

Primary Schools in Enfield - Admissions Criteria

September 2021

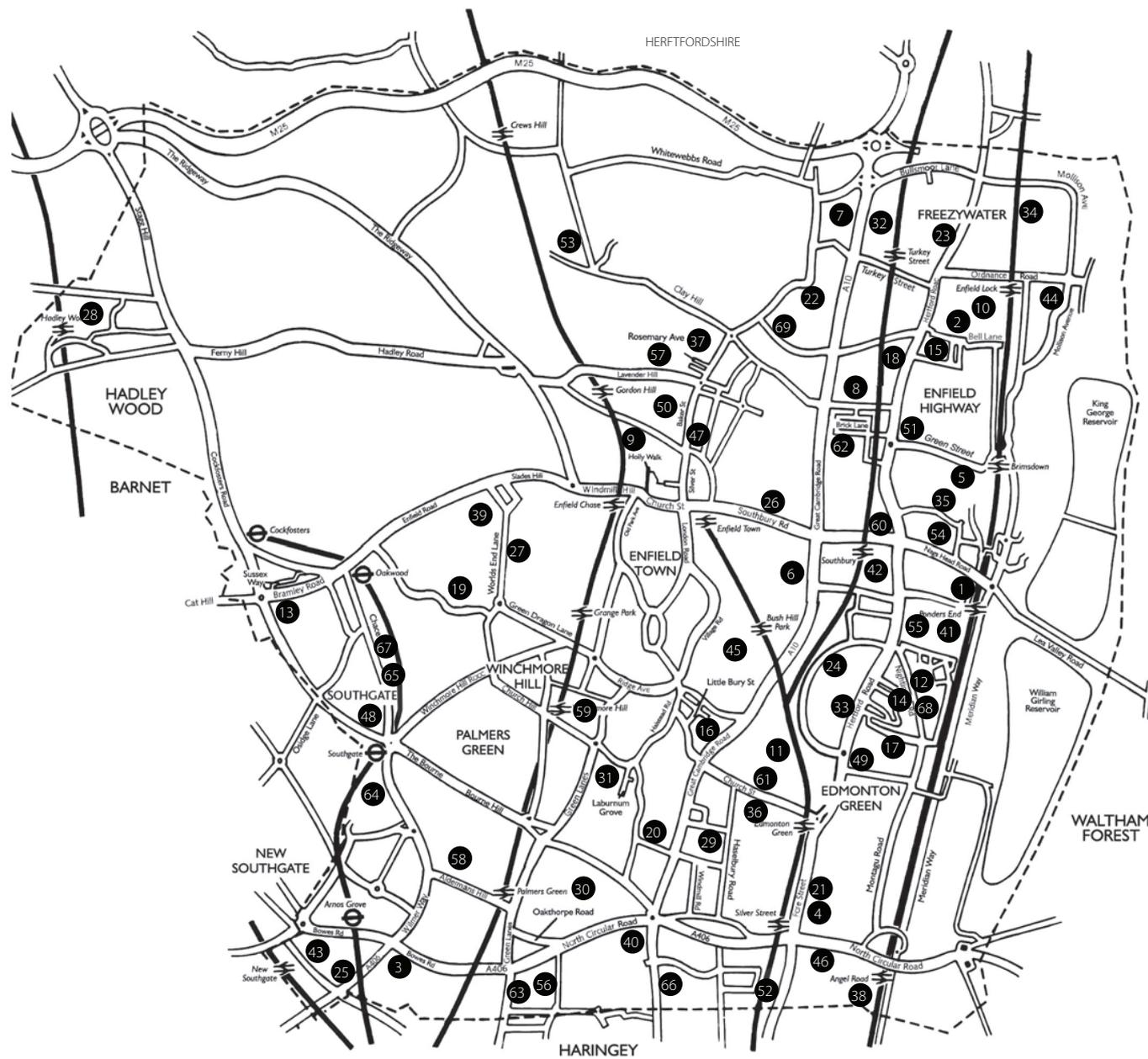


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www.enfield.gov.uk/admissions



Primary Schools in Enfield



KEY

- | | | | | |
|----------------------------|------------------------------|---|----------------------------|---------------------|
| 1. Alma | 16. Edmonton County | 30. Hazelwood | 44. Prince of Wales | 59. St. Paul's |
| 2. Ark John Keats | 17. Eldon | 31. Highfield | 45. Raglan | 60. Southbury |
| 3. Bowes - Bowes Road Site | 18. Enfield Heights Academy | 32. Honilands | 46. Raynham | 61. Starks Field |
| 4. Brettenham | 19. Eversley | 33. Houndsfield | 47. St. Andrew's Enfield | 62. Suffolks |
| 5. Brimsdown | 20. Firs Farm | 34. Keys Meadow | 48. St. Andrew's Southgate | 63. Tottenhall |
| 6. Bush Hill Park | 21. Fleecefield | 35. Kingfisher Hall Academy | 49. St. Edmund's | 64. Walker |
| 7. Capel Manor | 22. Forty Hill | 36. Latymer All Saints | 50. St. George's | 65. West Grove |
| 8. Carterhatch | 23. Freezywater St. George's | 37. Lavender | 51. St. James' | 66. Wilbury |
| 9. Chase Side | 24. Galliard | 38. Meridian Angel | 52. St. John & St. James | 67. Wolfson Hillel |
| 10. Chesterfield | 25. Garfield | 39. Merryhills | 53. St. John's | 68. Woodpecker Hall |
| 11. Churchfield | 26. George Spicer | 40. Oakthorpe | 54. St. Mary's | 69. Worcesters |
| 12. Cuckoo Hall | 27. Grange Park | 41. Oasis Academy Hadley | 55. St. Matthew's | |
| 13. De Bohun | 28. Hadley Wood | 42. One Degree Academy (temporary location) | 56. St. Michael at Bowes | |
| 14. Delta | 29. Hazelbury | 43. Our Lady of Lourdes | 57. St. Michael's | |
| 15. Eastfield | | | 58. St. Monica's | |

Letter and Contents



Dear *Parents and Carers*,

This booklet has details of the admission criteria for all schools in Enfield.

It is important that you read the admissions criteria for all of the schools you are considering for your child. We hope that you find this helpful. If you need any further information or advice, please visit our website at **www.enfield.gov.uk/admissions**.

Yours sincerely
Tony Theodoulou

Executive, Director of People

Please check the schools' individual websites for the current criteria as some have been changed as a response to the COVID 19 pandemic. Where changes have been made, agreement has been sought from the Office of the Schools Adjudicator.

Admission Criteria in Enfield _____	4	We would like to thank the following schools for providing the photos used throughout the booklet:
Priority Zones _____	6	Hadley Wood
Admissions Criteria		Hazelwood
■ Academies and Free Schools _____	7-26	Highfield
■ Voluntary Aided Schools _____	27-80	St Matthews C.E



Admission Criteria in Enfield

ADMISSIONS CRITERIA

Different types of schools have different admissions criteria:

- Community schools in Enfield have the same admissions criteria. The criteria is listed on this page;
- Voluntary aided schools have their own admissions criteria and priority is often given to church or faith members. In most cases parents/carers need to complete a supplementary form. If you are applying for a voluntary aided school please look at the school's full admission arrangements on their website before completing your application;
- Academies and Free Schools are publicly funded independent schools and have their own admissions criteria. If you are applying for an academy or free school please make sure you look at the full admission arrangements for the school on their website before completing your application.
- The admissions criteria for all infant, junior and primary schools are published online in the leaflet 'Primary Schools in Enfield - Admissions Criteria' which can be found at www.enfield.gov.uk/admissions.



ADMISSIONS CRITERIA FOR COMMUNITY PRIMARY, INFANT AND JUNIOR SCHOOLS, ENFIELD LEARNING TRUST SCHOOLS, EDMONTON COUNTY, IVY LEARNING TRUST, ATTIGO LEARNING TRUST AND CHILDREN FIRST ACADEMY TRUST.

If there are fewer applications for a school than there are places available everyone is offered a place.

After the admission of pupils with an Education, Health and Care Plan, the following criteria is used to decide which children should be offered places when there are more children wanting to go to a school than there are places available.

- a) Children in public care (looked after children) and children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after. This does not include children who were adopted without having been previously looked after. Please see page 18;
- b) Children for whom a particular school is appropriate on exceptional medical grounds. Such applications will be considered under this criterion only if they are supported by an attached written statement from a doctor. This must demonstrate that there is a very specific connection between the child's medical need and the school requested. Please see page 18;
- c) Children with a brother or sister who will be attending the school or linked junior school at the time of proposed admission. The children concerned must be living at the same address;
- d) Children whose parent is a member of staff who has been employed at the school concerned for two or more years at the time of application and/or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage;
- e) Children genuinely resident within the school's designated priority zone (for schools with an identified priority zone);
- f) Children living nearest to the school measured as the crow flies, that is, in a straight line from the child's home to the main entrance of the school. (Travel by private car or public transport is not taken into account).

All distances will be calculated by our admissions IT system using ADDRESS-BASE PREMIUM®. This provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metres (10cm). The accuracy of each ADDRESS-BASE PREMIUM® is such that each point will fall within the addressed building. In the case of a multi-occupancy building such as flats where there may only be one address point, priority will be given to the applicants whose door number is the lowest numerically or alphabetically;

- When it is not possible to admit all applicants to a particular school within any criterion, priority will be given to those living near the school measured as in 'f' in the admissions criteria; The Local Authority defines siblings as a brother or sister living at the same address on the date when the applicant would be admitted. The term "sibling" means a full, step, half, adopted or fostered brother or sister, but not cousins. The sibling link will be withdrawn for any future siblings of any child who has started at a school and it was subsequently found that they had gained a place on the basis of a fraudulent application;
- The Local Authority may exceptionally direct schools to admit children in excess of the admission number or above other children on a school's waiting list, in order to fulfil its statutory responsibilities or to comply with decisions taken by the LA's Primary Fair Access Panel;
- Some of our schools have Additional Resource Bases (ARB). Places at an ARB are allocated by Enfield's SEN Team. Applications made under criterion b (medical) will not give children access to this provision;
- Although childminding and childcare arrangements are very important to a working parent, we cannot take account of these arrangements when offering school places.

PLEASE NOTE:

- i) Children who have an Education, Health and Care Plan will be offered a place at a school if it is named in accordance with the Education Act 1996, Children and Families Act 2014 and the Special Educational Needs Code of Practise.
- ii) In the case of infant to junior school transfer, priority is given to looked after children. Thereafter, priority is given to children who are registered pupils at the link infant school before any other children are considered for admission in accordance with the published criteria.
- iii) Tottenham Infant School, Tottenham Road, N13 is a community infant school and is the feeder school for St. Michael-at-Bowes C.E. Junior School, Tottenham Road, N13. St. Michael-at-Bowes C.E. Junior School is a voluntary aided school. There is no designated linked community junior school to Tottenham Infants School. St. Michael-at-Bowes C.E. Junior School has its own criteria for admission.

A child attending Tottenham Infants School is not guaranteed a place at St. Michael-at-Bowes Junior School. Therefore:

- a) if a child is not offered a place at St. Michael-at-Bowes Junior School; or
- b) a place is not wanted at St. Michael-at-Bowes Junior School, a place will be offered to the child at the nearest school with a vacancy.

PLEASE NOTE:

Bowes - Bowes Road, Delta, Carterhatch Junior, Chesterfield, Grange Park and Hazelbury are part of the Enfield Learning Trust.

Brimsdown, Churchfield, Eastfield, Lavender and Walker are part of the Ivy Learning Trust.

Alma, Houndsfield, Keys Meadow and Worcesters are part of the Attigo Learning Trust.

Brettenham, Fleecefield, Galliard, Raynham and Wilbury are part of the Children First Academy Trust.

Priority Zones

WHAT IS A PRIORITY ZONE?

Some primary schools have priority zones. The children living within these zones have priority of admission to a particular school. Priority zones are normally areas in which families who ask for admission live some distance from the school concerned but who cannot reasonably be offered an alternative community primary school. These zones may vary from year to year.

The priority zones relating to admissions during the 2020/21 academic year are as follows:

BRETENHAM	CHASE SIDE	FLEECEFIELD	LAVENDER	RAYNHAM
Becket Road Cameron Close Cavendish Close Cavendish Road Cheshire House Craig Park Road Daniel Close Dodsley Place Ellanby Crescent Hereford House Jeremy's Green Leicester House Montagu Crescent Montagu Gardens Montagu Road (numbers 1-237 odd, 2-226 even) Rays Avenue Rays Road Second Avenue, N18 Shropshire House Swaythling Close	Aragon Close East Lodge Lane Enders Close Farorna Walk Hadley Road Harefield Close High Oaks Hunters Way Lavender Hill (numbers 200 up) Mount View Oak Avenue Ridge Crest Roundhedge Way Spring Court Road The Ridgeway (odd numbers from 191 up, even numbers from 82 up) William Covell Close Weller Mews	Brook Crescent Brookfield Road Brookside Road Felixstowe Road Fraser Road Grilse Close Parr Close	Ash Ride Beech Avenue Beggars Hollow Burnt Farm Ride Cattlegate Road Clay Hill (numbers 180 up & numbers 181 up) Cypress Avenue Flash Lane Golf Ride Rosewood Drive Rossendale Close Strayfield Road Theobalds Park Road Tingey's Top Lane Whitewebbs Road Wroxham Garden	Albany Road, N18 Culpepper Close Dysons Road Genista Road Kimberley Road Ladysmith Road, N18 Leopold Road Willoughby Lane (numbers 179-209)



Admissions Criteria for Academies and Free Schools

The Governors of Academies and Free Schools are responsible for admissions and these schools have different criteria or rules to decide which children are offered places unless stated otherwise earlier in this booklet. This section contains the criteria for the remaining Academies and Free Schools in Enfield.

The following schools are all Academies and their Admission Criteria are as detailed on page 4.

Bowes - Bowes Road, Delta, Carterhatch Junior, Chesterfield, Grange Park and Hazelbury are part of the Enfield Learning Trust.

Brimsdawn, Churchfield, Eastfield, Lavender and Walker are part of the Ivy Learning Trust.

Alma, Houndsfield, Keys Meadow and Worcesters are part of the Attigo Learning Trust.

Brettenham, Fleecefield, Galliard, Raynham and Wilbury are part of the Children First Academy Trust.

Please note: It is important that parents contact the schools directly for the most recent information about the admission arrangements as there may be some changes to the details published in this booklet.

ARK JOHN KEATS ACADEMY – ADMISSIONS CRITERIA

Admissions Policy relating to admissions to the academy in the academic year 2021/22

1. Introduction

- i. Thank you for your interest in applying for a place at Ark John Keats Academy, Bell Lane, Enfield, London, EN3 5PA. The aim of this policy is to provide clear guidance on the admission arrangements for a place at the school including information on timescales, deadlines and contact details for queries.
- ii. It also provides guidance on how applications are administered, the criteria used to prioritise applications (where necessary), waiting lists and the appeals process.
- iii. **Ark John Keats Academy is a non-selective all-through school with a nursery and sixth form. The school has an agreed Published Admission Number1 (PAN) for the following year groups;**

Primary (Reception): 90

Secondary (Year 7 – external places): 120

Sixth Form (Year 12 – external places): 10

Ark John Keats Academy has a larger number of form groups in the Secondary phase than in the Primary phase. All current Year 6 students automatically progress to Year 7 and the remainder of places are available for external applicants. For Year 7 admissions in 2021/22 this is a PAN of 120 and from 2022/23 onwards this will be a PAN of 90.

PLEASE NOTE: In some years, the school may be able to offer more Sixth Form places to external applicants than the external PAN, candidates are advised to consult the information given on the school's website and prospectus.

2. Statutory Guidance and Definitions

- i. All information in this policy meets the statutory

requirements set out by the Department for Education (DfE) in the School Admissions Code 2014, ("the Code") and the School Admissions Appeals Code 2012, ("the Appeals Code").

- ii. Ark Schools is a Multi-Academy Trust and is the admissions authority for all schools in the Ark network, including Ark John Keats Academy. Ark Schools, in accordance with its funding agreement, is responsible for the admissions policy of each school and co-ordinates with the relevant Local Authority for the administration of admissions applications. For Ark John Keats Academy, the relevant Local Authority is London Borough of Enfield.
- iii. According to the Code, there are two different routes for applications - **'normal round'** and **'in-year'**; each route has a slightly different application process and timescales. Both application routes are detailed separately in this policy.
'Normal round' is relevant to all applications for a place in Reception or Year 7 starting at the beginning of the Autumn term in September.
'In-Year' is relevant to applications;
 - a) for all year groups other than Reception or Year 7 starting at the beginning of the Autumn term in September.or
 - b) for any year group after the start of the Autumn term.
- iv. The Nursery admissions process is separate from admissions to the rest of the school as it is not covered by the Code. Please refer to the Nursery Admissions Policy on the school website for information on this process, see link below.

<http://arkjohnkeats.org/admissions>

Admissions Criteria for Academies and Free Schools

ARK JOHN KEATS ACADEMY – ADMISSIONS CRITERIA

- v. **PLEASE NOTE:** This policy is not relevant to the process for naming the school on a child's Education, Health and Care Plan (EHCP). There is a **separate process** for selecting or changing the school named on an EHCP which is outside of the admissions process. Please contact the child's home Local Authority for further details.

1 The maximum number of places available for admission in the year group

3. Application Process

3.1 Normal Round – Primary (Reception) and Secondary (External Year 7)

- i. Applications for a place at the school are administered through the Enfield Council application process. Parents resident in Enfield can apply online at <https://new.enfield.gov.uk/services/children-and-education/school-admissions-and-information/>; parents resident in other areas must apply through their home local authority.
- ii. The Local Authority's timetable will be used for all normal round applications each year (exact dates within the months may vary from year to year).
- iii. The school publishes information about the arrangements for admission, including oversubscription criteria, in February for the following September (e.g. in February 2019 for admissions in September 2020).
- iv. **PLEASE NOTE:** the school has a larger number of form groups in the Secondary phase than in the Primary phase. All current Year 6 students automatically progress to Year 7 and the remainder of places are available for external applicants.

v. **Primary application timeframe:**

The school has an agreed PAN of 90 pupils in Reception.

Autumn Term 2020: The school provides opportunities for prospective pupils and their parents/carers to visit the school.

15th January 2021: National closing date for Primary applications. Deadline for the Common Application Form to be completed and submitted to the relevant Local Authority.

January-March 2021: The school and Local Authority coordinate to process all applications. If more applications are received than places available they will be ranked according to the oversubscription criteria published in this policy, see section 4 below.

PLEASE NOTE: schools are not able to provide any information regarding specific applications during this process.

28 February 2021: Deadline for the school to publish its appeals timetable on their website.

16th April 2021: Offers made to parents/carers by the Local Authority.

i. **Secondary application timetable:**

The school has an agreed external PAN of 120 in Year 7

September/October 2020: The school provides opportunities for prospective pupils and their parents/carers to visit the school.

31st October 2020: National closing date for Secondary applications. Deadline for the Common Application Form to be completed and submitted to the relevant Local Authority.

November 2020 – February 2021: The school and Local Authority coordinate to process all applications. If more applications are received than places available they will be ranked according to the oversubscription criteria published in this policy, see section 4 below.

PLEASE NOTE: schools are not able to provide any information regarding specific applications during this process.

28 February 2021: Deadline for the school to publish its appeals timetable on their website.

1st March 2021: Offers made to parents/carers by the Local Authority.

ii. **Allocation of places (Primary and Secondary):**

- a) Where the school is named on a child's EHCP, that pupil will be admitted to the school.
- b) The school will consider all applications for places. Where fewer applications are received than places available, the school will offer places to all those who have applied.
- c) If the number of applications for admission is greater than the PAN (places available), all applications will be considered and places offered according to the oversubscription criteria in the order set out below (see section 4).
- d) Where an application has been unsuccessful due to a place not being available, applications will be put onto a waiting list which will be maintained until the end of the admission year. The waiting list will be ranked solely according

Admissions Criteria for Academies and Free Schools

ARK JOHN KEATS ACADEMY – ADMISSIONS CRITERIA

to the oversubscription criteria detailed in this policy (not date of application) and updated each time an unsuccessful application is added. See section 7 below for more details on waiting lists.

- e) Where an application has been unsuccessful parents/carers have the right to appeal the decision to an Independent Appeal Panel. See section 8 below for detailed information on the appeals process.

4. Oversubscription Procedure and Criteria (All applications)

If the number of applications received for any phase or year group is greater than the number of spaces available, places will be allocated according to the oversubscription criteria and order below.

- i. 'Looked After Children' and children who have previously been a 'Looked After Child' but immediately following this became subject to adoption, a child arrangements order or special guardianship order².
- ii. Children of staff at the school who occupy, or have been recruited to, a post where there is a demonstrable skill shortage. Ark Schools must approve the Principal's assessment process and designation of such posts to confirm the staff members' eligibility under this criterion. Priority will be limited to one place for each form of entry in any year (i.e. 3 places in each 3-form year group).
- iii. Children who, at the time of admission, have a sibling who attends the school. For example, for applications in September 2021, the sibling must also be attending the school in September 2021. For this purpose, "sibling" means a whole, half or step-sibling or an adopted child resident at the same address.
- iv. Children of staff in the school who have been employed at the school for two or more years at the time the application is submitted. Ark Schools must approve the Principal's decision to allocate places to staff under this criterion. Priority will be limited to one place for each form of entry in any year (i.e. 3 places in each 3-form year group).
- v. Distance measurement – Priority will be given to those children who live closest to the school.

The Local Authority measures distance on behalf of Ark Schools. Enfield Council use an admissions IT system, ADDRESS-BASE PREMIUM[®], to calculate **straight line distance** between the child's home and the main entrance to the school. In the case of a multi-occupancy building such as flats where

there may only be one address point, priority will be given to the applicant whose door number is the lowest numerically /or alphabetically.

PLEASE NOTE: A child's home will be the address at which the child normally resides and which has been notified to relevant agencies (e.g. the Local Authority) as being the child's normal place of residence. Where a child lives normally during the school week with more than one parent at different addresses, the permanent home address for the purposes of school admissions will be the one where the child spends the majority of school nights Monday–Friday.

- vi. Tie breaker: If Ark Schools is unable to distinguish between applicants using the published oversubscription criteria, places will be offered via a random draw which will be supervised by someone independent of the school.
- vii. In the case of multiple births or siblings in the same year group, where there is only one place available in the school, all will be considered together as one application.

² A 'Looked After Child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the full definition in Section 22(1) of the Children Act 1989).

5. Children Below Compulsory School Age and Deferred Entry to School

- i. All children are eligible for a full-time place at school in the September following their fourth birthday.
- ii. A child must be in full-time education³ by the time they reach compulsory school age. A child reaches compulsory school age on the next prescribed day on or following their fifth birthday. The prescribed days are 31st December, 31st March and 31st August.
- iii. When a place has been offered to a child below compulsory school age, parents can choose to defer the date their child is admitted to the school until later in the year. This date cannot go beyond the point at which the child reaches compulsory school age and cannot go beyond the beginning of the final term of that same academic year.
- iv. When a place has been offered to a child below compulsory school age, parents can also choose for the child to attend the school part-time up until the child reaches compulsory school age, after which they must attend full time.

6. 'In-Year' Application Process

Admissions Criteria for Academies and Free Schools

ARK JOHN KEATS ACADEMY – ADMISSIONS CRITERIA

- i. The 'In-Year' application process is relevant to applications for places in any year group that does not have a PAN (e.g. Years 1 - 6 or Years 8 - 11), starting at the beginning of the academic year or for any year group starting at any other point throughout the academic year.
- ii. The Local Authority holds information on which schools in their area have spaces for each year group. Contact Enfield Council via the link below for further information.
<https://new.enfield.gov.uk/services/children-and-education/school-admissions-and-information/>
- iii. In-year applications to Ark John Keats Academy can be submitted at any time and are made directly to the school.
The In-Year application form can be accessed through the link below. <http://arkjohnkeats.org/admissions>
- iv. The school will inform the Local Authority of any In-Year applications received, as well as the outcome, so that they can track vacancies across the area.
- v. If an in-year application is refused the child will be added to the waiting list for that year group. A child's position on the waiting list will be determined solely according to the oversubscription criteria in this policy. See section 4 for the oversubscription criteria and section 7 for more information on waiting lists.
- vi. If an In-Year application has been refused, the parent/carer has the right to appeal the decision to an Independent Appeals Panel. For detailed information about the appeals process see section 8 of this policy.
- vii. **Fair Access Protocol:** Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced, vulnerable children are offered a place at a suitable school as quickly as possible. The school complies with Enfield Council's Fair Access Protocol. Admissions under Fair Access Protocol are discussed between the school and Local Authority on a case-by-case basis. This may mean admitting children above the PAN.

³ For this purpose, 'full-time education' includes registered for home schooling and attendance at other educational institutions as detailed in section 8 of the Education Act 1996.

7. Waiting Lists

- i. Any child refused a place at the school will automatically be put on a waiting list (unless a

higher preference school has been offered.) A waiting list will be maintained until the end of the academic year after which it will be cleared.

- ii. The waiting list is maintained in the order of the oversubscription criteria only (not application date). This means that names can move down the list if, e.g. someone moves into the area and is higher placed under the oversubscription criteria.
- iii. Parents/carers have the right to request their child is removed from the waiting list at any time. Once removed, the child cannot be reinstated on the waiting list without submitting a new application.
- iv. If a place becomes available it will be allocated to the first child on the waiting list, in accordance with the oversubscription criteria. If that offer is declined the place will be offered to the next child on the waiting list.

8. Unsuccessful Applications and the Appeals Process

- i. All applicants who have applied for a Primary, Secondary or Sixth Form place at the school and been refused have a right to appeal that decision to an Independent Appeal Panel.
- ii. Applicants will be informed in writing of the school's decision to refuse their application. This letter will include;
 - a) The reason a place was refused (e.g. no available places)
 - b) Information about the waiting list
 - c) Information about the right to appeal
 - d) The deadline for submitting an appeal
 - e) Contact details for making an appeal
- iii. Full details on the appeals process, timetable and an appeals booklet for parents is available on the school website, see link below.
<http://arkjohnkeats.org/admissions>
- i. The deadline for submitting an appeal will be at least **20 school days⁴ from the date of notification that an application was unsuccessful**. Appeals received after this date are subject to different timeframes and exact deadlines will be provided in the letter from the school. This deadline applies to 'normal round' and 'in-year' applications.
- ii. Appeals are submitted to Ark Schools via an online⁵ form which is available through the school website or from the school. See section 10 for contact details.

Admissions Criteria for Academies and Free Schools

ARK JOHN KEATS ACADEMY – ADMISSIONS CRITERIA

- iii. The decision of the Independent Appeal Panel is binding on all parties.

4 School days do not include weekends, national holidays or school holidays

9. Applications Out-of-Chronological Age Group

- i. Parents/carers may choose to seek a place for their child outside of their chronological age group for a variety of reasons (e.g. the child is summer born, is considered gifted and talented or has experienced problems such as ill health).
- ii. The decision to admit a child out-of-year group is uncommon and will always be made on the basis of the unique circumstances for each specific case and what is best for that individual child. The decision will be made by the Principal of the school and will take into account parents'/carers' views, expert advice from relevant social, educational and medical professionals, whether the child has previously been educated out of their normal age group, any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely and the long-term impact of the decision on the child.
- iii. Applications for a child to be admitted to a year group outside of their chronological age group should be made through the same process set out in this policy for both 'normal round' and 'in-year' applications. However, in addition to the standard application form **further documentation should be provided to support the request for a place out of chronological year group**. This applies regardless of whether it is for a higher or lower year group.
- iv. The Principal may request additional information after the submission of an application for an out-of-year group place, if necessary.
- v. Each application will be considered on the individual circumstances of each case. Applicants will be notified in writing of the decision, including the reasons for it.
- vi. Unsuccessful applicants have the right to appeal if they are refused a place at the school. However, this right does not apply if they are offered a place at the school but it is not in their preferred age group.

10. Further Information and Contact Details

- i. For queries regarding this policy, admissions arrangements for the school and the waiting lists and appeals process, please contact:

Admissions Officers Primary: Ceyda Beliger
Secondary: Victoria Edwards

Email: info@arkjohnkeatsacademy.org

Phone: 0208 443 3113

- ii. Further information and links to all relevant forms for admissions and appeals are available on the school website via the link below.

Ark John Keats Academy admissions
<https://arkjohnkeats.org/admissions>

London Borough of Enfield admissions
www.enfield.gov.uk

- iii. Further information for applications to the Sixth Form
<https://arkjohnkeats.org/welcome-sixth-form>
- iv. The Department for Education website on school admissions
<https://www.gov.uk/schools-admissions>
- v. The Department for Education School Admissions Code 2014
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf
- vi. The Department for Education School Admissions Appeals Code 2012
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/275897/school_admission_appeals_code_1_february_2012.pdf

5 Hard copies are available on request from the school. These should be returned to the school for the attention of the Admissions Officer.

Admissions Criteria for Academies and Free Schools

CUCKOO HALL ACADEMY – ADMISSIONS CRITERIA

The Governing Body is responsible for the admission of pupils into Cuckoo Hall Academy and the agreed admission number is 60 pupils full-time to the Reception year. The Academy is required to comply with the infant class size rules which requires that reception, year 1 and year 2 classes must have no more than 30 children with a qualified teacher. The admission number for Cuckoo Hall Academy takes this into account.

If there are fewer applications for the Academy than there are places available, everyone is offered a place.

After the admission of pupils with a statement of special educational needs naming the Academy, Governors use the following criteria to decide which children should be offered places when there are more children wanting to go to the Academy than there are places available.

1. Looked after children (as defined by Section 22(1) of the Children Act 1989) and children who were looked after, but ceased to be so because they were adopted¹, or became subject to a residence order² or special guardianship order³.
2. Children of staff at Cuckoo Hall Academy where:
 - a. the member of staff has been employed at the school for two or more years at the time at which the application for admission is made; or
 - b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
3. Children with a sibling who is attending Cuckoo Hall Academy at the time of application and who will remain on roll at the time of admittance. Long term foster children will be accepted as siblings of the foster carers own children and other children in foster care at the same address. The children concerned must be living at the same address and evidence may be required to verify the sibling link.
Priority within this group will be given in the following order:
 - a. Children of twin/multiple births living at the same address.
 - b. Other children
4. Other children by distance with those who live closest being admitted first. Priority within this group will be given in the following order:
 - a. Children of twin/multiple births living at the same address.
 - b. Other children

1 Under the terms of the Adoption and Children Act 2002, Section 46

2 Under the terms of the Children Act 1989, Section 8

3 Under the terms of the Children Act 1989, Section 14A

If a tie-break is needed to determine who is admitted under criteria 4, priority will be given to children living nearest to the Academy. For all purposes nearness to the Academy will be measured as the crow flies, that is, in a straight line from the child's home to the main entrance of Cuckoo Hall Academy⁴. Random allocation will be used if the distance between two children's homes and the school is the same. This process will be independently verified.

4 Distances from home to school are calculated by the London Borough of Enfield admissions service. The Governing Body has been advised that the distances provided are calculated by the London Borough of Enfield admissions service using ADDRESS-POINT®. This provides a national grid co-ordinate and a unique reference for each postal address in Great Britain to a resolution of 10cm, with each point falling within the addressed building. In the case of multi-occupancy buildings such as flats where there may be only one address point, priority will be given to applicants whose door number is the lowest numerically or alphabetically

Waiting Lists

In addition to the right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained by the Academy in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list.

Parents/carers will be consulted regularly on whether they still wish to remain on the waiting list and the waiting list will be maintained until the end of the Academic year.

Application Procedures, Late Applications and Timetable for admissions to reception classes for September 2021

Application to Cuckoo Hall Academy is not dependent on any ability test and in order to apply for a place at the Academy a standard LA application form must be completed and returned to Enfield Schools Admission Service by the due date for the common admissions application timetable. Further information is available on the London Borough of Enfield admissions website at <http://www.enfield.gov.uk/admissions>. Unsuccessful applicants will be given reasons related to the oversubscription criteria listed above and advised of their right of appeal to the independent appeals panel.

Admissions Criteria for Academies and Free Schools

CUCKOO HALL ACADEMY – ADMISSIONS CRITERIA

Late applications will be allocated to the waiting list and places will be allocated as vacancies occur.

The admission of pupils with an Education, Health and Care Plan, where a local authority has named the Academy on a child's statement (under Section 324 of the 1996 Education Act), this is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by local authorities. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

After an offer has been made of a place at the Academy, Cuckoo Hall Academy requires 2 proofs of residence of the permanent home of the child to confirm the place. One of these must be a notification of Child Benefit from HMRC unless the parent/carer is not entitled to Child benefit when another proof of residence must be provided. The other proof of residence must be a council tax document, child's medical card, a gas or electricity bill or similar. Confirmation of date of birth of the child will also be required.

Where the Child Lives

Where parents have shared responsibility for a child and the child lives for part of the week with each parent, then the child will be deemed to live where they spend the majority of school nights.

School nights are Sunday night, Monday night, Tuesday night, Wednesday night and Thursday night. In the event of joint parental responsibility with the child spending equal time with either parent, the child will be deemed to live with the parent with the Child Benefit Award Notice.

Siblings

A sibling is defined as a full brother or sister, a step/half brother or sister living at the same address, a child who is living as part of the family by reason of a court order or a child who has been placed with the family as foster carers as a result of a being looked after by a local authority.

Looked after children

In the case of a previously looked after child, Cuckoo Hall Academy will require a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

Note

Unfortunately it appears that there have been some cases where parents have been tempted to supply

false or inappropriate information to try and get a place at a particular Academy or school, for example by giving the address of a relative instead of the home address. Information supplied by parents/carers is checked. If it is found that false information has been provided and a place has been obtained because of this, the place offered is likely to be withdrawn. Parents/carers will still have the right of appeal if the place is withdrawn.

Admissions Criteria for Academies and Free Schools

ENFIELD HEIGHTS ACADEMY – ADMISSIONS CRITERIA

The Governing Body is responsible for the admission of pupils into Enfield Heights Academy and the agreed admission number is 30 pupils full-time to the Reception year. The Academy is required to comply with the infant class size rules which requires that reception, year 1 and year 2 classes must have no more than 30 children with a qualified teacher. The admission number for Enfield Heights Academy takes this into account.

If there are fewer applications for the Academy than there are places available, everyone is offered a place.

After the admission of pupils with a statement of special educational needs naming the Academy, Governors use the following criteria to decide which children should be offered places when there are more children wanting to go to the Academy than there are places available.

1. Looked after children (as defined by Section 22(1) of the Children Act 1989) and children who were looked after, but ceased to be so because they were adopted¹, or became subject to a residence order² or special guardianship order³.
2. Children of staff at Enfield Heights Academy where:
 - a. the member of staff has been employed at the school for two or more years at the time at which the application for admission is made; or
 - b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
3. Children with a sibling who is attending Enfield Heights Academy at the time of application and who will remain on roll at the time of admittance. Long term foster children will be accepted as siblings of the foster carers own children and other children in foster care at the same address. The children concerned must be living at the same address and evidence may be required to verify the sibling link.

Priority within this group will be given in the following order:

- a. Children of twin/multiple births living at the same address.
 - b. Other children
4. Other children by distance with those who live closest being admitted first. Priority within this group will be given in the following order:
 - a. Children of twin/multiple births living at the same address
 - b. Other children

1 Under the terms of the Adoption and Children Act 2002, Section 46

2 Under the terms of the Children Act 1989, Section 8

3 Under the terms of the Children Act 1989, Section 14A

If a tie-break is needed to determine who is admitted under criteria 4, priority will be given to children living nearest to the Academy. For all purposes nearness to the Academy will be measured as the crow flies, that is, in a straight line from the child's home to the main entrance of Enfield Heights Academy⁴. Random allocation will be used if the distance between two children's homes and the school is the same. This process will be independently verified.

4 Distances from home to school are calculated by the London Borough of Enfield admissions service. The Governing Body has been advised that the distances provided are calculated by the London Borough of Enfield admissions service using ADDRESS-POINT®. This provides a national grid co-ordinate and a unique reference for each postal address in Great Britain to a resolution of 10cm, with each point falling within the addressed building. In the case of multi-occupancy buildings such as flats where there may be only one address point, priority will be given to applicants whose door number is the lowest numerically or alphabetically

Waiting Lists

In addition to the right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained by the Academy in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list.

Parents/carers will be consulted regularly on whether they still wish to remain on the waiting list and the waiting list will be maintained until the end of the Academic year.

Application Procedures, Late Applications and Timetable for admissions to reception classes at Enfield Heights Academy for September 2021

Application to Enfield Heights Academy is not dependent on any ability test and in order to apply for a place at the Academy a standard LA application form must be completed and returned to Enfield _____ Schools Admission Service by the due date for the common admissions application timetable.

Further information is available on the London Borough of Enfield admissions website at <http://www.enfield.gov.uk/admissions>. Unsuccessful applicants will be given reasons related to the oversubscription criteria listed above and advised of their right of appeal to the independent appeals panel.

Admissions Criteria for Academies and Free Schools

ENFIELD HEIGHTS ACADEMY – ADMISSIONS CRITERIA

Late applications will be allocated to the waiting list and places will be allocated as vacancies occur.

The admission of pupils with a statement of Special Educational Needs, where a local authority has named the Academy on a child's statement (under Section 324 of the 1996 Education Act), this is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by local authorities. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

After an offer has been made of a place at the Academy, Enfield Heights Academy requires 2 proofs of residence of the permanent home of the child to confirm the place. One of these must be a notification of Child Benefit from HMRC unless the parent/carer is not entitled to Child benefit when another proof of residence must be provided. The other proof of residence must be a council tax document, child's medical card, a gas or electricity bill or similar. Confirmation of date of birth of the child will also be required.

Where the Child Lives

Where parents have shared responsibility for a child and the child lives for part of the week with each parent, then the child will be deemed to live where they spend the majority of school nights.

School nights are Sunday night, Monday night, Tuesday night, Wednesday night and Thursday night. In the event of joint parental responsibility with the child spending equal time with either parent, the child will be deemed to live with the parent with the Child Benefit Award Notice.

Siblings

A sibling is defined as a full brother or sister, a step/half brother or sister living at the same address, a child who is living as part of the family by reason of a court order or a child who has been placed with the family as foster carers as a result of a being looked after by a local authority.

Looked after children

In the case of a previously looked after child, Enfield Heights Academy will require a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

Note

Unfortunately it appears that there have been some cases where parents have been tempted to supply false or inappropriate information to try and get a

place at a particular Academy or school, for example by giving the address of a relative instead of the home address. Information supplied by parents/carers is checked. If it is found that false information has been provided and a place has been obtained because of this, the place offered is likely to be withdrawn. Parents/carers will still have the right of appeal if the place is withdrawn.

Admissions Criteria for Academies and Free Schools

KINGFISHER HALL ACADEMY – ADMISSIONS CRITERIA

The Governing Body is responsible for the admission of pupils into Kingfisher Hall Academy and the agreed admission number is 60 pupils full-time to the Reception year. The Academy is required to comply with the infant class size rules which requires that reception, year 1 and year 2 classes must have no more than 30 children with a qualified teacher. The admission number for Kingfisher Hall Academy takes this into account.

If there are fewer applications for the Academy than there are places available, everyone is offered a place.

After the admission of pupils with a statement of special educational needs naming the Academy, Governors use the following criteria to decide which children should be offered places when there are more children wanting to go to the Academy than there are places available.

1. Looked after children (as defined by Section 22(1) of the Children Act 1989) and children who were looked after, but ceased to be so because they were adopted¹, or became subject to a residence order² or special guardianship order³.
2. Children of staff at Kingfisher Hall Academy where:
 - a. the member of staff has been employed at the school for two or more years at the time at which the application for admission is made; or
 - b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
3. Children with a sibling who is attending Kingfisher Hall Academy at the time of application and who will remain on roll at the time of admittance. Long term foster children will be accepted as siblings of the foster carers own children and other children in foster care at the same address. The children concerned must be living at the same address and evidence may be required to verify the sibling link.
Priority within this group will be given in the following order:
 - a. Children of twin/multiple births living at the same address.
 - b. Other children
4. Other children by distance with those who live closest being admitted first. Priority within this group will be given in the following order:
 - a. Children of twin/multiple births living at the same address.
 - b. Other children

1 Under the terms of the Adoption and Children Act 2002, Section 46

2 Under the terms of the Children Act 1989, Section 8

3 Under the terms of the Children Act 1989, Section 14A

If a tie-break is needed to determine who is admitted under criteria 4, priority will be given to children living nearest to the Academy. For all purposes nearness to the Academy will be measured as the crow flies, that is, in a straight line from the child's home to the main entrance of Kingfisher Hall Academy⁴. Random allocation will be used if the distance between two children's homes and the school is the same. This process will be independently verified.

4 Distances from home to school are calculated by the London Borough of Enfield admissions service. The Governing Body has been advised that the distances provided are calculated by the London Borough of Enfield admissions service using ADDRESS-POINT®. This provides a national grid co-ordinate and a unique reference for each postal address in Great Britain to a resolution of 10cm, with each point falling within the addressed building. In the case of multi-occupancy buildings such as flats where there may be only one address point, priority will be given to applicants whose door number is the lowest numerically or alphabetically

Waiting Lists

In addition to the right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained by the Academy in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list.

Parents/carers will be consulted regularly on whether they still wish to remain on the waiting list and the waiting list will be maintained until the end of the Academic year.

Application Procedures, Late Applications and Timetable for admissions to reception classes for September 2021

Application to Kingfisher Hall Academy is not dependent on any ability test and in order to apply for a place at the Academy a standard LA application form must be completed and returned to Enfield Schools Admission Service by the due date for the common admissions application timetable. Further information is available on the London Borough of Enfield admissions website at <http://www.enfield.gov.uk/admissions>. Unsuccessful applicants will be given reasons related to the oversubscription criteria listed above and advised of their right of appeal to the independent appeals panel.

Admissions Criteria for Academies and Free Schools

KINGFISHER HALL ACADEMY – ADMISSIONS CRITERIA

Late applications will be allocated to the waiting list and places will be allocated as vacancies occur.

The admission of pupils with an Education, Health and Care Plan, where a local authority has named the Academy on a child's statement (under Section 324 of the 1996 Education Act), this is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by local authorities. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

After an offer has been made of a place at the Academy, Kingfisher Hall Academy requires 2 proofs of residence of the permanent home of the child to confirm the place. One of these must be a notification of Child Benefit from HMRC unless the parent/carer is not entitled to Child benefit when another proof of residence must be provided. The other proof of residence must be a council tax document, child's medical card, a gas or electricity bill or similar. Confirmation of date of birth of the child will also be required.

Where the Child Lives

Where parents have shared responsibility for a child and the child lives for part of the week with each parent, then the child will be deemed to live where they spend the majority of school nights.

School nights are Sunday night, Monday night, Tuesday night, Wednesday night and Thursday night. In the event of joint parental responsibility with the child spending equal time with either parent, the child will be deemed to live with the parent with the Child Benefit Award Notice.

Siblings

A sibling is defined as a full brother or sister, a step/half brother or sister living at the same address, a child who is living as part of the family by reason of a court order or a child who has been placed with the family as foster carers as a result of a being looked after by a local authority.

Looked after children

In the case of a previously looked after child, Kingfisher Hall Academy will require a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

Note

Unfortunately it appears that there have been some cases where parents have been tempted to supply

false or inappropriate information to try and get a place at a particular Academy or school, for example by giving the address of a relative instead of the home address. Information supplied by parents/carers is checked. If it is found that false information has been provided and a place has been obtained because of this, the place offered is likely to be withdrawn. Parents/carers will still have the right of appeal if the place is withdrawn.

Admissions Criteria for Academies and Free Schools

MERIDIAN ANGEL - ADMISSIONS CRITERIA

Principles

In order to achieve the vision for the School the following principles will direct the admissions policy:

- The school's policy will comply with the School Admissions Code and the School Admissions Appeals Code.
- The school is intended to serve as a priority those families living in Upper Edmonton and those who will move into new homes in the Meridian Water regeneration area.
- The school is proud to be a fully inclusive school.

The Policy

The school opened in 2014 with a Planned Admissions Number of 30 per year group. This will increase to 60 from 2023.

Draft Statement of Oversubscription criteria

After the admission of pupils with Education, Health and Care plans (EHP) where the school is named on the EHP, the criteria will be applied in the order in which they are set out below:

1. Looked After Children and previously Looked After Children.
2. Children with a sibling already 'on-roll' at Meridian Angel Primary School, who will be on roll when the child is admitted.
3. Children whom the Governors accept have an exceptional medical or social need for a place at the school.
4. Children living at an address within the agreed Priority Admissions Zone. See below
5. Other children living in the parish of St John's Upper Edmonton
6. Other children living in the parishes of All Saints with St Michael, Edmonton and St Peter with St Martin, Edmonton.
7. Other children, with priority to those living closest to the school.

NOTES:

1. Governors will ask for written evidence from the responsible agencies.
2. Sibling refers to 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.

3. If you apply for a place because of medical or social needs you must explain how Meridian Angel Primary School meets your child's special circumstances. Along with your application, you should submit supporting evidence which sets out the particular reasons why this school is the most suitable, the difficulties that could be caused if they were to attend another school, and the link between the need and the school. This will normally be in the form of a report from a suitably qualified professional, such as a doctor or social worker for example. Please note that hospital appointment letters cannot be accepted as proof.
4. For criteria 4 and 5 above, the tie breaker will be distance from home.
5. Distance will be measured from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority. In the rare event that applicants' distance measurements are exactly the same, in blocks of flats for instance, the place will be allocated randomly.

Any offer of a place on the grounds of proximity is conditional on the child being resident at the address provided at the closing date for application. A business address, a childminder's address, or any address other than the child's home will not be accepted. The Governors reserve the right to seek verification of the information parents have given on their application form and to withdraw places if false information has been given. Proof of address will be sought and may be the subject of further investigation.

Children with a EHP that specifies the school as the placement school will be allocated a place through a separate procedure, in accordance with the special educational needs code of practice.

Priority Admissions Zone

This zone includes all addresses within the area designated as 'Meridian Angel' by Enfield Council.

Priority Admissions Zone

Rationale. The priority admissions zone criterion has been used to help create a local school serving local families which is part of the LAT vision. It also ensures that both the existing community and those moving into the new housing have access to the school. The streets chosen for this zone are those either close to the proposed site or in areas not served by another local primary school.

Admissions Criteria for Academies and Free Schools

MERIDIAN ANGEL - ADMISSIONS CRITERIA

This zone includes all addresses within the area designated as 'Meridian Angel' by Enfield Council.

This zone includes the following streets in Upper Edmonton, N18 -

Ladysmith Road	Cameron Close
Kimberly Road	Ellanby Crescent
Dysons Road	Ellanby Close
Alston Road	Aberdeen Road- 34 upwards (no odd numbers)
Genista Road	Aberdeen Parade
Leopold Road	Rays Road
Albany Road	Rays Avenue
Wensley Road	Daniel Close
York Road	Jeremy's Green
Middleham Road – even numbers to 134, odd numbers 147	Montagu Road up to 248 even numbers & 249 odd numbers
Stockton road	Sandal Road - up to 12 even numbers & 7 odd numbers
Leyburn Road	Hester Road
Hawes Road	Seaton Street
Yorkshire Gardens	Middleborough Road
Broadberry Court	Thornaby Gardens
Berkshire gardens	Leyburn Road
+ Malham Terrace (part of Dysons Rd)	Leyburn Grove
+ Willoughby Lane	Upton Road
+Culpepper Close	Woolmer Road
Craig Park Road	Raynham Terrace - up to 44 even numbers (no odd numbers)
Cavendish Road	Raynham Avenue
Montague Gardens	Woolmer Gardens
Montague Crescent	Sayesbury Lane

Summer born children entering reception classes

Where a place has been offered:

- It is for a full time place from the September following the child's fourth birthday;
- Parents of a child whose fifth birthday falls between 1 September 2020 and 31 March 2021 may request that their child is not admitted until later in the school year 2020/21 (no later than the term [using three term year] after the child's fifth birthday, when s/he reaches compulsory school age). For children born between 1 April and 31 August, this is not beyond the beginning of the final term of the school year for which it was made. The school will hold any deferred place for the child.
- Parents wish a child may attend part time until they reach the compulsory school age.

Admissions out of the normal age group

For children whose fifth birthday falls between 1 April 2021 and 31 August 2021, parents who do not wish them to start school in school year 2020-21, but to be admitted in September 2021 for school year 2021-22, should discuss this with the school at an early stage.

Decisions will be made on the circumstances of each case and the best interests of the child. Parental views, academic achievement, social and emotional development and where relevant medical views will be taken into consideration. The Headteacher will consider all information before making a decision and will communicate how this decision was reached clearly to the parent.

Parents may decide not to apply for a Reception place in the school but to apply in the second half of the summer term 2021 for a Year 1 place in September 2021. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2020-21 Reception Year group. Alternatively, they may decide to apply in the normal round (no later than 15 January 2021) for a Reception Year place in September 2021, but would need to provide strong supporting reasons for seeking a place outside the normal year group via the protocol outlined above.

Waiting list

Unsuccessful applicants will be offered the opportunity to be placed on a waiting list operated by Enfield Council. This waiting list will be maintained for one year in order of the criteria set out above and not in the order that applications are received or added to the list. If a place becomes available, the criteria above are reapplied to all those on the waiting list and

Admissions Criteria for Academies and Free Schools

MERIDIAN ANGEL - ADMISSIONS CRITERIA

a subsequent reordering of the waiting list may take place.

Appeals

Unsuccessful applicants may appeal for a place at the School. Parents wishing to appeal should write to the school stating the reasons for their appeal. Appeals will be heard by a panel which is independent of the School and the Governors

Application Process

The admissions arrangements will be coordinated as part of the local authority's coordinated admissions process and will also be administered by the Council.

Admissions Criteria for Academies and Free Schools

OASIS ACADEMY HADLEY – ADMISSIONS CRITERIA

Admissions Arrangements Oasis Academy Hadley is a fully inclusive, mixed, all-through, nonselective Academy. Admissions for Reception to Year 11 operate under the Enfield Local Education Authority's scheme for Co-ordinated Admissions to Primary and Secondary School. Admissions to Nursery and Sixth Form are operated by the Academy. To view our Admissions Policy please visit our website www.oasisacademyhadley.org or call into the Academy reception. The address of the Academy for Admissions is 143 South Street, Ponders End, Enfield, EN3 4PX Children already in Year 6 of the Academy at the time of secondary applications will transfer to Year 7.

- a) Children in public care (looked after children) and children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after. • Children in care are children who are in the care of a local authority or provided with accommodation by that local authority in accordance with section 22 of the Children Act 1989.
- b) Children for whom a particular school is appropriate on exceptional medical grounds. Such applications will be considered under this criterion only if they are supported by an attached written statement from a doctor. This must demonstrate that there is a very specific connection between the child's medical need and the school requested.
- c) Children with a brother or sister, sibling, who will be attending the school at the time of proposed admission. The children concerned must be living at the same address. The term "sibling" means a full, step, half, adopted or fostered brother or sister, but not cousins. The sibling link will be withdrawn for any future siblings of any child who has started at a school and it was subsequently found that they had gained a place on the basis of a fraudulent application.
- d) Children whose parent is a member of staff who has been employed at the school for two or more years at the time of application and/or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage.
- e) Children living nearest to the school measured as the crow flies, that is, in a straight line from the child's home to the main entrance of the school on South Street. Travel by private car or public transport will not be taken into account. All distances will be calculated by Enfield Council's admissions IT system using Address Base Premium. This provides a national grid coordinate and a unique reference for each postal address in

Great Britain. The grid reference is provided to a resolution of 0.1 metre (10cm). The accuracy of each Address Base Premium is such that each point will fall within the addressed building. In the case of a multi-occupancy building such as flats where there may only be one address point, priority will be given to the applicant whose door number is the lowest numerically or alphabetically Children who have an Education Health Care Plan will be offered a place at a school if it is named in their Plan in accordance with the Education Act 1996 and the Special Educational Needs Code of Practice.

Admissions Criteria for Academies and Free Schools

ONE DEGREE ACADEMY – ADMISSIONS CRITERIA

1. Introduction

One Degree Academy is an all-through school in Enfield that will deliver a high quality education to all our students. It is a non-denominational, non-selective school for local children. It will have 30 reception places available in 2020. On opening our secondary provision, the school plans to provide 90 places in year 7 and subsequent years.

The school will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer applicants than the published admission numbers for the relevant year group are received, the Academy Trust will offer places at the free school to all those who have applied.

The admissions arrangements for The One Degree Academy are in line with the existing Admissions Code, The School Admission Appeals Code, and admissions law as it applies to maintained schools and academies.

Admissions to the school in September will be part of the Enfield co-ordinated admission arrangements. Details are available here: http://www.enfield.gov.uk/info/705/school_admissions

2. Published Admissions Number*

	Sept 2021
Reception	60

*Dependent on accommodation and opening One Degree Academy's Secondary

Provision Pupil Admission numbers will be reviewed as part of determining admissions policy by the Governing body.

3. Oversubscription criteria and procedures

The school will admit pupils with an Education, Health and Care plan which names the school. If you want the LA to issue a plan for your child which names this school or your child has such a plan, you do not apply for a place at One Degree Academy under this policy. Instead, you must contact your local authority who will advise you on the procedure to follow.

In the event that the school is over-subscribed, the governing body will prioritise applications according to the following criteria:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, child arrangements order, or special guardianship order¹.
2. Children who have a sibling on the roll of the school at the time of application.²

3. Children of staff who are recruited to fill a post for which there is a demonstrable skill shortage.
4. Children living nearest to the school, measured in a straight line from the school to the home. The admissions officer or clerk will determine this and distance based on straight-line distance measurement³.
5. Children eligible for pupil and service premiums, or registered as eligible for FSM⁴.
6. Other children.

1 A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

2 A sibling is defined as a sister/brother, half-sister/brother, or a child of the parent/carer or partner, who lives in the same house, for the majority of the week as the child for whom the application is being made.

3 The distance will be measured in a straight line between the front door of the registered home address and the school's nodal location. A computerised mapping system will be used to ensure accuracy. An example being: <http://www.freemaptools.com/how-far-is-it-between.html>. In cases where blocks of flats are concerned, places will be allocated randomly. Travelling distances will not be taken into account.

4 The pupil premium is additional funding for publicly funded schools in England to raise the attainment of disadvantaged pupils and close the gap between them and their peers. Your child will be eligible if they are registered as eligible for free school meals, have been registered as eligible for free school meals at any point in the past 6 years, or are a looked after child. Services premium is for: children whose parent(s) are serving in the regular UK armed forces, children of ex regular UK armed forces personnel who were serving in the last 3 years, children where at least one parent died while serving in the UK armed forces and the child is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS).

You are eligible to be registered for free school meals if you receive either: Income Support, Income-based Jobseekers Allowance, income-related employment and support Allowance, support under Part VI of the Immigration and Asylum Act 1999, the guaranteed element of State Pension Credit, Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190), Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit, Universal Credit.

Tie-breaks

If the school becomes oversubscribed in any of the rules 2 -6 above we will first apply the next rule to decide who is admitted. If children cannot be separated by this process, we will allocate the place to the child who lives closest to the nodal point for the school. Distance will be measured in a straight line between the front door of the registered home address and the school's nodal location. The nodal point is deemed to be the School's permanent site at Chase Farm, Huntersway. A computerised mapping

Admissions Criteria for Academies and Free Schools

ONE DEGREE ACADEMY – ADMISSIONS CRITERIA

system will be used to ensure accuracy.

If pupils live exactly the same distance from the nodal point, we will use random allocation, verified by someone independent of the school, to determine who is admitted.

Where there is a need for a tiebreaker in the case of two different addresses measuring the same distance from the school, the tie break will be random allocation and verified independently.

Twins, triplets etc

If a twin or multiple birth child is allocated the final place available, the school will also offer places to the other twin/multiple birth children.

4. Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March. Parents must mark this on their application form and notify the Academy of the intended date of entry for their child.

5. Admissions outside of their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request.

Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- whether the child is 'summer born' and is seeking admission to a year group other than reception (or is seeking admission to reception rather than

year 1);

- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception.

6. Late applications

All applications received by the school after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

7. Waiting List

The One Degree Academy will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of that school year. Where upon it will be necessary for parents to reapply in the following school year.

The Academy Trust will maintain the list, and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application. The position of the children on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The list will be reordered in accordance with the admission criteria whenever anyone joins or leaves the list.

Admissions Criteria for Academies and Free Schools

ONE DEGREE ACADEMY – ADMISSIONS CRITERIA

8. Appeals

Parents/Carers will have the right to appeal against any decision not to offer a place at the One Degree Academy.

If you wish to appeal, you should do this by emailing the Clerk to the Governors at info@onedegreeacademy.org who will then put the appropriate arrangements in place.

Parents/Carers must appeal within 20 school days from the date of notification that their application was unsuccessful. Appeals relating to admission at primary or secondary transfer for on-time applications (i.e. those relating to decisions sent on the national offer date) will be heard by 6th July or the next working day, if 6th July falls on a weekend. Appeals for late applications will, where possible be heard as above; however, if this is not feasible, they will be heard within 30 school days of the appeals being lodged. The One Degree Academy's independent appeals panel will be properly trained to act in accordance with the School Admissions Appeals Code.

Children can be placed on the waiting list following a refusal to admit whether or not the parents submit an appeal.

9. In Year Admissions

The School will manage in year admissions and apply the above over subscription criteria. Parents will be able to submit in year applications directly to the school.

In addition, the School will remain part of Enfield Council's In-Year admissions scheme and will apply the above over subscription criteria to any applications received in this way during the year.

10. Fair Access

The school will participate in Enfield Council's Fair Access protocol, which ensures that vulnerable groups of children can quickly access school places, and will admit children under this protocol, where places become available, before children on the waiting list.

Admissions Criteria for Academies and Free Schools

WOODPECKER HALL ACADEMY – ADMISSIONS CRITERIA

The Governing Body is responsible for the admission of pupils into Woodpecker Hall Academy and the agreed admission number is 60 pupils full-time to the Reception year. The Academy is required to comply with the infant class size rules which requires that reception, year 1 and year 2 classes must have no more than 30 children with a qualified teacher. The admission number for Woodpecker Hall Academy takes this into account.

If there are fewer applications for the Academy than there are places available, everyone is offered a place.

After the admission of pupils within Education, Health and Care Plan naming the Academy, Governors use the following criteria to decide which children should be offered places when there are more children wanting to go to the Academy than there are places available.

1. Looked after children (as defined by Section 22(1) of the Children Act 1989) and children who were looked after, but ceased to be so because they were adopted¹, or became subject to a residence order² or special guardianship order³.
2. Children of staff at Woodpecker Hall Academy where:
 - a. the member of staff has been employed at the school for two or more years at the time at which the application for admission is made; or
 - b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
3. Children with a sibling who is attending Woodpecker Hall Academy at the time of application and who will remain on roll at the time of admittance. Long term foster children will be accepted as siblings of the foster carers own children and other children in foster care at the same address. The children concerned must be living at the same address and evidence may be required to verify the sibling link.

Priority within this group will be given in the following order:

 - a. Children of twin/multiple births living at the same address.
 - b. Other children
4. Other children by distance with those who live closest being admitted first. Priority within this group will be given in the following order:
 - a. Children of twin/multiple births living at the same address.
 - b. Other children

1 Under the terms of the Adoption and Children Act 2002, Section 46

2 Under the terms of the Children Act 1989, Section 8

3 Under the terms of the Children Act 1989, Section 14A

If a tie-break is needed to determine who is admitted under criteria 4, priority will be given to children living nearest to the Academy. For all purposes nearness to the Academy will be measured as the crow flies, that is, in a straight line from the child's home to the main entrance of Woodpecker Hall Academy⁴. Random allocation will be used if the distance between two children's homes and the school is the same. This process will be independently verified.

4 Distances from home to school are calculated by the London Borough of Enfield admissions service. The Governing Body has been advised that the distances provided are calculated by the London Borough of Enfield admissions service using ADDRESS-POINT®. This provides a national grid co-ordinate and a unique reference for each postal address in Great Britain to a resolution of 10cm, with each point falling within the addressed building. In the case of multi-occupancy buildings such as flats where there may be only one address point, priority will be given to applicants whose door number is the lowest numerically or alphabetically

Waiting Lists

In addition to the right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained by the Academy in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list.

Parents/carers will be consulted regularly on whether they still wish to remain on the waiting list and the waiting list will be maintained until the end of the Academic year.

Application Procedures, Late Applications and Timetable for admissions to reception classes for September 2021

Application to Woodpecker Hall Academy is not dependent on any ability test and in order to apply for a place at the Academy a standard LA application form must be completed and returned to Enfield Schools Admission Service by the due date for the common admissions application timetable. Further information is available on the London Borough of Enfield admissions website at <http://www.enfield.gov.uk/admissions>. Unsuccessful applicants will be given reasons related to the oversubscription criteria listed above and advised of their right of appeal to the independent appeals panel.

Admissions Criteria for Academies and Free Schools

WOODPECKER HALL ACADEMY – ADMISSIONS CRITERIA

Late applications will be allocated to the waiting list and places will be allocated as vacancies occur.

The admission of pupils with an Education, Health and Care Plan, where a local authority has named the Academy on a child's statement (under Section 324 of the 1996 Education Act), this is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by local authorities. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

After an offer has been made of a place at the Academy, Woodpecker Hall Academy requires 2 proofs of residence of the permanent home of the child to confirm the place. One of these must be a notification of Child Benefit from HMRC unless the parent/carer is not entitled to Child benefit when another proof of residence must be provided. The other proof of residence must be a council tax document, child's medical card, a gas or electricity bill or similar. Confirmation of date of birth of the child will also be required.

Where the Child Lives

Where parents have shared responsibility for a child and the child lives for part of the week with each parent, then the child will be deemed to live where they spend the majority of school nights.

School nights are Sunday night, Monday night, Tuesday night, Wednesday night and Thursday night. In the event of joint parental responsibility with the child spending equal time with either parent, the child will be deemed to live with the parent with the Child Benefit Award Notice.

Siblings

A sibling is defined as a full brother or sister, a step/half brother or sister living at the same address, a child who is living as part of the family by reason of a court order or a child who has been placed with the family as foster carers as a result of a being looked after by a local authority.

Looked after children

In the case of a previously looked after child, Woodpecker Hall Academy will require a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

Note

Unfortunately it appears that there have been some cases where parents have been tempted to supply false or inappropriate information to try and get a place at a particular Academy or school, for example by giving the address of a relative instead of the home address. Information supplied by parents/carers is checked. If it is found that false information has been provided and a place has been obtained because of this, the place offered is likely to be withdrawn. Parents/carers will still have the right of appeal if the place is withdrawn.

Admissions Criteria for Voluntary Aided Schools

The Governors of Voluntary Aided Schools are responsible for admissions and these schools have different criteria or rules to decide which children are offered places unless stated otherwise earlier in this booklet. This section contains the criteria for each of the voluntary schools in Enfield.

Please note: It is important that parents contact the schools directly for the most recent information about the admission arrangements as there may be some changes to the details published in this booklet.

FORTY HILL CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

Forty Hill C of E School was founded by the Church to serve the local community.

We have an open door policy which welcomes parents into the school and although not part of the admissions policy, we encourage parents to make an appointment to see the school and meet the Headteacher or other member of staff before making their decision about the schools suitability for their child. This is not part of the admissions process.

The number of children on the school roll is 240. The agreed intake into the reception class in 2021 will be 30.

ADMISSION TO THE RECEPTION CLASS

Children may enter the Reception Class at the beginning of the academic year in which they are five. Visits to the school to meet the Headteacher or other member of staff can be booked from the September preceding the year of their start. During the meeting we will show you around the school and explain the Admission Procedure.

All applicants must complete a Local Authority Common Application Form and those applying under criteria 2,3,4,5 should complete a Supplementary Information Form. Our SIF is available from the school at the time of your visit. The Local Authority CAF should be completed on line and returned to the authority and the SIF to the school by the deadline on the relevant forms. Admission to the school will be determined by the governing body and is dependent upon the number of applications received and the admission criteria in place at that time, which is subject to an annual review.

Summer Born Children:

Admissions outside of the normal age group

- The term 'summer born children' relates to all children born from 1 April to 31 August. In exceptional circumstances, it may be possible for summer born children (or those born prematurely) to be admitted out of their normal age group. Decisions will be made on a case by case basis after liaison between the child's parents, school and any outside agencies.

If a parent decides not to apply for a Reception place, but to apply for a Year 1 place, the parent needs to be aware that the Year 1 group may have no vacancies.

Deferred Places:

Where a place has been offered:

- It is for a full-time place from the September following the child's fourth birthday. –
- The place may be deferred until later in the school year but not beyond the point at which the child reaches compulsory school age (the term after the fifth birthday). This means that parents of a child whose fifth birthday falls between 1 September and 31 March may request that their child is not admitted until later in the school year, but no later than the term after the child's fifth birthday, when s/he reaches compulsory school age. For children born between 1 April and 31 August, this is not beyond the beginning of the final term of the school year for which the offer was made. Decisions will be made on a case by case basis after liaison between the school and the child's parents.
- A child may attend part-time until they reach compulsory school age.

Education and Health Care Plan

Children with an Education and Health Care Plan (EHCP), where the Statement or EHCP names Forty Hill CE Primary School, the child will have automatic entry to the school.

ADMISSION CRITERIA FOR THE ACADEMIC YEAR 2021-2022

- 1. Children in public care or who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order. Written supporting evidence should be supplied at the time of application.**
- 2. 2a. Siblings of children at the school at the time of admission whose parents regularly worship at Jesus Church Forty Hill in order of distance.**
2b. Children whose parents regularly worship at Jesus Church Forty Hill, in order of distance.
- 3. Siblings of children at the school at the time**

Admissions Criteria for Voluntary Aided Schools

FORTY HILL CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

of admission in order of distance.

4. **Children whose parents regularly worship at one of the covenanted churches of the Enfield Town and Forty Hill Local Ecumenical Partnership, (which are St Andrews, Our Lady of Mount Carmel and St George's, Trinity Methodist Church, St John Methodist Church, Enfield Baptist Church and Salvation Army), in order of distance.**
5. **Children whose parents regularly worship at a church which is a member of the Churches Together of Britain and Ireland or Evangelical Alliance/Affinity, in order of distance.**
6. **Children who do not come into any of the above categories but whose parents wish them to attend a faith school, in order of distance.**

Note: Where there are more applications than places in any category, places will be allocated according to distance from the home to the Head's office measured in a straight line. Where two or more distances are the same a decision will be made using random allocation.

The following guideline will be used when applying the criteria:

***REGULAR PARENTAL WORSHIP** means that at least one parent/guardian has attended public worship twice a month during the 12-month period prior to the closing date for applications, or alternatively have attended at least 24 weekly acts of public worship spread over the same period.

Public worship is our 3 services on Sunday 8.00am, 10.30am and 6.30pm. Very occasionally the 6.30pm service will be cancelled when there is a united service at another church in Enfield. The Church usually holds a service of Holy Communion on a Wednesday at 9.30am. If you wish to check if there is a 6.30pm or 9.30am service it is always listed on the notice sheet which may be downloaded from jesuschurch.org.uk or collected from the back of church.

The supplementary form includes a section which confirms regular parental worship and which must be signed by the Vicar, Minister or Priest. When a vicar is not in post the form should be signed by a Churchwarden or other appropriate representative. If you have recently moved into the area a letter from the Minister of your previous church authenticating a continuity of worship must be supplied, to provide evidence of continuity of worship as outlined above. Please provide evidence of your old and new address.

**** CHURCH ATTENDANCE REGISTER**

If you are new to the Church, please come and make yourself known to the Vicar. Please be sure to sign the Attendance Register every time you attend worship.

****SIBLING CURRENTLY ATTENDING THE SCHOOL** at the expected date of admission. (NB Siblings in current Year 6 will have left the school by the admission date.)

'Sibling refers to 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.'

Letters will be sent to parents/carers by the borough informing them of the outcome of their application.

Parents whose children are not offered a place have the right of appeal to an independent appeal panel. Parents wishing to exercise this option should submit their grounds for appeal in writing to the Clerk of the Governing Body.

WAITING LIST

If we are unable to offer your child a place we can keep their name on a waiting list and will inform you if a vacancy occurs, however, you also have the right to appeal to an independent appeal panel and if you wish to exercise this option your grounds for appeal must be submitted in writing to the Clerk of the Governing Body. When places become available they will be allocated in line with the Admission Criteria. Being on a waiting list does not give a preference for places.

Admissions Criteria for Voluntary Aided Schools

FREEZYWATER ST GEORGE'S CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

Our Admissions Policy complies with the 2014 School Admissions Code.

The Governing Body is responsible for the admissions of pupils to Freezywater St. George's CE VA Primary School and admits 30 pupils to the Reception class each September. This admission limit has been agreed by the Governing Body and the Local Education Authority and applies to the year 2021.

The school does not have any specific units or facilities for pupils with particular special needs. The school is, however, compliant with the Disability Discrimination Act and will ensure that pupils with disabilities have access to the same opportunities as other pupils. The Governing Body is required to abide by the maximum limits for infant class sizes (Reception, Year 1 and Year 2) i.e. 30 pupils per class.

Where there are more applications than there are places, the governors will admit pupils according to the following criteria, in order of priority:

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."

***Note:** 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 should 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).

2) Children whose families are *faithful and regular worshippers at St George's or St Peter's and St Paul's; written evidence of the applicants' commitment to their place of worship (in the form of a clergy reference) will be required.

3) Children who will have brothers and/or sisters attending the school at the time of admission.

4) Children whose families are *faithful and regular worshippers at another Anglican church for whom this is their closest church school; written evidence of the applicants' commitment to their place of worship

(in the form of a clergy reference) will be required.

5) Children whose families are *faithful and regular worshippers at another Christian church, as recognised by the CTBI (Churches Together in Britain and Ireland) or the Evangelical Alliance for whom this is their closest church school; written evidence of the applicants' commitment to their place of worship (in the form of a clergy reference) will be required.

6) Nearness of the home to the school as defined by the LA (see below)

Where criterion 1) 2) 3) 4) or 5) is oversubscribed, places will be given in order of the nearness of the home to the school as defined by the LA. Where two or more distances are the same random allocation will be used.

For Summer-born children entering Reception classes the following applies:

- 1) We will offer a full-time place from the September following the child's fourth birthday. The place may be deferred until later in the school year but not beyond the point at which the child reaches compulsory school age (the term after the fifth birthday) This means that parents of a child whose fifth birthday falls between 1 September 2020 and 31 March 2021 may request that their child is not admitted until later in the school year 2020/21, but no later than the term after the child's fifth birthday, when s/he reaches compulsory school age. For children born between 1 April and 31 August, this is not beyond the beginning of the final term of the school year for which it was made. The school will hold any deferred place for the child - where parents wish a child may attend part-time until they reach compulsory school age.
- 2) For children whose fifth birthday falls between 1 April 2021 and 31 August 2021, parents who do not wish them to start school in school year 2021-22, but to be admitted in September 2021 for school year 2021-22, should discuss this with the school at an early stage. Decisions must be made on the circumstances of each case and the best interests of the child. Parental views, academic achievement, social and emotional development and where relevant medical views will be taken into consideration. The views of the school's head teacher must also be taken into account. The reasons for the decision must be clearly set out.

Parents may decide not to apply for a Reception place in the school but to apply for a Year 1 place in September 2022. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the

Admissions Criteria for Voluntary Aided Schools

FREEZYWATER ST GEORGE'S CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

2021-22 Reception Year group. Alternatively, they may decide to apply in the normal round (no later than 15 January 2022) for a Reception Year place in September 2022, but would need to provide strong supporting reasons for seeking a place outside the normal year group and apply via the protocol outlined above.

Notes

- a) "Families", is defined as one or both parents or legal guardians living at the same address as the child as given on the application form.
 - b) "Brothers and sisters" is defined as siblings including step, half and adopted siblings residing permanently at the same address as the child currently attending school.
 - c) Distances from home to school are provided by the Enfield Schools Admission Service. The Governing Body has been advised that the distances provided are calculated by the admissions IT systems using ADDRESS-POINT®. This provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metres (10 cm). The accuracy of each ADDRESS-POINT® is such that each point will fall within the addressed building. In the case of multi-occupancy buildings such as flats where there may only be one address point, priority will be given to the applicants whose door number is the lowest numerically or alphabetically.
- * Faithful and regular worship is deemed by the governors to be a minimum of 24 months of fortnightly worship.

Education, Health and Care Plans

Children with an Education, Health and Care (EHC) Plan naming Freezywater St George's CE VA Primary School will always be offered a place subject to current school admissions criteria.

Admissions Criteria for Voluntary Aided Schools

LATYMER ALL SAINTS CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

Latymer All Saints is a voluntary-aided primary school with a Church of England foundation. As such, the governing body of the school is responsible for the admission of all pupils.

Parents wishing to apply for a place may like to telephone the school office to arrange to visit the school.

Admissions to the main school are co-ordinated by the Enfield Schools Admissions Service, details of which are available on the Enfield Council's website. Parents will need to complete a Common Application Form on which they may list up to six primary schools in order of preference. Application is made online to the home local authority for Enfield residents: the Local Authority's website is, www.enfield.gov.uk/admissions

Applicants wishing to be considered for a place at Latymer All Saints School must name the school on the CAF. Those who wish to apply for a place under the faith criteria (2,3,6) will need to complete both a Common Application Form and a School Supplementary Information Form, which may be downloaded from the school website, www.latymerallsaints.enfield.sch.uk or collected from the school office. The Supplementary Information form should be completed and stamped by the priest/minister/pastor of the church attended by the family and returned to Latymer All Saints School.

Admission to reception classes

The Enfield Schools Admissions Service issues an information booklet from 1st October each year, available from Enfield Civic Centre or from any Enfield primary school. The closing date for applications is the following 15th January and late applications will not be considered until after the initial allocations have been made.

After the governors have met and decided on the 90 places to be allocated, parents will be notified at the beginning of April of the outcome of their application. Parents of successful applicants will be asked to confirm online to Enfield Admissions Service their intention to take up the place offered.

Where a place has been offered

- it is for a full-time place from the September following the child's fourth birthday;
- the place may be deferred until later in the school year but not beyond the point at which they reach compulsory school age (the term after the fifth birthday). This means that parents of a child whose fifth birthday falls between 1 September 2018 and 31 March 2019 may request

that their child is not admitted until later in the school year 2018/19, but no later than the term after the child's fifth birthday, when s/he reaches compulsory school age. For children born between 1 April and 31 August, this is not beyond the beginning of the final term of the school year for which it was made. The school will hold any deferred place for the child.

- where parents wish a child may attend part-time until they reach compulsory school age.

Unsuccessful applicants will remain on the waiting list until the beginning of the autumn term, when the Enfield Schools Admissions Service will ask them whether they wish to remain on the waiting list.

Pupils are admitted to the Reception classes in September at the beginning of the school year in which they will become 5 years old. At the beginning of September the Reception teachers visit the children's homes and meet individually with the parents of each child to help build up their knowledge of the child's current stage of development. To facilitate their induction and the baseline assessment which takes place at this stage, children are admitted in small groups over a three week period.

If a parent wishes to explore the possibility of their summer born child being educated out of their normal school year (delaying the start of school for a year) they must discuss this with the head teacher before applying. Please contact the school office on 020 8807 2679 to make an appointment to meet with the Headteacher, stating the reason for the meeting.

In-year admissions

Although the School is responsible for its own admissions, including in-year admissions, it does not hold a waiting list for in-year places.

Parents/Carers interested in an in-year admission place should register their interest with the Local Authority's Admissions team. Parents wishing to be considered under the faith criteria are advised to complete a School Supplementary Information form and to return it to the school, to support consideration for any places becoming available.

Governors will consider the applications received and prioritise them in accordance with the published admissions criteria.

<https://new.enfield.gov.uk/services/children-and-education/children-young-people-and-education/school-admissions-and-information/>

Admissions Criteria for Voluntary Aided Schools

LATYMER ALL SAINTS CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

Children with an Education, Health and Care (EHCP) Plan naming Latymer All Saints CE Primary School will always be offered places.

Where there are more applications than places available the following criteria will be used in order:

1. Looked-after children (1) 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.”
2. Children who will have siblings (2) attending the school at the time of application.
3. Children whose parent (3) worships regularly at All Saints Church, Edmonton or one of the following Churches: St Aldhelm, Silver Street; St. Alphege, Hertford Road; St Mary with St. John, Upper Edmonton; St. Peter with St. Martin, Bounces Road; St Stephen, Bush Hill Park.

Weekly attendance, fortnightly attendance and/or monthly attendance at a service of worship for a minimum of one year. Priority will be given in the following order, depending on how long the pattern of worship has been the case, with minimum attendance of one year:

-
- 1) Weekly attendance at a service of Worship
 - 2) Fortnightly attendance at a service of Worship
 - 3) Monthly attendance at a service of worship

4. Children who live within the boundaries as defined by the attached Parish map and who are regular attenders at another Christian church.(4)
5. Children living closest to the school, measured in a straight line from their home to the main entrance to the school (5). Where two children live at the same distance from the school, a decision will be made using random allocation.
6. Children who live outside the parish of Edmonton, and are regular attenders at another Christian Church. (6)
7. Any other children.

Within each of the above categories, priority will be given in the following order, depending on how long the pattern of worship has been the case, with minimum attendance of one year:

-
- 4) Weekly attendance at a service of Worship
 - 5) Fortnightly attendance at a service of Worship
 - 6) Monthly attendance at a service of worship
 - 7) Proximity of home to the school (as the crow flies)

Applications for two or more siblings

Where the final place is offered to a child who has siblings applying for a place in the same school year, those siblings will also be admitted.

Nursery children

Attendance at Latymer All Saints Nursery does not guarantee a place in the main school; application for a Reception place must be made to the London Borough of Enfield.

School Supplementary Information Form

If parents wish to seek admittance on the criterion of church allegiance, they should request a School Supplementary Information form and have it completed and stamped by their priest/pastor/ minister. This should be returned to the school.

Please read explanations of terms stated in our admissions criteria:

1. Looked-After children

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 should 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).”

2. Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of a parent/carer’s partner where the child for whom the school place is sought is living at the same family unit at the same address as that sibling.

3. Parents/Family Members

A parent is any person who has parental responsibility 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. ‘Family members’

Admissions Criteria for Voluntary Aided Schools

LATYMER ALL SAINTS CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

include only parents, as defined above, and siblings.

4. Churches

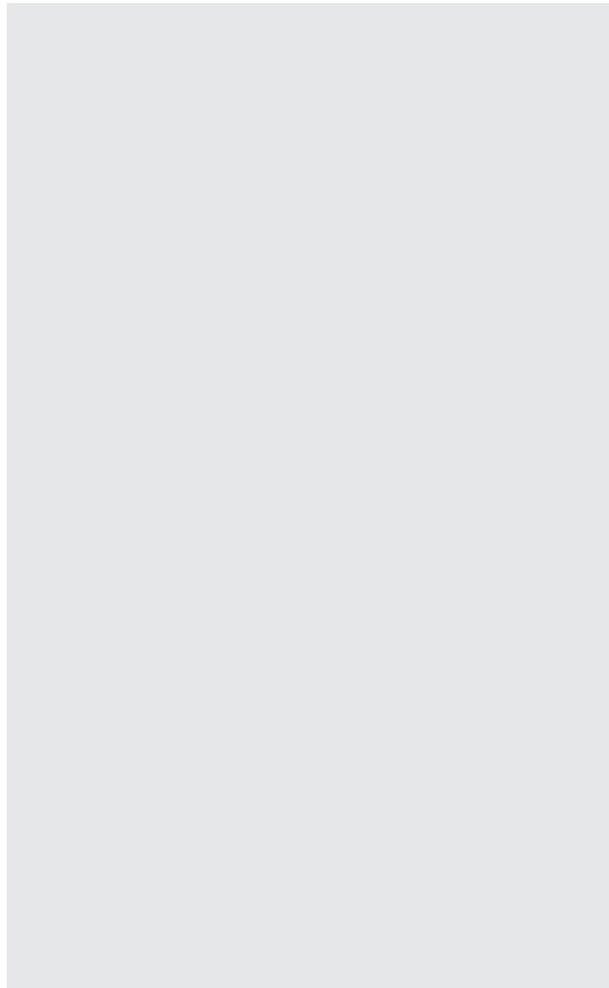
Churches belonging to Churches Together in Britain and Ireland / the Evangelical Alliance.

<http://www.ctbi.org.uk>

info@eauk.org

5. Distance

Distance will be measured (using Local Authority's computerised measuring system) from the front door of the child's home address to the main entrance of the school, with those living closer to the school receiving higher priority.



Admissions Criteria for Voluntary Aided Schools

OUR LADY OF LOURDES PRIMARY SCHOOL – ADMISSIONS CRITERIA

MISSION STATEMENT

'Our Parish School of Our Lady of Lourdes welcomes everyone in the community to share with us the joys of our Catholic Faith. We worship, learn and play together in the love of Jesus, helping one another to become the people God has created us to be.'

Our Lady of Lourdes Primary School is a Catholic School that was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic School, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not a Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admission authority and has responsibility for admissions to the school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The governing body has set its Published Admission Number at 30 children for the school year which begins in September 2021. Applications for Reception are welcome from families whose child reaches his/her 4th birthday between 1st September 2020 and 31st August 2021.

The governing body will admit twins and all siblings from multiple births where one of the children is the last ranked within the school's PAN.

Pupils with an Education, Health and Care Plan (EHC)

The admission of pupils with an Education Health and Care Plan (EHCP) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC Plan you must contact your Local Authority SEN officer. Children with this school named in their EHC Plan will be admitted to the school.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. Catholic 'looked after' children and previously 'looked after' children (see notes 2-5);
2. Baptised Catholic children with a Certificate of Catholic Practice who live within Our Lady of Lourdes parish with a brother or sister in the school at the time of admission (see notes 6, 7 and 13);
3. Baptised Catholic children with a Certificate of Catholic Practice with a brother or sister in the school at the time of admission;
4. Baptised Catholic Children with a Certificate of Catholic Practice whose parent has been an employee of the school for at least 2 years at the time of application;
5. Baptised Catholic children with a Certificate of Catholic Practice who live within Our Lady of Lourdes parish with no brother or sister in the school at the time of admission;
6. Baptised Catholic children with a Certificate of Catholic Practice;
7. Other baptised Catholic children (see note 6);
8. Other 'looked after' children and previously 'looked after' children (see notes 2-5);
9. Children without a Certificate of Catholic Practice whose parent has been an employee of the school for at least 2 years at the time of application;
10. Christians of other denominations whose application is supported by either by a certificate of baptism or by a letter from a minister confirming membership of the faith community;
11. Any other children.

Within each of the categories listed above, the provisions below will be applied in the following order:

- i. The Governing Body will give top priority, within a category, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical pastoral or other need of the child, which can only be met at this school.
- ii. Priority within categories 6, 7, 8 and 9 (after i. above) will be given to applicants with a brother or sister in the school at the time of admission.

Admissions Criteria for Voluntary Aided Schools

OUR LADY OF LOURDES PRIMARY SCHOOL – ADMISSIONS CRITERIA

Applications in previous years

In recent years, governors have been able to offer places to all Catholic applicants and have also offered places up to criterion 11. The school welcomes applications from all categories listed above.

Tie Break

Priority within each category will be determined, if necessary, by proximity of the child's home (where he/she resides for 50% or more of the time as at the date of the Application with at least one parent or guardian who has legal responsibility for him/her) to a mid point in the school as confirmed by the local authority (the LA). All distances will be calculated by the LA's admissions IT system using ADDRESS-BASE®. This provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metre (10cm). The accuracy of each ADDRESS-BASE® is such that each point will fall within the addressed building. In the event of a number of candidates being the same distance from the school, a lottery will be used to offer places. This will take place in the presence of an independent witness.

Applications Procedures and Timetable for Admission to Reception Class, September 2021

To apply for a place at this school in the normal admission round, you must complete an online application form from your local authority (paper forms are also available on request). You should also complete the **School's Supplementary Information Form (SIF)**. Whilst this is not compulsory, the information on the SIF enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription. Please return your SIF to the school together with all other relevant paperwork required for your application.

If you do not complete both of the forms described above and return them by **15th January 2021**, the Governing Body will be unable to consider your application against the oversubscription criteria and you child will be ranked under the lowest criterion. It is very unlikely that your child will be offered a place if a SIF is not supplied.

The School's Supplementary Information Form (SIF) should be submitted by 15th January 2021 to The School Office, Our Lady of Lourdes Catholic Primary School, The Limes Avenue, New Southgate, London N11 1RD.

You will be advised of the outcome of your application, on or about Monday 16th April 2021. This information will also be available online for those who have submitted an online application. Parents should

accept or decline the place as soon as possible. If you are unsuccessful (unless your child was offered a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above and you will have right of appeal to an independent appeal panel. Should you wish to appeal please contact the School Office as soon as possible for an appeal form on which you must list your reasons for making an appeal. The deadline for appeals will be Friday 22nd May 2021.

Late Applications

Applications received after the closing date will be dealt with after the initial allocation process has been completed. If the school is oversubscribed it is very unlikely that late applicants will obtain a place.

Reception year deferred entry

A child is entitled to a full-time school place in the September following his/her 4th birthday. Applicants may defer entry to school up until compulsory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferral until January or April is requested. The place will then be held until the first day of the spring or summer term as applicable. Entry may not be deferred beyond compulsory school age or beyond the year for which the application has been made. Therefore applicants whose children have birthdays in the summer term may only defer until the 1st April 2022. Upon receipt of the offer of a place a parent should notify the school as soon as possible if they wish to defer until the spring or summer term.

Part-time attendance

Applicants may also request that their child attend part-time until compulsory school age is reached. Upon receipt of the offer of a place a parent should notify the school as soon as possible if they wish to take up a part-time place.

Admission of children outside their normal age group

A request may be made for a child to be admitted outside his/her normal age group e.g. if the child is gifted or talented or has experienced problems such as ill-health. In addition, the parents of a summer born child i.e. a child born between 1st April – 31st August, may request that the child be admitted out of his/her normal age group, starting Reception at 5 years of age. Any such request should be made in writing to the Chair of Governors. The governing body will make its decision based on the circumstances of each case and in the best interests of the child, taking into account school organisation issues and the views of the parents and any professionals involved. **Parents must**

Admissions Criteria for Voluntary Aided Schools

OUR LADY OF LOURDES PRIMARY SCHOOL – ADMISSIONS CRITERIA

have received the agreement of the governing body before any admission for delayed entry is made. If permission is received then the parents will make their admission application for the year in which they wish their child to start school. **Applications cannot be held over from one academic year to the next.** If permission is refused then parents must make their admission application at the normal time.

Waiting lists

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. The list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the year and will be held open until 31st August 2022 unless applicants request in writing to remain on the list. Inclusion in the school's waiting list does not mean that a place will eventually become available.

In-year applications

An application for admission can be made for any child at any time outside the normal admissions round. Applications should be made directly to the school by contacting the School Office. If a place is available and there is no waiting list the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria as set out above. If a place cannot be offered at this time then you may ask for the reasons and you will be informed of your right of appeal to an independent panel and your child will be placed on the waiting list.

Fair access

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Local Authority and the Governing Body for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

Change of Details

If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you must inform the School and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right

to withdraw the place, even if the child has already started at the School.

NOTES (These notes form part of the oversubscription criteria)

PLEASE NOTE:

1. **An Education, Health and Care Plan** is a plan made by the local authority under S.37 of the Children and Families Act 2014, specifying the educational provision required for a child.
2. **“Looked after child”** has the same meaning as in S.22(1) of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them in the exercise of the social services functions (e.g. children with foster parents at the time of making an application to the school). A previously ‘looked after’ child is a child who was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order or a special guardianship order.
3. **“Adopted”** An adopted child is any child who has been formally adopted, having previously been in care and whose parent/guardian can give proof of this.
4. **“Child Arrangements Order”** A Child Arrangements Order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children ‘looked after’ immediately before the order is made qualify in this category.
5. **“Special Guardianship Order”** A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child's special guardian(s). Children ‘looked after’ immediately before the order is made qualify in this category.
6. **“Catholic”** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a child by a Certificate of Baptism in a Catholic church or a Certificate of Reception into full communion with the Catholic Church. For the purposes of this policy this includes a looked after child in the process of adoption and living with a Catholic family, where a letter from a priest demonstrates that the child would have been baptised where it not for his/her status as a looked after child. For a child to be treated as Catholic, evidence of Catholic baptism or reception in the Catholic Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who,

Admissions Criteria for Voluntary Aided Schools

OUR LADY OF LOURDES PRIMARY SCHOOL – ADMISSIONS CRITERIA

after consulting with the diocese will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the church.

7. **“Certificate of Catholic Practice”** means a certificate issued by the family’s parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops’ Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holydays of obligation for at least five years (or, in the case of the child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests: <http://rcdow.org.uk/education/governor/admissions>
8. **‘Children of other Christian denominations’** means children who belong to other churches and ecclesial communities which, acknowledge God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

9. **‘Catechumen’** means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the Order of Catechumens for a

child aged 7 or over. For a child under 7 years of age it will be the certificate of the parent.

10. **‘Eastern Christian Church’** includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.
11. **‘brother’ or ‘sister’** includes:
- All natural brothers or sisters, half-brothers and sisters, adopted brothers or sisters, stepbrothers and sisters, foster brothers and sisters, whether or not they are living at the same address, and
 - The child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.
12. **‘Parent’** means all natural parents, any person who is not a parent but has parental responsibility for the child or any adult with legal responsibility for the child.
13. **‘Resident’** – A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.
14. **“Parish Boundaries”** – for the purposes of this Policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2021-2022.

Certificate of Catholic Practice

Applicants applying under criteria 2 to 6 must submit a Certificate of Catholic Practice by the closing date. This Certificate is available from the priest at the parish where you normally worship or from the diocesan website under schools/parents. It is the parent’s duty to ensure that the Certificate of Catholic Practice is submitted to the school in good time.

These criteria apply to all applications for places in Our Lady of Lourdes Catholic Primary School, The Limes Avenue, New Southgate, London, N11 1RD.

These criteria, conditions and requirements replace all those previously published in respect of applications for a place at our School, starting after 31st August 2021.

Admissions Criteria for Voluntary Aided Schools

ST ANDREW'S ENFIELD CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

St. Andrew's is a Voluntary Aided Primary School founded and inspired by the Christian faith, according to the teaching and practice of the Church of England. The Governing Body is responsible for the admission of pupils to the Nursery and the Main School. The Governing Body is required to abide by the legal maximum for infant classes i.e. 30 pupils per class. As far as possible, the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

Submission of Application Forms

An online Borough Application form for admission to the Reception class must be submitted by the 15th January. The school also has a Supplementary Information Form which must be completed if you are applying under category 2 or 4. No applications or additional information received after this date will be considered. Where a place for the Reception class has been offered, it is for a full-time place, from the September following the child's fourth birthday.

ADMISSIONS CRITERIA

Category 1 Looked-After Children

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 arrangement or special guardianship order.

Category 2 St. Andrew's Church Regular Worshippers

Children whose parent(s)/guardian(s) are regular worshippers at the Parish Church of St. Andrew, Enfield.

Category 3 Sibling

Sibling of a child attending the main school at the time of admission.

Brothers or sisters are interpreted in this context as children, living at the same address, who share a parent through a blood relationship, legal adoption or legal fostering.

Category 4 Regular Worshippers at Named Churches

Children whose parent(s)/guardian(s) are regular worshippers at one of the following churches:

Enfield Baptist Church
Enfield Citadel (Salvation Army)
Enfield Town Community Church
St. Mary Magdalene Church, Enfield
Trinity Church, Enfield

Category 5 Distance From School

Children who live in close proximity to the school, priority will be given to the closest.

ADMISSIONS CRITERIA – Additional Information

Looked-After Children Criteria 1

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 security 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 arrangement 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). Application 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).

Church Attendance Criteria 2 or 4

To be considered under each Church criterion, regular worship means that a minimum of twice a month attendance at Sunday worship is required, by at least one parent or guardian, for a continuous period of no less than eighteen months before the date on which the application is due. Please ensure that Church attendance is verified and signed by the appropriate priest/minister on the attached Supplementary Information form.

Those who have changed churches in the eighteen months prior to the date of application may have previous regular church attendance taken into account. Signed confirmation from ministers of both churches will be required, indicating regular attendance by at least one parent or guardian, at least twice a month, for a continuous period, which would give a total of at least eighteen months regular attendance, before the date on which the application is due and would indicate ongoing church commitment. If the churches are of the same or different denominations but the criteria changes, the majority attendance will determine the criterion under which the application will be considered.

Distance from School Criteria 5

When reference is made to distance from the school, it must be the parent/guardian address where the child permanently resides at the time of application. No other address will be considered. In the event

Admissions Criteria for Voluntary Aided Schools

ST ANDREW'S ENFIELD CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

of this criterion being oversubscribed, priority will be given on the basis of least distance between the child's home and the school. All distances will be calculated using the London Borough of Enfield admission, computer system using ADDRESS-POINT®. This provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metre (10 centimetres). The accuracy of each ADDRESS-POINT® is such that each pint will fall within the addressed building.

In the case of multi-occupancy buildings such as flats, where there may only be one address point, priority will be given to the applicant whose door number is the lowest numerically or alphabetically.

Where two or more children live exactly the same distance from the school, a decision will be made using random allocation.

ADDITIONAL INFORMATION

Deferred Places & Summer Born Children

Parent(s) of a child whose fifth birthday falls between 1st September and 31st March, may request that their child is not admitted until later in that school year, no later than the term after their child's fifth birthday, when the child reaches compulsory school age. Parent(s) of a child whose fifth birthday falls between 1st April and 31st August, must be admitted, at the latest by the summer term, of the year that they are five. Where parent(s) wish, a child may attend part time until they reach compulsory school age. The school will hold any deferred place for the child.

Admissions Out Of The Normal Age Group

The term 'summer born children' relates to all children born from 1 April to 31 August. In exceptional circumstances, it may be possible for summer born children (or those born prematurely) to be admitted out of their normal age group. Decisions will be made on a case by case basis after liaison between the child's parent(s), school and any outside agencies. If a parent decides not to apply for a Reception place, but to apply for a Year 1 place, the parent needs to be aware that the Year 1 group may have no vacancies.

Multiple Birth

If a child from a multiple birth is offered the last available place, the other child/children will be admitted as an exception.

Education, Health and Care Plans

Children with an Education, Health and Care Plan (EHCP) naming St. Andrew's School, will always be offered a place.

Over Subscription

In the event of over-subscription, the Governors will consider all applications using the criteria above, which are listed in order of priority.

False Information

If any false information is provided, this will lead to an offer of a place being withdrawn.

Appeals

The Governors consider each application strictly in line with the Admissions Criteria. There are always more applications than there are places available. In the event that a child is refused entry, it is suggested that each criterion is studied carefully before contacting the school. If you are not offered a place at St. Andrew's School, you have the right to appeal to an independent appeals panel.

Appeals should be made in writing to the Clerk to the Governors c/o St. Andrew's School. Appeals will usually be heard within thirty school days of being lodged and you will be given at least ten days' notice of where and when your appeal is to be heard. Cases of admission to Reception class appeals are usually heard within forty days of the closing date for appeals.

Hearings usually take place during the day and you are invited to attend. The hearing will be in two parts. The first part will focus on the admission authority putting its case for refusing admission to the school and the panel and parent(s) may ask question about that case for refusal. The second part will focus on parent(s) presenting their child's case and then being asked questions by the panel and the admission authority. Both parties are given the opportunity to summarise their cases. The clerk will write to tell you the outcome of your appeal, usually within five school days. The decision reached by the panel is legally bounding on all parties and can only be overturned by court.

The decision of the Governing Body is a corporate one and no discussion of individual cases may be held by any Governor. If the Governors are unable to offer your child a place, their name may, if requested, be kept on a reserve list and you be informed if a vacancy occurs.

Admissions Criteria for Voluntary Aided Schools

ST ANDREW'S SOUTHGATE CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

Introductory statement

St Andrew's Southgate is a one form entry primary school. We are a Church of England school who pride ourselves on providing a broad and stimulating curriculum whilst developing spiritual, moral and cultural understanding in our pupils. We have a strong link with St Andrew's Church on Chase Side. St Andrew's School has been providing education for local children since 1863. There are currently 210 pupils on roll aged from 4-11.

Parents who are considering sending their child to St Andrew's are invited to make an appointment to visit the school by telephoning 020 8886 3379. This is not part of the admission process but simply so that parents may see the school at work.

Admission number

The admission number for entry in Reception is 30. Governors will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, Governors will offer places to all those who have applied.

Admissions process

Parents must complete a Local Authority Application Form naming the school and return this by the published Local Authority closing date in January. Parents should also complete the St Andrew's Supplementary Admission Form (Appendix 1), which can be obtained from the school office or website, if applying under Criterion 3 or 5 (below) so that the Governors can consider the application fully. Completed Supplementary Admission Forms should be returned to the school. Any application received after the closing date will only be considered after those received on time.

Oversubscription

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.¹
2. Children having brothers or sisters (this includes step/half/foster siblings living at the same address) already at the school at the time of attendance.
3. Children whose parent(s) frequently worship at the churches of St Andrew's Southgate, Christ Church

Southgate or St Thomas's Oakwood. Frequently worship is defined as at least 12 times within the 12 months prior to application.

4. Children of staff where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made.
5. Children whose parent(s) frequently worship at churches that are members of Churches Together in Britain and Ireland or of the Evangelical Alliance AND who live within the following postcodes: N14, N13 and N21, priority being given to those who live closest to the school (see section below on tie break). Frequently worship is defined as at least 12 times within the 12 months prior to application.
6. Children who do not fall into the categories above but who live in close proximity to the school, priority being given to the closest (see section below on tie break).

¹ A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

If you need help to decide which criterion applies to you, please mention this when you contact the school and we will advise you. A reference from a church minister will be required before an application is accepted as falling within criterion 3 or 5. The term "frequently worship" means attending church at least 12 times within the 12 months prior to the application being considered.

If you are offered a place for your child, you will be required to provide proof that you live at the address given on the application (e.g. a council tax bill). If you are unable to do this, or the information provided is fraudulent, any offer of a place will be withdrawn. The term "parents" includes foster parents and guardians.

Tie-break

In the case of over-subscription when there has to be selection within one of the criteria, priority will be given to those living closest to the school. All distances will be calculated by the London Borough of Enfield admissions IT system using ADDRESS-POINT[®]. This provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metre (10cm). The accuracy of each ADDRESSPOINT[®] is such that each point will fall within the addressed building.

In the case of a multi-occupancy building such as flats where there may only be one address point, priority will be given to the applicant whose door number is

Admissions Criteria for Voluntary Aided Schools

ST ANDREW'S SOUTHGATE CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

the lowest numerically or alphabetically. Where more than more than one applicant has the same distance from the school, a decision will be made using random allocation.

Where children spend part of the week with one parent/guardian and part with the other the Governors will consider the address where the child spends the most time per week to be the home address.

If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, the school will go over their published admission number to support the family. These children will be deemed as "excepted" pupils under infant class size legislation.

Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. A child must be attending school on a full time basis when they reach statutory school age, that is, at the start of the school term AFTER the child turns five. For children born between 1st April and 31st August, this must be before the end of the school year.

Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is born between 1st April and 31st August (summer born), gifted or talented children, or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parents. If a request is refused, the child will still be considered for admission to their normal age group. The process for requesting such an admission is as follows: With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner². The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group

will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception. Parents who wish to request that their child is admitted to reception with another age group should first make a reception application for their child's normal age group at the usual time as well as requesting deferral to the following year. If the request is agreed, parents must still make a new application as part of the main admissions round the following year. If the request is refused, they will have the option of the offer of a place for the normal age group.

Waiting lists

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by Enfield Council Admission and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

In-Year Admissions

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. If a place is available and there is no waiting list then the Local Authority will communicate the Governors' offer of a place to the family.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact the Chair of Governors, c/o St Andrew's School by 1st May 2020 for information on how to appeal.

² Some of the evidence a parent might submit could include: • whether the child is 'summer born' and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1); • information about the child's academic, social and emotional development; • where relevant, their medical history and the views of a medical professional; • whether they have previously been educated out of their normal age group; and • whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Admissions Criteria for Voluntary Aided Schools

ST EDMUND'S CATHOLIC PRIMARY SCHOOL – ADMISSIONS CRITERIA

St Edmund's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The Published Admissions Number (PAN) for the reception classes at St Edmund's is 60. The Governing Body has sole responsibility for admissions to this school and intends to admit 60 children in the school year which begins in September 2021. Applications are welcome from families whose child reaches his/her 4th birthday between 1st September 2020 and 31st August 2021.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the criteria listed below.

In this Policy applicant refers to the person making an application on behalf of a child; candidate refers to the child on whose behalf the application is being made.

OVERSUBSCRIPTION CRITERIA

Where there are more applications than the number of places available, places will be offered according to the following order of priority: -

1. Catholic 'looked after' children and Catholic children who have been adopted or made subject to child arrangement orders or special guardianship orders.
2. Baptised Catholic children, with a Certificate of Catholic Practice, who have a sibling at the school at the time of admission. (Refer to page 4 siblings)
3. a. Baptised Catholic children with a Certificate of Catholic Practice, who are resident in the Parish of The Most Precious Blood and St Edmund in the Borough of Enfield.
b. Baptised Catholic children who have a Certificate of Catholic Practice, who are not resident in the Parish of The Most Precious Blood and St Edmund in the Borough of Enfield.
4. Other baptised Catholics.
5. Other 'looked after' children and previously 'looked after' children who have been adopted or made subject to child arrangement orders or special

guardianship orders.

6. Children of Catechumens (where the child is under 7 years of age.) and members of an Eastern Christian Church.
7. Christians of other denominations whose application is supported by either a certificate of baptism or a letter confirming membership from their Minister of Religion.
8. Children of other faiths whose application is supported by a letter confirming membership from their Religious Leader.
9. Any other children.

EXCEPTIONAL NEED

The Governing Body will give top priority, after the appropriate category of looked-after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.

MULTIPLE APPLICATIONS

Where the final place is offered to a child who has other siblings applying for a place in the same year group these siblings will also be admitted.

SIBLINGS

Siblings who fall under oversubscription criteria 4, 5,6,7,8 or 9, will be given priority in the category which they fall.

TIE BREAK

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school as measured by the Local Authority. (please see "Distance from school" page 4).

APPLICATIONS IN PREVIOUS YEARS

During the past 2 years the Governors have been pleased to offer places in all categories.

FAIR ACCESS

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Local Authority and the Diocese for the current school

Admissions Criteria for Voluntary Aided Schools

ST EDMUND'S CATHOLIC PRIMARY SCHOOL – ADMISSIONS CRITERIA

year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

IN-YEAR ADMISSIONS

Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria. If a place cannot be offered at this time then Parents or Carers may ask us for the reasons and they will be informed of their right of appeal. They will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the Governing Body will offer a place according to the criteria.

CHILDREN EDUCATED OUTSIDE THEIR CHRONOLOGICAL AGE GROUP (except summer born children)

Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and all supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

RECEPTION YEAR DEFERRED ENTRY

Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also request that their child attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application therefore applicants whose children have birthdays in the summer term may only defer until the 1st April 2022.

ADMISSION OF SUMMER BORN CHILDREN

Parents may now request that their summer born child i.e. a child born between 1st April-31st August be admitted to Reception in the September following his/her 5th birthday. Parents should inform the Chair of Governors of this request at the time of application. An application must then be submitted in the usual way. This application will be treated in the same way

as all other applications and there is no guarantee that an offer will be made.

APPLICATION PROCEDURE FOR PARENTS 2021-2022

In order to make an application, you **must** complete an **online Application Form** from your local authority and submit it to them. You should also complete the **School's Supplementary Information Form (SIF)**. The information on the SIF enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription. Please return the SIF (in person or by post) to the School together with all other relevant paperwork required for your application. If you do not complete both of the forms described above and return them by 15th January 2021, the Governing Body will be unable to consider your application fully and it is very unlikely that your child will be offered a place. Applications received after the closing date will be dealt with after the initial allocation process has been completed.

Applicants applying under criteria 2 and 3 must submit a Certificate of Catholic Practice (CCP) by the closing date. This form is available from the parish in which the family normally worships, or from the diocesan website at www.rcdow.org.uk/schools/governors/admissions

The local authority will write to you on behalf of the Governing Body with the outcome of your application on or about 16th April 2021.

RIGHT OF APPEAL

If you are unsuccessful you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the Policy and you will have the right of appeal to an independent panel. Should you wish to appeal please contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal. Closing date for appeals is the 20th May 2021.

WAITING LIST

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out in the Policy and not in the order in which applications are received or added to the list. **Names are removed from the list after one year, unless applicants request to remain on the list.**

PUPILS WITH AN EDUCATION HEALTH AND CARE PLAN (EHC)

The admission of pupils with an Education Health and

Admissions Criteria for Voluntary Aided Schools

ST EDMUND'S CATHOLIC PRIMARY SCHOOL – ADMISSIONS CRITERIA

Care Plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN officer. Children with this school named in their final EHC plan will be admitted.

CHANGE OF DETAILS

If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you must inform the School and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

NOTES (these notes form part of the oversubscription criteria)

'Looked after child' has the same meaning as in Section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school).

'Adopted' An adopted child is any child who has been formally adopted and whose parent/guardian can give proof of adoption.

'Child Arrangements Order' A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made, as to the person with whom the child is to live. Children 'looked after' immediately before the order is made, qualify in this category.

'Special Guardianship Order' A special guardianship order is an order under the terms of the Children's Act 1989 s. 14A which defines it as an order appointing one or more individuals to be a child's special guardian(s). These children are only given priority if they have been looked-after until the order is granted.

'Parent' means the adult or adults with legal responsibility for the child.

'Sibling' means brother or sister, to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into the full

communion of the Catholic Church. This definition includes a child in the process of adoption by a Catholic family who would have been baptised were it not for their status as a looked-after child.

'Certificate of Catholic Practice' means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of the child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests <http://rcdow.org.uk/education/governors/admissions>

'Children of other Christian denominations' means: children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and of CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Definition of children of other faiths

"Children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' and which falls within the definition

Admissions Criteria for Voluntary Aided Schools

ST EDMUND'S CATHOLIC PRIMARY SCHOOL – ADMISSIONS CRITERIA

of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

'Catechumen' means a child who is a member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the Order of Catechumens.

'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

'Resident' – A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

'Distance from school' All distances will be calculated by the London Borough of Enfield admissions IT system using ADDRESS-POINT. This provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metre (10cm). The accuracy of each ADDRESS-POINT is such that each point will fall within the addressed building. In the case of a multi-occupancy building such as flats where there may only be one address point, priority will be given to the applicant whose door number is the lowest numerically or alphabetically.

Admissions Criteria for Voluntary Aided Schools

ST GEORGE'S CATHOLIC PRIMARY SCHOOL – ADMISSIONS CRITERIA

St. George's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. St George's welcomes applications for children of all faiths and of none and all applicants are expected to give their full, unreserved and positive support for the aims and ethos of the school.

The Published Admission Number (PAN) for the reception class at St George's is 90. The Governing Body has sole responsibility for admissions to this school and intends to admit 90 children in the school year which begins in September 2021. Applications for Reception are welcome from families whose child reaches his/her 4th birthday between 1st September 2020 and 31st August 2021.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the Trust Deed of the Diocese of Westminster. Applications will be ranked using the oversubscription criteria listed below.

In this policy applicant refers to the person making an application on behalf of a child; candidate refers to the child on whose behalf the application is being made.

OVERSUBSCRIPTION CRITERIA

Where there are more applications than the number of places available, places will be offered according to the following order of priority: -

1. Catholic 'looked after' children and previously 'looked after' children, who have been adopted or made subject to child arrangements orders or special guardianship orders.
2. Baptised Catholic children, with a Certificate of Catholic Practice, who have a sibling at the school at the time of application.
3. Baptised Catholic children with a Certificate of Catholic Practice, who are resident in the Parish of Our Lady of Mount Carmel and St George in the borough of Enfield.
4. Baptised Catholic children with a Certificate of Catholic Practice, who are resident in the Parishes of St Monica's, St Edmund's, St Mary's, Vita et Pax and St Joseph's.
5. Other baptised Catholics with a Certificate of Catholic Practice
6. Other baptised Catholics.

7. Other 'looked after' children and previously 'looked after' children who have been adopted or made subject to child arrangements orders or special guardianship orders.
8. Children of other Christian denominations whose application is supported either by a certificate of baptism or by a letter from their Minister of Religion confirming membership of the faith community, who have a sibling at the school at the time of application.
9. Children of other Christian denominations whose application is supported either by a certificate of baptism or by a letter from their Minister of Religion confirming membership of the faith community.
10. Children of other faiths whose application is supported by a letter from their religious leader, confirming membership of the faith community.
11. Any other children.

EXCEPTIONAL NEED

The Governing Body will give top priority, after the appropriate category of looked-after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.

MULTIPLE APPLICATIONS

Where the final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.

APPLICATIONS IN PREVIOUS YEARS

Whilst the school welcomes all applications, it is usually oversubscribed by Catholic candidates.

TIE BREAK

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school as measured in a straight line from the applicant's home to the school. The measurement will be conducted by the Local Authority (LA). All distances will be calculated by the admissions IT system using Address-point. This provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metres (10 cm). The accuracy of each Address-point is such that each point will fall within the addressed building. In the case of a multi-occupancy buildings such as flats where there

Admissions Criteria for Voluntary Aided Schools

ST GEORGE'S CATHOLIC PRIMARY SCHOOL – ADMISSIONS CRITERIA

may only be one address point, priority will be given to the applicants whose door number is the lowest numerically / or alphabetically.

FAIR ACCESS

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the local authority and the Governing Body for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

APPLICATION PROCEDURE for 2021 – 2022

In order to make an application, you must complete an application form from your local authority either on line or on paper and return it to them. If you are applying under criteria 2 to 6 or 8 to 9 you should also complete the School's Supplementary Information Form (SIF). Whilst this is not compulsory, the information on the SIF enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription. Please return the SIF (in person or by post) to the school, together with all other relevant paperwork required for your application. If you do not complete both of the forms described above and return them by 15th January 2021, the Governing Body will be unable to consider your application against the oversubscription criteria and your child will be ranked under the lowest criterion. It is very unlikely that your child will be offered a place if a SIF is not supplied.

CHILDREN EDUCATED OUTSIDE THEIR CHRONOLOGICAL AGE GROUP (except Reception applications for summer born children)

Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

CERTIFICATE OF CATHOLIC PRACTICE

Applicants applying under criteria 2, 3 4 and 5 must submit a Certificate of Catholic Practice (CCP) by the closing date. The Certificate is available from the priest at the parish where the family normally worships or from the diocesan website. It is the parent's duty to ensure that the CCP is submitted to the school in

good time. The priest will only give you the Certificate if he knows you. You will need to get a separate Certificate signed for each Catholic school that requires one.

The local authority will inform you of the outcome of your application on behalf of the Governing Body, on or about Friday 16th April 2021. This information will also be available on line for those who have submitted an e-application. Parents/carers should accept or decline the place as soon as possible.

LATE APPLICATIONS

Applications received after the closing date will be dealt with after the initial allocation process has been completed. If the school is oversubscribed it is very unlikely that late applicants will obtain a place.

RIGHT OF APPEAL

If you are unsuccessful you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the policy and you will have the right of appeal to an independent panel. Should you wish to appeal please contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal. Appeals must be submitted to the school in writing by Friday 28th May 2021.

WAITING LIST

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out in the policy and not in the order in which applications are received or added to the list. Names will be removed from the list on 31st August 2022, unless applicants request in writing to remain on the list.

PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN (EHC)

The admission of pupils with an Education, Health and Care Plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN officer. Children with this school named in their EHC Plan will be admitted.

CHANGE OF DETAILS

If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you must inform the School and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right

Admissions Criteria for Voluntary Aided Schools

ST GEORGE'S CATHOLIC PRIMARY SCHOOL – ADMISSIONS CRITERIA

to withdraw the place, even if the child has already started at the School.

IN-YEAR ADMISSIONS

Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the Governing Body will re-rank the list and make an offer to the person at the top of the list. The local authority will be informed of the offer as soon as it has been accepted.

RECEPTION YEAR DEFERRED ENTRY

Applicants may defer entry to school up until compulsory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also choose for their child to attend part-time until compulsory school age is reached. Entry may not be deferred beyond compulsory school age or beyond the year for which the application has been made. Therefore applicants whose children have birthdays in the summer term may only defer until the 1st April 2022.

SUMMER BORN CHILDREN

If a parent wishes his/her summer born child to start school in Reception in the September following his/her 5th birthday i.e. a child born between 1st April – 31st August being admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way for the year in which they wish their child to start school. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

NOTES (these notes form part of the oversubscription criteria)

'**Looked after child**' has the same meaning as in S.22 of the Children Act 1989, and means any child in the care of a local authority or provided with

accommodation by them (e.g. children with foster parents at the time of making an application to the school).

'**Adopted**'. An adopted child is any child who has been formally adopted, having previously been in care and whose parent/ guardian can give proof of this.

'**Child Arrangements Order**'. A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately before the order is made qualify in this category.

'**Special Guardianship Order**'. A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child's special guardian(s). A child 'looked after' immediately before the order is made qualifies in this category.

'**Parent**' means the adult or adults with legal responsibility for the child.

'**Sibling**' means brother or sister, to include adopted brothers and sisters, half, step or foster brothers and sisters.

'**Catholic**' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into the full communion of the Catholic Church. For the purposes of this Policy this includes a looked-after child who is part of a Catholic family and in the process of adoption, where a priest's letter demonstrates that the child would have been baptised or received were it not for their status as a looked-after child.

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty in obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

'**Certificate of Catholic Practice**' means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of a child, since

Admissions Criteria for Voluntary Aided Schools

ST GEORGE'S CATHOLIC PRIMARY SCHOOL – ADMISSIONS CRITERIA

the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests <http://rcdow.org.uk/education/governors/admissions/>

'Children of other Christian denominations'

means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

'Children of other faiths' means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 7 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

'Resident' – A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

'Parish Boundaries' – for the purposes of this Policy, parish boundaries are as shown on the attached map.

'Distance from school' means distance as measured by a straight line, from the front door of the child's residential address (including flats) to a point at the school (see 'tie-break').

Admissions Criteria for Voluntary Aided Schools

ST JAMES' CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

St James' CE Primary School is a voluntary aided primary school with a distinctive Christian ethos, which is at the centre of school life. The Governing Body is responsible for admission of pupils to the school.

The school provides an inclusive, supportive and caring environment, shaped by Christian values in which children can learn and flourish. We welcome applications from all members of the community without reference to ability or aptitude, and irrespective of whether they are of the Christian faith, other faiths or no faith. However, we expect that parents respect and support the Christian ethos of our community.

A Local Authority Application form must be completed as well as the school Supplementary Information Form which requires information applicable to the school's admission criteria for criteria 2 and 3, this is so that the governors have all the information needed to make a decision.

The Governors will consider all applications using the criteria below, which are listed in order of priority. Within each criterion (except for Criteria 1), priority will be given to siblings of children already attending St James' CE Primary School and who will be still attending at the date of the applicant's possible admission.

The published admission number is thirty (30) places. The school will consider all applications for places.

Criteria 1:

All looked-after children and Children with an Education, Health and Care Plan (EHCP) naming St James' CE Primary School will be considered and placed.

Where there are more applicants than the number of places available the following criterion will be used

76% (equivalent to 23 places if none awarded under criterion 1) of places are designated as Foundation Places, and will be allocated under the following criteria:

Criteria 2:

Children whose parent(s)/guardian(s) worship regularly at the Parish Church of St James Enfield Highway or another recognised church.

'Regularly' is defined as being one or both parents attending Church at least twice a month for a minimum of 24 months at the closing date for applications. Confirmation of this is required from the Minister/Priest/ Pastor/Vicar providing details of active involvement in Christian worship. (See Supplementary

Information Form)

'Recognised Church' is defined as a Christian church or denomination holding membership in Churches Together in Britain and Ireland (CTBI), the Evangelical Alliance or Affinity.

Should there be more Foundation applicants than places, these children will be transferred to the Open Community list.

2a) Applicant with a sibling

2b) No sibling connection

24% (equivalent to 7 places if none awarded under criterion 1) are designated as OPEN Community Places, and will be allocated under the following criterion.

Criteria 3:

Children whose parent(s)/guardian(s) have attended the place of worship of another recognised World Faith at least twice per month for a minimum of 24 months at the closing date for applications and whose participation is confirmed by their appropriate faith leader.

Recognised World Faiths are Buddhism, Hinduism, Islam, Judaism and Sikhism.

3a) Applicant with a sibling

3b) No sibling connection

Criteria 4:

Children of families living within the local community who wish their children to attend St James' CE Primary School.

The Governing Body has made every effort to ensure that this policy complies with all relevant legislation, including that on infant class sizes and equal opportunities.

4a) Applicant with a sibling

4b) No sibling connection

Guidance Notes

Looked after children

Looked after children refers to those who are looked after or who were previously looked after, but ceased to be so immediately after being looked after because they were adopted, made the subject of a child arrangement order or made the subject of a Special Guardianship Order.

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

Admissions Criteria for Voluntary Aided Schools

ST JAMES' CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

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 should 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)."

Siblings

'Sibling' refers to brother or sister, half brother or half sister, adoptive brother or adoptive sister, step brother or step sister living as one family unit at the same address. The sibling priority does not apply when the older child(ren) will leave before the younger one starts. The sibling priority also does not include cousins or other extended family members who live in the same household.

Distance

When reference is made to distance from the school, it must be the parents/guardians' address where the child permanently resides at the time of application. No other address will be considered. Distances from home to school are provided by the Enfield Schools Admissions Service. The Governing Body has been advised that the distances provided are calculated by the Admissions IT system using ADDRESS-POINT®. This provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metres (10cm) measured from the front school gates. The accuracy of each ADDRESS-POINT® is such that each point will fall within the addressed building. In the case of multi-occupancy buildings such as flats where there may only be one address point, priority will be given to the applicants whose door number is the lowest numerically or alphabetically.

Admissions Criteria for Voluntary Aided Schools

ST JOHN & ST JAMES CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

1. Aims

This policy aims to:

Explain how to apply for a place at the school

Set out the school's arrangements for allocating places to the pupils who apply

Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code
- School Admission Appeals Code

The school is required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

3. Definitions

The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference up to 6 state-funded schools, in rank order.

St John & St James CE Primary school requires that a

supplementary information form is completed. This is available from the school office.

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

Parents' views

Parents will be requested to support the admission process by providing the following:

- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

The school has an agreed admission number 60 pupils for entry in each year, e.g. reception

Admissions Criteria for Voluntary Aided Schools

ST JOHN & ST JAMES CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

6.2 Oversubscription criteria

All children who have clearly identified SEN needs will be admitted, in consultation with the Local Authority, before any or other places are allocated where the school is confident, with reasonable adjustments, that it can meet their needs.

If the school is not oversubscribed, all applicants will be offered a place, where possible.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school.
2. Priority will next be given to children on the basis of social or medical need. The school requires evidence for external professional or medical practitioners as supporting evidence if you are making an application on the basis of social or medical need.
3. Children whose parents are communicant members of and 'regularly worship' (at least twice a month) at St John the Baptist & St James Church or St Johns.
4. Children whose parents are communicant members of and 'regularly worship' at any other local Church of England Church.
5. Children whose parents are member of and 'regularly worship' in local Churches and Chapels of other Christian Denominations (i.e. churches affiliated to Churches Together in Britain & Ireland and The Evangelical Alliance and The Caribbean Evangelical Alliance).
6. Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.
7. Children of parents / carers not falling within the criteria above but who live in close proximity to the school, priority being given to those living the closest.

Definition: 'regularly worship' – means at least twice a month over a period of at least a year.

6.3 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined

above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front gates on Grove Street. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

7. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all who have clearly identified SEN needs will be admitted, in consultation with the Local Authority, before any other places are allocated and where reasonable adjustments will enable the young person's needs to be met.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the school and to the local authority.

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

APPEALS: c/o of the school.

9. Monitoring arrangements

This policy will be reviewed and approved by the governing board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.

Admissions Criteria for Voluntary Aided Schools

ST JOHN'S CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

St John's is a Voluntary Aided Primary School founded and inspired by the Christian faith according to the teaching and practice of the Church of England. The Governing Body is responsible for admission of pupils to the Nursery and to the Main School. The Governing Body is required to abide by the legal maximum limits for infant classes, i.e. 30 pupils per class. As far as possible, the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

An online Borough Application form for admission to reception class must be submitted by 14th January 2021. The school also has a Supplementary Information Form which requires information applicable to the school's admission criteria 2 and 6. No applications or additional information received after this date will be considered.

In the event of over-subscription, the Governors will consider all applications using the criteria below, which are listed in order of priority. When reference is made to distance from the school, it must be the parents/guardians' address where the child permanently resides at the time of application. No other address will be considered. **In the event of a criterion being oversubscribed, priority will be given on the basis of least distance between the child's home and the school.** All distances will be calculated by the London Borough of Enfield admissions IT system using ADDRESS-POINT®. This provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metre (10cm). The accuracy of each ADDRESS-POINT® is such that each point will fall within the addressed building.

In the case of multi-occupancy building such as flats where there may only be one address point, priority will be given to the applicant whose door number is the lowest numerically or alphabetically. Where the Authority provides home to school distances for own admission authority schools the same system will be used. Where two addresses have the same distance a decision will be made using random allocation.

If a child from a multiple birth is offered the last available place, the other child/children will be admitted as an exception.

Education, Health and Care Plans

Children an Education, Health and care (EHC) plan will always be offered places at St. John's CE Primary School. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

Admissions Criteria

Where there are more applications for places at the school than there are places available, the Governors will admit candidates in the following order:

1. Looked after children.³
2. Children whose parent(s) regularly⁴ worship at St. John's or St. Luke's Churches.
3. A child who already has a brother or sister (this includes step/half/foster siblings living at the same address) currently attending the school at the time of admission (i.e. in September 2021).
4. A child who attends St. John's C of E Primary School Nursery.
5. Children living in the geographical parish of Clay Hill (details on A church Near You website). Priority will be given to the closest.⁵
6. Children whose parent(s) regularly⁴ worship at another Church of England church⁶.
7. Children whose parent(s) regularly⁶ worship at a church of any other Christian denomination.
8. Any other applicants

Notes:

No application will be considered unless it bears the child's permanent home address.

1. By Summer born children we mean it is for a full time place from the September following the child's fourth birthday. Parents of a child whose fifth birthday falls between 1 September 2021 and 31 March 2022 may request that their child is not admitted until later in the school year 2021/22 (no later than the term (using three term year) after the child's fifth birthday, when s/he reaches compulsory school age). For children born between 1 April and 31 August, this is not beyond the beginning of the final term of the school year for which it was made. The school will hold any deferred place for the child. Where parents wish a child may attend part time until they reach compulsory school age.
2. By Admissions out of the normal age group we mean for children whose fifth birthday falls between 1 April 2022 and 31 August 2022, parents who do not wish them to start school in school year 2021-22, but to be admitted in September 2022 for school year 2022-23, should discuss this with the school at an early stage. The details of the protocols to be used should be included. Decisions must be made on the circumstances of each case and the best interests of the child. Parental views, academic achievement, social

Admissions Criteria for Voluntary Aided Schools

ST JOHN'S CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

and emotional development and where relevant medical views should be taken into consideration. The views of the school's head must also be taken into account. The reasons for the decision must be clearly set out. Parents may decide not to apply for a Reception place in the school but to apply in the second half of the summer term 2022 for a Year 1 place in September 2022. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2021-22 Reception Year group. Alternatively, they may decide to apply in the normal round (no later than 15 January 2022) for a Reception Year place in September 2022, but would need to provide strong supporting reasons for seeking a place outside the normal year group via the protocol outlined above.

3. 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. "Note: 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)."
4. By regular we mean worship at church by a parent/guardian, at least twice monthly over a period of 12 months, prior to the admissions meeting in February. References will be sought via the Supplementary Information Form and should be returned to the school.
5. Distances from home to school are provided by the Enfield Schools Admissions Service. The Governing Body has been advised that the distances provided are calculated by the admissions IT system using ADDRESS-BASE®. This provides a national grid co-ordinate and a unique reference for each postal address in Great Britain.

The grid reference is provided to a resolution of 0.1 metres (10cm). The accuracy of each ADDRESS-BASE® is such that each point will fall within the addressed building. In the case of multi-occupancy buildings such as flats where there may only be one address point, priority will be given to the applicants whose door number is the lowest numerically or alphabetically.

6. by other Christian Church we mean those who are members of Churches together in Britain and Ireland or the Evangelical Alliance.

The deciding factor in any category will be proximity to the school, measured in a straight line from the parental home to the school gate in Theobalds Park Road. Should there be a tie break this will be decided by drawing lots.

All applications should be accompanied by proof of your child's address. Copies of any two of the following are required:

UK Driving Licence, Council tax Notification, Child's Medical Card or a Utility Bill less than three months old. This must be the address where the child permanently resides.

If any false information is provided, this will lead to an offer of a place being withdrawn.

The Governors consider each application strictly in line with the Admissions Criteria. There are always more applications than there are places available. In the event that a child is refused entry, it is suggested that each criterion is studied carefully before contacting the school. If you are not offered a place at St. John's School, you have the right to appeal to an independent appeals panel. Appeals should be made in writing to the Clerk to the Governors c/o St. John's School.

Appeals Timetable

Appeals will usually be heard within thirty school days of being lodged and you will be given at least ten days' notice of where and when your appeal is to be heard. Cases of admission to Reception class appeals are usually heard within forty days of the closing date for appeals. Hearings usually take place during the day and you are invited to attend. The hearing will be in two main parts. The first part will focus on the admission authority putting its case for refusing admission to the school and then the panel and parents may ask questions about that case for refusal. The second part will focus on parents presenting their child's case and then being asked questions by the panel and the admission authority. Both parties are given the opportunity to summarise their cases.

Admissions Criteria for Voluntary Aided Schools

ST JOHN'S CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

The clerk will write to you to tell you the outcome of your appeal, usually within five school days. The decision reached by the panel is legally bounding on all parties and can only be overturned by a court.

The decision of the Governing Body is a corporate one and no discussion of individual cases may be held with any Governor. If the Governors are unable to offer your child a place, their name may, if requested, be kept on a reserve list and you will be informed if a vacancy occurs.

Admissions Criteria for Voluntary Aided Schools

ST MARY'S CATHOLIC PRIMARY SCHOOL - ADMISSIONS CRITERIA

St. Mary's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admission authority and has responsibility for admissions to the school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The governing body has set its Published Admissions Number (PAN) at 60 children for the school year which begins in September 2021. Applications for Reception are welcome from families whose child reaches his/her 4th birthday between 1st September 2020 and 31st August 2021.

The governing body will admit twins and all siblings from multiple births where one of the children is the last ranked within the school's PAN.

PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN (EHC)

The admission of pupils with an Education, Health and Care Plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN officer. Children with this school named in their EHC Plan will be admitted. (see note 1).

OVERSUBSCRIPTION CRITERIA

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. Catholic 'looked after' children and previously 'looked after' children (see notes 2-5);
2. Baptised Catholic children with a Certificate of

Catholic Practice, who are resident in the Parish of Mary, Mother of God, Ponders End (see notes 6, 7, & 13);

3. Other baptised Catholic children for whom St. Mary's Catholic Primary School is the nearest Catholic school (see 'Tie Break' note);
4. Other baptised Catholic children (see note 6);
5. Other 'looked after' children and previously 'looked after' children. (see notes 2-5);
6. Children of catechumens and members of an Eastern Christian Church (see notes 8&9);
7. Any other children.

Within each of the categories listed above, the provisions below will be applied in the following order:

- i. The Governing Body will give top priority, within a category, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.
- ii. The attendance of a brother/sister at the school at the time of enrolment will increase the priority of an application within a category, so that the application will be placed at the top of the category in which the application is made, after children in (i) above.

APPLICATIONS IN PREVIOUS YEARS

For the past five years the governing body has been pleased to offer places to children in most categories. Most of the offers have been made to children in categories 1-4 but governors welcome applications from all members of the local community.

TIE BREAK

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school as measured in a straight line from the applicant's home to the school as measured by the Local Authority (LA). If two or more applications are received from the same block of flats, the applicant with the lower door number will be classed as nearest and offered a place because they are likely to be closer to the ground floor and, therefore, the school. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out by the local authority's computerised allocation system.

Admissions Criteria for Voluntary Aided Schools

ST MARY'S CATHOLIC PRIMARY SCHOOL - ADMISSIONS CRITERIA

APPLICATION PROCEDURE for 2021 – 2022

To apply for a place at this school in the normal admission round, you **must** complete an online application form from your local authority (paper forms are also available on request). If you are applying under criteria 2, 3, 4 or 6 you should also complete the **School's Supplementary Information Form (SIF)**. Whilst this is not compulsory, the information on the SIF enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription. Please return the SIF (in person or by post) to the school, together with all other relevant paperwork required for your application. If you do not complete both of the forms described above and return them by **15th January 2021**, the Governing Body will be obliged to consider your application using only the documents available. If you don't return the SIF on time your child may receive a lower ranking because of this and not be offered a place.

You will be advised of the outcome of your application, on or about Friday 16th April 2021. This information will also be available on line for those who have submitted an online application. Parents should accept or decline the place as soon as possible. If you are unsuccessful (unless your child was offered a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above and you will have right of appeal to an independent appeal panel. Should you wish to appeal please contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal. Appeals should be submitted to the school in writing by Friday 21st May 2021.

LATE APPLICATIONS

Applications received after the closing date will be dealt with after the initial allocation process has been completed. If the school is oversubscribed it is very unlikely that late applicants will obtain a place.

RECEPTION YEAR DEFERRED ENTRY

A child is entitled to a full-time school place in the September following his/her 4th birthday. Applicants may defer entry to school up until compulsory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferral until January or April is requested. The place will then be held until the first day of the spring or summer term as applicable. Entry may not be deferred beyond compulsory school age or beyond the year for which the application has been made. Therefore applicants whose children have birthdays in the summer term may only defer until the 1st April 2022. Upon receipt of the offer of a place a parent

should notify the school as soon as possible if they wish to defer until the spring or summer term.

SUMMER BORN CHILDREN

Parents of a summer born child i.e. a child born between 1st April – 31st August, may request that the child start Reception at 5 years of age i.e. in the term following the child's 5th birthday. Applications should be made in the normal way for a Reception place. Permission is required from the governing body before the application is made. No age-related priority will be given.

PART-TIME ATTENDANCE

Applicants may also request that their child attend part-time until statutory school age is reached. Upon receipt of the offer of a place a parent should notify the school as soon as possible if they wish to take up a part-time place.

ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

A request may be made for a child to be admitted outside his/her normal age group e.g. if the child is gifted and talented or has experienced problems such as ill-health. The governing body will make its decision based on the circumstances of each case and in the best interests of the child, taking into account school organisation issues and the views of the parents and any professionals involved. **Parents must have received the agreement of the governing body before any admission application for delayed entry is made.** If permission is received, then the parents will make their admission application for the year in which they wish their child to start school. **Applications cannot be held over from one academic year to the next.** If permission is refused, then parents must make their admission application at the normal time.

WAITING LIST

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year and will be held open until 31st July 2022 unless applicants request in writing to remain on the list. **Inclusion in the school's waiting list does not mean that a place will eventually become available.**

Admissions Criteria for Voluntary Aided Schools

ST MARY'S CATHOLIC PRIMARY SCHOOL - ADMISSIONS CRITERIA

IN-YEAR APPLICATIONS

An application for admission can be made for any child at any time outside the normal admissions round. Applications should be made directly to the school by contacting the head teacher (02088042396). If a place is available and there is no waiting list the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria as set out above. If a place cannot be offered at this time, then you may ask for the reasons and you will be informed of your right of appeal to an independent panel and your child will be placed on the waiting list.

FAIR ACCESS

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the local authority and the Governing Body for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

NURSERY CHILDREN

For children currently attending the school's nursery, application to the Reception class of the school must be made in the normal way to the home local authority. Attendance at the nursery does not guarantee a place in Reception.

CHANGE OF DETAILS

If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you must inform the School and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

NOTES (these notes form part of the oversubscription criteria)

1. **An Education, Health and Care Plan** is a plan made by the local authority under S.37 of the Children and Families Act 2014, specifying the educational provision required for a child.
2. **A 'Looked after child'** has the same meaning as in S.22(1) of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them in the exercise of their social services functions (e.g. children with

foster parents at the time of making an application to the school.) A previously 'looked after' child is a child who was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order or a special guardianship order.

3. **'Adopted'**. An adopted child is any child who has been formally adopted, having previously been in care and whose parent/ guardian can give proof of this.
4. **'Child Arrangements Order'**. A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately before the order is made qualify in this category.
5. **'Special Guardianship Order'**. A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child's special guardian(s). A child 'looked after' immediately before the order is made qualifies in this category.
6. **'Catholic'** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into full communion with the Catholic Church. For the purposes of this policy this includes a looked after child in the process of adoption and living with a Catholic family, where a letter from a priest demonstrates that the child would have been baptised were it not for his/her status as a looked after child. For a child to be treated as Catholic, evidence of Catholic baptism or reception in the Catholic Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, after consulting with the diocese will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
7. **'Certificate of Catholic Practice'** means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holydays of obligation for at least five years (or, in the case of the child, since the age

Admissions Criteria for Voluntary Aided Schools

ST MARY'S CATHOLIC PRIMARY SCHOOL - ADMISSIONS CRITERIA

of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests: <http://rcdow.org.uk/education/governors/admissions>

8. **'Catechumen'** means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the Order of Catechumens for a child aged 7 or over. For a child under 7 years of age it will be the certificate of the parent.
9. **'Eastern Christian Church'** includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.
10. **'Brother' or 'Sister'** includes:
 - i. All natural brothers and sisters, half-brother and sisters, adopted brothers and sisters, stepbrothers and sisters, foster brothers and sisters, whether or not they are living at the same address, and
 - ii. The child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.
11. A **'Parent'** means all natural parents, any person who is not a parent but has parental responsibility for the child or any adult with legal responsibility for the child.
12. **'Resident'** – A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.
13. **Parish Boundaries** – for the purposes of this Policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2021-2022.

Admissions Criteria for Voluntary Aided Schools

ST MATTHEW'S CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

St Matthew's is a Voluntary Aided Primary School with a Church of England Foundation in which the Governing Body is responsible for admission of pupils. This policy is compliant with the 2014 School Admissions Code. 30 pupils are admitted to the reception class each September. The Governing Body is required to abide by the legal maximum limits for infant classes (5, 6 and 7 year olds), i.e. 30 pupils per class. As far as is reasonably possible, the School will ensure that pupils with disabilities have access to the same opportunities as other pupils.

In the event of over-subscription, the Governors will consider all applications under the criteria below, which are listed in order of priority.

Within each criteria (except 1), priority will be given to brothers and sisters (siblings) of children already attending the School and who will be still attending the School at the date of the applicant's possible admission, with 'a' being sibling and 'b' being new applicant (no sibling connection).

Also, within each criteria (except 1) priority will be given on the least distance between the child's home and the Allens Road school gate. When reference is made to distance from the school, it must be the parents'/guardians' address where the child is permanently resident. No other address will be considered. The Governing Body has been advised that the distances provided are calculated by the admissions IT system using ADDRESS-POINT. This provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1metres (10cm). The accuracy of each ADDRESS-POINT is such that each point will fall within the addressed building. In the case of multi-occupancy buildings such as flats where there may only be one address point, priority will be given to the applicants whose door number is the lowest numerically or alphabetically. Where more than one child has the same distance a decision will be made using random allocation independently monitored.

Your Local Authority (LA) Common Application Form (CAF) for Admission to a Reception Class must be submitted direct to your home LA, for Enfield residents this is the Enfield Schools Admissions Service at the Civic Centre. **For those applying under criteria 2-4 the School also has a Supplementary Admission Form, which requires information applicable to the schools admission criteria so that the governors may consider the application fully.** Failure to complete this form would result in the Admission Panel not considering the applicant child under these criteria and could minimise a child's chance to obtain a place at the School.

CRITERIA

20 places will be allocated under the following criteria:

1. *Children who are looked after 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.
2. Children whose parents / guardians are regular worshippers at the Parish Church of St Matthew's, Ponders End, Enfield
2a – Sibling 2b – New applicant
3. Children whose parents / guardians are regular worshippers at the Parish Churches of St Alphege N9 and St Peter the Apostle with St Martin N9.
3a – Sibling 3b – New applicant
4. Children whose parents / guardians are regular worshippers at any Church of England Parish or a Church of another Christian denomination recognised by the World Council of Churches, Churches Together in Britain and Ireland, Free Churches Group and the Evangelical Alliance.

4a – Sibling 4b – New applicant

10 places will be allocated under the following criteria:

5. Children living within the community of Enfield (Priority will be given on the least distance between the child's home and the school.)

5a – Sibling 5b – New applicant

*Note: 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 criteria should 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).

If applying for a place under criteria 2, 3, or 4, the Church attendance confirmation must be completed and signed by the appropriate Priest/Minister, attendance sustained and the confirmation submitted by the application deadline. Failure to do so will assume non-church attendance.

Admissions Criteria for Voluntary Aided Schools

ST MATTHEW'S CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

Children with an Education, Health and Care (EHC) Plan naming St Matthew's CE Primary School will always be offered a place.

If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, the school will go over their published admission number to support the family. These children will be deemed as "excepted" pupils under infant class size legislation.

Summer Born Children Entering Reception Classes

Where a place has been offered:

- It is for a full-time place from the September following the child's fourth birthday;
- The place may be deferred until later in the school year but not beyond the point at which compulsory school age (the term after the fifth birthday). This means that parents of a child whose fifth birthday falls between 1 September 2021 and 31 March 2022 may request that their child is not admitted until later in the school year 2021/22. But no later than the term after the child's fifth birthday, when s/he reaches compulsory school age. For children born between 1 April and 31 August, this is not beyond the beginning of the final term of the school year for which it was made. The school will hold any deferred place for the child.
- Where parents wish a child may attend part-time until they reach compulsory school age.

Admissions out of the normal age range group

For children whose fifth birthday falls between 1 April 2022 and 31 August 2022, parents who do not wish them to start school in school year 2021-22, but to be admitted in September 2022 for school year 2022-23, should discuss this with the school at an early stage. Decisions will be made on the circumstances of each case and the best interests of the child. Parental views, academic achievement, social and emotional development and where relevant, medical views will be taken into consideration. The views of the head will also be taken into account and the reasons will be clearly set out in each case.

Parents may decide not to apply for a Reception place in the school but to apply for a Year 1 place in September 2022. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2021-22 Reception Year group. Alternatively, they may decide to apply in the normal round (no later than 15th January 2022) for a Reception Year place in September 2022, but would need to provide strong supporting reasons for seeking

a place outside the normal year group and apply via the protocol outlined above.

Appeals, Late Admissions to Reception and applications for Casual Admission to other Year Groups

The Governors consider each application strictly in line with the Admissions Criteria. There is always pressure for places. In the event that a child is not offered a place, it is suggested that each criterion is studied carefully before appealing. Parents wishing to appeal should obtain an Appeal Form from the School. The form should be sent to reach the Clerk of the Appeals Panel, c/o the school within 14 days of the date of the letter confirming the Governors' decision.

If you have moved to the area and wish to check if there are any vacancies at St Matthew's School, please contact the School Office. An appointment may be made for you to visit the School and discuss the matter with the Head Teacher.

If the Governors are unable to offer your child a place, their name may, if requested, be kept on a waiting list and you will be informed if a vacancy occurs. If places become available, they will be allocated in line with the Casual Admissions Criteria:

1. **Brothers or sisters** are interpreted in this context as children, living at the same address, who share a parent through a blood relationship, legal adoption or legal fostering.
2. **Regular** is interpreted in this context as attendance at Sunday worship by at least one parent or guardian, at least twice a month for a continuous period of at least twelve months before the date on which the application is due

Admissions Criteria for Voluntary Aided Schools

ST MICHAEL AT BOWES CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

The governing Body is responsible for the admission of pupils to St Michael at Bowes Church of England School and admits 90 pupils from Year 3 to Year 6 each September. This admission limit has been agreed between the Governing Body and the Local Authority

The school does not have any specific units for children with particular special needs. It has disabled access; there are ramps at the main entrance to the school and at the entrance to the playground. The school also has a lift for children with physical disability to be able to access the classroom on the second floor. As far as possible the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

Children with an Education, Health and Care (EHC) plan naming St Michael at Bowes CE Junior School will always be offered places. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

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. Written supporting evidence should be supplied, at the time of application, from the relevant LA
2. Children whose parent/carer or grandparent are regular worshippers^{*(1)} of St Michael at Bowes or St. Cuthbert's, Chitts Hill; written evidence of the applicant's commitment to their place of worship (in the form of a clergy reference) will be required
3. Children whose families are regular worshippers of another Christian denomination, as recognized by the CTBI/EA (see annex 1); written evidence of the applicants' commitment to their place of worship (in the form of a minister's reference) will be required
4. Children who have siblings (step/half/foster) attending the school at the time of admission
5. Children whose families are committed and regular members of another world faith^{*(2)}. Written evidence will be required from the faith leader
6. Any remaining place will be given in order of the nearness to the home of one parent to the school, measured along the shortest safe walking route to the school's main gate

In the event that two or more applicants have equal rights to a place under any of the above criteria, the Governing Body will apply the subsequent criteria, in order of priority, to these applicants.

- (a) Children who attend Tottenhall Infant School
- (b) Where more than one applicant is the same distance from the school a decision will be made using random allocation.

^{*(1)} Regular worship is consisted to be at least once a month for a year

^{*(2)} Judaism, Hinduism, Islam, Sikhism,

If we are oversubscribed for a particular year group, parents can place their child on a waiting list. Applicants who wish to be placed on a waiting list will be ranked in accordance with the admissions criteria. Any vacancies will be offered to the family at the top of the waiting list.

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the school. The form should be sent to the Clerk to the Appeal panel, care of the school, within 14 days of the date of the letter confirming the governors' decision not to offer applications from these parents within the same academic year unless there have been significant and material changes in their circumstances.

In-year/casual admissions

Applications for in-year/casual admissions are made in the same way as those made during the normal admissions round. If a place is available and there is no waiting list then the local authority will communicate the governors' offer of a place to the family. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria (with the following modifications: children without an offer of a school place are given priority immediately after other 'looked after' children).

If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your rights of appeal. You will be offered the opportunity of being placed on a waiting list. This list will be maintained by the governing body in the order of the oversubscription criteria (as modified above) and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the governing body will decide who is at the top of the list so the LA can inform the parent that the school is making an offer.

****** "Note: 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

Admissions Criteria for Voluntary Aided Schools

ST MICHAEL AT BOWES CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

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)."

Admissions Criteria for Voluntary Aided Schools

ST MICHAEL'S CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

Parents should either apply for a Foundation Church place or for an Open Community place.

COVID-19 Exceptional Circumstances

Please note that due to the exceptional circumstances of the COVID-19 pandemic, a Variation to the faith based oversubscription criteria for admission in September 2021 has been proposed by the Governing Body of St Michael's CE Primary School. This Variation has been approved by the Office of the Schools Adjudicator, in accordance with section 88E of the School Standards and Framework Act 1998 - and can be seen below:

Variation to the 2021 Admission Policy:

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 admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Applying for a Foundation Church Place

There are three parts to applying for a Foundation Church place:

1. Our **Supplementary Information** Form should be completed and returned directly to the school by 15th January 2021, so that the governors may consider your application fully.
2. In addition to the **Supplementary Information Form**, parents must also complete a Common Application Form (CAF) from their home local authority (for those who live in Enfield, this is **London Borough of Enfield CAF**) and return this directly to your home local authority by 15th January 2021.
3. Our Supporting Reference Form, completed by the priest/minister of the church attended by the family, stating that they have attended twice a month for two years. It is the responsibility of parents to make arrangements for the signing of this form with their own minister. This must be submitted to the school by 15th January 2021. It should not be signed before 1st January 2021.

Applying for an Open Community Place

There is one part to applying for an Open Community Place.

1. Parents should complete a Common Application Form (CAF) from their home local authority (for those who live in Enfield, this is **London Borough of Enfield CAF**) and return this directly to your

home local authority by 15th January 2021.

The Admissions Process

The Admissions Panel meets in February. According to the information from the Common Application Forms, from our Supplementary Information Forms and from our Supporting References (completed by the priest/minister of the church attended by the family), children are placed on either the Foundation List or the Open Community List.

First of all, children in Public Care are considered and placed (Category 1).

Then children in priority groups are considered and placed (Category 2).

Next, 85% of the remaining places are allocated to Foundation Church applicants (Category 3). Should there be more Foundation applicants than places, these children will be transferred to the Open Community List.

Then, the remaining 15% of places will be allocated according to the Open Community criteria (Category 4).

Statement of Special Educational Needs or Education and Health Care Plan

Children with a Statement of Special Educational Needs (Statement) or Education and Health Care Plan (EHCP). Where the Statement or EHCP names St. Michael's School, the child will have automatic entry to the school.

Admissions Criteria

Sixty children are admitted each year to the Reception Class. Should there be more applications than there are places, the following admissions criteria will apply in order.

Category 1

- 1) Children in Public Care 1

Category 2

- 2a) Children of UK Armed Forces personnel 2
- 2b) Children of St. Michael's School staff 3
- 2c) Children with exceptional social or medical needs will be considered on a case by case basis. Supporting documents will be required.

Once Category 1 and Category 2 have been considered, the remaining places will be divided as follows:

85% Foundation Church Places (Category 3), 15% Open Community Places (Category 4)

Admissions Criteria for Voluntary Aided Schools

ST MICHAEL'S CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

85% Foundation Church Places:

These places are for the children of families who have attended church twice a month for the previous two years. A reference from the priest/minister should be provided on our Supporting Reference Form. If families have changed their regular place of worship within the last two years, an additional reference will need to be completed by the previous priest/minister to make up the full period.

Please note the following Variation to the 2021 Admission Policy:

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 admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

15% Open Community Places:

Open Community Places are for children whose families live closest to the school. The distance will be measured by the Admissions IT system ADDRESS-POINT®, as used by Enfield Local Authority.

Category 3: Foundation Church Places

Should there be more applications than there are Foundation places, the following criteria will apply, in order.

F a) A child whose parent/s worship regularly 4 at St. Michael's CE Church, Gordon Hill or St. Mary Magdalene CE Church, Windmill Hill.

Should there be more applicants than places for St. Michael's and St. Mary Magdalene attenders, the category will be ordered as follows: children with sibling/s 5 at St. Michael's CE Primary School then according to Home / School distance⁶

F b) A sibling 5 and whose parents regularly worship 4 at a Church belonging to any of the following organisations: Churches Together in Britain and Ireland, Evangelical Alliance, Affinity.

Should there be more applicants than places for siblings 5 in this category, the category will be ordered according to Home / School distance. 6

F c) A child whose parent/s worship regularly 4 at St Luke's and St John's. Should there be more applicants than places in this category, the category will be ordered according to Home / School distance. 6

F d) A child whose parent/s worship regularly 4 at any other Church of England Church. Should there

be more applicants than places in this category, the category will be ordered according to Home / School distance. 6

F e) A child whose parent/s worship regularly 4 at a Church of any other Christian denomination belonging to any of the following organisations: Churches Together in Britain and Ireland, Evangelical Alliance, Affinity.

Should there be more applicants than places in this category, the category will be ordered according to Home / School distance. 6

If there are any Foundation Church places still unfilled, they will become Open Community places.

Category 4: Open Community Places

Open Community Places are for children whose families live in the local area. Should there be more applications than Open Community places, the following criteria will apply, in order:

O a) A sibling. 5

Should there be more applicants than places in this category, they will be ordered according to Home / School distance. 6

O b) Children who do not fall into the categories above but who live in close proximity to the school, priority being given to the closest.⁶

If there are any Open Community places still unfilled, they will become Foundation places.

Oversubscription Criteria / Waiting List

After 1st September of the Admissions year (1st September 2021), the Foundation Places List and the

Open Community List become one and will be allocated in the following order:

Category 1

Category 2 (2a, 2b, 2c)

Category 3 (Fa, Fb)

Category 4 (Oa)

Category 3 (Fc, Fd, Fe)

Category 4 (Ob)

Should there not be enough places available, parents will be automatically placed on a waiting list.

This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available, the Governing Body will decide who is at the top of the

Admissions Criteria for Voluntary Aided Schools

ST MICHAEL'S CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

list so that the Local Authority can inform the parent that the school is making an offer.

If you are not offered a place at St. Michael's School, you have the right to appeal against the School's decision. Appeals should be made in writing, to the Clerk to the Governors c/o St. Michael's School, and should be made within six months of the date of admission to the School. An independent appeals committee will hear your appeal and notify you of their decision.

In-Year Admissions

Parents should apply for In-Year Admissions using a London Borough of Enfield In-Year Admissions Form and, if appropriate, a Supplementary Information Form and Priest's Supporting Reference.

Should a place become available and there are more applicants than places, places will be allocated in the following order:

Category 1

Category 2 (2a, 2b, 2c)

Category 3 (Fa, Fb)

Category 4 (Oa)

Category 3 (Fc, Fd, Fe)

Category 4 (Ob)

Late Applicants:

Late applicants (i.e. submitted after 15th January 2021) may be considered if governors consider there are exceptional circumstances leading to the late submission.

Multiple Births:

Where one child is the 60th child, the other/s will be offered a place.

Proof of Address and Date of Birth:

Proof of address and date of birth will always be sought.

Summer Born Children:

Admissions outside of the normal age group

The term 'summer born children' relates to all children born from 1 April to 31 August. In exceptional circumstances, it may be possible for summer born children (or those born prematurely) to be admitted out of their normal age group. Decisions will be made on a case by case basis after liaison between the child's parents, school and any outside agencies.

If a parent decides not to apply for a Reception place, but to apply for a Year 1 place, the parent needs to be

aware that the Year 1 group may have no vacancies.

Deferred Places:

Where a place has been offered:

- It is for a full-time place from the September following the child's fourth birthday.
- The place may be deferred until later in the school year but not beyond the point at which the child reaches compulsory school age (the term after the fifth birthday). This means that parents of a child whose fifth birthday falls between 1 September and 31 March may request that their child is not admitted until later in the school year, but no later than the term after the child's fifth birthday, when s/he reaches compulsory school age. For children born between 1 April and 31 August, this is not beyond the beginning of the final term of the school year for which the offer was made. Decisions will be made on a case by case basis after liaison between the school and the child's parents.
- A child may attend part-time until they reach compulsory school age.

Explanatory Notes:

1. Includes: Children who were Looked After, but ceased to be because they were adopted, became subject to a 'Child Arrangements Order' or 'Special Guardianship Order'.
2. Children of UK service personnel (UK Armed Forces) with a confirmed posting to this area. The School must: allocate a place in advance of the family arriving in the area provided that the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address. The School must not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children.
3. Children of Staff members who fulfil the following conditions:
 - The member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, / or /
 - The member of staff is recruited to fill a vacant post for which there is a demonstrable shortage.
4. By regular we mean worship at church by a parent/guardian, at least twice monthly over the period

Admissions Criteria for Voluntary Aided Schools

ST MICHAEL'S CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

of two years, prior to the admissions meeting in February 2021. Attendance information will be sought via our Supporting Reference, completed by the priest/minister of the church attended by the family, which parents should collect from, and return to, the school.

Please note the following Variation to the 2021 Admission Policy:

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 admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

5. By sibling we mean: brother, sister, step/half/foster siblings living at the same address of a child currently attending the school at the time of Admission (i.e. September 2021).
6. Distances from home to school are provided by the Enfield Schools Admissions Service. The Governing Body has been advised that the distances provided are calculated by the Admissions IT system using ADDRESS-POINT®. This provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metres (10cm) measured from the Headteacher's Office. The accuracy of each ADDRESS-POINT® is such that each point will fall within the addressed building. In the case of multi-occupancy buildings such as flats where there may only be one address point, priority will be given to the applicants whose door number is the lowest numerically or alphabetically.

Admissions Criteria for Voluntary Aided Schools

ST MONICA'S CATHOLIC PRIMARY SCHOOL – ADMISSIONS CRITERIA

St. Monica's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school be fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support to the aims and ethos of the school.

The Published Admissions Number (PAN) for the reception class at St Monica's is 60. The Governing Body has sole responsibility for admissions to this school and intends to admit 60 children in the school year which begins in September 2021. Applications are welcome from families whose child reaches his/her fourth birthday between 1st September 2020 and 31st August 2021.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the criteria listed below.

In this policy, **'applicant'** refers to the person making an application on behalf of a child; **'candidate'** refers to the child on whose behalf the application is being made. A **'parent'** is the adult or adults with legal responsibility for a child.

OVERSUBSCRIPTION CRITERIA

Where there are more applications than the number of places available, places will be offered according to the following order of priority: -

1. Catholic* looked-after* children and Catholic children who have been adopted* or made subject to child arrangements orders or special guardianship orders immediately after having been looked after;
2. baptised Catholic children with a Certificate of Catholic Practice*, who have a sibling* at the School at the time of application;
3. baptised Catholic children with a Certificate of Catholic Practice*. If you have recently arrived within your Parish, we will require a Certificate of Catholic Practice* to be signed by your previous Parish Priest;
4. other baptised Catholic children;
5. other looked-after children and children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately after having been looked after;
6. children who are not baptised Catholics and who have a sibling at the School at the time of admission;
7. children of catechumens* and members of an Eastern Christian Church*;

8. children of other Christian denominations* whose application is supported either by a certificate of baptism or by a letter from their minister/religious leader confirming membership of the faith community;
9. children of other faiths* whose application is supported by a letter from their minister/religious leader confirming membership of the faith community; and
10. any other children.

*Definitions:

'Looked-after child' has the same meaning as in Section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents at the time of making an application for admission to the School).

'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This must be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into the full communion of the Catholic Church, presented at the time of application.

'Adopted' means a child who has been formally adopted and whose parent/guardian can give proof of adoption.

'Child arrangements order'. A child arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately before the order is made qualify to be included in this category.

'Special guardianship order' means an order under the terms of the Children Act 1989, section 14A appointing one or more individuals to be a child's special guardian(s). Children 'looked after' immediately before the order is made qualify to be included in this category.

'Certificate of Catholic Practice' means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of the child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected

Admissions Criteria for Voluntary Aided Schools

ST MONICA'S CATHOLIC PRIMARY SCHOOL – ADMISSIONS CRITERIA

that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests <http://rcdow.org.uk/education/governors/admissions/>.

'Sibling' means brother or sister, to include adopted brothers and sisters, half-brothers and sisters or step-brothers and sisters.

'Catechumen' means a child who is a member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the Order of Catechumens.

'Eastern Christian Church' includes Orthodox Churches and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

'Children of other Christian denominations' means children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and of CYTÜN (Churches

Together in Wales) are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

'Children of other faiths' means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- a religion which involves belief in more than one God; and
- a religion which does not involve belief in a God.

Case law has identified certain characteristics which

describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

EXCEPTIONAL NEED

The Governing Body will give top priority within any category (after the appropriate category of looked-after children) to an application where compelling evidence is provided at the time of application of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school. In such cases, evidence must be provided by an appropriate professional such as a doctor, priest or social worker.

APPLICATIONS FOR TWO OR MORE SIBLINGS

Where the final place is offered to a child who has siblings applying for a place in the same school year, those siblings will also be admitted.

OUTCOME OF PREVIOUS YEAR'S APPLICATIONS

Last year the School was oversubscribed: we received 190 applications for 60 places.

40 children from category 2 were offered a place, along with 20 in category 3, in accordance with the distance criterion.

DISTANCE CRITERION

Where the offer of places to all the applicants in any of the categories listed above would still lead to oversubscription, the available places will be offered to those living nearest to St Monica's Church, Stonard Road, Palmers Green. This distance is calculated by the Enfield Schools' Admissions Service IT system using ADDRESS-BASE PREMIUM. They calculate the distance (in a straight line, as the crow flies) from the central point of St Monica's Church to the front door of the address at which the candidate is resident. **A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the week.** The distance measure provides a national grid coordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metre (10cm). The accuracy of ADDRESS-BASE PREMIUM is such that each point will fall within the building at the address in question. In the case of a multi-occupancy building, such as flats where there may only be one address point, priority will be given to the applicant whose door number is the lowest numerically or alphabetically.

FAIR ACCESS

The School is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside

Admissions Criteria for Voluntary Aided Schools

ST MONICA'S CATHOLIC PRIMARY SCHOOL – ADMISSIONS CRITERIA

the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Governing Body and the Diocese for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

WAITING LIST

Unsuccessful applicants will be invited to place their child on the waiting list. This will be maintained by the Governing Body in the order of the categories in the oversubscription criteria above and not in the order in which the applications are received. At the end of the academic year, the Local Authority will ask applicants if they wish their child to remain on the waiting list. Names will be removed accordingly. When a place becomes available, the Governing Body will decide who is at the top of the list so that an offer can be made.

RECEPTION YEAR DEFERRED ENTRY

Applicants may defer entry to school until compulsory school age, i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also request that their child attend part-time until compulsory school age is reached. Entry may not be deferred beyond compulsory school age or beyond the year for which the application has been made. Applicants, therefore, whose children have birthdays in the summer term may defer only until the 1st April 2022.

SUMMER-BORN CHILDREN

If applicants wish their summer-born child to start school in reception class in the September following his/her 5th birthday, they should submit an application in the normal way during the school year preceding that September. It will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

APPLICATION PROCEDURE

- A. In order to make an application, you must complete an application form from the Local Authority in which you live. The form must either be completed on line or a paper form obtained and returned as directed to the Local Authority (or to the School which will send it to the Local Authority). This application must include proof of the child's home address (see accepted proofs of address in the Local Authority Admissions booklet). The form should be submitted by 15 January 2021.
- B. In order for applications to St Monica's School to

be placed in the correct order of priority according to the oversubscription criteria set out above, you should also submit the following direct to the School by 15 January 2021:

- a **Supplementary Information Form (SIF)**;
- Certificate of Catholic Practice (**if applicable; see paragraphs D below**); and
- proof of baptism (if applicable) – **only the original certificate marked with the Parish seal can be accepted.**

If you are applying under category 2 or 3, all three documents will be required in order for your application to be considered fully.

If you are applying on behalf of a looked after or adopted child, you should also provide evidence that confirms this.

- C. Unless all applicable documents are returned to the school by 15 January 2021, the Governing Body will be unable to consider your application fully and it is very unlikely that your child will be offered a place.
- D. Applicants applying under category 2 and 3 must submit a Certificate of Catholic Practice (CCP) by the closing date. The Certificate is available from the parish in which the family normally worships or from the Diocesan website. Parents should complete the top part of the form and then take it to their parish priest (or the priest at the parish where they normally worship) for signature. It is the parents' duty to ensure that the CCP is submitted to the School in good time. The priest will sign this form only if he knows you.
- E. The Governors will meet during the spring term to rank the children in accordance with this Admissions Policy and its oversubscription criteria. The results of the ranking will then be sent to the Local Authority.
- F. On or around 16 April 2021, letters will be sent by the Local Authority, on behalf of the Governing Body, to the 60 children who are being offered places. All families who wish to accept this offer will be asked to confirm so in writing.
- G. In addition, the School will write to all families who have been offered a place. Families who do not already have a child at the School and who wish to accept the offer, will be required to provide the School office with **two further proofs of the address on the application form**; one must be a council tax bill and the second must be a utility bill not more than three months old. This address must be maintained until the child's first day at school, unless the new address is no further from St Monica's Church than the address of the child at the

Admissions Criteria for Voluntary Aided Schools

ST MONICA'S CATHOLIC PRIMARY SCHOOL – ADMISSIONS CRITERIA

furthest distance from the church to whom a place has been offered.

- H. The School fully supports the stance taken by the London Borough of Enfield with regard to fraudulent or misleading information being given in order to secure a place. Evidence of fraud or intentionally misleading information will lead to any offer of a place being withdrawn.
- I. If your child is not offered a place in reception class, he/she will automatically be placed on a waiting list. This list ranks the children according to the categories in the oversubscription criteria.
- J. Unless there are exceptional circumstances and applicants can demonstrate a good reason (accepted by the Governors) for not applying by the published deadline of 15 January 2021, late applications will not be considered until initial allocations have been made. As soon as the initial allocations have been made, all applications, whenever made, will be ranked solely according to the oversubscription criteria and placed on the waiting list. They will remain on the waiting list until the end of the 2021/2022 academic year. The Local Authority will write to applicants at the end of each academic year to ask if they wish to remain on the waiting list.
- K. Applications on the waiting list are ranked according to the oversubscription criteria and NOT in the order in which they have been received. This means that a child's position on the reserve list is subject to change, depending on how subsequent applications are ranked.
- L. All parents are strongly advised to apply to another school (or schools) as a place at St. Monica's can never be guaranteed in advance of the Governors' consideration of applications.
- M. The Admissions Policy will be posted on the notice board at St. Monica's Church, Stonard Road, Palmers Green.

RIGHT OF APPEAL

If your application for a place is unsuccessful, you may ask us for the reasons. These will be related to the oversubscription criteria listed above and you will have the right of appeal to an independent panel. Parents who wish to appeal must complete a form provided by the School Office, stating the grounds for their appeal, and return it by 20 May 2021 to the Headteacher, c/o St. Monica's Catholic Primary School, Cannon Road, Southgate, London, N14 7HE.

PUPILS WITH AN EDUCATION, HEALTH & CARE PLAN

The admission of pupils with an Education, Health and Care Plan (EHCP) is dealt with by a completely separate procedure. Details are set out in the Special Educational Needs Code of Practice. If your child has an EHCP, you must contact your local authority SEN officer. Candidates with an EHCP on which St Monica's School has been named after completion of the statutory consultation process will be offered a place.

CHANGE OF DETAILS

If any of the details on either the Local Authority application form or the SIF change between the date of application and the receipt of the letter of offer or refusal, you must inform the School and the Local Authority immediately. If misleading information is given or allowed to remain on either form, the Governing Body reserves the right to withdraw the offer of a place, even if the child has already started at the School.

IN-YEAR ADMISSIONS

Application for in-year admission is made by completing an application form from the Local Authority in which the child lives. This can be done on paper or on-line. The additional information described in Part B of the Application Procedure above should also be submitted to the School so that the application can be fully considered. If a place is available and there is no waiting list, the child will be admitted. If there is a waiting list, the application will be ranked by the Governing Body in accordance with the oversubscription criteria. If a place cannot be offered at this time, then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list.

Any offer of a place will be conditional on an up-to-date Certificate of Catholic Practice and proofs of address being supplied. A council tax bill and utility bill no more than three months old will be required to confirm the address on the application form. A new Certificate of Catholic Practice will also be required unless one was previously submitted and is less than one year old.

CHILDREN EDUCATED OUTSIDE THEIR CHRONOLOGICAL AGE GROUP (except Reception applications for summer-born children)

Parents may apply for their child to be educated outside his/her chronological age group, i.e. a year behind or a year ahead. Supporting evidence should be submitted to the Chair of Governors at the same time as the application. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

Admissions Criteria for Voluntary Aided Schools

ST PAUL'S CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

St Paul's Church of England Primary School has a distinctive Christian ethos which is at the heart of the School and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community and we ask all parents/carers to respect the Christian ethos of our school and its importance to our community.

The Governing Body is responsible for the admission of pupils to the School and admits 60 pupils per year group, split between 2 classes each year. The Governing Body is required to abide by the maximum limits for infant classes i.e. 30 pupils per class.

The School is part of the locally agreed admission arrangements and the timescales for applications to be received and processed are those agreed with Enfield Council. Admissions are co-ordinated by the Enfield Schools Admissions Service, details of which are available on the Enfield Council's website. Parents will need to obtain and complete an Enfield application form on which they may list up to six Enfield primary schools in order of preference. Forms may be downloaded from the Local Authority's website, www.enfield.gov.uk/admissions.

It is the policy of St Paul's School to try to offer a place to every child whose parents would like him or her to attend. When oversubscribed, places will be allocated in accordance with the criteria listed below, which should be read in conjunction with the accompanying 'Notes on the Criteria of Admission'. Within each criterion, priority will be given in accordance with the proximity of the applicant's principal place of residence to the school with those living nearest to the school being considered first.

1. 'Looked after' children and children who were adopted (or are subject to residence orders or special guardianship orders) following having been looked after;
2. Siblings of a pupil attending the school at the time of admission;
3. Baptised children whose parent/parents are confirmed and who have attended Sunday worship at St Paul's Church Winchmore Hill, Holy Trinity Church Winchmore Hill, St John the Evangelist Palmers Green or St Peter's Church Grange Park at least twice per month for at least the past two years at the time of application;
4. Baptised children whose parent/parents have attended Sunday worship at St Paul's Church Winchmore Hill, Holy Trinity Church Winchmore

Hill, St John the Evangelist Palmers Green or St Peter's Church Grange Park at least once per month for at least the past two years at the time of application;

5. Baptised children whose parent/parents have attended Sunday worship at any Church of England church at least once per month for at least the past year at the time of application and who live within $\frac{3}{4}$ of a mile of the school;
6. Baptised/dedicated children whose parent/parents have attended Sunday worship at another recognised Christian church at least once per month for at least the past year at the time of application and who live within $\frac{3}{4}$ of a mile of the school;
7. Children whose parent/parents have attended the place of worship of another recognised World Faith at least once per month for at least the past year and who live within $\frac{3}{4}$ of a mile of the school;
8. Proximity of the child's principal place of residence to St Paul's School.

In addition to completing the Enfield Application Form mentioned above applicants who wish to be considered under Criteria 3 to 7 will also need to complete and submit the St Paul's School supplementary information form giving the name and address of a minister of religion at the parent(s) current place of worship who would be willing to supply a reference, so that governors may consider the application fully. If any of the information provided subsequently proves to be incorrect, the governors reserve the right to withdraw the place offered. Supplementary information forms need to be returned to the School by the date highlighted at the top of the form. Failure to return the supplementary information form will mean that the School cannot consider the application under the church criteria, in this case the application will be considered under the next most appropriate criterion based on the information provided by Enfield Council.

NOTES ON THE CRITERIA OF ADMISSION

The following notes are intended to explain the criteria in detail and to assist prospective parents in understanding how the admissions policy will be administered.

An applicant with written evidence from an appropriate professional of medical, social or pastoral need which can be most appropriately met at St Paul's School where detriment would

Admissions Criteria for Voluntary Aided Schools

ST PAUL'S CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

be suffered if the child had to attend another school, will be given the highest priority within each criterion. Thereafter, places will be offered on the basis of proximity, with priority being given to those children living closest to the school. The London Borough of Enfield provides the school with the straight line distance from every applicant's principal place of residence to the front door of the school, measured by global positioning satellite. Proximity will be determined in accordance with this information. The child's principal place of residence (where the child normally lives) will be deemed to be the child's home address given by the parent/parents at the time of application.

Criterion 1

Please see the Children Act 1989 for further details. This is available for reference at www.opsi.gov.uk/legislation

Criterion 2

Definition of siblings

For the purpose of criterion 2, siblings will be deemed to include full, half, step, adopted or fostered brothers or sisters whose principal place of residence is within the same family unit and at the same address as the pupil already attending the school at the time of admission. For the avoidance of doubt, children with a sibling in Year 6 at the time of application will not fulfil the requirements of criterion 2 as the sibling will have left St Paul's School by the date of the applicant's admission.

Criterion 3

(a) Baptism

Baptism is defined as baptism with water in the name of the Trinity. Please note you will be asked to provide a copy of the child's baptism certificate or letter of verification from the relevant church.

(b) The past two years

For the purpose of applying the admissions criteria, reference to the past two years shall be deemed to refer to a continuous period ending on the closing date for applications in any given year.

(c) Confirmation

For the purpose of criterion 3, the requirement for confirmation will be satisfied if an applicant parent is:

- (i) Confirmed in the Church of England or a Church in Communion with the Church of

England; or,

- (ii) being confirmed in another episcopal church, formally received into the communion of the Church of England.

A list of churches in communion with the Church of England may be found online at:

<http://www.churchofengland.org/about-us/structure/churchlawlegis/canons/supplementary-material.aspx>

Reception into the communion of the Church of England is a formal act governed by the provisions of Canon B 28 of the Canons of the Church of England.

For the avoidance of doubt parents confirmed in a church other than a church in communion with the Church of England will not satisfy the requirement for confirmation unless they have been episcopally confirmed or formally received into the communion of the Church of England.

You will be asked to provide a copy of the confirmation or reception certificate or certified copy of an entry in the confirmation register of the said church.

Criterion 4

(a) Baptism

See notes under criterion 3 above.

(b) The past two years

See notes under criterion 3 above.

Criterion 5

(a) Baptism

See notes under criterion 3 above.

(b) The past year

For the purpose of applying the admissions criteria, reference to the past year shall be deemed to refer to a continuous period ending on the closing date for applications in any given year.

(c) $\frac{3}{4}$ of a mile

The London Borough of Enfield provide the school with the distance from every applicant's principal place of residence to the front door of the school measured by global positioning satellite. Whether or not the applicant lives within $\frac{3}{4}$ of a mile will be determined in accordance with this information. A local area map is available for inspection by prospective parents in the school office by way of guidance

Admissions Criteria for Voluntary Aided Schools

ST PAUL'S CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

only.

Criterion 6

(a) Baptism or Dedication

See notes under criterion 3 above. In the case of children dedicated rather than baptised you will be asked to provide a copy of the child's dedication certificate or letter of verification from the relevant church.

(b) The past year

See notes under criterion 5 above.

(c) ¾ of a mile

See notes under Criterion 5 above.

(d) Recognised Christian churches

For the purpose of Criterion 6, a recognised Christian church will be a Christian church which is a member of Churches Together in Britain & Ireland*, the Evangelical Alliance** or the Fellowship of Independent Evangelical Churches***. A list of member churches are to be found on the relevant websites:

* www.ctbi.org.uk

** www.eauk.org

*** www.fiec.org.uk

Criterion 7

(a) The past year

See notes under Criterion 5 above.

(b) Recognised World Faiths

For the purpose of criterion 7, recognised World Faiths are Buddhism, Hinduism, Islam, Judaism and Sikhism.

(c) ¾ of a mile

See notes under Criterion 5 above.

GENERAL INFORMATION

In order to meet any of the faith criteria, parent(s) will be required to provide the admissions committee with the contact details of the minister of religion at their nominated church or other place of worship. The governors will rely on a reference form received from the nominated minister providing information about the applicant including frequency of attendance at the nominated church.

Individual churches may have procedures in place to record attendance in order to assist the nominated minister in providing an accurate reference. It is the responsibility of parents/guardians to ensure that

they comply with any such procedures.

All documentation requested must be attached to the supplementary information form and must pre-date the final date for submission. For the avoidance of doubt this means that baptism/dedication, confirmation/reception must have been undertaken before the closing date for applications. Dates for church attendance are taken from the 2 years previous to the closing date for applications.

If a parent wishes to explore the possibility of their summer born child being educated out of their normal school year (delaying the start of school for a year) they must discuss this with the head teacher before applying.

Moving to the area

Where a family have recently moved into the area but were previously regularly attending another church or place of worship of a recognised World Faith in accordance with the criteria set out above, parent(s) will be entitled to provide the Admissions Committee with the contact details of their previous minister or faith leader in addition to the minister of their current church. The Admissions Committee will request and consider a reference from that previous minister or leader before deciding the criterion into which the applicant falls.

Waiting list

The School operates a waiting list which is ordered in accordance with the admission criteria. The waiting list is held by Enfield Council in the first instance. The waiting list is only referred to once a place becomes available within a particular year group.

Appeals

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the School. The form should be sent to the Clerk to the Governors c/o the School

Office, within 20 school days of the date of the letter confirming the governors' decision not to offer a place. Should an appeal be unsuccessful, the governing body will not consider a further application from those parents within the same academic year unless there have been significant and material changes in their circumstances.

Late applications

The Governors will consider late applications in accordance with Enfield Council's admissions procedures.

Admissions Criteria for Voluntary Aided Schools

ST PAUL'S CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

Deferred entry to reception class/part-time entry

The School admits children to the reception classes in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1st September to 31st August). Parents/carers applying for a place in a reception class may request to defer entry to the reception class until the beginning of the term after their child is 5 years old, but cannot defer entry beyond the end of the school year. Parents/carers may also request that their child attends part-time until their child reaches compulsory school age.

Tie-breaker

In the event of over-subscription where selection has to be made within a criterion, priority will be given to those living closest to the School. All distances are provided by Enfield Council. In the event of over-subscription and two families living equidistant from the School, admission will be determined by the drawing of lots.

Admissions Criteria for Voluntary Aided Schools

WOLFSON HILLEL PRIMARY SCHOOL – ADMISSIONS CRITERIA

Reception Admissions Policy

Wolfson Hillel Primary School is an outstanding Jewish school where all pupils are supported to exceed their targets or national expectations within a warm and welcoming Jewish environment. The well-being of our children is at the forefront of everything we do and we aim to develop young people who are socially aware and able to make positive contributions to both the Jewish community and the wider world.

Our modern orthodox Jewish belief and practice permeate throughout Hillel's activities, creating a sense of belonging and preparing children for lifelong Jewish learning.

Wolfson Hillel Primary School's Foundation Body is the United Synagogue and its religious authority is the Office of the Chief Rabbi of the Hebrew Congregations of the Commonwealth. Wolfson Hillel Primary School is an academy under the Jewish Community Academy Trust ("JCAT"). The Admissions Authority is JCAT.

Wolfson Hillel Primary School will give priority to applicants who meet a religious practice test based on guidelines from the Chief Rabbi. Those applicants wishing to be considered a priority for available places must complete a Certificate of Religious Practice (CRP¹) based on criteria such as the family's synagogue service attendance, commitment to Jewish education and voluntary work within the community. Whilst priority will be given to those children whose families demonstrate an ongoing commitment to the School's ethos, all families will be expected to respect the ethos.

The School admits children aged 4 to 11 and all children must attend full-time schooling by the term they reach their 5th birthday (compulsory school age²). The school's Published Admission Number (PAN) is 30 places in each of the two classes in every school year. Additional children may be admitted under limited exceptional circumstances³. The School will admit children at any time to all year groups, provided a place is available.

Parents are invited to visit the School prior to applying. Open mornings for prospective parents are held throughout the year and individual visits are also welcome by prior arrangement. Please contact the School for details. The School is not permitted by law to interview parents, or children, with a view to selection.

All children whose Education Health Care Plan names the School will be admitted.

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted

and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1.

Parents wishing to apply for a place outside their normal age group should write to the Admissions Officer via the School Office setting out: their views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

This will then be considered by the Admissions Committee who will make a decision based on the information provided and the views of the head teacher of the school. Each decision will be based on the circumstances of each case and in the best interests of the child concerned. The Admissions Committee will write to the parents informing them of their decision on the year group to which the child should be admitted and the reasons for the decision.

OVERSUBSCRIPTION CRITERIA

If the School is oversubscribed, after the admission of children whose Education Health Care Plan names the School, priority for admission will be given to those children who meet the criteria as set out in the order listed below:

1. Children who are looked after by a local authority⁵, or a child who was previously looked after⁶, with a completed and valid CRP
2. Siblings⁷ of pupils attending the School on the date of admission, with a completed and valid CRP
3. Siblings of former pupils of the School, with a completed and valid CRP
4. Children of staff⁸ employed at the school with a completed and valid CRP
5. Children for whom the school is appropriate on genuine medical or social grounds⁹, with a completed and valid CRP
6. Other children who have a complete and valid CRP
7. Other children who have an incomplete CRP
8. Other children who are looked after by a local authority, or other children who were previously looked after by a local authority
9. Any other children

Admissions Criteria for Voluntary Aided Schools

WOLFSON HILLEL PRIMARY SCHOOL – ADMISSIONS CRITERIA

Tie-Breaker

In the event of there being more applicants than places available within each of the above criteria 1 to 9, priority will be given to children living nearest the school. Distance will be measured from the main gate of the home address¹⁰ to the main gate of the School site using Enfield Council's computerised mapping system. In cases where more than one applicant lives equidistant from the school, and places cannot be offered to all these children, the available place will be determined by random allocation supervised by a person independent of the School.

APPLICATION PROCEDURES

1 When to Apply

Children will be admitted to Reception¹¹ in the September following their fourth birthday. Applications should be made by 15 January in the calendar year of entry. Forms are available from the School from September each year. All applications received on time will be processed together. By law, priority must not be given to children based on the date their application is received or their name is added to the list.

2 How to Apply

- a) Application for a place in Reception is by completion of a school application form. The form is available on the school website and should be returned to the local school by 15 January in the calendar year of entry.

- b) In addition, the School's Supplementary Information Form (SIF) and Certificate of Religious Practice

(CRP) must be completed. Both the SIF and CRP are available from the School Office or website (www.wolfsonhillel.enfield.sch.uk) and must be returned to the School without delay.

Late applicants will be processed after those that have been received on time.

- c) Application for a child whose Education, Health and Care Plan names the School is made by a separate process.

3 Offer Date

A letter offering, or refusing, a place will be sent by the local authority where the child lives on the national offer date which will be 16 April (or next working day¹²)

4 Response by Parents

Parents are requested to indicate in writing their intention, or otherwise, to take up a place by the date

mentioned in the offer letter.

5 Waiting List

For those applicants who do not receive an offer of a place, parents must advise the School, in writing, if they wish their child's name to be included on the waiting list. The School's waiting lists for all years will be kept open indefinitely and the School may check with parents from time to time to establish whether they wish their child to remain on the waiting list. The child's place on the waiting list will be determined at all times in accordance with the oversubscription criteria.

Following the application procedure for Reception places, and once initial offers have been made, the waiting list will be adjusted to include late applications. A child's position on the waiting list will not depend upon when the application was made but will be determined by how the oversubscription criteria are met. This means that a child's position on the list can go down as well as up, depending on the circumstances of all applicants. In the event of a vacancy occurring, the place will be offered to a child on the waiting list starting with the one at the top at the time and working downwards until the vacancy is filled. Parents are asked to inform the School when they no longer wish their child's name to remain on the waiting list.

6 Late Applications

- a) Applications for Nursery received between March and the end of August, for entry in the September of the same year, must be made by completion of a Common Application Form (CAF). The form is available from, and should be returned to, the local authority where the child lives without delay.
- b) In addition, the School's Supplementary Information Form (SIF) and Certificate of Religious Practice (CRP) must be completed. Both forms are available from the School Office or website (www.wolfsonhillel.enfield.sch.uk) and must be returned to the School without delay. Late applications will be processed after those that have been received on time.

7 In-Year Applications

Application for Reception received after the start of the academic year of normal entry should be made directly to the School. Application is by completion of the School's Application Form, Supplementary Information Form (SIF) and Certificate of Religious Practice (CRP). All forms are available from the School Office or website (www.wolfsonhillel.enfield.sch.uk), and must be returned to the School without delay, together with proof of address.

Admissions Criteria for Voluntary Aided Schools

WOLFSON HILLEL PRIMARY SCHOOL – ADMISSIONS CRITERIA

8 Applications Outside the Normal Admissions Round

Places may be available in years other than Reception. Application for a school place outside the normal admissions round should be made directly to the School. The School's Supplementary Information Form (SIF) and Certificate of Religious Practice (CRP) must be completed. Both forms are available from the School Office or website (www.wolfsonhillel.enfield.sch.uk), and must be returned to the School without delay, together with proof of address¹³.

9 Children from Overseas

Applications for children coming from overseas must be treated in accordance with European Union law or Home Office rules for non-European Economic Area nationals. Non-statutory guidance on this should be available on the website of the Department for Education.

10 Right of Appeal

Parents who receive a letter to say that their application has not been successful have the right to appeal. Parents wishing to appeal must write to the Chair of the Governors at the school address, within 20 days of receiving the letter of refusal. The procedure will be explained in a response by the school and the timetable for the process will be published on the school's website by 28th February each year.

FALSE INFORMATION

Places can be withdrawn after an offer has been made if the Admissions Committee of the Governing Body determines that the offer was made on the basis of false or fraudulent information.

For further information please contact the School Office on 020 8882 6487.

NOTES

- 1 The requirements of the CRP might change from year to year. Parents are advised to check with the School whether the CRP obtained for Nursery, or another school, will be valid for primary classes.
- 2 If a child is offered a place in Reception and would start school before the child is of compulsory school age, parent can defer until later in the year, or until the term in which the child reaches compulsory school age, or take up the place part-time until the child reaches compulsory school age.
- 3 Twins and children from multiple births will be admitted when one of the siblings is the 30th child and, as a result, the School's PAN will be increased.

- 4 A Statement of Special Educational Need is a statement made by the local authority (see section 324 of the Education Act 1996) specifying the special educational provision required for that child.
- 5 A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority (see section 22(1) of the Children Act 1989). Applications for looked after children must be made by the person with parental responsibility and/or the child's social worker.
- 6 A previously looked after child is a child who has ceased to be so because they have been adopted (see section 46 of the Adoption & Children Act 2002), or became subject to a residence order (see section 8 of the Children Act 1989), or special guardianship order (see section 14A of the Children Act 1989).
- 7 Siblings of pupils attending the School at the time of application and siblings of former pupils include half-siblings, foster siblings, step-siblings, adopted siblings and other children living permanently in the same home.
- 8 Staff in either or both of the following circumstances:
 - (i) Staff are, or were within one year before the date of application, recruited to fill a vacant post for which there is a demonstrable skill shortage; or
 - (ii) Have been employed by the School for a continuous period of at least two years and who, in the two years immediately before the date of application, have worked full-time or not less than 0.6 full-time equivalent.
- 9 Applications for priority on medical or social grounds must be supported by a letter from the child's GP, medical consultant and/or social worker. Submissions must specify the particular reasons why Wolfson Hillel Primary School is the most suitable and the difficulties that would be caused if the child had to attend a different school.
- 10 The child's home address shall be determined as at the deadline for application. Where parents reside at separate addresses, but with shared responsibility for the child, it will be the address at which the child spends most of the week.
- 11 Reception is the entry class to primary schools as defined by section 142 of the School Standards Framework Act 1998.

Admissions Criteria for Voluntary Aided Schools

WOLFSON HILLEL PRIMARY SCHOOL – ADMISSIONS CRITERIA

- 12 'Working day' is defined as any day other than a Saturday, Sunday, or a day which is a bank holiday within the meaning of the Banking and Financial Dealings Act 1971. Parents are advised to make any necessary arrangements if the National Offer Day falls during Pesach.
- 13 If proof of address is requested by the School, this must not include evidence of personal details about parents and families, such as maiden names, criminal convictions, marital or financial status (including marriage certificates), the first language of parents or the child; details about parents' or a child's disabilities, special educational needs or medical conditions.

FREE

School Meals



What you need to know

All children in Reception, Year 1 and Year 2 are able to receive a school meal at no cost to the parent or carer. School meals in Enfield are healthy, tasty, social and fun. Choosing a school lunch for your child/children will help save

approximately **£400** a year, if you take up the offer.

In addition to this schools can claim additional funding from central government, called the 'Pupil Premium' for every child whose parent receives certain benefits.

Therefore, it is important to register your child for free school meals, so that your child's school can claim as much funding as possible.

Registration forms are available from your child's school.



Enfield Catering Services
Dedicated to food, health and education

 Enfield School Meals

 Enfield Catering

www.myschoollunch.co.uk/enfield



Enfield Schools Admission Service

Civic Centre
Silver Street
Enfield EN1 3XA

www.enfield.gov.uk/admissions

email: esas@enfield.gov.uk

When emailing please include your child's name and date of birth

To avoid missing an email from us, please add our email to your address book.