



Saint Michael Catholic Primary School & Nursery

Excellence • Enrichment • Enjoyment

Feltham Hill Road
Ashford, Surrey
TW15 2DG
☎: 01784 253333
✉: info@st-michaels.surrey.sch.uk
💻: www.st-michaels.surrey.sch.uk
@StMichaels1953

March 2026

Dear Parents,

I am grateful to you for having expressed an interest in your child attending our nursery. It is essential that you read the information contained in this letter and the Nursery Admissions Policy for 2026-27 and the appendix so that you fully understand the admissions process and, in particular, the over-subscription criteria. All the information you should need is available on our school website <https://www.st-michaels.surrey.sch.uk/nursery-1/>. Please contact the school if we can assist you further in any way.

Nursery Admissions

The Governors of the School will shortly be considering applications for admission to the Nursery in the school year which begins in September 2026. The Governing Body intends to allocate up to 46 children each day in the nursery. This can equate to 92 part-time 15 hour places or 46 full-time 30 hour places or a combination of part-time and full-time places. Applications are welcome for consideration from families whose child reaches his/her 2nd birthday or 3rd birthday between 1st September 2025 and 31st August 2026.

Further details are available in the Admissions Policy and the appendix.

Application Process

By the **27th April 2025**, applicants:

- **MUST** complete the school's Nursery Application Form and include all relevant paperwork specified in the Nursery Application Form and in the notes of proof of residence at the end of the Nursery Admissions Policy. The Nursery Application Form provides essential information needed for the Governors to accurately categorise each candidate.

If applicants do not complete the above forms and return them together with all relevant required paperwork by **27th April**, the Governing Body will have to consider their application as a late application and it is unlikely that the candidate will be offered a place.

Receipts

We strongly recommend that you complete the Nursery Application Form and deliver it to the school by hand with the relevant paperwork in good time. We have dedicated post box marked Admissions located outside the main entrance doors to the school office. Please place your application form and ALL SUPPORTING DOCUMENTS in an envelope and post it in the post box outside the office. We will then get in touch to confirm your paperwork is in order and you will receive a receipt as proof that you have made your application. If you choose to post your application, a receipt will be posted back to you. The school cannot accept any responsibility for applications or receipts that are lost in the post.

I draw your attention to the criteria set out in the Nursery Admission Policy to which the Governors will have strict regard when considering applications for admission. Please refer to the parish boundary maps





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and list of roads within the parishes for St. Michael's and St. David's, which are displayed on our website, to confirm if you reside in either of the two parishes. If you are in any doubt please contact the school. Children outside these parish boundaries will also be considered and both Catholic and non-Catholic candidates are encouraged to apply.

Certificate of Catholic Practice

If you are a parishioner of **St Michael's Church or St David's Church**, Father Sidon will be available on **Wednesday, 25th March** at St Michael's Church Presbytery at the following times:

- 9.00am – 1.00pm

For those of you who attend Mass at parishes outside Ashford and Stanwell, you will need to contact your Parish Priest directly to arrange to have the Certificate of Catholic Practice completed.

I hope you have all the information you need to make an application to our nursery. Please download the application form from the website. A small number of hard copies are available from the school if needed. We look forward to receiving your application

Yours Sincerely,

J. Lane

Mr J. Lane, Headteacher

