. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the Address Base Premium address point of your child’s house to the address point of the school. Address Base Premium data is a nationally recognised method of identifying the location of schools and individual residences.

As St Michael's is a Church school, the Governors will apply the following definitions of a Christian Church for criteria 5b and 7:

“Christian Church”

The governors define a “Christian” Church to be one which is a member of Churches Together in England or the Evangelical Alliance.

The list of Streets in the designated area

| | |
|---|---|
| Abbey View Road Artisan Crescent | Ladies Grove (all) |
| Batchwood Drive (odds 33 & above) | The Lawns including Cymbeline Court |
| Blacksmith's Lane | Links View |
| Branch Road | Mount Pleasant (even 5 and upward, odd 21 and upward) |
| Camlet Way | Offa Road |
| Dormie Close | Oysterfields (1-18) |
| Downedge | Portland Street |
| Fishpool Street (odd 65 & above; even – 72 & above) | Prae Close |
| Fryth Mead | Shafford Cottages |
| Folly Lane (evens 66 to 182) Gonnerston | St. Michael's Court, off Fishpool Street |
| Hill Street | St. Michael's Street |
| King's Court, Mount Pleasant | Tanners Close |
| King's Road | Verulam Road (odds 125 & above; evens 62 & above) |
| Kingsbury Avenue | Wells Close |
| Kingsbury Mews, off Branch Road | White Hedge Drive |

Correction of criteria

If parents/carers have applied under a criterion that does not match the information supplied on the School application form (e.g. they apply under criterion 2 and there is no sibling at the School) the Governors will consider the applicant under the correct criteria.

Late applications

Late applications are not dealt with until all applications made on time have been considered. This means you are less likely to be offered a place at one of your preferred schools. If there are exceptional circumstances why you were unable to make your application by 15 January 2026, please write to your Local Admissions and Transport Team giving your reasons and enclosing supporting evidence. Evidence must be received by the date stated by HCC in their admissions literature and website. Late applications will be considered by a panel and each case decided on its own individual merit. Parents will be informed in writing if their application will be treated as late.