



October 2024

Dear Parents and Carers

Re: St Michael's intake for 2023-24

We have enjoyed welcoming so many of you to our open events this term and, in particular our Open Evening on Wednesday 27th September. We also have two further Open Mornings where you can book to come and see us on either Wednesday morning, October 10th or October 17th. Details are on the website at <https://www.stmichaels.bucks.sch.uk/secondary-aylesbury/>

At this time of year, it is always useful just to go through some points that come up in terms of school admissions and pass on the benefit of past experience. Here they are:

1. Pupils in Catholic Primary Schools including St Louis and St Edward's do not get an automatic place at St Michael's. Please ensure that a **SIF (Supplementary Information Form – see No.4)** is completed (attached). It can be collected from school or downloaded here at: <https://www.stmichaels.bucks.sch.uk/secondary-aylesbury/aylesbury-admissions/>
2. In addition, siblings of existing pupils do not automatically get a place either.
3. The actual school application is completed online and can be found at: <https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/school-admissions/apply-for-a-secondary-school-place/>
4. Being a faith school, there is an additional form called the **SIF (Supplementary Information Form)**. This allows applicants to demonstrate that they are practising a faith and to include the signature of a celebrant as well as a stamp of their place of worship. This needs to be posted to the school or can be handed in directly. Please do not email or submit to County. The reason for this is that you will be issued with a receipt. The deadline for this is **31st October** if you are posting. Also bear in mind that our last day where the office is fully open before the half term break is **20th October and we do not return until November 6th**.
5. If you intend to submit a baptism certificate, please bring the original into reception with your SIF. It will be immediately photocopied and handed back to you together with your SIF receipt.
6. The SIF is not just for families who practise a faith. Even if your child is not practising a faith, it is worth signing the SIF yourself and handing it in to demonstrate that you are in sympathy with the Roman Catholic Ethos.

Further information on the process including our admissions policy (including the admissions gradings) and copies of the SIF can be found at: <https://www.stmichaels.bucks.sch.uk/secondary-aylesbury/aylesbury-admissions/> . We will of course reinforce all of these points and be around for questions at our Open Events

We are keen to support families where English is not the first spoken language. Please feel free to contact the school if you need the actual SIF or any of this guidance translated into a different language. Note that our webpages have the translate add-on at the top.



Executive Headteacher: Mrs L Baker

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I hope this guidance is helpful in supporting you through the application process. If you need any further guidance please feel free to email at office-ayls@stmichaelscs.org or call 01494535196 (option 2).

With every blessing

Adam Palmer

Head of School (Aylesbury Campus)

St Michael's Catholic school



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