Primary School's in Enfield

Admissions Criteria

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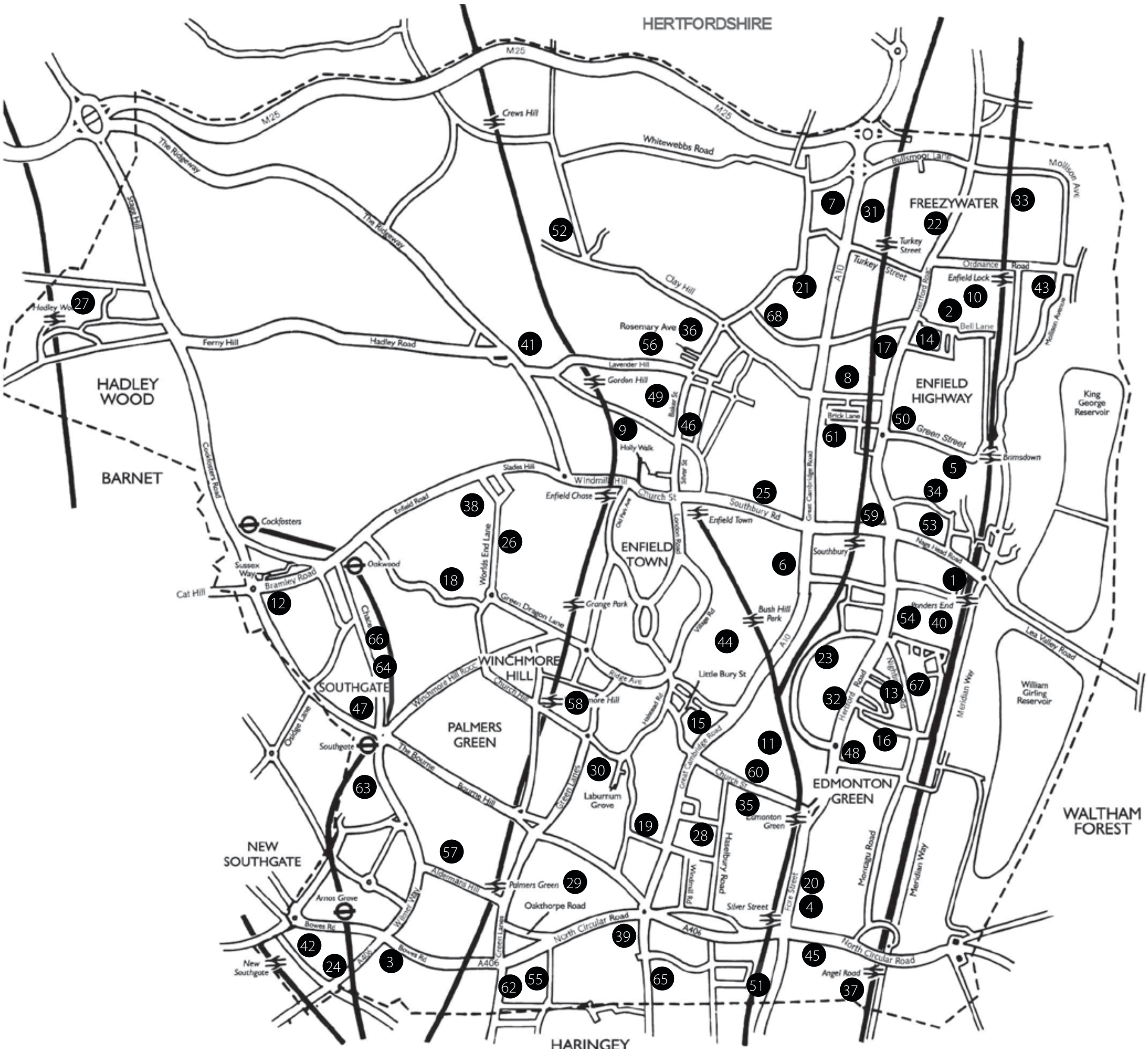


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ENFIELD Council

Primary Schools in Enfield



KEY

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

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 People

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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, CONNECT EDUCATION TRUST, EDACT TRUST, 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 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.

b) 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;

c) 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;

d) Children genuinely resident within the school's designated priority zone (for schools with an identified priority zone);

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. (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) Tottenhall Infant School, Tottenhall Road, N13 is a community infant school and is the feeder school for St. Michael-at-Bowes C.E. Junior School, Tottenhall Road, N13. St. Michael-at-Bowes C.E. Junior School is a voluntary aided school. There is no designated linked community junior school to Tottenhall Infants School. St. Michael-at-Bowes C.E. Junior School has its own criteria for admission.

A child attending Tottenhall 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, Delta, Carterhatch Junior, Chesterfield, Grange Park and Hazelbury are part of the Connect Education Trust.
- Brimsdown, Churchfield, De Bohun, Eastfield, Lavender and Walker are part of the Ivy Learning Trust.
- Alma, Houndsfield, Keys Meadow, Merryhills and Worcesters are part of the Attigo Learning Trust.
- Brettenham, Eldon, Fleecefield, Galliard, Honilands, Raynham and Wilbury are part of the Children First Academy Trust.
- Enfield Heights Academy, Kingfisher Hall Academy and Woodpecker Hall Academy are part of the North Star Trust.
- Edmonton County is part of the EdAct 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 2027/2028 academic year are as follows:

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

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, Delta, Carterhatch Junior, Chesterfield, Grange Park and Hazelbury are part of the Connect Education Trust.

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

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

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

Enfield Heights Academy, Kingfisher Hall Academy and Woodpecker Hall Academy are part of the North Star Trust.

Edmonton County Primary School is part of the EdAct Trust.

Ark John Keats Academy is part of the Ark 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

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 Number[1] (PAN) for the following year groups;**

- **Primary (Reception): 90**
- **Secondary (Year 7 – external places): 90**
- **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.

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 2021, ("the Code") and the School Admissions Appeals Code 2022, ("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.
or
c) for Ark Start John Keats Nursery.

iv. The admissions process is separate from admissions to the rest of the school as it is not covered by the Code. Please refer to the Ark Start Admissions Policy on the school website for information on this process, see link below.

https://arkjohnkeats.org/

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.

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 2025 for admissions in September 2026).

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.

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

v. **Primary application timeframe:**

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

Autumn Term 2025: The school provides opportunities for prospective pupils and their parents/carers to visit the school.

15th January 2026: National closing date for Primary applications. Deadline for the Common Application Form to be completed and submitted to the relevant Local Authority.

January – March 2026: 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.

28th February 2026: Deadline for the school to publish its appeals timetable on their website.

16th April 2026: Offers made to parents/carers by the Local Authority.

vi. **Secondary application timetable:**

The school has an agreed **external** PAN of 90 in Year 7.

September – October 2025: The school provides opportunities for prospective pupils and their parents/carers to visit the school.

31st October 2025: National closing date for Secondary applications. Deadline for the Common Application Form to be completed and submitted to the relevant Local Authority.

November 2025 – February 2026: 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.

28th February 2026: Deadline for the school to publish its appeals timetable on their website.

2nd March 2026: Offers made to parents/carers by the Local Authority.

vii. **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 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.

3.2 Post-16 Provision (Sixth form – Year 12)

i. The school has a PAN of 10 for Year 12. This is the minimum number of external candidates the school guarantees to admit.

ii. Ark John Keats academy offer two pathways for post-16 education. The minimum academic entrance requirement to be eligible for a place in the sixth form is:

a) A Level Pathway:
- Minimum average point score at GCSE of 5.5, including at least a 4 in English and Mathematics.

b) Professional Pathways:
- Minimum average point score at GCSE of 4, including at least a 4 in English and Mathematics.

The same requirements apply to both internal and external applicants.

iii. **PLEASE NOTE:** While every attempt will be made to offer students a place on their course of preference this will not always be possible and cannot be

guaranteed. Specific courses may have additional entrance requirements and others will have a higher rate of preference. Details of all the courses available and any additional course requirements are provided in the Sixth Form prospectus, available through the school website.

https://arkjohnkeats.org/

iv. **Application process:**

a) **For internal applicants:** Current Year 11 students may automatically progress to Year 12 if they obtain the minimum academic requirements detailed above. Students should complete the form on the school website to register their interest in a place.

https://arkjohnkeats.org/

b) **For external applicants:** Applications should be made directly to the school through a form on the website, see link below.

https://arkjohnkeats.org/

v. Young people may make their own application to the sixth form; the application can be made by the parent/carer but does not have to be.

vi. Where more applications are received than there are places available the oversubscription criteria in this policy applies (see section 4).

vii. Unsuccessful Applicants have the right to appeal the school's decision to an Independent Appeal Panel. See section 8 for further details 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'[2] 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 order, including those who appear (to Ark Schools) to have been in state care outside of England and ceased to be in state care as a result of being adopted[3].

ii. Children of staff at the school where the member of staff has 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 2022, the sibling must also be attending the school in September 2022. 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.

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).

3 Under the Admissions Code, a child is regarded as having been in state care outside of England if they were in the care of or were accommodated

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.

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 education[4] 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

i. The 'In-Year' application process is relevant to applications for places in any year group. Applications to join existing Reception, Year 7 and Year 12 year groups will be treated as in-year applications if they are received on or after the first day of the autumn term.

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. Parents will be notified of the outcome of any in-year application within 15 school days.

The In-Year application form can be accessed through the link below.

https://arkjohnkeats.org/

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.

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.

by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

4 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.

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.

https://arkjohnkeats.org/

iv. The deadline for submitting an appeal will be at least **20 school days[5] 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.

v. Appeals are submitted to Ark Schools via an online6 form which is available through the school website or from the school. See section 10 for contact details.

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

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:

Contact:
Primary Admissions Officer
Secondary Admissions Officer

Email: info@arkjohnkeatsacademy.org
Phone: 0208 443 3113
Post: ARK John Keats Academy, Bell Lane, Enfield, EN3 5PA.

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 website – click here

London Borough of Enfield admissions website – click here

iii. Further information for applications to the Sixth Form – **click here**

iv. The Department for Education website on school admissions – **click here**

v. The Department for Education School Admissions Code 2021 – **click here**

vi. The Department for Education School Admissions Appeals Code 2022 – **click here**

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

ENFIELD HEIGHTS ACADEMY
Admissions criteria

The Trust is responsible for the admission of pupils into the Academy.

The agreed admission number is 30 pupils full-time into 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 the 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 an Education Health and Care Plan naming the Academy, we use the following criteria to decide which children should be offered places when there are more children wanting to go to the Academy then 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 adopted[1], or became subject to a residence order[2] or special guardianship order[3]. This includes children adopted from state care outside of England.
2. Pupils of staff at the 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 the 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

If a tie-break is needed to determine who is admitted under criteria[4] above, priority will be given to children living nearest to the Academy. For all purposes nearness to the Academy will be measured in a straight line from the child's home to the main entrance of the Academy[4]. 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.

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 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

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

The dates and link to the application form are available on our website: **www.enfieldheightsacademy.org.uk/admissions-september**

Unsuccessful applicants will be given reasons related to the criteria listed above and advised of their right of appeal to the independent appeals panel.

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

The admission of pupils with Special Educational Needs and Disabilities (SEND) where a local authority has agreed to name the academy on a child's education, health and care (EHC) plan statement (under Section 324 of

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
4 Distances from home to school are calculated by the London Borough of Enfield admissions service.In the case of multi-occupancy buildings such as flats where there may be only one address point, priority will usually be given to applicants whose door number is the lowest numerically or alphabetically

the 1996 Education Act), is dealt with by a completely separate procedure. 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, we require two 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. If the parent/carer is not entitled to Child Benefit, then another proof of residence must be provided. Other proofs of residence must be a council tax document, child's medical card, a utility bill (e.g. gas or electric), bank or building society letter or similar less than 3 months old.

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, we 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.

Please 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.



KINGFISHER HALL ACADEMY
Admissions criteria

The Trust is responsible for the admission of pupils into the Academy

The agreed admission number is 60 pupils full-time into 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 the 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 an Education Health and Care Plan naming the Academy, we use the following criteria to decide which children should be offered places when there are more children wanting to go to the Academy then 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 adopted[1], or became subject to a residence order[2] or special guardianship order[3]. This includes children adopted from state care outside of England.

2. Pupils of staff at the 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 the 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.

If a tie-break is needed to determine who is admitted under criteria[4] above, priority will be given to children living nearest to the Academy. For all purposes nearness to the Academy will be measured in a straight line from the child's home to the main entrance of the 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.

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 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

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

The dates and link to the application form are available on our website: **www.kingfisherhallacademy.org.uk/admissions-september**

Unsuccessful applicants will be given reasons related to the criteria listed above and advised of their right of appeal to the independent appeals panel.

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

The admission of pupils with Special Educational Needs and Disabilities (SEND) where a local authority has agreed to name the academy on a child's education, health and care (EHC) plan statement (under Section 324 of

1 Under the terms of the Adoption and Children Act 2002, Section 46
2 Under the terms of the Children Act 1989, Section 8
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4 Distances from home to school are calculated by the London Borough of Enfield admissions service.In the case of multi-occupancy buildings such as flats where there may be only one address point, priority will usually be given to applicants whose door number is the lowest numerically or alphabetically

the 1996 Education Act), is dealt with by a completely separate procedure. 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, we require two 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. If the parent / carer is not entitled to Child Benefit, then another proof of residence must be provided. Other proofs of residence must be a council tax document, child's medical card, a utility bill (e.g. gas or electric), bank or building society letter or similar less than 3 months old.

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, we 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.

Please 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.



MERIDIAN ANGEL PRIMARY SCHOOL
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 2028.

Statement of Oversubscription criteria

After the admission of pupils with Education, Health and Care plans (ECHP) where the school is named on the ECHP, 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.[5]

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 ECHP 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.

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 closes to the proposed site or in areas not served by another local primary school.

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

The Zone includes the whole of the Meridian water residential development and also includes the following streets in Upper Edmonton, N18 –

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

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, reflecting the school's commitment to providing high-quality early education that supports children to become Reception-ready and fully prepared for their future learning journey.
- Parents of a child whose fifth birthday falls between 1 September 2026 and 31 March 2027 may request that their child is not admitted until later in the school year 2026-27 (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 September 2027 and 31 August 2028, parents who do not wish them to start school in school year 2027-28 but to be admitted in September 2028 for school year 2028-9, 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 2028 for a Year 1 place in September 2028. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2027-28 Reception Year group. Alternatively, they may decide to apply in the normal round (no later than 15 January 2027) for a Reception Year place in September 2027, but would need to provide strong supporting reasons for seeking a place outside the normal year group via the protocol outlined above.

Rising 5 programme

As a primary school registered to educate children aged 4–11, Meridian Angel Primary School actively welcomes and encourages families to enrol children from the day following their fourth birthday, regardless if they are of Reception age. We recognise that early engagement with school provides children with a strong foundation for future success, enabling them to develop confidence, independence, communication skills and positive learning behaviours within a nurturing and ambitious environment.

Children attending Meridian Angel from the age of four benefit from high-quality teaching, carefully planned provision, purposeful play and rich language experiences that support their personal, social, emotional and academic development. Through early immersion in the school's values of Hope, Friendship and Resilience, children quickly become familiar with routines, expectations and approaches to teaching and learning that are central to the Meridian Angel way.

Early admission also supports the development of strong partnerships between home and school, allowing families to engage with their child's learning journey from the outset. This provides opportunities for the early identification of need, targeted support where appropriate, and a seamless transition into Reception. As a result, children enter Reception settled, confident and Reception-ready, having already established secure

relationships, positive attendance habits and a strong sense of belonging within the school community.

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 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.

The Department for Education has released a new Admission Appeals Code, which will take effect on 1 October 2022 and will apply to all admission appeals lodged on or after that date. The new Code allows appeal hearings to be held remotely by video conference and in limited circumstances by telephone conference, as well as in person.

Full details can be found here; **https://www.enfield.gov.uk/__data/assets/pdf_file/0010/52120/School-appeal-guidance-Education.pdf**

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.

OASIS ACADEMY HADLEY
Admissions criteria

Introduction

This document sets out the admission arrangements for Oasis Academy Hadley, throughout this document referred to as "the Academy". Oasis Academy Hadley is a fully inclusive all-through Academy accepting children of all abilities, of faith and no faith.

Admission Number

The Academy Trust has the following agreed admissions number for the Academy for the year **2025/2026** and, subject to any changes approved or required by the Secretary of State, for subsequent years:

- **12** places (24 part time) for students in Year **N2**
- **36** places (full time or 72 part time) for students in Year **N3**
- **60** places for students in Year **R**

The Academy will accordingly admit these numbers of students each year if there are sufficient applications. Where fewer than the published admission number for the relevant year group are received, the Academy Trust will offer places at the Academy to all those who have applied and, in the case of the sixth form, met the academic requirements of their chosen course.

Application process

Arrangements for applications for places to **Reception** at the Academy will be made in accordance with Enfield Borough Council's co-ordinated admission arrangements and will be made on the online Common Application Form provided and administered by Enfield Borough Council.

If you are a parent or carer and wish to apply for a place at Oasis Academy Hadley for the following September, you will need to complete the Common Application Form via the Local Authority website: **www.enfield.gov.uk**

Arrangements for applications for places to 2 year old and 3 year old **Nursery** at the Oasis Academy Hadley are administered by the Academy.

Children do not transfer automatically from:

- **the 2 Year Old Nursery to 3 Year Old Nursery**
- **the 3 Year Old Nursery to Reception**

Please visit our website **www.oasisacademyhadley.org** or contact us on 020 8804 6946 or email **hadley.admissions@oasishadley.org** for more information on nursery and sixth form admissions.

Oversubscription Criteria

Nursery Admissions

Two Year Old Nursery

Oasis Academy Hadley is committed to serving the local children and local community and will follow the Local Authority's admissions criteria as in the Terrific Twos scheme, accepting children regardless of faith or ability.

Enfield Council's Terrific Twos Admission criteria are as follows:

- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- Child tax credits and, your household income is £16,190 a year or less before tax
- The guaranteed element of Pension Credit
- The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)
- Child is looked after by a local authority
- Child has an education, health and care **(EHC)** plan
- Child receives **Disability Living Allowance**
- have left care under an adoption order, special guardianship order or a child arrangements order
- Leave to remain with 'no recourse to public funds' on **family or private life grounds**
- The right to live in the UK because you're the main carer of a British citizen (known as a **'Zambrano Carer**')

As part of our administration procedures we will check your eligibility with the local authority.

Where the number of applications for admission is greater than the published number, applications will be considered against the oversubscription criteria set out below.

a) **Looked after children and all previously looked after children and immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.** This includes those children who appear to Oasis Community Learning to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order)

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 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 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.

Three Year Old Nursery

Where the number of applications for admission is greater than the published admission number, applications will be considered against the oversubscription criteria set out below. Applications from families eligible for 30 hours free day care (see eligibility criteria below) will be considered alongside those for the 15 hours free day care. After the admission of students with an Education, Health and Care Plan naming the Academy will take priority. The criteria will then be applied in the order in which they are set out below:

Initial allocations will involve only those applications received by the published closing date and accepted as 'on time'.

a) **Looked after children and all previously looked after children and immediately after being looked after became subject to adoption, a child** arrangements order, or special guardianship order. This includes those children who appear to Oasis Community Learning to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order)

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 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 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.

The child's permanent home address is where he or she normally lives and sleeps and goes to school from. Proof of residence can be requested at any time throughout the admissions process. If false or misleading information is

used to gain entry to the Academy, the offer of a place will be withdrawn.

Where two or more children live in a flat or other multi-home dwelling and it is not possible to determine which applicant lives closest to the preferred school as measured in a direct line from the building to the school; the available place(s) will be allocated by drawing lots.

If there are more applicants than there are places remaining within a particular category, random allocation will be used to allocate the final available place(s). The random allocation process will be independently verified.

Parents of three and four year olds will need to meet the following criteria in order to be eligible for 30 hours free childcare:

- They earn or expect to earn at least £131 per week the equivalent to 16 hours at National Minimum or Living Wage.
- This applies whether you are in paid employment, self-employed or on zero hours contract.
- The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.
- If you, or your partner, are on maternity, paternity or adoption leave, or you're unable to work because you are disabled or have caring responsibilities, you could still be eligible
- Where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.
- Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.
- If a non-EEA national, the parent must have recourse to public funds.

A parent will not meet the criteria when:

- Either parent has an income of more than £100,000

Year Reception

Where the number of applications for admission is greater than the published admission number, applications will be considered against the oversubscription criteria set out below. After the admission of students with an Education, Health and Care Plan naming the Academy will take priority. The criteria will then be applied in the order in which they are set out below:

Initial allocations will involve only those applications received by the published closing date and accepted as 'on time'.

a. **Looked after children and all previously looked after children and immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.** This includes those children who appear to Oasis Community Learning to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

b. **Children for whom a particular school is appropriate on exceptional medical grounds.** Such applications will 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 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 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.

The child's permanent home address is where he or she normally lives and sleeps and goes to school from. Proof of residence can be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to the Academy, the offer of a place will be withdrawn.

Where two or more children live in a flat or other multi-home dwelling and it is not possible to determine which applicant lives closest to the preferred school as measured in a direct line from the building to the school; the available place(s) will be allocated by drawing lots.

If there are more applicants than there are places remaining within a particular category, random allocation will be used to allocate the final available place(s). The random allocation process will be independently verified.

Waiting lists

Where the Academy receives more applications for places than there are places available, a waiting list will operate. 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.

Waiting lists for Reception, Year 7 and in-year admissions in to Year Reception to Year 11, will be administered by the Local Authority's co- ordinated admission scheme.

The Academy operates waiting lists for 2 year old and 3 year old Nursery and Sixth Form.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria as set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Appeals

Parents/carers have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. The Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with the School Admission Appeals Code published by the Department of Education.

Arrangements for admitting students outside the normal admissions round

The Local Authority's co-ordinated admission arrangements relate to applications submitted for Year Reception to Year 11 other than the normal year of entry. The Academy Trust will consider all such applications and if the year group applied for has a place available, admit the child.

The Academy co-ordinates admissions to Nursery and Sixth Form other than the normal year of entry.

If more applications are received than there are places available the oversubscription criteria shall apply. Parents/carers whose application is turned down are entitled to appeal. Appellants should contact the Academy for information on how to appeal: **hadley.admissions@oasishadley.org** or telephone 020 8804 6946.

As Nursery provision is non-statutory, there is no right of appeal to an independent appeal panel, although the Academy will consider any complaints in line with its published complaints policy.

Admission of children below compulsory school age and deferred entry to school

In accordance with paragraph 2.16 in the Admissions Code 2012 parents can

a) request that the date their child is admitted to school is deferred until later in the academic year or until the beginning of the term after their child becomes 5, i.e. the term beginning immediately after 31 December or 31 March, and

b) parents can request that their child takes up the place part-time until the child reaches compulsory school age.

Special Educational Needs

Children with an Education, Health and Care Plan, naming the Academy, follow the transfer arrangements set out in the SEN Code of Practice and associated regulations and are not subject to the general admission arrangements. Other children without an Education Health and Care Plan of SEN will be subject to the general admission arrangements.

Looked after children and previously looked after children

i. Looked after children are those who are in the care of a local authority or provided with accommodation by that authority under section 22 of the **Children Act 1989**.

ii. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school. Applicants can provide evidence demonstrating their child was previously in care to an institution acting as a Local Authority, or an organisation that supports the best interests of the community/child. In the case of previously looked after children, admission authorities may request a copy of the adoption order, child arrangements order or special guardianship order and a letter from the local authority that last looked after the child, confirming that they were looked after immediately prior to that order being made, or such evidence that demonstrates a child was in state care outside of England prior to being adopted.

ONE DEGREE ACADEMY
Admissions criteria

Introduction

1. This document sets out the admissions arrangements for One Degree Academy.

2. One Degree Academy is a publicly funded, co-educational, non-denominational, non-selective Academy for local children.

3. Responsibility for the admission of students rests with the Governing Body. All applications for places at the Academy will be considered in accordance with the Admissions Code and with the academy-specific criteria set out below. In year admissions will be handled by the school.

4. The Academy has a Published Admission Number (PAN) for the following year groups:

    a. Nursery: 45 full-time equivalent places for three year olds (Places in the nursery school may be full time or organised on a part-time basis (mornings and afternoons) and 24 full time places for two year olds. Details will be provided on the academy website and may vary from time to time due to the capacity of the building and staffing levels.

    b. Primary (Reception): 90

5. **Nursery**

    a. The nursery will adopt the same admissions arrangements as the rest of the academy, with the exception that no appeal will be allowed against the refusal of a place.

    b. It is important to note that attendance/enrolment in the nursery will be distinct and separate and have no relevance to attendance in the primary or other sections of the academy for which a separate application will have to be made in accordance Primary admissions arrangements. Having a sibling in Nursery is not recognised as part of the sibling oversubscription criteria.

    c. Oversubscription – If the nursery is oversubscribed, priority will be given to children with Education and Health Care Plans where the school is named. The remaining places will then be offered in accordance with the oversubscription criteria which applies to the academy as a whole (as described below).

    d. Waiting list – The nursery will keep a waiting list which will be used to fill casual vacancies occurring as a result of an enrolled child leaving during the academic year or withdrawing from a place that has been offered. The list will be compiled in accordance with the Admissions Code so that children will be ranked in line with the academy's oversubscription criteria (see below).

6. **Primary**

    a. The Primary section of the school has an agreed PAN of 90 pupils. Information about deferred entry is included below.

    b. Where the primary school is oversubscribed, the criteria for admission are as set out below.

7. In order to ensure that children from the most disadvantaged backgrounds are able to access education at the school, One Degree Academy allocates a proportion of places to pupils eligible for the pupil premium at the time of their application to the school. The proportion is based on the average number of PPM children at local primary schools within a 1 mile radius of One Degree Academy's original permanent location of North Middlesex hospital. This is set at 34%.

8. All applications for places at the school will be considered in accordance with the arrangement set out below.

9. Children with a Education, Health and Care plan (EHCP) that names a school will be allocated a place before other children are considered. In this way, the number of places available will be reduced by the number of children with a statement that has named the school.

Home Address

10. The child's home address provided on the application must be the child's current permanent place of residence. We will not accept possible future addresses as a basis for allocating school places. If a family moves after submitting an application the School Admissions Team must be informed within two weeks of the move so that the application is considered using the correct address for school admission purposes. Every year there are cases where parents give false information about their home address to get a place at a particular school. Every effort is made to ensure that this does not happen because this can prevent genuine applicants from obtaining a school place. Where we are not satisfied as to the validity of an address or we consider this be an address of convenience, further investigations will be conducted. The Local Authority reserves the right to seek verification of the information parents have given on the application form and withdraw any offer or application made on the basis of inadequate, inaccurate or deliberately misleading information. Any application found to have misleading information will

be invalid. If this is found after the closing date any subsequent application submitted will be processed as late.

Address of Convenience

11. An address of convenience is considered to be an address named on a school admissions application which is not the child's habitual residence and which increases the priority that the child will receive for admission to their preferred schools. A child's habitual residence is considered to be the place where the child permanently resides and where the family normally lives at the time of application. It is for the admission authority to determine if, on the balance of probability, the address given on an application is the child's habitual residence. Some examples of the use of an address of convenience include but are not limited to the following:

    a. An applicant applies from an address where the child does not ordinarily reside. This includes a business address, a childminder's address or any other address including that of a family member or friend.

    b. A family purchases a new property or rents accommodation and uses this address in order to gain a school place, whilst continuing to own or rent an alternative property.

    c. A family owns a property which is or has previously been used as their home address and apply from another address in order to gain a school place, but still retains ownership of the initial property

    d. A family moves to live with someone else, often a relative/friend/partner, and uses this address in order to gain a school place whilst continuing to own or rent an alternative property.

12. We will not generally consider an address to be the child's habitual residence if the applicant owns or rents an alternative property that the child previously lived in. Where an applicant still owns or rents an address at which their child previously lived, they must explain and evidence the permanence of their house move. Renting out an owned property or putting it up for sale would not normally deem it unavailable to the family. A property would normally only be deemed unavailable to the family from the date it is sold but this would not alter the outcome of an application for a school place where the decision has already been made.

13. After consideration of the information provided, if we believe that an address of convenience has been used, the Local Authority will decide which address to use for the purpose of allocating a school place. Applicants may need to provide us with documentary evidence of their address. If they are not registered to pay council tax, either because they are not liable or have recently moved, they will be asked to provide:

    a. A mortgage statement/tenancy agreement and two of the following:

    b. Recent utility bill – gas/electricity/water/ TV licence

    c. Credit card statement

    d. Driving licenceEntitlement to benefits letter e.g. Child Benefit (pages 1&2)/Child tax credit/Housing benefit/Income support/ Jobseekers allowance

    e. Inland Revenue document

    f. Pay slip/P45/P60 (not more than 1 of these)

    g. Car/House Insurance certificate

    h. NHS medical card/GP registration

    i. Electoral register

    j. A letter confirming placement at your address from Social Services/National Asylum

    k. Support Service/United Kingdom Border Agency/ Housing Department.

14. Any proof of address provided must show the full name and match the details provided at the time of application. Any supporting information not in English language must be accompanied by a certified translation. If we are not satisfied with the documentation provided, we reserve the right to ask for additional evidence of the address used for your application.

Shared or Joint Residence

15. Where a child lives with parents with shared responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week. Documentation to confirm the arrangement such as a residence order or other court order may be required. If this is not available or the School Admissions Team is not satisfied with this documentation, the school

will consider the address of the parent who is in receipt of Child Benefit or if Child Benefit is not being received, the address at which the child is registered with a doctor (GP). A copy of the latest benefit entitlement notice or the child's medical card will be requsted. We may also ask for further evidence if required.

16. Applications from overseas will only be accepted for children of families of UK Service Personnel and Crown servants. Families of UK Service Personnel and other Crown Servants are subject to frequent movement within the UK and from abroad. An official letter from MOD, FCO or GCHQ should be submitted with the application detailing relocation date and a unit postal address or quarters in Enfield and we will arrange for that address to be used throughout the admissions process. Children of Service personnel will not be disadvantaged in the admissions process.

17. 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.

18. Applications to One Degree Academy should be made on the Common Application form for September Reception Admissions. Applicants may also complete the Supplementary Information Form and submit it to school. For in year admissions, applicants should complete the in year admissions form and submit It directly to the school.

Oversubscription criteria and procedures

19. 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.

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

    a. 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 order.[1]

    b. Children who have a sibling on the roll of the school at the time of application.

    c. Children eligible for the Early Years Pupil Premium at the time of application to the school and attending One Degree Academy Nursery.

    d. Children of staff who are recruited to fill a post for which there is a demonstrable skill shortage.

e. Up to 31 places to be allocated to children eligible for pupil and service premiums, or registered as eligible for FSM.[2] If you wish to be considered under this criterion, please complete the school's supplementary information form. This can be obtained from the school office or downloaded from the school website and should be returned to the school by the closing date. Where there are more applications that meet this criterion than the 31 places allocated, places will be allocated by the use of an electronic ballot system, which will be independently operated.

1 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

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

2 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 (dependent on amount of income).

f. 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 measurement.[3]

g. Other children.

Tie-breaks

21. 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, EN2 8GH. A computerised mapping system will be used to ensure accuracy.

22. 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.

23. 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

24. 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.

Deferred entry for infants

25. 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.

26. 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.

Admissions outside of their normal age group

27. 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.

28. The process for requesting such an admission is as follows:

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

30. 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:

    a. 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);

    b. information about the child's academic, social and emotional development;

    c. where relevant, their medical history and the views of a medical professional;

    d. 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.

31. 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.

3 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 (dependent on amount of income).

32. 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.

Late applications

33. 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.

Waiting List

34. 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.

35. 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.

Appeals

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

37. 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.

38. 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.

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

In Year Admissions

40. 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. The school will respond within 15 working school days to an in year application and aim to respond within 10 working school days. Details of the in year application process can be found on the Academy's website.

Fair Access

41. 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.

WOODPECKER HALL ACADEMY
Admissions criteria

The Trust is responsible for the admission of pupils into the Academy.

The agreed admission number is 90 pupils full-time into 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 the 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 an Education Health and Care Plan naming the Academy, we use the following criteria to decide which children should be offered places when there are more children wanting to go to the Academy then there are places available:

1. Children looked after (as defined by Section 22(1) of the Children Act 1989) and those who were children looked after, but ceased to be so because they were adopted[1], or became subject to a residence order[2] or special guardianship order[3]. This includes children adopted from state care outside of England.

2. Pupils of staff at the 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 the 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 carer's 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

If a tie-break is needed to determine who is admitted under criteria 4 above, priority will be given to children living nearest to the Academy. For all purposes nearness to the Academy will be measured in a straight line from the child's home to the main entrance of the Academy.[4] 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.

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 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

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

The dates and link to the application form are available on our website.

www.woodpeckerhallacademy.org.uk/admissions-september

Unsuccessful applicants will be given reasons related to the criteria listed above and advised of their right of appeal to the independent appeals panel.

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

The admission of pupils with Special Educational Needs and Disabilities (SEND) where a local authority has agreed to name the academy on a child's education, health and care (EHC) plan statement (under Section 324 of

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
4 Distances from home to school are calculated by the London Borough of Enfield admissions service.

the 1996 Education Act), is dealt with by a completely separate procedure. Details of this separate procedure are set out in the **Special Educational Needs Code of Practice**.

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

After an offer has been made of a place at the Academy, we require two 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. If the parent / carer is not entitled to Child Benefit, then another proof of residence must be provided. Other proofs of residence must be a council tax document, child's medical card, a utility bill (e.g. gas or electric), bank or building society letter or similar less than 3 months old.

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.

Children looked after

In the case of a child who was previously looked after, we 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 a child looked after immediately prior to that order being made.

Please 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 school's 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 2027 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, 4, and 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 online 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 EHCP names Forty Hill CE Primary School, the child will have automatic entry to the school.

ADMISSION CRITERIA FOR THE ACADEMIC YEAR 2027-2028

Entry is prioritised as follows:

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 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 Our Lady of Mount Carmel and St George's, Trinity 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 for a minimum of the 12-month period prior to the closing date for the applications, or at least 24 weekly acts of public worship over a minimum of the same 12-month period.

Public worship services are held at Jesus Church on Sundays at 8.00am and 10.30am. For the most up to date service information, please visit **www.jesuschurch.org.uk**

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, stepbrother of 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.

This supplementary information form should only be completed once a year, at the time of application.

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.

Agreed by Governors June 2026

Learning and Living in Faith, Hope and Service

FREEZYWATER ST GEORGE'S CE PRIMARY SCHOOL
Admissions criteria

Our Admissions Policy complies with the 2021 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 2027.

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 including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted 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).

   All schools must have oversubscription criteria for each 'relevant age group' and the highest priority must be given, unless otherwise provided in this Code, looked after children (LAC) and all previously looked after children (PLAC), including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). All references to previously looked after children in this Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Oversubscription criteria must then be applied to all other applicants in the order set out in the arrangements.

2) Children whose families are *faithful and regular worshippers at St George's, Freezywater or St Peter's and St Paul's, Enfield Lock; 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 CTIE (Churches Together in England) 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.

   Children with an Education, Health and Care plan which name this school are admitted before other places are allocated.

6) All other children, with priority given to those living closest to the school.

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

Apply online at **www.eadmissions.org.uk**

means that parents of a child whose fifth birthday falls between 1 September 2027 and 31 March 2028 may request that their child is not admitted until later in the school year 2027/28, 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 2027 and 31 August 2027, parents who do not wish them to start school in school year 2026-27, but to be admitted in September 2028 for school year 2028-29, 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 2028. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2027-28 Reception Year group. Alternatively, they may decide to apply in the normal round (no later than 15 January 2028) for a Reception Year place in September 2028, 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 a statement of Special Educational Need or with an Education, Health and Care (EHC) Plan naming Freezywater St George's CE VA Primary School will always be admitted by a different process and not subject to current school admission criteria.

LATYMER ALL SAINTS CE PRIMARY SCHOOL
Admissions criteria

Reception and Main School Admissions Policy 2027-2028

Latymer All Saints C of E Primary School is a Voluntary Aided Primary School founded and inspired by the Christian faith, according to the teaching and practice of the Church of England, and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. The Governing Board is responsible for the admission of pupils to the school and for complying with the 2022 Schools Admissions Code. Sixty pupils are admitted in Reception, splitting between two classes. The Governing Board is required to abide by the maximum limits for infant classes i.e. thirty pupils per class. As far as possible, the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

We welcome applications from all members of the community, although we ask all parents/carers to respect the Christian ethos of our school and its importance to our community.

Admissions are co-ordinated by the Local Authority Schools Admissions Service. Parents will need to obtain and complete the common application form on your home Authority website. Parents / Carers may list up to six infant or primary schools in order of preference. Latymer All Saints C of E Primary School should be entered as one of those preferences. Forms may be downloaded from the Local Authority's website; for applicants living in Enfield, please visit **www.enfield.gov.uk/admissions**

It is the policy of Latymer All Saints C of E Primary 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 are listed in order of priority. The criteria 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.

Admission of children with an Education Health and Care Plan (EHCP)

The admission of children with an Education Health and Care Plan (EHCP) follows a separate process involving consultation between parents/carers, professional advisers, the school and the local authority. Applications for such children should not be made through the normal admissions process. Places for children with EHCP will be allocated before other children which will reduce the number of places available under the criteria below.

Submission of Application Forms

An online Borough Application form for admission to the Reception class must be submitted by the 15th January 2027. 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 a for a full-time place, from the September following the child's fourth birthday.

ADMISSIONS CATEGORIES

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: Regular Worshippers of All Saints Church, Edmonton

Children whose parent(s)/guardian(s) are regular worshippers at the Parish Church of All Saints, Edmonton.

Category 3: Siblings

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 Other Christian Churches

Children whose parent(s)/guardian(s) are regular worshippers at a church of any other Christian denomination belonging to any of the following organisations: Churches Together in England; the Evangelical Alliance or Affinity and who live within 1.5 miles of the school.

Category 5: All other children

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

ADMISSIONS CATEGORIES: Additional Information

Looked-After Children: Category 1

By a Looked-After child, it means 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 category 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: Category 2 or 4

To be considered under each Church category, 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 18 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 18 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 18 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 category changes, the majority attendance will determine the category under which the application will be considered.

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

Distance from School Category 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. In the event of this category 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 point will fall within the addressed building. Where two or more children live exactly the same distance from the school, admission will be determined by the drawing of lots.

ADDITIONAL INFORMATION: Deferred Places and Summer Born Children

Parents/Carers 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. Parents/Carers 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 parents/carers 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 1st April to 31st August. Decisions will be made on a case-by-case basis after liaison between the child's parent/carer, 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.

Admissions: In-Year intake

You can apply to the school at any time in the academic year for a school place. You can contact the Local Authority who will support you through the process of application. Visits to the school are always welcome.

Admissions: Nursery children

Children in Latymer All Saints C of E Primary School does not automatically transfer to the Reception classes. You will need to apply for a place at a school.

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.

False Information

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

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. The waiting list is only referred to once a place becomes available within a particular year.

Appeals

The Governors consider each application strictly in line with the Admissions Categories. There are always more applications than there are places available. In the event that a child is refused entry, it is suggested that each category is studied carefully before contacting the school. If you are not offered a place at Latymer All Saints C of

E Primary 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 Latymer All Saints C of E Primary School. Appeals will usually be heard within 30 school days of being lodged and you will be given at least 10 days' notice of where and when your appeal is to be heard. Cases of admission to Reception class appeals are usually heard within 40 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 parents/carers may ask questions about that case for refusal. The second part will focus on parents/carers 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 5 school days. The decision reached by the panel is legally binding on all parties and can only be overturned by the 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.

Monitoring arrangements

This policy will be reviewed annually by the Finance and Premises Committee. Any amendments will be presented at a meeting of the Full Governing board.

Reviewed and Approved by: The Finance and Premises Committee
Date: July 2026

Ratified by Full Governing Board
Date: July 2026

Next review due: Date: July 2028

Latymer All Saints C of E Primary School is committed to the safeguarding of our pupils and staff.

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 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 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 these admission arrangements.

The governing body is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admission authority has set the school's Published Admissions Number ("PAN") at 30 pupils to be admitted to the reception year in the school year which begins in September, 2027.

The admission authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

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 and previously looked after children. (see notes 2 & 3)
2. Catholic children who are resident in the parish of Our Lady of Lourdes. (see notes 3 & 11)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4 & 5)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
7. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
8. Any other children.

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

(i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10)

(ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each 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 (see note 8).

Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. All distances are calculated by Enfield's admissions IT system using ADDRESSBASE 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 metre (10cm). The accuracy of each ADDRESSBASE 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.

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 and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round1, you must complete an online Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 4 or 6 to 8. The Supplementary Information Form should be returned to our school office by 15th January 2027. You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child may not be placed in criteria 1 to 4 or 6 to 8, and this may affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2027.

Late Applications

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or 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 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, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the Chair of Governors at the same time as the admission application is made. The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting 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. The waiting list will be held open until Friday **23rd July 2027.**

Inclusion in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are available places. Application should be made to the school by contacting the school office team who will be able to assist.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

Fair Access Protocol

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 admission round the admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power, even when admitting the child would mean exceeding the PAN (subject to the infant class size exceptions).

Nursery

For children 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 school's nursery does not automatically guarantee that a place will be offered at the school.**

The admission authority reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

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 section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being 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 special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. '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, it includes a looked after child living with a family where at least one of the parents is Catholic.

   For a child to be treated as Catholic, evidence of Catholic baptism or reception into the 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.

4. '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.

5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. "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 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.

7. "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 6 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.

8. ‘Brother or sister’ includes:

   (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or 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 home address as the child who is the subject of the application.

9. A ‘parent’ means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the admission authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

11. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2027/2028.

12. A child’s “home address” refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (“CAF”). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

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, and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. The Governing Board is responsible for the admission of pupils to the school and for complying with the 2021 Schools Admissions Code. Sixty pupils are admitted per year group, split between two classes. The Governing Board is required to abide by the maximum limits for infant classes i.e. thirty pupils per class. As far as possible, the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

We welcome applications from all members of the community, although we ask all parents/carers to respect the Christian ethos of our school and its importance to our community.

Admissions are co-ordinated by the Enfield Schools Admissions Service, details of which are available on the Enfield Council 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. St. Andrew's should be entered as one of those preferences. Forms may be downloaded from the Local Authority's website, **www.enfield.gov.uk/admissions**.

It is the policy of St Andrew'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 are listed in order of priority. The criteria 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.

Admission of children with an Education Health and Care Plan (EHCP)

The admission of children with an Education Health and Care Plan (EHCP) follows a separate process involving consultation between parents/carers, professional advisers, the school and the local authority. Applications for such children should not be made through the normal admissions process.

Submission of Application Forms

An online Borough Application form for admission to the Reception class must be submitted by the 15th January 2027. 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 a for a full-time place, from the September following the child's fourth birthday.

ADMISSIONS CATEGORIES

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 Other Christian Churches

Children whose parent(s)/guardian(s) are regular worshippers at a church of any other Christian denomination belonging to any of the following organisations: Churches Together in England; the Evangelical Alliance; or Affinity and who live within 1.5 miles of the school.

Category 5 Distance from School

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

ADMISSIONS CATEGORIES – Additional Information

Looked-After Children – Category 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 category 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 – Category 2 or 4

To be considered under each Church category, 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 category changes, the majority attendance will determine the category under which the application will be considered.

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

Distance from School – Category 5

When reference is made to distance from the school, it must be the parent/guardian address where the chid permanently resides at the time of application. No other address will be considered. In the event of this category 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 coordinate 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 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 applicant whose door number is the lowest numerically or alphabetically. Where two or more children live exactly the same distance from the school, admission will be determined by the drawing of lots.

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 1st April to 31st 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.

False Information

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

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. The waiting list is only referred to once a place becomes available within a particular year.

Appeals

The Governors consider each application strictly in line with the Admissions Categories. There are always more applications than there are places available. In the event that a child is refused entry, it is suggested that each category 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 binding on all parties and can only be overturned by the 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.



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).

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 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.

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).

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 practitioner.[2] 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.

Applicants 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.

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 is the admission authority and has sole responsibility for admissions to this school and intends to admit 60 children in the school year which begins in September 2026. Applications are welcome from families whose child reaches his/her 4th birthday between 1st September 2025 and 31st August 2026.

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.

APPLICATIONS IN PREVIOUS YEARS

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

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'.
2. Baptised Catholic children, who have a sibling at the school at the time of admission. (Refer 'siblings')
3. Baptised Catholic children, who are 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. Catechumens 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.

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

(i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made.

(ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each 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.

(iii) **MULTIPLE APPLICATIONS**

The admission authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

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').

FAIR ACCESS PROTOCOL

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 admission round the admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

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 admission authority 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 admission authority 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 admission authority 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 2027.

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 2026-2027

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 admission authority to assess your application fully against the School's criteria in the event of oversubscription. Please return the SIF in person or by post, together with all other relevant paperwork required for your application to the Office Manager at St Edmund's Catholic Primary School, Hertford Road, Edmonton, London, N9 7HJ. If you do not complete both of the forms described above and return them by 15th January 2026, the admission authority will be unable to consider your application. If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child may not be placed in criteria 1 to 4 or 6 to 8, and this may affect your child's chance of being offered a place. Applications received after the closing date will be dealt with after the initial allocation process has been completed.

The local authority will write to you on behalf of the admission authority with the outcome of your application on or about 16th April 2026.

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 2026.

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 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 admission authority 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)

A **'looked after child'** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making 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 special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

'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, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the 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].

'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.

'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 fall 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.

'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's "home address" refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part 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.



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 governing body is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admission authority has set the school's Published Admissions Number ("PAN") at 60 pupils to be admitted to the reception year in the school year which begins in September, 2027. Applications for Reception are welcome from families whose child reaches his/her 4th birthday between 1st September 2026 and 31st August 2027.

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 are resident in the Parish of Our Lady of Mount Carmel and St George in the borough of Enfield.
3. Baptised Catholic children with a Certificate of Catholic Practice, who are resident in the Parishes of St Monica's, St Edmund's, Mary Mother of God (Ponders End), Christ the King (Cockfosters) and St Joseph's (Waltham Cross).
4. Other baptised Catholics with a Certificate of Catholic Practice.
5. Other baptised Catholics.
6. Other 'looked after' children and previously 'looked after' children who have been adopted or made subject to child arrangements orders or special guardianship orders.
7. Catechumens and Members of other Eastern Christian Churches.
8. Other children 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.

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

(i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made.

(ii) The attendance of a brother or sister at the school at the time of application will increase the priority of an application within each 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

(iii) After children in (i) and (ii) above, priority will be given to children of members of staff who have been employed at the school for two or more years at the time of application and will continue to be employed at the school at the point of admission or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

EXCEPTIONAL NEED

The admission authority 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

The admission authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

APPLICATIONS IN PREVIOUS YEARS

In recent years the admission authority has been pleased to admit children from all categories.

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 may only be one address point, priority will be given to the applicants whose door number is the lowest numerically / or alphabetically. 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 and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

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 admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power even when admitting the child would mean exceeding the published admission number.

APPLICATION PROCEDURE for 2027 – 2028

In order to make an application, you must complete a common application form (CAF) 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, 10 or 11 you should also complete the School's Supplementary Information Form (SIF). Whilst this is not compulsory, the information on the SIF enables the admission authority 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 St George's Catholic Primary School office, 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 2027, the admission authority will be unable to fully consider your application against the oversubscription criteria and your child may be ranked under the lowest criterion and this may affect your child's chance of being offered a place.

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. The admission authority 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 admission authority, on or about 16th April 2027. 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 21st May 2027.

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 2028, 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. (This used to be called a Statement of Special Educational Needs). 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 admission authority reserves the right to withdraw the place prior to the child starting 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 admission authority 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 admission authority 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 admission authority 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 2028.

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 or previously looked after'. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being 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 child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

'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 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/**

'Catechumens' are persons who wish to be baptised and have been accepted into the Order of Catechumens by the appropriate liturgical rite.

The **'Eastern Christian Churches'** (other than the Eastern Catholic Churches) include the Orthodox Churches and other Eastern Churches whose sacraments are recognised by the Catholic Church.

'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 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.

'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's "home address" refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part 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').

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 of The Cedar Federation 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 decide.

In the event of oversubscription, the Governors will consider all applications using the criteria below, which are listed in order of priority. Where there are two or more applicants for the last available place in either criterion 2 or 3, priority will be given firstly to children with a sibling already attending St James' CE Primary School at the time of admission and secondly by reference to distance from school. Please refer to note 3 for clarification on siblings and distance.

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 Statements of Special Educational Need or 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) and/or the Evangelical Alliance/Affinity.

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

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.

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.

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 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 and distance

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) leaves before the younger one starts. The sibling priority also does not include cousins or other extended family members who live in the same household.

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 with 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.



ST JOHN & ST JAMES CE PRIMARY SCHOOL
Admissions criteria

VISION & VALUES OF ST JOHN AND ST JAMES

Our vision is to create an inclusive community of aspirational learners, children, families and colleagues, working collaboratively and respectfully within a happy, nurturing environment where all flourish and achieve. Pupils are given extensive opportunities through an exciting and engaging curriculum, through which our Christian values are woven.

'I have come that they may have life, and have it to the full'. John 10 verse 10

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.

***This is usually a deadline of October for Secondary School applications and January for Reception applications.**

Looked after and previously looked after children will be considered to be:

a) children who are in the care of a Local Authority or provided with accommodation by a Local Authority in accordance with Section 22 of the Children Act 1989, e.g. fostered or living in a children's home, at the time an application for a school is made;

b) children who have previously been in the care of a local authority or provided with accommodation by such a local authority in accordance with Section 22 of the Children Act 1989 and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989); and

c) children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted.

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 online 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 for up to 6 state-funded schools, in rank order.

St John & St James C of E Primary school requires that a supplementary information form is completed if you are applying for a place under criterions 3, 4 and 5. This is available from the school office or can be downloaded from the school website.

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 a Pupil Admission Number (PAN) of 30 pupils. This means that 30 pupils will be accepted into Reception each year, as agreed with the admissions authority.

6.2 Oversubscription criteria

Children with an Education Health Care Plan, which names the school, will be admitted prior to the allocation of other places. No child will be discriminated against or disadvantaged unfairly, either directly or indirectly, due to a disability or a Special Educational Need.

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

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 members 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. Any other children, with priority given to those who live closest to the school, as measured in a straight line.

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

6.4 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.

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the 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, Children with an Education

Health Care Plan, which names the school, will be admitted, prior to the allocation of other places.

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

7.1. Waiting List

When the school is oversubscribed and after the admissions to the Reception Class have been decided, if you have not been offered a place you may ask for your child's name to be put on a waiting list. Each year the admissions authority will maintain a clear, fair, and objective waiting list until at least 31 December. Also for in-year admissions, if there are no spaces available at the time of your application, your child's name will be added to the 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 the event that a child is added to the list, the list will be ranked again in line with the published oversubscription criteria. Priority will not be given to children based on the date their application was received, or when their name was added to the list.

The waiting lists are reviewed at the start of each school year and applicants will be asked to confirm that they wish to remain on a waiting list.

Applications for in-year admissions should be sent to the local authority. The school only requires that a supplementary information form is completed if you are applying for a place under criterions 3, 4 and 5.

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: **Office@stjohnandjames.enfield.sch.uk**

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.

ST JOHN'S CE PRIMARY SCHOOL
Admissions criteria

OUR VISION STATEMENT

Shine like stars

Through God's love, we will flourish and develop our gifts in our nurturing community, as we strive to be an inspiration to all.

Your light must shine before people, so that they will see the good things you do and praise your Father in heaven.' Matthew 5:16

St John's is a Voluntary Aided Half-Form entry, 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. As far as possible, the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

ADMISSION TO THE NURSERY CLASS

Children may enter the Nursery class at the beginning of the academic year of which they are going to be four. All applicants must complete a Nursery Supplementary Information Form (SIF) available on the school's website.

Parents of current Nursery children need to apply for a Reception Place in the school as automatic admission is prohibited.

ADMISSION TO THE RECEPTION CLASS

Children may enter the Reception class at the beginning of the academic year in which they are five.

The agreed intake into the Nursery Class is 15 pupils.

The agreed intake into the Reception Class is 15 pupils.

An online Borough Application form for admission to reception class **must be** submitted to the LA by the January 2027. The school also has a Supplementary Information Form which requires information applicable to the school's admission criteria 2 and 6 must be submitted to the school by January 2027. 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 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 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, the distance tie-breaker should be used for children who live in flats, and as a result live the same distance from the school.

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.

In-year admissions

Parents can apply for a place at anytime of the school year by contacting admissions at the Civic Centre in Enfield. If we have a place available, then we will arrange for a school visit and agree a starting time.

Waiting lists

Admissions at the Civic Centre will maintain a waiting list until the 31st December of each school year of admission. Each child added will require the list to be ranked again in line with the published oversubscription criteria which is the admission criteria below.

(2)

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. (1)
2. Children whose parent(s) regularly worship at St. John's or St. Luke's, Clay Hill or if the family have recently moved, we will take account of their commitment at a previous church. (2)
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.
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. (3)
6. Children whose parent(s) regularly worship at another Church of England church, located within the Clay Hill parish as specified by the agreed list of roads that is applied. (2)

7. Children whose parent(s) regularly worship at a church of any other Christian denomination, located within the Clay Hill parish as specified by the agreed list of roads that is applied. (2)

8. Any other applicants

Notes:

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

1. Looked after children, to include children who have been in care outside of England 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 on 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)."

2. 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 2027. We have updated this guidance on church attendance in the light of Covid-19 which is as follows:

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

    - References will be sought via the Supplementary Information Form and should be returned to the school.

3. Distances from home to school are provided by the Enfield Schools Admissions Service. 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 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 using random allocation. Where parents have shared responsibility for a child who may live part of the week with each parent, then the address that is the closest to the school will be accepted.

4. By other Christian Church we mean those who are members of Churches in England 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. Distance is the tie-break – random allocation would be the final deciding factor when two applicants live the same distance.

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 at least 20 school days from the date of notification to the parent of the refusal of a place.

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

Parents/carers can request a place for their child outside their normal age group by contacting the Governing Body at St. John's School.

The term 'summer born children' relates to all children born from 1st April to 31st 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.

Education, Health and Care Plans

Children with an Education, Health and Care (EHCP) Plan who have St. John's CE Primary School named in the plan will be offered a place at the school before other places are allocated so the number of places available will be reduced.

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.

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.

Data is used in the school in accordance with our published privacy statement which is available on our website **www.stjohnsprimarysch.org.uk**. This privacy statement explains what personal data we collect from you, and how we use it.



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 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 admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admissions authority has set the school's Published Admissions Number (PAN) at 60 pupils to be admitted to the reception year in the school year which begins in September, 2027.

The admissions authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

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 and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish of Mary, Mother of God, Ponders End. (see notes 3&11)
3. Other baptised Catholic children for whom St. Mary's Catholic Primary School is the nearest Catholic school. (see notes 3&11)
4. Other Catholic children. (see note 3)
5. Other looked after and previously looked after children. (see note 2)
6. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
7. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
8. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
9. Any other children.

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

(i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10)

(ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each 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 (see note 8).

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.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round1, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the

Supplementary Information Form (SIF) attached to this policy if you wish to apply under oversubscription criteria 1 to 4 or 6 to 8. The Supplementary Information Form should be returned to Mrs Efstathiou, Administrative Officer at the school (St. Mary's Catholic Primary, Durants Road, Ponders End, Enfield EN3 7DE) together with all other relevant paperwork by the 15th January 2027.

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child may not be placed in criteria 1 to 4 or 6 to 8, and this may affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2027.

Late Applications

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or 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 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, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the Chair of the Governing Body, St. Mary's Catholic Primary at the same time as the admission application is made. The admissions authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the admissions authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting 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. The waiting list will be held open until the 31st July 2027.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are available places. Applications should be made directly to the school by contacting the headteacher (020 8804 2396 / **office@stmarys.enfield.sch.uk** and to the local authority **School admissions applications** (click on the 'in-year admissions' tab). School website: **www.stmarysenfield.co.uk**

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

Fair Access Protocol

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 admission round the admissions authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admissions authority has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Nursery

For children 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 school's nursery does not automatically guarantee that a place will be offered at the school.

The admissions authority reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

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 section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making 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 special guardianship order. Included in this definition are those children who appear (to the admissions authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. '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, it includes a looked after child living with a family where at least one of the parents is Catholic.

   For a child to be treated as Catholic, evidence of Catholic baptism or reception into the 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.

4. '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.

5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. "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 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.

7. "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 6 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.

8. 'Brother or sister' includes:

   (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or 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 home address as the child who is the subject of the application.

9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the admissions authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

11. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2027-2028.

12. A child's "home address" refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.



ST MATTHEW'S CE PRIMARY SCHOOL
Admissions criteria

GENERAL PRINCIPLES

St Matthew's C of E Primary School is a 1-form primary school, in the London Borough of Enfield, with 30 places for each academic year group.

Our school is a small, inclusive, family environment, committed to providing a welcoming, and nurturing setting for all children. We warmly welcome children from local churches, children from other faiths and those not connected to any faith group. Our school motto 'Let your light shine' is universal in letting every child know that they are valued and supported to reach their full potential.

This Admissions Policy outlines the principles and procedures that guide the allocation of places at our school, ensuring that the process is fair, transparent, and consistent with statutory requirements. We aim to offer every child the opportunity to thrive academically, socially, and emotionally within our caring school community, working in partnership with families to support each child's develop-ment.

This policy is for admissions to the school from reception aged children upwards. Places will be allocated following the admissions criteria below, up to the maximum intake of 30 places.

We also have a nursery for children aged 3-4 (in their last year before reception). If you would like to apply for a nursery place, please contact our school directly. These places can be full-time or half-time.

ADMISSIONS CRITERIA

1. Children with an Education, Health and Care Plan (EHCP) that names St Matthew's School will always be offered places.

2. Looked after children and all previously looked after children, including those children who appear (to the Admission Authority) to have been in state care outside of England and children who ceased to be in state care following an adoption, special guardianship or child arrangements order, will always be offered a place.

3. Children whose parents / guardians are regular worshippers at the Parish Church of St Matthew, Ponders End

   3a – Sibling 3b – New applicant

4. Children whose parents / guardians are regular worshippers at any other Church of England church, or any church belonging to a listed member of Churches Together in England or of the Evangelical Alliance

   3a – Sibling 3b – New applicant

5. All other children (priority will be given on the least distance between the child's home and the school.)

   4a – Sibling 4b – New applicant

Admissions Criteria Notes:

(a) **"Siblings"** in this policy means children who share a parent through a blood relationship, legal adoption or legal fostering.

(b) **"Regular worshipper"** in this policy means 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. If your church was closed for public worship during that period and was not using a different building at the time, you will need to demonstrate attendance at another church.

APPLICATION CYCLES AND CHILDREN'S AGES

(a) Legally, children must enter full-time education by the beginning of the school term (1 September, 1 January or 1 April) following their 5th birthday. This is called Compulsory School Age. Children may, however, enter schooling at the beginning of the school year following their 4th birthday.

(b) Applications in any year are for a full-time place from the September following a child's 4th birthday.

(c) Taking up the place offered may be deferred until later in the school year (January or April), but full-time education must start at the beginning of the term when the child reaches Compulsory School Age.

(d) It is acceptable for children offered a place to attend part-time until they reach Compulsory School Age.

(e) **Summer Born Children** are those born between 1 April and 31 August (both dates inclusive) in any year. They must, as above, enter full-time education when they attain Compulsory School Age (ie, 1 September following their 5th birthday), but may enter schooling (on either a full- or part-time basis) at the beginning of one of the terms following their 4th birthday.

Admissions out of the normal age range group

(f) For children whose fifth birthday falls between 1 April 2028 and 31 August 2028 ("Summer Born children" as above), whose parents who do not wish them to start school in school year 2027-28, but to be admitted in September 2028 for school year 2028-29, 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

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of the Headteacher will also be considered and the reasons will be clearly set out in each case.

(g) Parents may decide not to apply for a Reception place in the school but to apply for a Year 1 place in September 2028. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2027-28 Reception Year group. Alternatively, they may decide to apply in the normal round (no later than 15th January 2028) for a Reception Year place in September 2028, but would need to provide strong supporting reasons for seeking a place outside the normal year group and apply via the protocol outlined above.

ADDITIONAL NOTES

Criterion 2

(a) **Looked after children** and all previously looked after children, including those children who appear (to the Admission Authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (Para 2 [1] above)

By a looked after child, we mean children in the care of a local authority or being provided with accommodation by a local authority in the exercise of its children's social care 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).

(b) Applications under Criterion 1 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).

Criteria 3 & 4

(c) **If applying for a place under criteria 3 or 4**, please complete the Supplementary Information Form available from school or our website and ask the Priest/Minister to complete and sign too. Please submit this form to the school by the application deadline. We need this form to consider all applications. Without it, we will consider your application as seeking a place under Criterion 5.

Multiple birth siblings (e.g. twins, triplets)

(d) 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.

APPEALS, LATE ADMISSIONS TO RECEPTION AND APPLICATIONS FOR CASUAL ADMISSION TO OTHER YEAR GROUPS

(a) The Governors consider each application strictly in line with the Admissions Criteria. 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 20 school days of the date of the letter confirming the Governors' decision.

(b) 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.

(c) If the Governors are unable to offer your child a place, their name will automatically be added to the School waiting list, which will be ranked at all times in accordance with the Admissions Criteria in Section 2. In the event of a place becoming available, it will be offered to the next child at the top of the waiting list. A new waiting list will be started each school year.

MEASURING DISTANCE FROM THE SCHOOL

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. Where more than one child has the same address (including addresses in multi-occupancy buildings) a decision will be made using random allocation, independently monitored.

Agreed by Governors: Spring 2026

Next review: Summer 2027

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 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)."

ST MICHAEL'S CE PRIMARY SCHOOL
Admissions criteria

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

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 2026, 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 the **London Borough of Enfield CAF**) and return this directly to your home local authority by 15th January 2026.

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 twelve months. 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 2026. It should not be signed before 1st January 2026.

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 the **London Borough of Enfield CAF**) and return this directly to your home local authority by 15th January 2026.

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[1] 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).

Education and Health Care Plan

Children with an Education and Health Care Plan (EHCP). Where the 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)

Category 3: Foundation Church Places

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

Fa) A child whose parent/s worship regularl [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 distance[6]

Fb) 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]

Fc) 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]

Fd) 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]

Fe) 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:

Oa) A sibling. [5]

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

Ob) 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 2026), 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 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 our **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 2026) 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.

Fair Access Protocol

As a Church of England school guided by our values of love, respect, and integrity, we are committed to supporting vulnerable children and ensuring fair access to education. In accordance with Enfield Council's Fair Access Protocol, we work collaboratively with the Local Authority to provide school places for unplaced or hard-to-place children, including those who meet the prescribed categories outlined in the Admissions Code. We prioritise the needs of the child, whilst upholding fairness and balance across all admissions decisions.

Explanatory Notes:

1. LAC – A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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. 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 admissions meeting is held in February 2026, / 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 of twelve months, prior to the admissions meeting in February 2026. 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.

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 2026).

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.

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 **Governing Body** is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admission authority has set the school's Published Admissions Number ("PAN") at **60** pupils to the **reception year** in the school year which begins in September 2026.

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 previously looked-after* children;
2. baptised Catholic children with a Certificate of Catholic Practice*. Those who have a sibling* at the School at the time of application will be given priority within this category;
3. other baptised Catholic children. Those who have a sibling* at the School at the time of application will be given priority within this category;
4. other looked-after* children and previously looked-after* children;
5. children who are catechumens and children who are members of an Eastern Christian Church Those who have a sibling* at the School at the time of application will be given priority within this category;
6. other children who are not baptised Catholics and who have a sibling at the School at the time of application;
7. children of other Christian denominations whose application is supported by a letter from their minister/religious leader confirming membership of the faith community;
8. children of other faiths* whose application is supported by a letter from their minister/religious leader confirming membership of the faith community; and
9. any other children.

***Definitions:-**

'Looked-after child' has the same meaning as in Section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being 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.

'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 special guardianship order. Included in this definition are those children who appear (to the Governing Body) to have been in state care outside England and who ceased to be in state care as a result of being adopted.

'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 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, which can only happen after the age of 7.

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

'Christian', for the purposes of this policy, means a member of one of the Churches affiliated to 'Churches Together in Britain and Ireland'.

'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 (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 admission authority 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 THE PREVIOUS YEAR'S APPLICATIONS

Last year the School was oversubscribed: we received 159 applications for 60 places. 40 children from category 2, 3 children from category 3, 8 children from category 5, 3 children from category 6, 2 children from category 7 and 4 children from category 9 were offered a place, 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 candidate's home address. **'Home address' refers to the address at which the candidate usually lives with a parent or carer, and will be the address provided in the Common Application Form (CAF). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school 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 the normal admissions round, the admission authority 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 admission authority 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 admission authority 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 admission authority 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 2027.

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.

ST MONICA'S CATHOLIC PRIMARY SCHOOL – 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 online 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 2026.

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 2026:

   (a) a **Supplementary Information Form (SIF)**; and
   (b) Certificate of Catholic Practice **(if applicable; see paragraph C below)**;
   (c) proof of baptism **(if applicable) – only the original certificate marked with the parish seal can be accepted;** or
   (d) a letter from a minister/religious leader confirming membership of a non-Catholic faith community.

   To be considered for inclusion within category 2, an application must include the SIF, a Certificate of Baptism in a Catholic church (or a Certificate of Reception into the full communion of the Catholic Church) and a Certificate of Catholic Practice.

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

   Unless all applicable documents are returned to the school by 15 January 2026, the admission authority will be unable to consider your application fully and this may affect your child's chance of being offered a place.

C. Applicants applying under category 2 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.

D. The admission authority 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.

E. On or around 19 April 2026, letters will be sent by the Local Authority, on behalf of the admission authority, 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.

F. 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 show the School office t**wo 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 furthest distance from the church to whom a place has been offered.

G. 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.

H. 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.

I. Unless there are exceptional circumstances and applicants can demonstrate a good reason (accepted by the admission authority) for not applying by the published deadline of 15 January 2026, 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 2026/2027 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.

J. 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.

K. 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 admission authority's consideration of applications.

L. 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 19 May 2026 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 admission authority 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 online. 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 admission authority 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 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. For applications under oversubscription category 2, 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. The admission authority will consider each case on its own merits and permission will only be given in exceptional circumstances.

This Policy replaces all those previously published.

ST PAUL'S CE PRIMARY SCHOOL
Admissions criteria

Our Vision

Our school is one family, united in love and deeply rooted in our Christian values, where together on life's journey we flourish, striving for excellence in all that we do. Inspired by the transformation of St Paul, and enlightened by the glory of God, we will shine like stars to make the world a better place.

Our Core Values

Love. Forgiveness. Truth. Friendship. Hope. Peace

Admissions Policy 2027

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 complying with the 2021 Schools Admissions Code and admits 60 pupils per year group, split between 2 classes. The Governing Board 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. St Paul's should be entered as one of those preferences. 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.

Admission of children with an Education Health and Care Plan (EHCP)

The admission of children with an Education Health and Care Plan (EHCP) follows a separate process involving consultation between parents/carers, professional advisers, the school and the local authority. Applications for such children should not be made through the normal admissions process.

ADMISSIONS CRITERIA

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 and children who were adopted (or are subject to residence orders or special guardianship orders)[1] including those who appear to the Local Authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Siblings of a pupil who will still be attending the school at the time of admission of the said sibling.

3. Baptised children whose parent(s)/guardian(s) 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. Children whose parent(s)/guardian(s) have attended Sunday worship at a Christian church that is a listed member of Churches Together in England, or a listed member of the Evangelical Alliance or Affinity, at least twice per month for at least the past two years at the time of application and who live within one mile of the school;

5. Children whose parent(s)/guardian(s) have been a member of staff at St Paul's School, Winchmore Hill for at least two years at the time of application and continue to be employed at the time of admission;

6. Children whose parent(s)/guardian(s) have attended the place of worship of another recognised World Faith at least twice per month for at least the past two years at the time of application and who live within one mile of the school;

7. 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, 4 and 6 will also need to complete and

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).

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.

Parents may request a copy of the reference provided by their minister of religion from their minister.

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

NOTES ON THE CRITERIA OF ADMISSION

The following notes are intended to explain the criteria in detail and to assist prospective parents/guardians in understanding how the admissions policy will be administered. An applicant with written evidence from an appropriate professional of medical, social or pastoral needs which can be most appropriately met at St Paul's School, where detriment would 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

Definition of "Looked after Children"

For the purposes of Criterion 1 a "looked-after child" means 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).

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.

Criterion 4

(a) Christian churches

For the purposes of applying the admissions criteria, reference to Christian churches shall be deemed to refer to churches who are listed members of Churches Together in England*, the Evangelical Alliance** or Affinity***. A list of member churches are to be found on the relevant websites:

* www.cte.org.uk
** www.eauk.org
*** www.affinity.org.uk

(b) The past two years

See notes under Criterion 3 above.

(c) Within one mile of the school

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. Applications will be determined in accordance with this information.

Criterion 5

The past two years

See notes under Criterion 3 above.

Criterion 6

(a) Recognised World Faiths

For the purpose of Criterion 8, recognised World Faiths are Buddhism, Hinduism, Islam, Judaism and Sikhism.

(b) The past year

See notes under Criterion 3 above.

(c) Within one mile of the school

See notes under Criterion 4 above.

Criterion 7

(a) Principal place of residence

For the purposes of applying these criteria, the child's principal place of residence is where a child normally lives. Where a child lives with separated parents who have shared parental responsibility, the principal place of residence will be taken to be the place where the child lives for the majority of the week. If the child's time is divided equally between both parents, the parents will be asked to declare on the admissions form which residential address should be used for the purpose of admission to the school. If no declaration is received by the closing date for applications, the principal place of residence will be determined on a case-by-case basis, using all available evidence, including the address registered with the doctor.

(b) Distance from the school

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. Applications will be determined in accordance with this information.

GENERAL INFORMATION

In order to meet any of the faith criteria, parent(s)/guardian(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 the supplementary information form received from the nominated minister for information about the applicant's 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 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)/guardian(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/guardians 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.

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/guardians 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/guardians may also request that their child attends part-time until their child reaches compulsory school age.

For children whose fifth birthday falls between 1 April 2028 and 31 August 2028, parents who do not wish them to start school in school year 2027-28 but to be admitted in September 2028 for school year 2028-29, 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 school's head teacher will also be taken into account. The reasons for the decision will be clearly set out. Parents/guardians may decide not to apply for a Reception place in the school but to apply for a Year 1 place in September 2028. Parents/guardians should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2026-27 Reception Year group. Alternatively, they may decide to apply in the normal round (no later than 15 January 2028) for a Reception Year place in September 2028, but would need to provide strong supporting reasons for seeking a place outside the normal year group and apply via the protocol outlined above.

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.

WOLFSON HILLEL PRIMARY SCHOOL
Admissions criteria

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 Wolfson 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 Office of the Chief Rabbi. Those applicants wishing to be considered a priority for available places must complete a Certificate of Religious Practice (CRP[1]) 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 age[2]). 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 circumstances[3]. 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 ("EHC Plan")[4] names the School will be admitted.

OVERSUBSCRIPTION CRITERIA

If the School is oversubscribed, after the admission of children whose EHC 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 authority[5], or a child who was previously looked after[6], with a completed and valid CRP
2. Siblings[7] 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 who attend Wolfson Hillel Nursery at the time of application with a completed and valid CRP, to a maximum of 45 pupils
5. Children of staff[8] employed at the School with a completed and valid CRP
6. Children for whom the School is appropriate on genuine medical or social grounds[9], with a completed and valid CRP
7. Other children who have a complete and valid CRP
8. Other children who have an incomplete CRP
9. Other children who are looked after by a local authority, or other children who were previously looked after by a local authority
10. Any other children

Tie-Breaker

In the event of there being more applicants than places available within each of the above criteria 1 to 10, priority will be given to children living nearest the School. Distance will be measured from the main gate of the home address[10] 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 AND OTHER IMPORTANT INFORMATION

1. How to Apply

Children will be admitted to Reception[11] in the September following their fourth birthday. For applications in the normal admissions round[12], parents should:

a) use the Common Application Form (CAF) provided by their home local authority, regardless of in which local authority the School is located. The CAF should be returned to the local authority where the child lives by 15 January in the calendar year of entry.

b) also complete and return by 15 January of the calendar year of entry the School's Supplementary Information Form (SIF) and the Certificate of Religious

Practice (CRP). 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. Please refer to the CRP Form as soon as possible as various requirements need to be completed well in advance of the deadline.

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.

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

Please note, pupils attending the Wolfson Hillel Nursery will not transfer automatically into Reception.

A separate application must be made for a Reception place.

Application for a child whose EHC 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 day[13]).

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 Reception received between 16 January and 31 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

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 In Year Application Form, 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 address[14]. Parents will be notified of the outcome of their in-year application in writing within 15 school days. As is the case in the normal admissions round, all children whose EHC Plan names the school will be admitted.

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 above. Priority will not be given to children on the basis that they have been on the waiting list the longest.

8. Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

10. Applications Outside the Normal Age Group

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. 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 headteacher 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.

11. Summer Born Children

The parents of a summer born child (those born between 1 April and 31 August) can defer their child's entry to school by a whole year until they reach compulsory school age and be admitted to Reception rather than Year 1 with their chronological peers. Before deciding to ask to defer your child's admission, you should contact the School who will be able to explain the provision on offer to children in Reception, and how they meet the needs of summer born children throughout their time at school. They may also be able to allay any concerns that you may have about your child's readiness for school. If you still wish to defer your child's admission to school, you must get approval from the Admissions Committee.

As well as asking for approval for your request to defer, you should make an application as part of the main admission round for the year group that your child would normally be admitted to school. This must be submitted by the closing date of 15th January. Wherever possible, you should also make your application for deferment by 15th January.

Each child's circumstances are considered on a case-by-case basis and a decision will be made in the best interests of the child, having sought the views of the headteacher. If you have made your application by the required date, we aim to let you have a response by 15th March of the offer year, setting out clearly the reasons for the decision. If your request to defer is approved, you can simply withdraw your application for the normal age group. You will then need to make a new application as part of the main admission round for the following year. If your request to defer is refused, your application will be considered for the normal year group. You will need to decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to Year 1 for the September following the child's fifth birthday.

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent appeal panel. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint about an Admission Authority's decision not to admit their child outside their normal age group using the School's complaints procedure.

12. Children from Overseas

Applications for children coming from overseas must be treated in accordance with current legislation. Non–statutory guidance on this should be available on the website of the Department for Education.

13. Right of Appeal

Parents who receive a letter to say that their application has not been successful have the right to appeal. This includes parents who have made an in-year application for admission. Parents wishing to appeal must write to the Chair of the Governors at the School address, setting out the grounds for the appeal, within 20 days of receiving the letter of refusal. The Appeals procedure will be carried out in accordance with the Schools Admissions Appeal Code October 2022 (School Admission Appeals Code 2022 (publishing.service.gov.uk) or as amended. 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 An Education, Health & Care Plan (EHC Plan) is made by the local authority (see Section 37 of the Children and Families Act 2014) specifying the special education provision 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). This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

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 of Wolfson Hillel School in either or all 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.

(iii) Been transferred to the School having previously been employed by the Jewish Community Academy Trust 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.

12 '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.

13 '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.

14 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

Currently all primary school children in London can receive a school meal at no cost to the parent/carer regardless of whether they receive a qualifying benefit. This is possible for children in KS2 because of the Mayor of London Free School Meals Scheme. School meals in Enfield are healthy, tasty, social and fun.

Choosing a school lunch for your child/ children will help save approximately **£500** 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.

www.enfield.gov.uk

ENFIELD Council

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.