



November 2026

Dear Parents/Guardian,

I am grateful to you for having expressed an interest in your child attending our school.

It is essential that you read the information contained in this letter and the Admissions Policy for 2027-28 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.

Open Mornings

I would strongly recommend that you attend one of our Open Mornings to learn more about the school, the admissions process and have a tour led by some of our pupils. We will also have an Admissions Pack with hard copies of the paperwork you will need to make an application if you have been unable to download these documents from our website: <https://www.st-michaels.surrey.sch.uk/reception>

The Open Mornings will be held on the following dates and we would suggest only parents attend:

- Tuesday, 17th November, 9.30-11.30 am
- Thursday, 19th November, 9.30-11.30 am

Reception Class Admissions for September 2027

We are a Voluntary Aided Catholic school graded as outstanding by OFSTED in May, 2024. Demand for places is very high and means that we are unable to accommodate every child that applies. Whilst we prioritise children from Catholic families, we do welcome applications for admission from all faiths and no faiths.

The Governors of the School are now considering applications for admission to the Reception Class of the school for the academic year 2027. The Governing Body intends to admit 60 children.

Application Process

By the **15th January 2027**, applicants:

- **MUST** complete the on-line Common Application Form or the application for the borough you reside. The link to the Surrey form is below.

<https://www.surreycc.gov.uk/schools-and-learning/schools/admissions/primary-junior-and-infant/apply>

- **SHOULD** fully complete the school's Supplementary Information Form (SIF) and include all relevant paperwork specified in the SIF. The SIF provides essential information needed for the Governors to accurately categorise each candidate. It is available to download here:

<https://www.st-michaels.surrey.sch.uk/reception/>

If applicants do not complete the above forms and return them together with all relevant required paperwork by **15th January**, the Governing Body will have to consider their application as a late application and it is very unlikely that the candidate will be offered a place.





Receipts

We strongly recommend that you complete the SIF and deliver it to the school by hand with the relevant paperwork in good time (post in the box marked Admissions, this is located outside the main entrance doors to the school office). Once checked, 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 that are lost in the post.

Admissions Policy

I draw your attention to the criteria set out in the Admission Policy to which the Governors will have strict regard when considering applications for admission. It is also important that you indicate on the Surrey Admission Form your preferred choice of school for your child. Please refer to the parish boundary maps 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.

Certificate of Catholic Practice

Only the Certificate of Catholic Practice will be accepted as evidence of Catholic practice.

If you are a parishioner of St Michael's Church or St David's Church, Father Sidon will be available at The Presbytery, St Michael's Church, to certify the Certificate of Catholic Practice. Please check the school website and parish newsletters for confirmation of these dates.

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 school.

Yours Sincerely,

Mr J. Lane

Headteacher, St. Michael Catholic Primary School & Nursery

Enclosed

- ***Copy of leaflet from Surrey***
- ***Copy of St Michael Catholic Primary School Admission policy 2027-28***
- ***Parish Boundary Maps and Lists of Roads***
- ***Supplementary Information Form***
- ***Certificate of Catholic Practice.***