



# St Michael's CE Primary School

*'Creating a community where we learn together through respect, kindness, curiosity and faith'*

## Admissions Policy for the School year 2025/2026

St Michael's is a Christian school, built upon trust, security and good moral principles. We provide a distinctively Christian, yet inclusive, environment in which each child is motivated to acquire skills for life and a love of learning. As a church school, we welcome applications from Christian families, and those of other faiths or none. We ask all parents applying for a place at our school to respect this ethos and its importance to the whole school community

St Michael's CE Primary School is a Church of England Voluntary Aided School. This status means that the Admissions Authority is the Governing Body of the School. The Governing Body delegates responsibility for all admissions to the Admissions Committee. The Admissions Policy has been designed to comply with the School Admissions Code 2021.

The School Standards and Framework Act 1998 requires all Admission Authorities to ensure that all infant class sizes (Reception, Year 1 & Year 2) do not exceed 30 in a class with a single teacher. This means that where the admission of a child would force the Governing Body to breach the infant class size imposed by the Act, the child will not be able to be admitted to St Michael's, unless s/he comes within a permitted exception.

**The procedure and dates for each step of the admission process will be in accordance with the relevant local authority (LA) co-ordinated scheme, when it is published in September of the application year.**

Applications for entry to the Reception Year at St Michael's CE Primary School for the school year September 2025 – August 2026 must be made on the common application form of the LA in which the parents live at the time of application (the home LA), which may not be The Royal Borough of Windsor & Maidenhead, **by 15<sup>th</sup> January 2025**. Parents with children whose 5<sup>th</sup> birthday falls between 1<sup>st</sup> September 2025 and 31<sup>st</sup> August 2026 may apply for places in this Reception Year.

The Published Admissions Number (PAN) for the Reception Year at St Michael's is 30. The Governing Body will in no circumstances consider an application for earlier admission to children whose 5<sup>th</sup> birthday falls on or after 1<sup>st</sup> September 2025, because early admission to Reception is not in the best interests of the child.



## **Applications**

### **You will be required to complete a Common Application Form (CAF)**

When applying for your child to be admitted to St Michael's, please complete the Common Application Form (CAF) obtainable from the LA to whom you pay council tax (e.g. RBWM) and return it to that Authority **by 15<sup>th</sup> January 2025**.

Offers or refusals of places will be posted by the home LA on National Offer Day 2025, in accordance with the published Coordinated Scheme for the borough. Parents (see Note 1) will be given a limited time in which to accept the offer. Entry to school will be treated equally, irrespective of ability or aptitude. Late applications will be considered after places have been allocated to all those who met the closing date. The dates for all rounds of offers can be found in the Coordinated Scheme published [here](#) in accordance with the Admissions Code (2021). St Michael's will only consider one application within the same school year unless there is a major change in circumstance.

### **Deferred entry for summer-born children**

Children will be offered a full-time place in Reception Class commencing in September 2025. A part-time place will be offered to children of non-statutory school age if requested by a parent of a summer-born child. Parents may also defer entry until the term (starting in January or April) after the child reaches the statutory school age of five. In such cases the place will be reserved for the child. However, the offer is made for entry into school for the school year 2025/2026. The school would hope that the child will be on roll by the start of Term 3 April 2026 as this is considered beneficial for the child. If a parent chooses to exercise their right to a part-time or deferred start within the 2025 academic year, we request that you discuss this with the Headteacher, so appropriate plans can be made for your child.

### **Delayed entry for summer-born children**

For children whose fifth birthday falls between 1 April 2026 and 31 August 2026 (summer-born children), parents who do not wish them to start school in the school year 2025-26, but to be admitted to the Reception Year in September 2026, should proceed as follows. They should apply at the usual time for a place in September 2025 together with a written request that the child is admitted outside his or her normal age group to the Reception Year in September 2026. Parents would need to provide strong supporting reasons for seeking a place outside the normal age group and should discuss the position with the Headteacher as early as possible. If their request is agreed, and this should be clear before National Offer Day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way (no later than 15<sup>th</sup> January 2026) for a Reception place in September 2026. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2025 (please note it will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the summer term 2026 for a Year 1 place in September 2026. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2025-26 Reception Year group.

In cases where the number of applications exceeds the number of places available the Over-subscription Criteria will be applied.



### **All Other Admissions ('In-year') - 30 places in each Year Group**

This applies to all applications made at any time for Years 1-6 and includes the Reception Class once the school year 2025-26 has started. All year groups at the school have a capacity of 30 places, as admitting more than 30 pupils to a year group prejudices the effective education and efficient use of resources for pupils already on roll at the school. In-year transfer applications must be made directly to the school on a form available from the school. Admissions outside the normal age group will be dealt with as indicated below. If there is a vacancy, and there is no child on the relevant waiting list with a higher priority according to the over-subscription criteria below, a place will be offered. St Michael's will only consider one application within the same academic year unless there is a major change in circumstance.

In-year admissions or admissions at the beginning of school years other than Reception will only be considered by the Governing Body up to a half term (using the three-term year) in advance of the desired date for entry.

### **Moving home**

If parents are moving house, the school will ask for evidence of the move, when considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, a rental agreement for at least a period of six months will be required (Armed Forces personnel are exempt). If you are returning from elsewhere, to live in a home that you own, we will require evidence to show that you have returned. We will also ask for evidence that you no longer have access to any previous residence, through sale, end of tenancy, or other irrevocable means. We cannot accept an address where the one given is that of a second home, with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require evidence.

### **Educating out of year group for non-summer born children**

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. The governors will ask relevant professionals for their opinion on the case. Those refused places outside the normal age group will be informed of their statutory right to appeal.

The application must be sent direct to the school and will be considered by the Admissions Committee and a decision made dependent on the availability of places in the year group. The Governing Body will adhere to the In Year Fair Access Protocol.

### **Over-subscription Criteria**

Children with an Education, Health and Care plan naming St Michael's CE Primary School will always be admitted.



When the number of applications for places in the school exceeds the number available, the Admissions Committee will apply the following criteria in the following order in allocating places:

1. Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order (See Note 5)
2. Children whose normal home address (see Note 2) is in the catchment with wholly exceptional medical or social needs that make it essential that they attend St Michael's CE Primary School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family (see Note 4)
3. Children whose normal home address (see Note 2) is in the catchment area as defined below and have a sibling (see Note 3) attending St Michael's at the time of application and who is expected still to be on roll at the time of entry to the school
4. Children whose normal home address (see Note 2) is in the catchment area as defined below and can be seen on the map in Appendix 2.

This catchment area is defined as being the village of Sunninghill bounded by: the A329 to the north, Brockenhurst Road and Devenish Road to the south; to the west end of Lower Village Road as it leads into South Ascot including Coombe Lane but excluding Elizabeth Gardens and Francis Chichester Close; and to the east, the parish boundary from Devenish Road east of Hancock's Mount along Larch Avenue to the Silwood Road junction on the A329.

5. Children who have a sibling (see Note 3) attending St Michael's at the time of application and who is expected still to be on roll at the time of entry but where the normal home address is outside the catchment area.
6. Other children whose parents have any other reason for their preference.

**The Governors reserve the right to verify to their satisfaction any of the information on the application form. Once an offer has been accepted, a copy of the child's original birth certificate must be sent to the School. The school reserves the right to have an original produced in person, should this be necessary to confirm the pupil's identity.**

### **Tiebreaker**

Should there be more applications in any one criterion than places available, **distance from the school will be used as the final arbiter.** The distance is provided by RBWM who uses proximity to the School, measured in a straight-line from the address point of the pupil's house as determined by Ordnance Survey to the address point of the school using the local authority's GIS system. **In the case of two properties being of equal distance from the school** a random application process will be administered. This process will be supervised by someone who is independent of the School (see Appendix 1).

### **Appeals**

Parents may appeal against unsuccessful applications. An Admission Appeal should be sent to the Chairman of Governors within twenty school days of receipt of the refusal letter. An independent panel appointed by the Oxford Diocese will then consider the appeal. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the



school does not consider any further application in the same school year (1 September – 31 August), unless there has been a material change in circumstances, for example a change of address which results in a move from outside the catchment area to inside it.

**Appeals** (for use when buying back into LA appeal process)

Parents may appeal against unsuccessful applications, if refused admission to their chronological year group. Under the terms of the School Standards and Framework Act 1998, an Independent Appeals Panel (IAP) will consider all appeals. You can lodge an appeal or find out further information at <https://www.rbwm.gov.uk/schools-and-education/school-admission-appeals>, as the borough manage our appeal hearings. If you have any questions regarding the process, or wish to lodge an appeal, you can also contact the Democratic Services team for RBWM on 01628 796319, or by email: [democratic.services@rbwm.gov.uk](mailto:democratic.services@rbwm.gov.uk). Please note that admission appeals must be heard within 30 school days of being lodged, and you must outline your grounds for appeal in writing when lodging your appeal.

**Waiting lists**

Parents may also request their child's name be added to the Waiting List by writing directly to the School and thereafter at the end of each school year. It is the sole responsibility of the parent to write by the first day of the new school year of each school year to request that their child's name remain on the waiting list. Places will be offered from the Waiting List, if a casual vacancy occurs, in order of the admissions criteria. No account is taken of length of time on a waiting list.

**Joint custody arrangements**

Due to the complex interplay between the legislations governing school funding, admissions and governance, applications can only be made from a single applicant, and using a single residential address, in what is referred to as a 'single-point-of-entry system.' In situations where parents reside separately, this requires a level of agreement between the two parents. Parents with joint custody arrangements need to indicate this when asked on their application, and provide contact details for both parents, so that communication can be undertaken fairly. Failure to indicate a joint custody arrangement, when one exists, will be considered a fraudulent act, and further action may be taken.

If there is a situation that would make equal contact with both parents impossible or unsafe, please discuss this with us as early as possible, as there are certain scenarios where it is permitted to limit contact to a single parent. In most cases, however, all parties with parental responsibility will be contacted equally.

As a result of the single-point-of-entry system applied throughout England, the onus is on parents to collectively make the decisions for their children, then present that agreement to admissions for action. We are prevented from interfering with this process. Due to our requirement to maintain neutrality we cannot advocate for or liaise between parents where an agreement cannot be reached, unless a child requires safeguarding intervention in order to protect them from harm.

When parents share custody, we will therefore require any applications for schools for any affected children, whether at phase transfer or in-year transfer, to be agreed between the parents, in writing, before being processed. This means that without a written agreement from



both parents, admissions staff are unable to move forward with any application, and no school offers can be made.

The written agreement does not need to be in the form of a formal child arrangement order unless the parents require this formality in order to reach an agreement. An email from both parents' registered email addresses, outlining your agreement, will suffice. Please note that this scenario will also be in effect when accepting or rejecting school offers, so we would strongly advise allowing time for agreements to be reached, so that statutory offer deadlines can be met. If a single parent retains full custody of their children, and provides evidence of this, an agreement is not required with the other party.

Where the parents or carers live separately, the application must be based on the address where the child lives most of the time. When parents share custody of children, they will split their time between households. This split of time may be defined by a formal order, or in a less formal, mutual agreement between the parents. Where the child lives equally with both parents at different addresses, the child's home address will be taken to be the address of the parent that is deemed to be the child's main residence, that is where the child spends most of the school week. In the absence of a formalised legal care arrangement, we will consider all available evidence that you provide to support your application.

Where there is an equal split, or there is any doubt about residence, we will make a judgement about which address to use for admission purposes. In making this judgement, we will consider the following:

- Any legal documentation confirming residence.
- The pattern of residence, including nights or hours in the school week spent at each address.
- The period over which the current arrangement has been in place, and any upcoming planned reviews.
- Confirmation from the previous/ current school of the contact details and home address provided to them by parents.
- Which parent is in receipt of Child Benefit/Tax Credit/Universal Credit. Unless parents have decided between themselves who receives child benefit, HMRC will give it to the parent who the child lives with most of the time and in accordance with the Child Tax Credit Regulations 2002 and The Universal Credit Regulations 2013. You must have parental responsibility for the child you wish to claim for, and you must also be the primary caregiver/parent with main responsibility of the child.
- The address of the surgery where the child is registered with a GP.
- Any other evidence the parents may supply to confirm their situation.

We aim to be as fair as possible to both parties, but we are unable to progress applications where there are parental disputes.

Should your custody arrangements change at any point in the future, you must keep school admissions informed, as it will affect the admissions processes for all your children while they are of compulsory school age.

The governors have made every effort to ensure that this policy conforms to all the relevant legislation including equal opportunities and infant class size regulations.





## Definitions

Note 1: by Parent we mean any person who has parental responsibility (as defined in the Children Act 1989) for or is the legal guardian of the child. Where admission arrangements refer to 'parents' attendance at church' it is sufficient for just one parent to attend.

Note 2: by normal home address, we mean parent (see Note 1) and child's permanent home address, i.e. where your child lives and sleeps for the majority of the school week (Monday to Friday), as at the closing date for applications. The exception is the children of Crown and Military Service Personnel. **The Governors reserve the right to verify to their satisfaction any of the information on the application form.** Childcare arrangements are not sufficient reason for listing another address.

Note 3: by Sibling we mean brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. Where one of the siblings of multiple - birth e.g. twins is the 30<sup>th</sup> child admitted, all multiple birth siblings will be admitted. All children of multiple birth admitted above the PAN are considered 'excepted pupils' under the Infant Class Size regulations.

Note 4: When applying under criterion 2, wholly exceptional medical or social needs, you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring St Michael's. This evidence must clearly demonstrate why the school is the only one appropriate for the child and must illustrate the difficulties that would be caused if you child had to attend another school. The person supplying the evidence should be a doctor, health visitor, senior social worker etc who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals. It is not expected that a parent pays for evidence to support their social and medical application, as evidence should be freely available in the course of daily interactions with the professionals involved with the child.

Note 5: by a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An 'adoption order' is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order)."

## Information regarding the number of applications and criterion for the Reception Class in the School year 2024 / 2025:

The School received applications - 0 'Statemented', 0 'Looked After', 4 'in catchment sibling' category, 14 'in catchment' category, 5 'out of catchment sibling' category and 46 'other'.



### **For further information**

In the first instance, please contact the Royal Borough of Windsor & Maidenhead. Booklets and application forms for entry into Reception are available [online](#). Contact details are as follows:

The Admissions Department  
Royal Borough of Windsor and Maidenhead  
Town Hall  
St Ives Road  
Maidenhead  
SL6 1RF

Email: [rbwm.admissions@achievingforchildren.org.uk](mailto:rbwm.admissions@achievingforchildren.org.uk)  
Website: [rbwm.afcinfo.org.uk](http://rbwm.afcinfo.org.uk)

The Admission Secretary  
St Michael's CE Primary School  
School Road  
Sunninghill  
Ascot SL5 7AD

Tel: 01344 622962  
Email: [office@stmichaelsce.co.uk](mailto:office@stmichaelsce.co.uk)  
Website: [st-michaelprimary.co.uk](http://st-michaelprimary.co.uk)

### **Appendix 1**

#### **St Michael's CE Primary School Random Application Process**

**In the case of two properties being of equal distance from the school** a random application process will be administered. This process will be undertaken by someone who is independent of the School e.g. a vicar from the next parish.

- Names of applicants will be recorded on individual pieces of A4 white paper. The papers will be folded and put into a box.
- The box will be closed and shaken.
- The Independent Supervisor will remove one piece of paper at a time and the name will be recorded in the minutes in order of withdrawal.
- The Chair of the Committee, as an observer, and the Independent Supervisor will sign the minutes.



## Appendix 2

### St Michael's CE Primary School Catchment Map

