

Applying for a Primary School in Enfield Information for Parents



September 2015

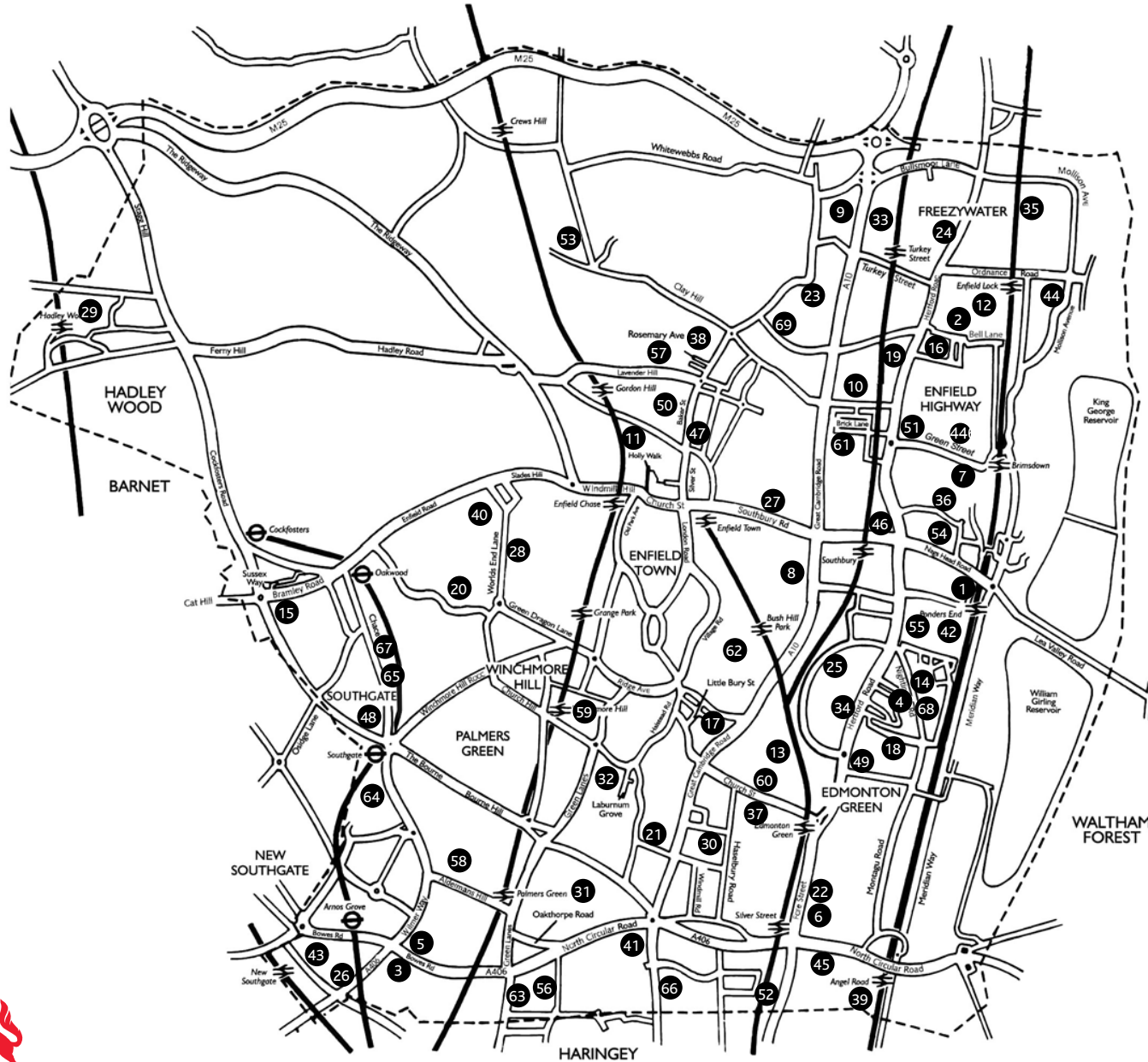


You can submit your application online at www.enfield.gov.uk/admissions

www.enfield.gov.uk/admissions



Primary Schools in Enfield



KEY

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

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Enfield Schools Admission Service



ENFIELD SCHOOLS ADMISSION SERVICE

The Enfield Schools Admission Service (ESAS) is responsible for co-ordinating the allocation of reception places in Enfield to make sure that as many children as possible get places at schools of their parents' preference. We are part of the Schools and Children's Services Department.

You can find a lot of information about admissions and schools in Enfield on our website, www.enfield.gov.uk/admissions and access to the online portal.

The telephone number for the Enfield Schools Admission Service is **(020) 8379 5501** or alternatively you can call the Enfield Customer Services Centre on **(020) 8379 1000**

They can take a message or transfer your call through to our Service if they are unable to help you.

You can also email the Enfield Schools Admission Service, our email address is enfield.school.admissions@enfield.gov.uk

Please remember that staff in the Admissions Service are dealing with the placement of many children at the same time and we try our utmost to help the parents of all these children. We do the job conscientiously and always welcome polite enquiries, either on the telephone, in writing or in person.

The information in this booklet relates to the Academic Year 2015/2016 and was correct at 1st September 2014. The Authority reserves the right to amend the information contained in this booklet to take account of any important changes that may occur after this date.

Letter



Enfield Schools Admission Service
PO Box 56
Civic Centre Silver Street
Enfield Middlesex EN1 3XQ
Email: enfield.school.admissions@enfield.gov.uk
Website: www.enfield.gov.uk/admissions

Autumn 2014

Dear Parents and Carers,

Starting primary school is an exciting time for children and this booklet explains how to apply for a place in a reception class. We are committed to providing excellent learning opportunities and high quality education for all and are proud of all of our students and schools. Your child will have every opportunity to succeed at whichever school he or she attends in Enfield.

It is important that you find out more about schools before making your application. This booklet has information about opportunities available to visit our schools details of their website addresses.

Since 2008, Enfield has had high levels of demand for school places because of the increase in the population and we have been working hard over the years to ensure that there are enough schools places for every child who needs one. The schools in Enfield have supported the Council and together we have created a significant number of extra Reception places to meet the demand.

It is very important that you take the high demand

for places into account when you are making your applications. Many of the schools in Enfield receive more applications than there are places available. This booklet has information about the admission criteria for all of our schools and this will you an idea of whether or not your child has a good chance of getting a place at a school you prefer. I would encourage you to make sure you use all your 6 preferences and apply for your nearest schools.

You can also apply for schools outside the Borough on your Enfield form.

Please remember that unless you are certain that your child will get a place at a particular school, you should apply for more than one school and list them in your order of preference.

We hope that you will find the information in this booklet helpful and should like to wish your child every success at their primary school. If you need any further information or advice, please visit our website at www.enfield.gov.uk/admissions or contact the Enfield Schools Admission Service, telephone (020) 8379 5501.

Yours sincerely,

Director
Schools and Children's Services

You can submit your application online at www.enfield.gov.uk/admissions



Primary Schools in the London Borough of Enfield

SCHOOL NAME, ADDRESS AND TELEPHONE NUMBER	STATUS AND AGE RANGE	HEADTEACHER	ADDITIONAL INFORMATION	ADMISSION NUMBER SEPTEMBER 2015
ALMA PRIMARY SCHOOL Alma Road, Enfield, EN3 4UQ (020) 8804 3302 www.almaprimarieschool.org.uk email: office@alma-primary.org.uk	Community 5 - 11	Helen Thomas	Nursery class	60
ARK JOHN KEATS ACADEMY Bell Lane, Enfield, EN3 5PA 0203 443 3113 www.arkjohnkeatsacademy.org primary@arkjohnkeatsacademy.org	Academy 3 - 18 All Through	Amy Baird Head of Primary	This school opened in September 2013	90
BOWES PRIMARY SCHOOL Bowes Road, London, N11 2HL (020) 8368 2552 www.boweslearningalliance.org email: bowesoffice@boweslearningalliance.org	Community 5 - 11	Sarah Turner Executive Headteacher	Nursery class	60
BOWES EDMONTON PRIMARY SCHOOL 206a Nightingale Road, Edmonton N9 8PT (020) 8368 2552 www.boweslearningalliance.org email: bowesoffice@boweslearningalliance.org	Community 5 - 11	Sarah Turner Executive Headteacher		30
BOWES SOUTHGATE GREEN PRIMARY SCHOOL c/o Broomfield School, Wilmer Way, Southgate, N14 7HY (020) 8368 2552 www.boweslearningalliance.org email: bowesoffice@boweslearningalliance.org	Community 5 - 11	Sarah Turner Executive Headteacher	This school will open in September 2014	30
BRETtenham PRIMARY SCHOOL Brettenham Road, London, N18 2ET (020) 8345 6055 www.brettenhamprimarieschool.co.uk email: office@brettenham.enfield.sch.uk	Community 5 - 11	Deborah Hall	Nursery Class School has a priority zone	60
BRIMSDOWN PRIMARY SCHOOL Green Street, Enfield, EN3 7NA (020) 8804 6797 www.brimsdowenfield.sch.uk email: contact@brimsdowenfield.sch.uk	Community 5 - 11	Mr Fisher	Nursery Class	90
BUSH HILL PARK PRIMARY SCHOOL Main Avenue, Enfield, EN1 1DS (020) 8366 0521 www.bushhillpark.enfield.sch.uk email: office@bushhillpark.enfield.sch.uk	Community 5 - 11	Ms Anna Theodosiou	Nursery Class	90

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SCHOOL NAME, ADDRESS AND TELEPHONE NUMBER	STATUS AND AGE RANGE	HEADTEACHER	ADDITIONAL INFORMATION	ADMISSION NUMBER SEPTEMBER 2015
CAPEL MANOR PRIMARY SCHOOL Bullsmoor Lane, Enfield, EN1 4RL (01992) 764087 www.capelmanor.enfield.sch.uk email: office@capelmanor.enfield.sch.uk	Community 5 - 11	Mrs T Kilkenny	Nursery Class	60
CARTERHATCH INFANT SCHOOL Carterhatch Lane, Enfield, EN1 4JY (020) 8804 6886 www.carterhatchinfants.com email: office@carterhatch-inf.enfield.sch.uk	Community 5 - 7	Andrew Boyes	Nursery class	90
CARTERHATCH JUNIOR SCHOOL Carterhatch Lane, Enfield, EN1 4JY (020) 8804 2101 www.carterhatch.com email: office2@carterhatch.com	Community 8 - 11	Mr Paul Barraclough	-	120
CHASE SIDE PRIMARY SCHOOL Trinity Street, Enfield, EN2 6NS (020) 8363 1120 www.chasesideprimary.co.uk email: office@chaseside.enfield.sch.uk	Community 5 - 11	Mrs Sally Quartson	Nursery Class School has a priority zone	60
CHESTERFIELD PRIMARY SCHOOL Chesterfield Road, Enfield, EN3 6BG (01992) 760678 www.chesterfieldschool.co.uk email: chesterfieldoffice@boweslearningalliance.org	Community 5 - 11	Sarah Turner Executive Headteacher	Nursery Class	120
CHURCHFIELD PRIMARY SCHOOL Latymer Road, London, N9 9PL (020) 8807 2458 www.thefieldfederation.co.uk email: churchfield.office@churchfield.enfield.sch.uk	Community 5 - 11	Adrian Hall	Nursery Class	90
CUCKOO HALL ACADEMY Cuckoo Hall Lane, London, N9 8DR (020) 8804 4126 www.cuckoohallacademy.org.uk email: admissions@chat-edu.org.uk	Academy 5 - 11	Mrs S Ahment	Nursery Class	120
DE BOHUN PRIMARY SCHOOL Green Road, London, N14 4AD (020) 8449 4402 www.debohun.enfield.sch.uk email: lyounger@debohun.enfield.sch.uk	Community 5 - 11	Mrs Helen Pearson	Nursery Class	60

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EASTFIELD PRIMARY SCHOOL Eastfield Road, Enfield, EN3 5UX (020) 8804 5013 www.eastfieldprimary.com	Community 5 - 11	Mrs C Jamil	Nursery class	60
EDMONTON COUNTY SCHOOL Bury Campus: Little Bury Street, Edmonton, N9 9HZ (020) 8360 3158 www.primary.edmontoncounty.co.uk email: primary@edmonton.enfield.sch.uk	Community 5 - 18	Erini Tooulis Head of Primary (5 - 11)	The primary phase of Edmonton County opened in January 2014	60
ELDON INFANT SCHOOL Eldon Road, London, N9 8LG (020) 8807 5230 www.eldoninfants.com email: office@eldon-inf.enfield.sch.uk	Community 5 - 7	Ms JA Messer Executive Headteacher	Nursery class	150
ELDON JUNIOR SCHOOL Eldon Road, London, N9 8LG (020) 8807 4763 www.eldonjuniorschool.org.uk email: office@eldon-jun.enfield.sch.uk	Community 8 - 11	Ms JA Messer Executive Headteacher	-	150
ENFIELD HEIGHTS ACADEMY Pitfield Way, Enfield, EN3 5BY (020) 8805 9811 www.enfieldheightsacademy.org email: office@enfieldheightsacademy.org	Academy 5 - 11	Ms Emma Breckenridge	This school opened in September 2013	25
EVERSLEY PRIMARY SCHOOL Chaseville Park Road, London, N21 1PD (020) 8360 5159 www.eversley.enfield.sch.uk email: office@eversley.enfield.sch.uk	Community 5 - 11	Mrs Pat Wood	-	90
FIRS FARM PRIMARY SCHOOL Rayleigh Road, London, N13 5QP (020) 8807 4292 www.firsfarm.enfield.sch.uk email: office@firsfarm.enfield.sch.uk	Community 5 - 11	Ms Frances Warhurst	-	90
FLEECEFIELD PRIMARY SCHOOL Brettenham Road, London, N18 2ES (020) 8807 7899 www.fleecefield.enfield.sch.uk email: office@fleecefield.enfield.sch.uk	Community 5 - 11	Antoinette Goldwater	Nursery Class School has a priority zone	60

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FORTY HILL CE PRIMARY SCHOOL Forty Hill, Enfield, EN2 9EY (020) 8363 0760 www.fortyhill.com email: office@fortyhill.enfield.sch.uk	Voluntary Aided 5 - 11	Mr Richard Yarwood	A supplementary information form must be completed for this school Nursery Class	30
FREEZYWATER ST. GEORGE'S CE PRIMARY SCHOOL Hertford Road, Enfield, EN3 6NR (01992) 764737 www.freezywaterstgeorges.enfield.org.uk email: office@freezywaterstgeorges.org.uk	Voluntary Aided 5 - 11	Mrs Gaudencio	A supplementary information form must be completed for this school	30
GALLIARD PRIMARY SCHOOL Galliard Road, London, N9 7PE (020) 8804 1818 www.galliardprimarieschool.co.uk email: office@galliard.enfield.sch.uk	Community 5 - 11	Ms P Sullivan	Nursery Class	90
GARFIELD PRIMARY SCHOOL Springfield Road, London, N11 1RR (020) 8368 4500 www.garfield.enfield.sch.uk email: office@garfield.enfield.sch.uk	Community 5 - 11	Ms Karen Khwaja	Nursery Class	90
GEORGE SPICER PRIMARY SCHOOL Southbury Road, Enfield, EN1 1YF (020) 8363 1406 www.georgespicer.enfield.sch.uk email: office@georgespicer.enfield.sch.uk	Voluntary Aided 5 - 11	Mrs Hilary Ballantine	-	120
GRANGE PARK PRIMARY SCHOOL Worlds End Lane, London, N21 1PP (020) 8360 1001 www.grangepark.enfield.sch.uk email: office@grangepark.enfield.sch.uk	Community 5 - 11	Paul Smith	-	120
HADLEY WOOD PRIMARY SCHOOL Courtleigh Avenue, Hadley Wood, EN4 OHT (020) 8440 4359 www.hadleywood.enfield.sch.uk email: office@hadleywood.enfield.sch.uk	Community 5 - 11	Beverly Benson	-	30
HAZELBURY LEARNING COMMUNITY/HAZELBURY INFANT SCHOOL Haselbury Road, London, N9 9TT (020) 8807 5677 www.hazelbury-learning-community.co.uk email: office@hazelbury-inf.enfield.sch.uk	Community 5 - 7	Sarah Turner Executive Headteacher Lesley Rose-Brennan Associate Headteacher	Nursery Class	150

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HAZELBURY LEARNING COMMUNITY/HAZELBURY JUNIOR SCHOOL Haselbury Road, London, N9 9TT (020) 8807 3140 www.hazelbury-learning-community.co.uk email: office@hazelburyjnr.enfield.sch.uk	Community 8 - 11	Sarah Turner Executive Headteacher Lesley Rose-Brennan Associate Headteacher	-	150
HAZELWOOD INFANT SCHOOL Hazelwood Lane, London, N13 5HE (020) 8886 3216 www.hazelwoodschoools.org.uk email: office@hazelwood.enfield.sch.uk	Community 5 -7	Miss Nicky Ross	-	90
HAZELWOOD JUNIOR SCHOOL Hazelwood Lane, London, N13 5HE (020) 8886 3216 www.hazelwoodschoools.org.uk email: office@hazelwood.enfield.sch.uk	Community 8 -11	Miss Nicky Ross	-	90
HIGHFIELD PRIMARY SCHOOL Highfield Road, London, N21 3HE (020) 8360 2149 www.highfieldprimary.co.uk email: office@highfield-pri.enfield.sch.uk	Community 5 -11	Mrs Kemal	Nursery Class	90
HONILANDS PRIMARY SCHOOL Lovell Road, Enfield, EN1 4RE (01992) 701012 www.honilands.co.uk email: office@honilands.enfield.sch.uk	Community 5 -11	Ralph Silverman	Nursery Class	90
HOUNDSFIELD PRIMARY SCHOOL Ripon Road, London, N9 7RE (020) 8805 3406 www.thefieldfederation.co.uk email: office@houndsfield.enfield.sch.uk	Community 5 - 11	Ms Emma Laikin	Nursery Class	90
KEYS MEADOW PRIMARY SCHOOL 84 Tysoe Avenue, Enfield, EN3 6FB (020) 8350 8200 www.keysmeadowprimarieschool.co.uk email: office@keysmeadow.enfield.sch.uk	Community 5 - 11	Mr Lawrence Price and Mrs Catherine Lane Joint Headteachers	Nursery Class	60

Primary Schools in the London Borough of Enfield

SCHOOL NAME, ADDRESS AND TELEPHONE NUMBER	STATUS AND AGE RANGE	HEADTEACHER	ADDITIONAL INFORMATION	ADMISSION NUMBER SEPTEMBER 2015
KINGFISHER HALL ACADEMY 40 The Ride, Enfield, EN3 7GB (020) 8344 9890 www.kingfisherhallacademy.org.uk email: kingfisher@chat-edu.org.uk	Academy 5 - 11	Mr Matthew Laban	Nursery Class	60
LATYMER ALL SAINTS CE PRIMARY SCHOOL 41 Hydethorpe Avenue, London, N9 9RS (020) 8807 2679 www.latymerallsaints.enfield.sch.uk email: office@latymerallsaints.enfield.sch.uk	Voluntary Aided 5 - 11	Miss Lorna Reynolds	Nursery Class A supplementary information form may need to be completed for this school	90
LAVENDER PRIMARY SCHOOL Lavender Road, Enfield, EN2 0SX (020) 8363 1058 www.lavender.enfield.sch.uk email: office@lavender.enfield.sch.uk	Community 5 - 11	Matthew Kleiner-Mann	Nursery Class School has a priority zone	60
MERIDIAN ANGEL PRIMARY SCHOOL 176 Dysons Road, London N18 2DS 07599 270096 www.meridianangel.org.uk email: office@meridianangel.org.uk	Academy 5-9	Mr Stefan Roos	Due to move to new site on Ladysmith Road in 2015	30
MERRYHILLS PRIMARY SCHOOL Bincote Road, Enfield, EN2 7RE (020) 8363 1403 www.merryhills.net	Community 5 - 11	Mrs Michelle Motley	-	90
OAKTHORPE PRIMARY SCHOOL Tile Kiln Lane, London, N13 6BY (020) 8807 4689 www.oakthorpe.enfield.sch.uk email: office@oakthorpe.enfield.sch.uk	Community 5 - 11	Anne Del Greco	-	70
OASIS ACADEMY HADLEY 143 South Street, Ponders End, Enfield, EN3 4PX (020) 8804 6946 www.oasisacademyhadley.org email: info@oasishadley.org	Academy 3 - 18	Lynne Dawes	Nursery Class	90

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OUR LADY OF LOURDES CATHOLIC PRIMARY SCHOOL The Limes Avenue, London, N11 1RD (020) 8361 0767 www.ololschool.enfield.sch.uk email: office@ololschool.enfield.sch.uk	Voluntary Aided 5 - 11	Mr Declan Meehan	A supplementary information form needs to be completed for this school	30
PRINCE OF WALES PRIMARY SCHOOL Salisbury Road, Enfield, EN3 6HG (01992) 762840 www.princeofwales.enfield.sch.uk	Community 5 - 11	Mr Jan M Bless	Nursery Class	90
RAYNHAM PRIMARY SCHOOL Raynham Avenue, London, N18 2JQ (020) 8807 4726 www.raynhamprimarieschool.co.uk email: office@raynham.enfield.sch.uk	Community 5 - 11	Marva Rollins	Nursery Class School has a priority zone	90
ST. ANDREW'S CE PRIMARY SCHOOL 116 Churchbury Lane, Enfield, EN1 3UL (020) 8363 5003 www.st-andrewsenf.sch.uk email: admin@st-andrews-enfield.enfield.sch.uk	Voluntary Aided 5 - 11	Miss Cath Mann	Nursery Class A supplementary information form may need to be completed for this school	60
ST. ANDREW'S SOUTHGATE PRIMARY SCHOOL (CE) 297 Chase Road, Southgate, London, N14 6JA (020) 8886 3379 www.st-andrews-southgate.enfield.sch.uk email: office@st-andrews-southgate.enfield.sch.uk	Voluntary Aided 5 - 11	Mrs Sally Moore Interim Executive Headteacher	A supplementary information form may need to be completed for this school	30
ST. EDMUND'S CATHOLIC PRIMARY SCHOOL Hertford Road, London, N9 7HJ (020) 8807 2664 www.st-edmunds.enfield.sch.uk email: school@st-edmunds.enfield.sch.uk	Voluntary Aided 5 - 11	Mrs M Hanley	A supplementary information form may need to be completed for this school	60
ST. GEORGE'S CATHOLIC PRIMARY SCHOOL Gordon Road, Enfield, EN2 0QA (020) 8363 3729 www.st-georges.enfield.sch.uk email: admin@st-georges.enfield.sch.uk	Voluntary Aided 5 - 11	C Pantelli	A supplementary information form may need to be completed for this school	90

Primary Schools in the London Borough of Enfield

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ST. JAMES' CE PRIMARY SCHOOL Frederick Crescent, Enfield, EN3 7HH (020) 8804 1987 www.stjamesenfield.org.uk email: admissions@st-james.enfield.sch.uk	Voluntary Aided 5 - 11	Joanne Dimmock	A supplementary information form may need to be completed for this school	30
ST. JOHN & ST. JAMES CE PRIMARY SCHOOL Grove Street, London, N18 2TL (020) 8807 2578 www.stjohnandjames.enfield.sch.uk email: office@stjohnandjames.enfield.sch.uk	Voluntary Aided 5 - 11	Mrs Heather Knightley	Nursery Class A supplementary information form may need to be completed for this school	60
ST. JOHN'S CE PRIMARY SCHOOL Theobalds Park Road, Enfield, EN2 9BD (020) 8363 4709 www.stjohnsprimariesch.org.uk email: office@stjohnsprimary.sch.org.uk	Voluntary Aided 5 - 11	Ms Susan Notley	Nursery Class A supplementary information form may need to be completed for this school	13
ST. MARY'S CATHOLIC PRIMARY SCHOOL Durants Road, Enfield, EN3 7DE (020) 8804 2396 www.stmarysenfield.co.uk email: office@stmarys.enfield.sch.uk	Voluntary Aided 5 - 11	Miss M Creed	Nursery Class supplementary information form may need to be completed for this school	60
ST. MATTHEW'S CE PRIMARY SCHOOL South Street, Enfield, EN3 4LA (020) 8804 1666 www.stmatthews-enfield.co.uk email: smichael9.308@lgflmail.org	Voluntary Aided 5 - 11	Miss Carol Sandercombe	A supplementary information form may need to be completed for this school	30
ST. MICHAEL AT BOWES JUNIOR SCHOOL Tottenham Road, London, N13 6JB (020) 8888 6100 www.smab.enfield.sch.uk email: office@smab.enfield.sch.uk	Voluntary Aided 8 - 11	Mrs Maria Jay	-	90
ST. MICHAEL'S CE PRIMARY SCHOOL Brigadier Hill, Enfield, EN2 0NB (020) 8363 2724 www.st-michaels.enfield.sch.uk email: admin@st-michaels.enfield.sch.uk	Voluntary Aided 5 - 11	Miss Jan Matthews	Nursery Class A supplementary information form may need to be completed for this school	60
ST. MONICA'S CATHOLIC PRIMARY SCHOOL Cannon Road, London, N14 7HE (020) 8886 4647 www.st-monicas.enfield.sch.uk email: office@st-monicas.enfield.sch.uk	Voluntary Aided 5 - 11	Mrs Kate Baptiste	A supplementary information form may need to be completed for this school	60

Primary Schools in the London Borough of Enfield

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ST. PAUL'S CE PRIMARY SCHOOL Ringwood Way, London N21 2RA (020) 8360 3137 www.st-pauls.enfield.sch.uk email: office@st-pauls.enfield.sch.uk	Voluntary Aided 5 - 11	Mrs Sally Moore	A supplementary information form may need to be completed for this school	60
SOUTHBURY PRIMARY SCHOOL Swansea Road, Enfield, EN3 4JG (020) 8804 1710 www.southbury.enfield.sch.uk	Community 5 - 11	Mr David Bryant	Nursery class	60
STARKS FIELD PRIMARY SCHOOL 167 Church Street, London, N9 9SJ (020) 8887 6060 www.starksfield.enfield.sch.uk email: office2@starksfield.enfield.sch.uk	Community 5 - 11	Ms D Bhalla	Nursery class	60
SUFFOLKS PRIMARY SCHOOL Brick Lane, Enfield, EN1 3PU (020) 8804 1534 www.suffolks.enfield.sch.uk email: office@suffolks.enfield.sch.uk	Community 5 - 11	Mrs Andrea Cassius	Nursery class	60
THE RAGLAN INFANT SCHOOL Wellington Road, Enfield, EN1 2NS (020) 8360 5121 www.raglanschool.org email: office@raglanschool.org	Community 5 - 7	Mr M Kelsey	Nursery class	120
THE RAGLAN JUNIOR SCHOOL Raglan Road, Enfield, EN1 2RH (020) 8360 3731 www.raglanschool.org email: office@raglanschool.org	Community 8 - 11	Mr M Kelsey	-	120
TOTTENHALL INFANT SCHOOL Tottenham Road, London, N13 6HX (020) 8829 1100 www.tottenham.enfield.sch.uk email: office@tottenham.enfield.sch.uk	Community 5 - 7	Mrs Sian Mainwaring	Nursery Class	90

Primary Schools in the London Borough of Enfield

SCHOOL NAME, ADDRESS AND TELEPHONE NUMBER	STATUS AND AGE RANGE	HEADTEACHER	ADDITIONAL INFORMATION	ADMISSION NUMBER SEPTEMBER 2015
WALKER PRIMARY SCHOOL Waterfall Road, London, N14 7EG (020) 8886 3904 www.walker.enfield.sch.uk email: headteacher@walker.enfield.sch.uk	Community 5 - 11	Miss Jennifer Malone	-	60
WEST GROVE PRIMARY SCHOOL 218a Chase Road, London, N14 4LR (020) 8351 9200 www.westgrove.enfield.sch.uk email: office@westgrove.enfield.sch.uk	Community 5 - 11	Angela Campbell	Nursery Class	60
WILBURY PRIMARY SCHOOL Wilbury Way, London, N18 1DE (020) 8807 5335 www.wilburyprimarieschool.org.uk email: office@wilbury.enfield.sch.uk	Community 5 - 11	Mrs K Turpenney	Nursery Class	120
WOLFSON HILLEL PRIMARY SCHOOL 154 Chase Road, London, N14 4LG (020) 8882 6487 www.wolfsonhillel.enfield.sch.uk email: schooloffice@wolfsonhillel.enfield.sch.uk	Voluntary Aided 5 - 11	Ms Kirsten Jowett	Nursery class A supplementary information form may need to be completed for this school. Please check closing date for this form	60
WOODPECKER HALL ACADEMY 51 Nightingale Road, London N9 8PA (020) 8443 0708 www.woodpeckerhallacademy.org.uk email:admissions@chat-edu.org.uk	Academy 5 - 11	Miss A Edmonds	Nursery Class	60
WORCESTERS PRIMARY SCHOOL Goat Lane, Enfield, EN1 4UF (020) 8363 7860 www.worcesters.enfield.sch.uk email: office@worcesters.enfield.sch.uk	Community 5 - 11	Mrs K Jaeggi	Nursery Class	90

Partner Schools

The Local Authority has been working with Headteachers and Governing Bodies to develop a strategy to provide additional classes in Enfield. We have called this initiative "Partner Schools" and this strategy aims to provide additional pupil places in areas of high need using the leadership, management and good practice of existing schools.

If, during the next academic year, the Authority identifies the need for any further partner school provision, this will be published on the council website.

Further information about the admission arrangements for Bowes Southgate Green, a Partner School that opened in September 2014, is available on page 31.

Primary education in Enfield

WHAT KINDS OF SCHOOLS ARE THERE?

There are four different types of primary schools.

- **Community schools.** The Local Authority is responsible for admission arrangements.
- **Voluntary aided schools.** The Governors are the admission authority for these schools.
- **Academies.** The Governors are the admission authority for these schools.

WHEN CAN MY CHILD START SCHOOL?

In Enfield, children begin school during the academic year in which they become five. The academic year begins in September. The place may be part-time to start with or full-time depending on the arrangements made by the individual school concerned. If a school has a nursery, children may be admitted on a part-time basis from approximately 4 years of age, depending on whether there are vacancies.

Some parents ask if their children can either start in reception part time or later than any other children, If you are considering this for your child, you will need to make an application in the normal way. When the allocations have been made and you receive an offer of a place for your child, you will need to contact the school concerned to make this request.

CHILDREN BORN BETWEEN	START NURSERY	START RECEPTION
1 Sept 10 and 31 Aug 11	–	September 2015
1 Sept 11 and 31 Aug 12	September 2015	September 2016
1 Sept 12 and 31 Aug 13	September 2016	September 2017

CHILDREN ATTENDING A NURSERY CLASS

If your child already attends a nursery class in a primary school, you must apply for a reception place in the same way as other applicants. **There is not an automatic right of transfer from the nursery class to the reception class in the same school.** This is to ensure that parents who do not to send their children to nursery will not be disadvantaged when applying for a school place.

UNDERSTANDING THE PROCESS

Enfield Local Authority co-ordinates the reception admissions for all children living within Enfield. If you live in Enfield, you can ask for your child to be considered for admission for up to six schools either in or outside the Borough.

You should apply online at www.enfield.gov.uk/admissions. If you are not able to make an online application then a paper application form is available from the primary schools or from the Local Authority. Before you decide which schools to apply for, it is important that you understand how the process works:

- When you complete your application, you must state which school you would like the most;
- Your child will be considered separately for each school, regardless of your preference order (this is known as an equal preference system of allocation);
- If more children want to go to the schools than there are places available the admission criteria will be used to decide whether or not your child is eligible for a place at each school;
- If your child can be offered a place at more than one school, your home authority will offer you a place at whichever of these schools you said you would prefer the most.

Applying for places



DATE	INFORMATION
15 January 2015	Closing date for the submission of an online application or return of paper application
16 April 2015	Parents who have applied online are able to access the outcome of their application during the evening
16 April 2015	Letters sent by 1st class post advising parents and carers of result of application
30 April 2015	Deadline for parents and carers to accept the school places offered.
15 May 2015	Closing date for lodging appeals for community schools
June 2015 – July 2015	Community schools appeals heard by independent panels

- Consider if the school is a reasonable distance from your home and how your child will get to school each day;
- Many schools offer parents the opportunity to visit the school to have a look at the facilities and speak to staff. Parents should telephone the schools directly to find out about the individual arrangements for visits. Some schools in Enfield have advised us of their arrangements for next year and these are included in this booklet:

HOW DO I DECIDE WHICH SCHOOL?

There is a lot of information to help you decide which schools to apply for:

- Read this booklet and use the map to find out which schools are in your local area;
- More detailed information is provided on the schools' websites and in the prospectus you can get from the school;
- Look at the admissions criteria for each school;
- Consider the pattern of admissions for the previous year;
- The Department for Education has a website that has information about Enfield schools or any other schools you may be interested in: <http://www.education.gov.uk/schools/search>
- Performance tables should not be used as the only piece of information to help you decide which schools to apply for. It is important to consider the wider educational experience offered by each school;



ARRANGEMENTS FOR VISITING SCHOOLS

NAME OF SCHOOL	ARRANGEMENTS	NAME OF SCHOOL	ARRANGEMENTS	NAME OF SCHOOL	ARRANGEMENTS
Alma	The school more than welcomes visits from prospective parents, please contact the school office to arrange an appointment. We also run a Little Bears Session for under 5's every Thursday 9 - 10:30am, that is open for anyone to join.	Chase Side	Tuesday 4th November at 9.30am Wednesday 12th November at 9.30am Thursday 20th November at 2.00pm Friday 5th December at 9.30 am Wednesday 10th December at 9.30am Monday 15th December at 2.00pm Friday 9th January 2015 at 9.30am	Fleecefield	Please contact school to arrange a suitable date and time.
Ark John Keats	Open mornings 11th, 19th and 25th November all at 9am Open evenings - 26th November, 9th December and 7th January all at 6:30pm	Chesterfield	Open day Wednesday 8th October, please telephone office to arrange.	Forty Hill	We encourage all parents interested in a place to visit the school for a tour and background information. Visits are held once a week from September to December. Please contact the office to book an appointment, 020 8363 0760.
Bowes	Visits welcome – Group tours take place during the application period. Please phone the school for an appointment.	Churchfield	We welcome visits from all new and prospective families, please contact the school office to make an appointment.	Freezywater St. George's	Call the school office on 01992 764737 to make an appointment to view the school.
Bowes Edmonton	Visits welcome – Group tours take place during the application period. Please phone the school for an appointment.	Cuckoo Hall	Visits by appointment on Wednesday mornings in November & December. Please ring the office to book a visit.	Galliard	Please call Mrs Berman, Family Worker, to arrange visit on 020 8443 9539. Dates for parents/carers to look around Galliard Primary are Wednesday 22nd October 10am or 2pm, Thursday 20th November 10am or 2pm and Friday 9th January 10am or 2pm.
Bowes Southgate Green	Visits welcome – Group tours take place during the application period. Please phone the school for an appointment.	Eastfield	An opportunity to meet the Headteacher and a tour of the school will take place on Tuesday 18th November at 1.30pm.	Garfield	The school will be holding tours on various dates between October – January. Please telephone the school office on 020 8368 4500 to be advised of dates and to make an appointment. Our new school building is anticipated to be ready for September 2015.
Brettenham	Visit at anytime by making an appointment with the school office.	Edmonton County	A visit to the school is always welcome. If you would like to arrange a visit or to make an appointment to meet with the Headteacher please call 020 8360 3158 ext 2550.	George Spicer	Visit dates will be available from the school October 2014 onwards. Please call the school office on 02083631406 to arrange a visit.
Capel Manor	We encourage all parents interested in a place to visit the school for a tour and information. Tours are held on 1st Wednesday in Month from October to January at 9.30am	Eldon Infant and Junior	Visits to the federation can be arranged by telephoning the infant or junior school offices.	Hadley Wood	We encourage all parents who are interested in our school for their child to visit us. School tours take place from October to January. Please contact the school office on 020 8440 4359 to book a place on a tour.
Carterhatch Infant	If you would like to visit us, please phone the school office to arrange an appointment. We look forward to meeting you.	Eversley	Parents are welcome to visit the school on Wednesday mornings at 9.15am during term time only. Please contact the school office to make an appointment.		

NAME OF SCHOOL	ARRANGEMENTS	NAME OF SCHOOL	ARRANGEMENTS	NAME OF SCHOOL	ARRANGEMENTS
Hazelbury Infant and Junior	Please contact the school for details of visits.	St. Andrew's Enfield	6 November 9.30am, 12 November 1.15pm, 19 November 9.30am.	Starks Field	Open Sessions are: Tuesday 14th October 2014 9.30am to 11.00am and Thursday 16th October 2014 1.30pm to 3.00pm.
Hazelwood Infant and Junior	The schools will be holding tours on various dates between October and January. The school office will be pleased to advise you of these dates and book an appointment.	St. Andrew's Southgate	Please contact the school office to arrange a visit.	Suffolks	If you would like to visit our school, please call the school office and we will be happy to arrange this for you.
Highfield	11th November 9.15am and 25th November 9.15am	St. Edmund's	Please phone the school office to book an appointment for a tour of the school.	The Raglan Infant and Junior	Please contact the school office to make an appointment for a school tour.
Houndsfield	Visits to the school are welcome. Please telephone the office to arrange time and date.	St. George's	Please telephone the school office to arrange an appointment to tour the school.	Tottenham Infant	Parents are best able to visit Wednesday mornings during term time. Please phone school for an appointment.
Keys Meadow	Please contact the school office if you would like to arrange a tour of the school.	St. John's	We encourage all parents interested in a place to visit the school for a tour and background information. There will be an open morning in October and November 2014. Please contact the school office to book a place.	Walker	Please telephone school office to book a prospective parent tour.
Kingfisher Hall	Please contact Miss Lorraine via the school office.	St. Matthew's	Please contact the school office on 020 8804 1666 to arrange an appointment to visit the school.	West Grove	Contact the school.
Merryhills	We welcome visits to the school throughout the year. Please call the school office to book a date and time.	St. Michael's	Tuesday 4th November - 10:00am Tuesday 11th November - 1:45pm Thursday 13th November - 10:00am Thursday 8th January - 10:00am Please phone 020 8363 2724 to book a visit.	Wilbury	Parents will be invited to attend our 'Welcome' Meetings.
Oakthorpe	Our open day is on Thursday 16 October from 1.30 to 3.00pm. More information about this will be advertised on our website and in the local community. Parents are also welcome to visit the school on Wednesday mornings at 11.15. Please telephone to make an appointment for a tour of the school.	St. Monica's	There will be two open afternoons in November 2014 and one in January 2015. Details will be published in our application pack.	Wolfson Hillel	Visit by appointment with Admissions officer. Contact the school directly.
Oasis Academy Hadley	If you would like to visit the Academy please telephone 020 8804 6946 to make an appointment.	St. Paul's	Prospective parents are warmly invited to an open evening on 14 or 15 October or to an open morning on 10 September or 11 November. Please telephone the school office on 020 8360 3137 for an appointment. Additional open mornings are held throughout the year, details of these can be obtained from the school office.	Woodpecker Hall	Visits by appointment on Wednesday mornings in November & December. Please ring the office to book a visit.
Our Lady of Lourdes	9.15am on Friday 14th November and 9.15am on Friday 28th November.			Worcesters	6th October 2014 (Mon), 12th November 2014 (Weds), 4th December 2014 (Thurs)

Applying for places



HOW DO I APPLY?

You have until 15 January 2015 to submit an application. You should make your application online at www.enfield.gov.uk/admissions. In exceptional cases you may be able to make a paper application. Forms are available from schools or your home Local Authority.

You may ask for up to six schools.

From 1 October until 15 January 2015, you will be able to apply for your primary school online. The online applications are managed through a secure London-wide portal hosted by the National Grid for Learning website. You can access the portal through www.enfield.gov.uk/admissions



VERY IMPORTANT – PLEASE NOTE:

Parents/carers must have an email address to make an online application. To help parents/carers, links are provided from the eAdmissions website to enable applicants to register for a free email address.

There are benefits to applying online:

- It is quick and easy to do;
- You will get an email confirmation that your application has been received;
- The system helps you check for errors;
- The system has a series of security procedures which will prevent anyone seeing information they are not entitled to;
- You are able to submit the documents to confirm your child's date of birth and your home address to your online application up until 15 January 2015
- Available 24 hours a day, seven days a week until the closing date;
- You will receive the outcome of your application during the evening of the 16 April 2015
- Further guidance is on the website www.enfield.gov.uk

IF YOU DECIDE TO APPLY ONLINE YOU MUST NOT SUBMIT A PAPER APPLICATION FORM

If you don't have access to the internet at home, you can always visit your local library and get access there. The first hour is free but demand can be heavy so to avoid disappointment, we strongly recommend that you book a

session in advance. For further details please contact your nearest library.

You should make a note of your user name and password here. The staff in the Admissions Service are not able to retrieve this information should you lose it. You will need to contact the helpline and the details are given on the eAdmissions website.

USER NAME:	
PASSWORD:	

During the evening of 16 April you will be sent an email with the outcome of your application. Please wait until you have received the email before logging onto the eAdmissions website.

The closing date for applications is 15 January 2015.

If you apply online you will be able to attach documentation to confirm your child's date of birth and your home address once you have submitted your application.

If you apply for a place at a voluntary aided school or academy, you may need to get an additional form from the school concerned as well as completing the online application form.

If you apply online, you must not submit a paper application.

PAPER APPLICATIONS

In a small number of cases we know that some parents may not be able to apply online. If you live in Enfield there is a paper form that can be completed and returned to one of the Enfield schools that you would like your child to attend. You can ask for a paper application form from any primary school in Enfield.

What documents do I need to submit with my application?

You will need to provide evidence of your child's home address and date of birth.

For evidence of your address you should provide two of the following.

- 2014/15 Council Tax Bill
- Utility bill less than 3 months old
- Driving licence/insurance documents
- Benefit letter ie housing benefit
- Tax credit documentation
- If you are not liable for Council Tax or Utility bills you will need to provide official evidence that you are resident at the address (for example child benefit letter, tax credit documentation, child's medical card)

You also need to attached documentation to confirm your child's date of birth such as a copy of his/her personal child health record (red book).

You can attach the proofs to your online application once it has been submitted. If you are unable to do this, you can send them to the Admissions Service at the Civic Centre. Please make sure it is clearly marked 'Reception 2015 Admissions'.

When you submit an Enfield application, you are asked to confirm you have read and understood this booklet.

You are also confirming the information you have given is accurate and complete and that you understand that if there is false information, the Authority has the right to withhold or withdraw the offer of a place.

ADDRESS

The child's address used in the application for admission must be the child's place of ordinary residence, that is, the address where there is a settled intention by those with parental responsibility to live for the foreseeable future. You must not use a business address, child-minders' or relatives' address or any address other than the child's place of ordinary residence. You must provide proof to support your address and the information will be checked.

The Council do not accept short term accommodation addresses which appear to have been obtained to achieve proximity and so priority for admission to a school. In these cases, the Council may require supplementary evidence to support the child's ordinary residence at that address.

If a parent or adult with parental responsibility is found to have knowingly given false information to improve their chances of obtaining a place at a particular school, any offer made on this basis will be withdrawn. This could happen even if your child has started at the school. If a parent is found to have knowingly given false information to obtain a school place the actions will be investigated with a view to civil or criminal proceedings being taken against them under the Fraud Act 2006 or any other relevant enactment.

CHANGE OF ADDRESS

We can only accept changes of address once they have taken place. Notice of planned future arrangements will not be accepted. Notice of an actual change of address should always be provided to the Enfield Schools

Admission Team with the appropriate evidence. For a change of address to be taken into account for your admission applications, it must have occurred before 30th January 2015.

Parents must also notify us of changes of address that occur after this date and provide the relevant proof.

It is likely that as part of the normal admission process, schools may again ask to see documentation confirming a child's date of birth and address. If your child moves after the date of allocation, the Authority reserves the right to review the allocation made.

In all relevant cases, the allocation of a place at an Enfield School will be based on the address at which a child is living at the time of allocation. If a family moves before the allocation and if the new address falls outside the farthest distance it has been possible to offer a place, the place will be withdrawn.

SHARED CUSTODY

When parents live separately, the application must be based on the address at which the child usually lives and as given on the Child Benefit documentation. When parents live separately but the child lives equally with both parents at different addresses, the child's home address will be taken to be the address of the main parent/carer eligible to receive Child Benefit and Child Tax Credit. If there are reasons why your child is not living with the main parent/carer, you and the other parent/carer must declare this individually by letter submitted with your application form for consideration by a senior officer in the Admissions Service. This can be attached to your online application. If this address is accepted, it will be used for applications to all schools, including voluntary aided schools and academies.

Applying for places

continued

WHAT IF I MAKE MORE THAN ONE APPLICATION

Parents must submit only one application. If you submit more than one application, we will only accept the application with the latest date as the valid application and will withdraw any earlier applications. If two or more applications are completed on the same day, the home Authority reserves the right to decide which application to accept and which to disqualify.

SIBLINGS

If your child has a brother or sister already attending any of the schools you must state this on the application form and give the relevant details. In Enfield, 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 foster carers as a result of being looked after by a local authority. Priority under the sibling criterion will only be given to children who will have a sibling at the school at the time of admission.



MEDICAL

Very few children are offered places under this criterion. Medical priority is usually given to children who have an exceptional illness or disability, which means that one school is more appropriate than another.

If you think that your child should be considered under the medical criterion you must:

- State which school you are asking for your child to be considered on medical grounds; you can do this on the online system.
- Explain how the school concerned can meet your child's needs better than any other school;
- Ensure that a suitable professional, for example a consultant, supports your request. This information must be provided with your application. In the case of Enfield community schools your request will be considered by a panel of senior local authority staff. Further advice may be sought at the discretion of the Director of Schools and Children's Services.
- It is not possible to consider a child under the medical criterion on the basis of a parent's illness or disability;
- It is not usually possible to give a child priority on medical grounds after allocations have been made if medical information was not submitted at the time of application.

Many children have some medical or special needs when they start school. The majority will not need to be given any additional priority of admission. It is still very important, though, that you tell the school of any medical or special

needs your child may have before he or she starts school. For example, you should let the school know if your child has a nut allergy, is diabetic or has received support from the speech and language service. This will help to ensure that arrangements are made to meet your child's needs in good time for starting school in September.

YOUR PREFERENCES

Please consider the following when completing your application:

- Apply for up to six schools in your application;
- Don't include private schools in your application;
- Try and include schools close to your home. For community schools, distance is often an important factor when deciding which children are offered places;
- Make sure you list the schools in the order you prefer them. If your child can be allocated a place at more than one school, your home authority will look at your preference order to decide which place is offered;
- If you have included a voluntary aided school or academy in your Borough application, you should check if you also need to complete the school's own supplementary form;
- Admission authorities can only use the published admission criteria to decide which children are offered places. You do not need to provide additional reasons for your preference unless you want to.

CAN A CHILD GO TO A SCHOOL IN ANOTHER LOCAL AUTHORITY?

Children living in Enfield can apply for schools in other local authorities (LAs). If you want your child considered for schools outside Enfield you must include them in the Enfield application. Enfield will then submit an application to the relevant authority on your behalf. Children who live outside Enfield may apply for a school within this area through their home authority.

CHANGE OF PREFERENCES

When you make your application online you are able to make changes to your application up until midnight on 15 January 2015. You can access your application using your password. Please remember to resubmit your application once you have made your changes.

If you had to complete a paper application, you will have to put your request in writing to the Schools Admission Service clearly indicating the new preference order. These requests will not be processed until any paper applications received have been initially processed.

Any changes of preference after the closing date for applications of 15 January 2015 will not be considered until after the initial offer date of 16 April 2015. The Authority does, however, reserve the right to accept a late change of preference where it considers there are exceptional reasons for the change to be requested.

CLOSING DATE

You must submit your online application by the evening of 15th January 2015. If you submit a paper form, this can be returned in person to one of the schools you have nominated as a preference or to the Civic Centre by 15 January 2015 at the latest. All applications returned by this date are "on time" applications and will be considered together.

LATE APPLICATIONS

It is important to apply during the application period. If your application is late or you request to change the schools you have already asked for after the closing date, consideration can only be given to this after places have been allocated to "on time" applicants. If you live in Enfield and make an application after 15 January 2015, you will need to download the application from the Borough website www.enfield.gov.uk/admissions. Once completed you will need to return it to the Enfield Schools Admission Service, PO Box 56, Civic Centre, Silver Street, Enfield, EN1 3XQ with the documentation to confirm your address and child's date of birth.

Schools will **not** accept a direct application after this date. The Authority does, however, reserve the right to accept a late application or change of preference where it considers there are exceptional reasons for the application not being submitted on time.



Different types of schools have different admission criteria

How your application will be dealt with

Once the completed applications have been submitted, the process of allocating places begins. When deciding which children receive places at oversubscribed schools, the published admission criteria must be used. NEITHER THE ADMISSIONS SERVICE NOR THE GOVERNORS OF VOLUNTARY AIDED SCHOOLS AND ACADEMIES MAY TAKE ACCOUNT OF ANY OTHER FACTORS WHEN CONSIDERING AN APPLICATION.

Stage 1

The Admissions Service will let other local authorities know of any preferences you have made for schools in their areas. We will also let any voluntary aided schools and academies in Enfield have information about your child if you have included any of these schools in your list of preferences. It is important to remember that as well as including these schools in the application you submit, you may also need to complete a supplementary information form for your application to be considered under the relevant criterion.

All of the schools you have asked for will then be considered against the school's oversubscription criteria (rules used to decide how to offer places). For community schools in Enfield, for example, this would involve:

- Considering medical applications that have been made;
- Checking that children are siblings living at the same address and that the older child is expected to still be at the school concerned in September 2015
- Measuring the distance from the home to the schools applied for.

The full admissions criteria for community schools are listed on page 30.

Stage 2

When all the applications have been considered under the relevant criterion, proposed admission lists are drawn up for all the schools. The Enfield Schools Admission Service will then begin to co-ordinate the offer of places. Your child will be offered a place at whichever school is the highest preference on your list for which they have qualified under the admission criteria. **Lower preference schools are withdrawn at this stage.**

Stage 3

If it is not possible to allocate a place at any of the schools nominated on your form, your child will be allocated a place at the closest school to your home address with a vacancy. **You are therefore strongly advised to consider nominating a local school in your list of preferences, because you could be allocated a school some distance from your home if closer schools are oversubscribed.**

PLEASE NOTE:

Measurement Information

All distances will be calculated by our 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. Where the Authority provides home to school distances for own admission authority schools the same system will be used.

DISCLAIMER

There are a number of websites that calculate distances to and from different addresses. The measurements on these websites can only serve as a guide and will provide approximate distances which are not used for admissions purposes.

The London Borough of Enfield does not use these websites to calculate distances in relation to allocating school places. The Enfield Schools Admission Service uses a more intricate system to locate properties and calculate home to school distances.

NUMBER OF PLACES AVAILABLE

Each primary school has a maximum number of places it can offer in each year group. This number is called the admission number. You can find admission numbers in the schools list in this booklet.

KEY STAGE 1

NUMBER OF CHILDREN IN A CLASS

The law states that each reception, year 1 and year 2 class must not have no more than 30 children with a qualified teacher. The admission numbers for our schools takes this into account.

Offer of Places

OFFER OF PLACES

If you have applied online you will get your results during the evening of 16 April 2015. If you live in Enfield we will post a letter to you on 16 April 2015 to let you know the outcome of your application. You will be given until 30 April 2015 to formally accept or reject the offer.

If you applied online you will be able to log on to your account and accept your place online.

If you do not accept the offer within this time, the offer may be withdrawn.

If we cannot offer you a place at one of your preferred schools, we will write to you and tell you. However if there are vacancies at other schools and if you are an Enfield resident, we may offer a place to your child at one of these even if the school was not named as one of your preferences.

If you are offered a school place, even if it is at a school that you did not name as a preference, we would recommend that you accept the offer made, as this will ensure your child has a school place for September 2015. Accepting an offer does not prejudice your waiting list position or appeals for any higher preference schools.

WAITING LISTS

Waiting lists will be maintained for each Enfield community school. Your child's name will be kept on the waiting list for any community schools if your application is unsuccessful. Information about waiting lists for voluntary aided schools and academies can be obtained from the schools themselves.

Places are offered to children at the top of the waiting list as vacancies arise. A new application can cause a child's name to move down the list. This means that a child's position on the list can move down as well as up.

ADMISSION CRITERIA

Different types of schools have different admission criteria

- Community schools in Enfield have the same admission criteria. The criteria is set out after this section;
- Voluntary aided schools have their own admission criteria and priority is often given to church or faith members. In most cases parents/carers need to complete a supplementary information form. The criteria for each school in Enfield is set out on pages 30-31;
- Academies are publicly funded independent schools and have their own admission criteria. These are set out from pages 33 onwards.

It is important that you read the admission criteria carefully before completing your application.

Check whether you need to complete a supplementary application form in addition to the borough application form



Examples of how the allocation procedure works

EXAMPLES OF HOW THE ALLOCATION PROCEDURE WORKS

It is not possible to know how many applications there will be for each school and therefore it is difficult to predict whether we will be in a position to offer a place at one of your preferred schools.

Most parents make preferences that result in the offer of a school place that they are happy with. However, this is not always the case and some parents are disappointed with the outcome of their application.

The following examples may be helpful.

ADAM

- 1st preference – Capel Manor**
- 2nd preference – Forty Hill CE**
- 3rd preference – Chesterfield**
- 4th preference – Honilands**

The family complete the supplementary information form for Forty Hill CE School as part of the application process. Adam is considered for all four of his preferences equally. The family live 0.89 miles from Capel Manor School and the furthest distance it is possible to offer children places is 0.53 miles. Forty Hill CE School is heavily oversubscribed and the Governors consider Adam for the school under criteria 7 of the schools published admission criteria. The school is not able to offer places to any children who fall within criteria 4,5,6 & 7. The family live 0.323 miles from Chesterfield School. The school has more applications than places available and can only offer places to children living up to 0.930 miles from the school. The family live 0.53 miles from Honilands.

Outcome – Adam is offered a place at Chesterfield Primary School and his family is advised that the applications for both Capel Manor and Forty Hill CE School were unsuccessful. The application for Honilands is withdrawn as it has been possible to offer a place at a higher preference school.

PRIYA

- 1st preference – Grange Park**
- 2nd preference – Hazelwood Infant**
- 3rd preference – Walker**

Priya is considered for all of the schools nominated as preferences equally. The family live 1.53 miles from Grange Park School and the furthest distance it is possible to offer children places is 0.94 miles. The family live 0.5 miles from Hazelwood and the furthest distance it is possible to offer children places is 0.6 miles. Priya lives 0.2 miles from Walker School and the furthest distance that it is possible to offer children places is 0.289 miles.

Outcome – Priya is offered a place at Hazelwood School. The family are advised that the application for Grange Park Primary School has been unsuccessful and the application for Walker School is withdrawn as Priya has been offered a place at a higher preference school.

KYLE

- 1st preference – St. George's Catholic**
- 2nd preference – Lavender**
- 3rd preference – Chase Side**
- 4th preference – George Spicer**
- 5th preference - Worcesters**
- 6th preference - Eversley**

Kyle and his family live in Edmonton, N18. Kyle is considered for all the schools nominated as preferences. The supplementary information forms are submitted for St. George's but Kyle is not catholic. The school is oversubscribed and is not able to consider any non-catholic children. The local authority considers Kyle for Lavender but he lives 2.8 miles from the school and it is only possible to offer places to children living up to 0.34 miles from the school so the application is unsuccessful. The local authority considers Kyle for George Spicer but he lives 2.5 miles from the school and it is only possible to offer places to children living up to 0.34 miles from the school so the application is unsuccessful. The local authority considers Kyle for Chase Side but he lives 2.5 miles from the school and it is only possible to offer places to children living up to 0.34 miles for this year so the application is unsuccessful. The local authority considers Kyle for Worcesters but he lives 3.1 miles from the school and it is only possible to offer places to children living up to 0.5 miles this year so the application is unsuccessful. The local authority considers Kyle for Eversley but he lives 1.75 miles from the school and it is only possible to offer places to children living up to 0.65 miles from the school so the application is unsuccessful.

Outcome – Kyle's parents are advised that it is not possible to offer him a place at any of the schools nominated as a preference. Kyle is allocated a place at the nearest school to the family home with a vacancy which is over a mile away from his home.

APPEALS

APPEALS

If you are not offered a school of your preference, you have the right to appeal to an independent appeals panel. Information and advice is available from the Enfield Schools Admission Service or the Schools Appeals Service.

Please note:

- If you decide to appeal you may still accept a place at an alternative school;
- All available places at any school will have been offered and accepted before the appeals are heard.

APPEALS WHEN THE CLASS ALREADY HAS 30 PUPILS

The law states that there must be not more than 30 pupils in an infant class. If your child has been refused a place in a reception, year 1 or year 2 class and there are already 30 children in the class, an appeal can only be successful in very limited circumstances. These are:

- The admission policy was not carried out properly;
- The decision not to offer a child a place was not one which a reasonable admissions authority would make in the circumstance of the case.

APPEALS WHEN THE CLASS DOES NOT HAVE 30 PUPILS

If your child has been refused a place in an infant class which does not already have 30 pupils or in any junior class, the appeals panel are not restricted to the circumstances set out previously.

Appeal Statistics for Enfield Community Primary Schools for Admission to Reception 2014

Name of School	Appeals Heard	Appeals Dismissed	Appeals Allowed
Bowes	18	18	0
Brettenham	2	2	0
Eastfield	3	3	0
Hadley Wood	2	2	0
Walker	5	5	0

Some appeals are scheduled to be heard at the beginning of the Autumn Term.

Questions and answers

These questions may help you when considering your application.

Does the law guarantee my child a place in the school of my choice?

No. The law says that parents may express a preference for any school. However, if more parents express a preference for a school than the number of places available it will not be possible to offer places to all the applicants.

What will happen if I nominate only one or two schools as preferences?

If you have checked the admissions criteria carefully and you are very confident that your child has a high enough priority, for example, where a sibling will still be attending the school in September 2015, you could consider doing this. However, if your application is unsuccessful, you will have to wait until you can be offered a place at an alternative school. This may not be close to your home.

I only want to apply to one academy/voluntary aided school. Do I still need to fill in the borough application form?

Your application will only be considered if you have also filled in the borough application form. Everyone must apply through their Local Authority as well as completing any supplementary forms asked for by voluntary aided schools.

What if I miss the deadline of 15 January 2015?

It is very important that we receive your application form by 15 January 2015. This means that we have time to give all applications full consideration before writing to you on 16 April 2015. Applications received after 15 January 2015 will not be considered with those received on time, unless a senior officer of the Local Authority is of the opinion that there is a very good reason for lateness. If you apply late we will try to meet your preferences after we have dealt with all other applications.

Will my child get priority for a place in a school where they already attend the nursery?

No. There is no automatic transfer to the community school reception class for children who attend the nursery.

If you want to apply for schools outside Enfield contact the relevant local authority for their admissions policy

How important is distance from home to school?

Distance is the deciding factor for many children applying for community schools. The higher categories, for example, looked after and medical take relatively few places. Siblings are then given priority and then we use the distance criterion to decide which children can be offered any remaining places at oversubscribed schools. Realistically you are more likely to be offered a place in a nearby school if you name one, than a school further away. This isn't always the case though, especially if the nearby school is particularly popular or there is a priority zone. There are tables later in this booklet that provide a breakdown of the position in relation to community schools for the last two years. This is only a guideline and there is no guarantee that the same pattern will occur in future years.



Questions and answers

continued

Can we guarantee we'll get one of the schools we name as a preference?

No, although we expect to offer the majority of applicants one of their six preferences. Much depends on the preferences you and other parents nominate. Some parents may be disappointed, but if we can't offer any of your preferences we may allocate a place at a school with a vacancy.

Will I get priority for an Enfield school because I live in the borough?

No. The law does not allow the borough to give priority to its residents with regard to admissions.

What if my child qualifies for more than one offer?

When a child is eligible for more than one place, the home authority must offer whichever is the highest preference school on the application form. No applicant will receive more than one offer on 16 April 2015.

My child has a sibling in Year 6. Will my child get a place based on sibling priority.

Not in community or voluntary-aided primary schools. Any older sibling must be attending the school at the intended date of admission of the applicant and expected to still be attending the school when the younger child starts there too. Because a sibling in Year 6 will have left the school by the time the applicant will start, no sibling priority can be given. An exception to this may be at all-through schools, when children automatically transfer to the senior section of the school, and sibling priority may be given. You should check the admissions criteria and definition of 'sibling' for the school concerned.

What if the school I am offered is not my first preference?

You can ask for your child's name to be added to the waiting list of your preferred school. Whether you accept or refuse the place offered, it will not affect your child's place on that list, nor will it affect your right of appeal.

What happens if I decide not to accept the place I am offered?

Your child's name will be included on the waiting list of your preferred school. However there is no guarantee that a place will become available for your child. Therefore, if you refuse the place offered, your child may be without a school place. Reception age children are not statutory school age until the term following their fifth birthday.

What if I am going to accept or have accepted a place at an independent school?

Please let the Enfield Schools Admission Service know as soon as possible so that any place you have been offered at a maintained school can be offered to another child. You should also let us know which school your child will be attending.

What if my situation changes after I have submitted my application?

Please contact the Enfield Schools Admission Service who will be able to give you individual advice.



WHAT HAPPENED IN 2013 – COMMUNITY SCHOOLS ALLOCATIONS

*School	**Total Applications	Admission Number	Looked After	Medical	Siblings	Employed at the school	Priority Zone	Distance	Furthest Distance(Miles)	No. of Refusals
Bowes	242	60	0	0	23	0	N/A	37	0.354	59
Brettenham	251	60	0	0	32	0	13	15	0.137	36
Chase Side	371	60	0	0	30	0	5	25	0.295	60
Churchfield	253	90	1	0	26	0	N/A	63	0.917	13
Eastfield	245	60	0	0	33	0	N/A	27	0.247	42
Eversley	563	90	1	1	54	0	N/A	34	0.380	140
Firs Farm	316	90	0	0	30	0	N/A	60	0.865	34
Fleecefield	236	60	0	1	24	0	12	23	0.224	26
Galliard	305	90	0	0	38	0	N/A	52	0.793	8
George Spicer	343	60	0	0	28	0	N/A	32	0.327	65
Grange Park	587	120	1	0	45	0	N/A	74	0.798	101
Hadley Wood	176	30	0	0	21	0	N/A	9	0.298	52
Hazelwood	329	90	3	0	39	0	N/A	48	0.397	53
Keys Meadow	187	60	1	0	17	0	N/A	42	0.887	9
Lavender	327	60	0	0	29	0	1	30	0.369	56
Merryhills	374	90	1	0	39	0	N/A	50	1.291	31
Oakthorpe	264	70	1	0	31	0	N/A	38	0.349	57
Prince of Wales	196	90	2	0	36	0	N/A	52	0.816	3
Raynham	238	90	1	0	48	0	6	35	0.356	18
Southbury	147	60	0	0	25	0	N/A	35	1.323	5
The Raglan	356	120	1	0	48	0	N/A	71	0.547	42
Tottenham	240	90	2	0	23	0	N/A	65	0.373	49
Walker	414	60	0	1	23	0	N/A	36	0.327	107
West Grove	171	60	0	0	19	0	N/A	41	1.763	4

* The local authority met the demand for places at: Alma, Brimsdown, Bush Hill Park, Capel Manor, Carterhatch Infant, Chesterfield, De Bohun, Eldon Infant, Garfield, Hazelbury Infant, Highfield, Honilands, Houndsfield, Kimberley Gardens - George Spicer Annexe, Starks Field, Suffolks, Wilbury and Worcesters

** Includes all preferences 1 – 6

NB: Co-ordination of admissions is based on an equal preference system which uses parental ranking to offer highest named school.

WHAT HAPPENED IN 2014 – COMMUNITY SCHOOLS ALLOCATIONS

*School	**Total Applications	Admission Number	Looked After	Medical	Siblings	Employed at the school	Priority Zone	Distance	Furthest Distance(Miles)	No. of Refusals
Bowes	327	60	1	0	31	0	N/A	28	0.294	92
Brettenham	218	60	0	0	27	0	13	20	0.194	30
Carterhatch	259	90	0	0	49	0	N/A	41	0.731	11
Chase Side	371	60	0	0	21	0	4	35	0.496	29
Churchfield	282	90	0	0	39	0	N/A	51	0.591	34
Eastfield	245	60	1	0	31	0	N/A	28	0.238	30
Eversley	526	90	0	1	29	0	N/A	60	0.394	87
Firs Farm	298	90	2	0	31	0	N/A	57	1.048	25
Fleecefield	207	60	0	0	31	0	10	19	0.182	23
Galliard	290	90	0	0	37	0	N/A	53	1.524	5
George Spicer	338	120	2	0	31	0	N/A	87	1.721	7
Grange Park	517	120	0	0	41	2	N/A	77	1.168	32
Hadley Wood	161	30	0	0	11	0	N/A	19	1.118	29
Hazelwood	262	90	2	0	34	0	N/A	54	0.721	13
Lavender	384	60	0	0	31	0	N/A	29	0.303	53
Merryhills	398	90	0	0	40	0	N/A	50	1.810	8
Oakthorpe	241	70	0	0	27	1	N/A	42	0.436	38
Raynham	232	90	1	0	39	0	8	42	0.334	14
The Raglan	317	120	0	1	47	1	N/A	71	0.583	29
Tottenham	255	90	0	0	37	0	N/A	53	0.358	48
Walker	432	60	2	0	30	1	N/A	27	0.316	83
Worcesters	220	90	1	0	30	0	N/A	59	1.560	3

* The local authority has met the demand for places from on time applicants at the following community schools: Alma, Bowes-Edmonton, Brimsdown, Bush Hill Park, Capel Manor, Chesterfield, De Bohun, Edmonton County, Eldon Infant, Garfield, Hazelbury Infant, Highfield, Honilands, Houndsfield, Keys Meadow, Prince of Wales, Southbury, Starks Field, Suffolks, West Grove and Wilbury.

** Includes all preferences 1 – 6

NB: Co-ordination of admissions is based on an equal preference system which uses parental ranking to offer highest named school.

Admission arrangements in Enfield

This section explains how decisions are made about which children qualify for a place at the different schools.

ADMISSION CRITERIA

Different types of schools have different admission criteria

- **Community schools** in Enfield have the same admission criteria. The criteria is set out after this section;
- **Voluntary aided schools** have their own admission criteria, and priority is often given to church or faith members. In most cases they need parents/carers to complete a supplementary information form. The criteria for each school in Enfield is set out from page 45 onwards;
- **Academies** are publicly funded independent schools and have their own admissions criteria. These are set out from page 33 onwards.

It is important that you read the admission criteria carefully before completing your application.



30 Applying for a Primary School in Enfield

ADMISSION CRITERIA FOR COMMUNITY PRIMARY INFANT AND JUNIOR SCHOOLS, 2015

The Criteria used to Allocate Places at Community Primary and Infant Schools

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

After the admission of pupils with a statement of special educational needs or an Education, Health and Care Plan the following criteria are used to decide which children should be offered places when there are more children wanting to go to the school than there are places available. The criteria are in order of priority.

- a) Children in public care (looked after children) and children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after. This does not include children you were adopted without having been previously looked after;
- 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 who will be attending the school or linked junior school at the time of proposed admission. The children concerned must be living at the same address;

- d) Children whose parent is a member of staff who has been employed at the school concerned for two or more years at the time of application and/or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage.
- e) Children genuinely resident within the school's designated priority zone (for schools with an identified priority zone);
- f) Children living nearest to the school measured as the crow flies, that is, in a straight line from the child's home to the main entrance of the school. (Travel by private car or public transport is not taken into account).

Our admission arrangements take into account the requirements of the Race Relations Act

- All distances will be calculated by our 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). 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 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 a Statement of Special Education Needs will be offered a place at a school if it is named in their Statement in accordance with the Education Act 1996 and the Special Education Needs Code of Practice;
- ii) In the case of infant to junior school transfer, priority is given to looked after children. Thereafter, priority is automatically given to children who are registered pupils at the link infant school before any other children are considered for admission in accordance with the published criteria;
- iii) Tottenham Infant School, Tottenham Road, N13 is a community infant school and is the feeder school for St. Michael-at-Bowes C.E. Junior School, Tottenham Road, N13. St. Michael-at-Bowes C.E. Junior School is a voluntary aided school. There is no designated linked community junior school to Tottenham Infants School. St. Michael-at-Bowes C.E. Junior School has its own criteria for admission. A child attending Tottenham Infants School is not guaranteed a place at St. Michael-at-Bowes Junior School. Therefore:
 - a) if a child is not offered a place at St. Michael-at-Bowes Junior School; or
 - b) a place is not wanted at St. Michael-at-Bowes Junior School, a place will be offered to the child at the nearest school with a vacancy.

Unfortunately, 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 school, for example, by giving the address of a relative instead of the home address. Information supplied by parents is checked. If it is found that false information has been provided and a place has been obtained because of this, the place is likely to be withdrawn even if the child has started at the school.

Bowes Southgate Green

Bowes Southgate Green is a partner school which opened in September 2014. It is being managed by the Bowes Learning Alliance under the leadership of Sarah Turner, Executive Head.

Bowes Southgate Green is currently located at Broomfield School. The Authority is currently working hard to secure a permanent site for this school in the South West of the Borough. For this reason, when places are allocated for September 2015, the point of measurement in relation to the distance criterion will be measured from the junction of Aldermans Hill and Powys Lane.

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 away from the school concerned, but who cannot reasonably be offered an alternative community primary school. These zones may vary from year to year. Maps of the priority zones are at the end of this book.

The priority zones relating to admissions during the 2015/16 academic year are as follows:



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

THE ADMISSION ARRANGEMENTS FOR ACADEMIES IN ENFIELD

ARK JOHN KEATS ACADEMY – ADMISSIONS CRITERIA

Admissions Policy relating to admissions to the Academy in the academic year September 2015 and beyond

Primary

- 1) The academy has an agreed Published Admission Number of 90¹ pupils in the reception year.

After the allocation of places, the Academy will admit 'rising fives' i.e. all children with places can be admitted to the reception year at school in the September following their fourth birthday but before reaching compulsory school age.

In accordance with paragraph 2.16 of the Admissions Code, a parent may request that their child's taking up of a place be deferred until later in the academic year or until the term in which the child reaches compulsory school age, and a parent may request that their child takes up the place part-time until compulsory school age is reached.

NOTE: *In respect of a child born late in an academic year after April 1st, the ordinary expectation is that he or she will join Reception at the latest in the term he or she turns five and then progress to Year 1 in the next academic year. If, having obtained a place, a parent wants their child to join Reception in the*

September term after their fifth birthday, that decision is strictly subject to the discretion of the academy. Parents planning to ask for that type of

admission are advised to contact the academy for more details before they apply for a place.

- 2) Where the primary school is oversubscribed, the criteria for admission is as set out in paragraph 11 below.

For primary applications:

- a) September - The academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2014 for admission in September 2015). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school.
- b) September/October - The academy will provide opportunities for parents to visit the Academy.
- c) January – Common Application Form to be completed and returned to the pupil's home LA to administer. For 2015 the national closing date for primary applications is 15 January.
- d) February- L.A sends the Academy applications to the Academy Trust.
- e) March - the academy or ARK central will advise the LA of applicants who meet required admissions criteria where it has been necessary to verify this for them e.g. distance measurement.
- f) March - L.A applies agreed scheme for own schools,

informing other LA's of offers to be made to their residents.

- g) April - offers made to parents.
- h) April/May-Determination of the next academic year's admissions policy. This will be published on the academy's website and sent to the LA by 1 May for inclusion in the composite prospectus.

After the admission of pupils with statements of Special Educational Needs or Education Health and Care Plans where the Academy is named on the statement, the academy will consider all applications for places.

Where fewer applications are received than places available, the academy will offer places to all those who have applied including from 2020 all those pupils attending the primary school in year 6.

Primary Oversubscription Criteria

Where the academy is named on a pupil's Statement of Special Educational Needs or Education Health and Care Plan, that child will be admitted by the academy. If the number of applications for admission to either the primary or secondary school is greater than the published admissions number, applications will be considered against the criteria and order set out below:

- a) Looked After Children and Children who have been previously looked after (pursuant to the Admissions Code)².

THE ADMISSION ARRANGEMENTS FOR ACADEMIES IN ENFIELD

ARK JOHN KEATS ACADEMY – ADMISSIONS CRITERIA

- b) Children of staff at the school where there is a demonstrable skill shortage– children of members of staff will have priority in the oversubscription criteria if the staff member is filling a post for which there is a demonstrable skill shortage. ARK Schools is required to approve the Principal's designation of such posts and confirm the assessment that a member of staff appointed meets the requirements of the shortage. Priority will be limited to one place for each form of entry in any year.
- c) Children who at the time of the admission have a sibling who attends the academy. For this purpose "sibling" means a whole, half or step-brother or -sister or an adopted child resident at the same address. In respect of applications to the primary school, the fact that an applicant has a sibling attending the nursery school will not be a factor giving rise to priority. In the case of multiple births or brothers and sisters in the same year group, where there is only one place available in the academy, both will be considered together as one application.
- d) Children of staff in the school - Where there is no demonstrable skill shortage, priority may be given where the academy is oversubscribed to a child of a person who will have been employed in the academy for two or more years at the time the application for admission is made. Priority will be limited to one place for

- e) Distance measurement - A child's home will be the address at which the child normally resides and which has been notified to the Academy and other relevant agencies as being the child's normal place of residence.
 - i) In those cases where the relevant local authority measures distance on behalf of ARK Schools, the method they adopt for measurement and also selection between equal applicants and those living in flats will apply.
 - ii) In those cases where ARK Schools is required to carry out the measurement itself priority will be given to those children who live closest to the school using a straight line measurement taken from Ordnance Survey Data from the Academy building's main reception to the main entrance of the child's home. Where a child resides in a block of flats, the distance will be measured from the Academy building's main reception to the main entrance of the building in which the flats are located.
 - 1 *In its opening year, September 2013, the PAN was 60 and will remain as so for that cohort.*
 - 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 function at the time of making an application to a school. Previously looked after children are children who were looked after, but*

ceased to be so because they were adopted or became the subject of a residence order or special guardianship order.

Tie Breaker

If ARK Schools is unable to distinguish between applicants using the published criteria, including those who live in blocks of flats with the same building entrance, places will be offered via a random draw which will be supervised by someone independent of the academy.

THE ADMISSION ARRANGEMENTS FOR ACADEMIES IN ENFIELD

CUCKOO ACADEMY – ADMISSIONS CRITERIA

The Governing Body is responsible for the admission of pupils into Cuckoo Hall Academy and the agreed admission number is 120 pupils full-time to the Reception year. The Academy is required to comply with the infant class size rules which requires that each reception, year 1 or year 2 class must have no more than 30 children with a qualified teacher. The admission number for Cuckoo Hall Academy takes this into account.

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

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

1. Looked after children (as defined by Section 22(1) of the Children Act 1989) and children who were looked after, but ceased to be so because they were adopted¹, or became subject to a residence order² or special guardianship order³
2. Children of staff at Cuckoo Hall Academy where:
 - a. the member of staff has been employed at the school for two or more years at the time at which the application for admission is made; or
 - b. the member of staff is recruited to fill a vacant post

for which there is a demonstrable skill shortage

3. Children with a sibling who is attending Cuckoo Hall Academy at the time of application and who will remain on roll at the time of admittance. Long term foster children will be accepted as siblings of the foster carers own children and other children in foster care at the same address. The children concerned must be living at the same address and evidence may be required to verify the sibling link.

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

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

If a tie-break is needed to determine who is admitted under criteria 4, priority will be given to children living nearest to the Academy. For all purposes nearness to the Academy will be measured as the crow flies, that is, in a straight line from the child's home to the main entrance of Cuckoo Hall Academy⁴. Random allocation

will be used if the distance between two children's homes and the school is the same. This process will be independently verified.

Please note that attendance in the Nursery classes at Cuckoo Hall Academy does not guarantee admission to the Academy for primary admission and that a separate application must be made for transfer from Nursery to Academy.

Waiting Lists

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

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

Application Procedures, Late Applications and Timetable for admissions to reception classes at Cuckoo Hall Academy for September 2015

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

THE ADMISSION ARRANGEMENTS FOR ACADEMIES IN ENFIELD

CUCKOO ACADEMY – ADMISSIONS CRITERIA

on the London Borough of Enfield admissions website at <http://www.enfield.gov.uk/admissions>. Parents/carers will be advised of the outcome of their applications on 16 April 2015 or the next working day. Unsuccessful applicants will be given reasons related to the oversubscription criteria listed above and advised of their right of appeal to the independent appeals panel.

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

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

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

Where the Child Lives

Where parents have shared responsibility for a child and the child lives for part of the week with each parent, then the child will be deemed to live where they spend the majority of school nights. School nights are Sunday night, Monday night, Tuesday night, Wednesday night and Thursday night. In the event of joint parental responsibility with the child spending equal time with either parent, the child will be deemed to live with the parent with the Child Benefit Award Notice.

Siblings

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

Looked after children

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

NOTE:

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

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

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

THE ADMISSION ARRANGEMENTS FOR ACADEMIES IN ENFIELD

ENFIELD HEIGHTS ACADEMY – ADMISSIONS CRITERIA

The pupil admission number is: 25 (1FE of 25 pupils per year).

Enfield Heights Academy is part of the England-wide co-ordinated admissions process for state schools. This will mean parents/carers wanting their children to attend the school in 2015 must apply to their home Local Authority as they would for any other state-maintained school.

We use Enfield Schools Admission Service to measure distances from pupils' homes to their nearest node. The governing body of Enfield Heights Academy is its own admissions authority. The admission policy is in full accordance with the School Admissions code and Admission Appeals code.

Specifically, where the number of applications for admission is greater than the published admissions number for any relevant age group, Enfield Heights Academy will consider applications against the criteria set out in the sub-paragraphs below. This does not apply to students with statements of Special Educational Needs where Enfield Heights Academy is named in the statement, who will be admitted first.

- a) Looked after children and previously looked after children
- 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 medical statement from a doctor. This must demonstrate that there

is a very specific connection between the child's medical need and the school requested. The Enfield Heights Academy Governors will make the decision related to such applications.

- c) Children who live closest to the two nodal points set out below. Within this category priority will be given in the following order:
 - i) First priority in category C will go to those children who have brothers or sisters already at the school at the time of entry. If there are more applicants than places priority will be given, within this group, to those children who live nearest to the nodal point closest to their home, using the GPS co-ordinates for their home and the nodal point.
 - ii) Second priority in category C will go to those children who live nearest to the nodal point closest to their home, using the GPS co-ordinates for their home and the nodal point.

The nodal points are:

- Node 1 – The School entrance
- Node 2 – Enfield Lock Train Station

In the case of a tie-break being necessary within criteria c, children of multiple births (twins, triplets etc) will be given priority and then if a further tie-break is necessary, random allocation will be used

Our admission arrangements take into account the requirements of the Race Relations Act.

Distances

Distances from home to nodes will be provided by the Enfield Schools Admission Service. These distances are calculated by the admissions IT system using ADDRESS-POINTR. 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-POINTR 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, the place will be allocated randomly.

Confirmation of address and date of birth

After an offer has been made for a place at the school, Enfield Heights Academy require 2 proofs of residence of the permanent home of the child to confirm the place. One of these normally can be notification of Child Benefit from HMRC unless the parent/carer is not entitled to child benefit. Another proof of residence must be a council tax document, child medical card, a gas or electricity bill, bank or building society letter or similar. Parents will also be required to present proof of the child's birth date, for example a short-form birth certificate. They must make sure that the application form they complete is accurate and they must contact the school if there are relevant changes to their application after it has been submitted.

Places may be withdrawn if false information is entered on the application form. Parents who do not provide

THE ADMISSION ARRANGEMENTS FOR ACADEMIES IN ENFIELD

ENFIELD HEIGHTS ACADEMY – ADMISSIONS CRITERIA

evidence of their child's address as requested, or provide conflicting or inconclusive information, may have the place withdrawn, even if it has already been accepted. When parents live separately, the address used should be the one that their child usually lives at and attends school from. If a child lives equally with both parents at different addresses, parents may be asked to provide acceptable proof that this is the case and should make clear which address should be used for the purposes of this application.

Siblings

If your child has a brother or sister already attending the school you must state this on the application form and give the relevant details. 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 foster carers as a result of being looked after by a local authority. Priority under the sibling criterion will only be given to children who will have a sibling at the school at the time of admission.

Twins and triplets

In the case of a multiple births application, e.g. twins, falling at the cut-off point, then if an offer is made to one child, it will be made to all of the multiple birth siblings

Waiting lists

In addition to the right of appeal, unsuccessful

candidates will be offered the opportunity to be placed on a waiting list, held by the school. Places will be offered to children at the top of the waiting list as vacancies arise and the list will be ordered according to the oversubscription criteria; so, the arrival of a new applicant into the area could cause a child's name to move down the list. Pupils who are the subject of a direction by London Borough of Enfield or who are allocated to the School in accordance with the 'In-Year Fair Access Protocol', will take precedence over those on a waiting list.

Parents/carers will need to confirm termly whether they still wish to remain on the waiting list, which will be kept until the end of the academic year.

Late applications

Applications received after the normal admission round will be considered if a vacancy occurs. If no vacancy occurs then the late application will be added to the waiting list in accordance with the oversubscription criteria.

Children who are the subject of a direction by the local authority to admit or who are allocated to a school in accordance with the 'In-Year Fair Access Protocol', will take precedence over those on a waiting list.

We intend to follow Enfield's Protocol for Exclusions (Managed Transfers and Reintegration), including their appeals process.

Independent appeals

Parents of unsuccessful applicants have the right

to appeal to an independent appeals panel if they are dissatisfied with an admissions decision. The arrangements for appeals will be in line with the School Admission Appeals Code published by the Department for Education (as it applies to Foundation and Voluntary Aided schools.) The determination of the appeal panel will be made in accordance with the over subscription criteria.

THE ADMISSION ARRANGEMENTS FOR ACADEMIES IN ENFIELD

KINGFISHER HALL PRIMARY ACADEMY – ADMISSIONS CRITERIA

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

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

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

1. Looked after children (as defined by Section 22(1) of the Children Act 1989) and children who were looked after, but ceased to be so because they were adopted¹, or became subject to a residence order² or special guardianship order³
2. Children of staff at Kingfisher Hall Academy where:
 - a. the member of staff has been employed at the school for two or more years at the time at which the application for admission is made; or
 - b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

3. Children with a sibling who is attending Kingfisher Hall Academy at the time of application and who will remain on roll at the time of admittance. Long term foster children will be accepted as siblings of the foster carers own children and other children in foster care at the same address. The children concerned must be living at the same address and evidence may be required to verify the sibling link.

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

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

- a. Children of twin/multiple births living at the same address.
- b. Other children

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

Please note that attendance in the Nursery classes at Kingfisher Hall Academy does not guarantee admission to the Academy for primary admission and that a separate application must be made for transfer from Nursery to Primary for Kingfisher Hall Academy.

Waiting Lists

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

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

- 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 Governing Body has been advised that the distances provided are calculated by the London Borough of Enfield admissions service using ADDRESS-POINT®. This provides a national grid co-ordinate and a unique reference for each postal address in Great Britain to a*

THE ADMISSION ARRANGEMENTS FOR ACADEMIES IN ENFIELD

KINGFISHER HALL PRIMARY ACADEMY – ADMISSIONS CRITERIA

resolution of 10cm, with each point falling within the addressed building. In the case of multi-occupancy buildings such as flats where there may be only one address point, priority will be given to applicants whose door number is the lowest numerically or alphabetically

Application Procedures, Late Applications and Timetable for admissions to reception classes at Kingfisher Hall Academy for September 2015

Application to Kingfisher Hall Academy is not dependent on any ability test and in order to apply for a place at the Academy a standard LA application form must be completed and returned to Enfield Schools Admission Service by the due date for the common admissions application timetable. Further information is available on the London Borough of Enfield admissions website at <http://www.enfield.gov.uk/admissions>. Parents/carers will be advised of the outcome of their applications on 16 April 2015 or the next working day. Unsuccessful applicants will be given reasons related to the oversubscription criteria listed above and advised of their right of appeal to the independent appeals panel.

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

The admission of pupils with a statement of Special Educational Needs, where a local authority has named the Academy on a child's statement (under Section 324 of the 1996 Education Act), this is dealt with by a completely separate procedure. This procedure is

integral to the making and maintaining of statements by local authorities. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

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

Where the Child Lives

Where parents have shared responsibility for a child and the child lives for part of the week with each parent, then the child will be deemed to live where they spend the majority of school nights. School nights are Sunday night, Monday night, Tuesday night, Wednesday night and Thursday night. In the event of joint parental responsibility with the child spending equal time with either parent, the child will be deemed to live with the parent with the Child Benefit Award Notice.

Siblings

A sibling is defined as a full brother or sister, a step/half brother or sister living at the same address, a child who is living as part of the family by reason of a court order or a child who has been placed with the family

as foster carers as a result of a being looked after by a local authority.

Looked after children

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

NOTE:

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

THE ADMISSION ARRANGEMENTS FOR VOLUNTARY AIDED SCHOOLS IN ENFIELD

MERIDIAN ANGEL PRIMARY SCHOOL – ADMISSIONS CRITERIA

Principles

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

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

The Policy

The school will open in 2014 with a Planned Admissions Number of 30 per year group. This will increase to 60 from 2016.

Statement of Oversubscription criteria

After the admission of pupils with statements of Special Educational Needs where the school is named on the statement, the criteria will be applied in the order in which they are set out below:

1. 'Looked after children'.¹
2. From September 2014, children with a sibling already 'on-roll' at Meridian Angel Academy, who will be on roll when the child is admitted.²

3. Children whom the Governors accept have an exceptional medical or social need for a place at the school.³
4. Children living at an address within the agreed Priority Admissions Zone. See below⁴
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

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 Academy 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 statement of special educational need 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.

THE ADMISSION ARRANGEMENTS FOR VOLUNTARY AIDED SCHOOLS IN ENFIELD

MERIDIAN ANGLE PRIMARY SCHOOL – ADMISSIONS CRITERIA

Priority Admissions Zone

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

Priority Admissions Zone

Rationale. The priority admissions zone criterion has been used to help create a local school serving local families which is part of the LCLT 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.

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

Ladysmith Road	Cameron Close
Kimberly Road	Ellanby Crescent
Dysons Road	Ellanby Close
Alston Road	Aberdeen Road- 34 upwards (no odd numbers)
Genista Road	Aberdeen Parade
Leopold Road	Rays Road
Albany Road	Rays Avenue
Wensley Road	Daniel Close
York Road	Jeremy's Green
Middleham Road	even numbers to 134, odd

	numbers 147 Montagu Road up to 248 even numbers & 249 odd numbers
Stockton road	Sandal Road - up to 12 even numbers & 7 odd numbers
Leyburn Road	Hester Road
Hawes Road	Seaton Street
Yorkshire Gardens	Middleborough Road
Broadberry Court	Thornaby Gardens
Berkshire gardens	Leyburn Road
+ Malham Terrace	(part of Dysons Rd) Leyburn Grove
+ Willoughby Lane	Upton Road
+Culpepper Close	Woolmer Road
Craig Park Road	Raynham Terrace - up to 44 even numbers (no odd numbers)
Cavendish Road	Raynham Avenue
Montague Gardens	Woolmer Gardens
Montague Crescent	Sayesbury Lane

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 Academy. 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 Academy and the Governors

Application Process

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

THE ADMISSION ARRANGEMENTS FOR ACADEMIES IN ENFIELD

OASIS ACADEMY HADLEY – ADMISSIONS CRITERIA

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 pupils with an Education, Health and Care plan or Statement of Special Educational Needs 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'; Priority is given to first preferences.

- a. Children in public care (looked after children) and children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.
 - Children in care are children who are in the care of a local authority or provided with accommodation by that local authority in accordance with section 22 of the Children Act 1989.
- b. Children for whom a particular school is appropriate on exceptional medical grounds. Such applications will be considered under this criterion only if they are supported by an attached written statement from a doctor. This must demonstrate that there is a very specific connection between the child's medical need and the school requested.

- c. Children with a brother or sister, sibling, who will be attending the school at the time of proposed admission. The children concerned must be living at the same address. The term "sibling" means a full, step, half, adopted or fostered brother or sister, but not cousins. The sibling link will be withdrawn for any future siblings of any child who has started at a school and it was subsequently found that they had gained a place on the basis of a fraudulent application.
- d. Children whose parent is a member of staff who has been employed at the school for two or more years at the time of application and/or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage.
- e. Children living nearest to the school measured as the crow flies, that is, in a straight line from the child's home to the main entrance of the school on South Street. Travel by private car or public transport will not be taken into account. All distances will be calculated by Enfield Council's admissions IT system using ADDRESS-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.

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). Random allocation process will be independently verified.

THE ADMISSION ARRANGEMENTS FOR ACADEMIES IN ENFIELD

WOODPECKER HALL PRIMARY ACADEMY – ADMISSIONS CRITERIA

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

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

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

1. Looked after children (as defined by Section 22(1) of the Children Act 1989) and children who were looked after, but ceased to be so because they were adopted¹, or became subject to a residence order² or special guardianship order³
2. Children of staff at Woodpecker Hall Academy where:
 - a. the member of staff has been employed at the school for two or more years at the time at which the application for admission is made; or
 - b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
3. Children with a sibling who is attending Woodpecker Hall Academy at the time of

application and who will remain on roll at the time of admittance. Long term foster children will be accepted as siblings of the foster carers own children and other children in foster care at the same address. The children concerned must be living at the same address and evidence may be required to verify the sibling link.

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

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

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

Please note that attendance in the Nursery classes at Woodpecker Hall Academy does not guarantee admission to the Academy for primary admission and

that a separate application must be made for transfer from Nursery to Academy.

Waiting Lists

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

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

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

THE ADMISSION ARRANGEMENTS FOR VOLUNTARY AIDED SCHOOLS IN ENFIELD

FORTY HILL CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

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

Please note: It is important that parents should 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.

Read the admissions criteria for each of the schools you are interested in

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

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

The number of children on the school roll is 240. The agreed intake into the reception class in 2015 will be 30.

Admission to the Reception Class

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

All applicants must complete a Local Authority Common Application Form and those applying under criteria 2,3,4,5,6 or 7 should complete a Supplementary Information Form. Both forms are available from the school at the time of your visit. The Local Authority CAF should be 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.

Admission Criteria for the Academic Year 2014-15

- 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 St Andrews, Our Lady of Mount Carmel and St George's, Trinity Methodist Church, St John Methodist Church, Enfield Baptist Church and Salvation Army), in order of distance.**
- 5. Children whose parents regularly worship at a church which is a member of the Churches Together of Britain and Ireland or Evangelical Alliance/Affinity, in order of distance.**

At the time of application the current list will

THE ADMISSION ARRANGEMENTS FOR VOLUNTARY AIDED SCHOOLS IN ENFIELD

FORTY HILL CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

be found on the website and only the member churches that appear at that date will be accepted.

- 6. Children whose parents belong to another recognised world faith.**
- 7. 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.

The following guideline will be used when applying the criteria:

**Regular Parental Worship* means that at least one parent/guardian has attended public worship twice a month during the 18 month period prior to the closing date for applications, or alternatively have attended at least 36 weekly acts of public worship spread over the same period.

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

which may be downloaded from jesuschurch.org.uk or collected from the back of church.

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

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

***Sibling Currently Attending the School* at the expected date of admission. (NB Siblings in current Year 6 will have left the school by the admission date.)

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

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

If you are not happy with the decision you can write to the Chair of Governors who will carry out a review

and if appropriate meet with you to discuss the matter informally and explain the school's position.

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

Waiting List

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

THE ADMISSION ARRANGEMENTS FOR VOLUNTARY AIDED SCHOOLS IN ENFIELD

FREEZYWATER ST. GEORGE'S CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

The Governing Body is responsible for the admissions of pupils to Freezywater St. Georges Church of England VA 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 2015.

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) Children who are looked after 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, from the relevant LA.
- 2) Children whose a) families are *faithful and regular worshippers at St. George's or St. Peter's and St. Paul's; written evidence of the applicants' commitment to their place of worship (in the form of a clergy reference) will be required.
- 3) Children who will have b) brothers and/or sisters

attending the school at the time of admission.

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

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 c) defined by the LA.

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.

THE ADMISSION ARRANGEMENTS FOR VOLUNTARY AIDED SCHOOLS IN ENFIELD

LATYMER ALL SAINTS CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

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

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

(Weekly attendance, fortnightly attendance and/or monthly attendance at a service of worship).

4. Children who live within the boundaries as defined by the attached Parish map and who are regular attenders at another Christian church.(3.)
5. Children living closest to the school, measured in a straight line from their home to the main entrance to the school (4) and living within the boundaries as defined by the attached parish map.
6. Children who live outside the parish of Edmonton, and are regular attenders at another Christian Church. (3.)

7. Any other children.

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

- 1) Weekly attendance at a service of Worship
- 2) Fortnightly attendance at a service of Worship
- 3) Monthly attendance at a service of worship
- 4) Proximity of home to the school (as the crow flies)

Please read explanations of terms stated in our admissions criteria

1. Sibling

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

2. Parents/Family Members

A parent is any person who has parental responsibility for or is the legal guardian of the child. Where admission arrangements refer to 'Parents attendance at church' it is sufficient for just one parent to attend. 'Family members' include only parents, as defined above, and siblings.

3. Churches

Churches belonging to Churches Together in Britain and Ireland/the Evangelical Alliance. <http://www.ctbi.org.uk>
info@eauk.org

4. Distance

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

NOTE:

A sheet showing All Saints Church parish boundaries is available from the school office.

THE ADMISSION ARRANGEMENTS FOR VOLUNTARY AIDED SCHOOLS IN ENFIELD

OUR LADY OF LOURDES CATHOLIC PRIMARY SCHOOL – ADMISSIONS CRITERIA

Our Lady of Lourdes Primary School is a Catholic School intended for the education of Catholic children, primarily for those who attend the parish church of Our Lady of Lourdes. As a Catholic School, Catholic doctrine and practice permeate every aspect of the School's life. It is therefore essential that the Catholic character of the School's education is fully supported by all the families in the School. All applicants are therefore expected to give their full, unreserved and positive support for the aims and Catholic ethos of the School.

The Governors are responsible for the admission of pupils and intend to admit up to the school's Published Admission Number of 30 pupils at Reception age in the school year 2015-2016. Applications are invited for September 2015 from families whose child attains 4 years of age between 1st September 2014 and 31st August 2015.

Last year the school was heavily oversubscribed and we received 91 applications for 30 places. All applicants in Categories 1 to 3 were offered a place, along with 13 in category 4, in accordance with the distance criteria set out in our oversubscription criteria. Over the past three years the average number of applications for Reception places has been 84.

In the event of oversubscription, consideration will be given and offers of places will be made to eligible pupils in accordance with the following criteria and order of priority. Please also read the Notes.

1. Catholic Looked After Children and Catholic children who have been adopted (or made subject to residence orders or special guardianship orders) immediately following having being looked after
2. Baptised practising Catholics who live within Our Lady of Lourdes parish with a brother or sister in the school at the time of admission
3. Other baptised practising Catholics with a brother or sister in the school at the time of admission
4. Baptised practising Catholics who live within Our Lady of Lourdes parish with no brother or sister in the school at the time of admission
5. Other baptised practising Catholics
6. Other baptised Catholics
7. Other Looked After Children and children who have been adopted (or made subject to residence orders or special guardianship orders) immediately following having being looked after
8. Christians of other denominations whose parents wish them to have a Catholic education and whose application is supported by their minister
9. Other Applicants

Applications Procedures and Timetable for Admission to Reception Class, September 2015

In order to make an application, you must complete a Common Application Form (CAF) from your local authority. You should also complete the School's

Supplementary Information Form (SIF). The information on the SIF enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription. Please return the CAF to the local authority and the SIF to School together with all other relevant paperwork required for your application.

If you do not complete both of the forms described above and return them by 15th January 2015, the Governing Body will be unable to consider your application fully and it is very unlikely that your child will be offered a place. Applications received after the closing date will be dealt with as soon as possible after the offer date.

Applications should be submitted by 15th January 2015 to The School Secretary, Our Lady of Lourdes Catholic Primary School, The Limes Avenue, New Southgate, London N11 1RD. Offers of places will be sent to parents on or about 16th April 2015. Unsuccessful applicants will be given reasons related to the above oversubscription criteria and advised of their right of appeal to an independent appeal panel. Unsuccessful candidates will also be offered the opportunity to be placed on a waiting list which will be maintained until 31st August 2016 in order of the above criteria and not the order in which applications are received or added to the list.

THE ADMISSION ARRANGEMENTS FOR VOLUNTARY AIDED SCHOOLS IN ENFIELD

OUR LADY OF LOURDES CATHOLIC PRIMARY SCHOOL – ADMISSIONS CRITERIA

NOTES:

Admissions – Oversubscription Criteria

1. "Looked after child" has the same meaning as in Section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school).
2. "Adopted" An adopted child is any child who has been formally adopted and whose parent/guardian can give proof of adoption.
3. "Residence Order" A residence order is an order under the terms of the Children Act 1989 s.8 which defines it as an order settling the arrangements to be made as to the person with whom the child is to live.
4. "Special Guardianship Order" A special guardianship order is an order under the terms of the Children Act 1989 Section 14A which defines it as an order appointing one or more individuals to be a child's special guardian(s).
5. "practising Catholic" means a Catholic child from a practising Catholic family where this practice is verified by a reference from a Catholic priest in the standard format laid down by the Diocese.
6. "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 for a child by a certificate of baptism

in a Catholic church or a certificate of reception into the full communion of the Catholic Church.

7. "brother or sister" includes step brother/sister, half brother/sister and foster or adopted brother/sister living at the same address as the applicant on the date of the application.
8. "Christian" for the purposes of this policy, means a member of one of the Churches affiliated to 'Churches Together in Britain and Ireland'.
9. Priority within categories 6, 7, 8 and 9 above will be given to applicants with a brother or sister in the school at the time of admission.

10. Tie Break

Priority within each category will be determined, if necessary, by proximity of the child's home (where he/she resides for 50% or more of the time as at the date of the Application with at least one parent or guardian who has legal responsibility for him/her) to a mid point in the school as confirmed by the local education authority (the LA). All distances will be calculated by the LA's 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.

11. Multiple births

If there is only one remaining place available and the next applicants are twins, triplets or other multiple birth groups, then these children will be admitted. These children will remain an 'excepted pupil' or 'excepted pupils' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

12. Exceptional need

The governing body must give top priority within a category to an application where compelling evidence (from an appropriate professional such as a social worker, doctor or priest) is provided in writing at the time of application of a social, medical or pastoral need of the child which can only be met at this school.

13. Pupils with a statement of special educational needs

The admission of pupils with a Statement of Special Educational needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home LA. Details of this procedure is set out in the Special Educational Needs Code of Practice

THE ADMISSION ARRANGEMENTS FOR VOLUNTARY AIDED SCHOOLS IN ENFIELD

OUR LADY OF LOURDES CATHOLIC PRIMARY SCHOOL – ADMISSIONS CRITERIA

14. In-Year admissions

In-Year applications are made directly to the school and governors will inform parents whether or not a place is to be offered. If a place is available and there is no waiting list the child will be admitted. If more applications are received than there are places available then applications will be ranked in accordance with the oversubscription criteria. Unsuccessful applicants will be informed of the right of appeal and offered the opportunity of being placed on a waiting list. This waiting list will be maintained 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. If you change address whilst on the waiting list, you must notify the school in writing.

15. Fair access

Our 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 Diocese and the Local Authority for the current school year. The governing body has this power even when admitting the child would mean exceeding the published admission number.

16. 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 deferment is requested. The place will then be held until the first day of the spring or summer term. 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. Applicants whose children have birthdays in the summer term should be aware that, if they wish to defer, they will need to apply for a Year 1 place for the following September and if the school is oversubscribed they are very unlikely to obtain a place.

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

18. A map of Our Lady of Lourdes parish is attached.

These criteria, conditions and requirements replace all those previously published in respect of applications for a place at our School, starting after 31st August 2015.



THE ADMISSION ARRANGEMENTS FOR VOLUNTARY AIDED SCHOOLS IN ENFIELD

ST. ANDREW'S CHURCH OF ENGLAND PRIMARY SCHOOL, ENFIELD – MAIN SCHOOL ADMISSIONS CRITERIA

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

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

Within each criterion (except 1 and 3), priority will be given to brothers and sisters (siblings) of children already attending the Main School who will still be attending the school at the date of the applicant's possible admission.

Priority will be given on the basis of least distance between the child's home and the Head Teacher's Office in a straight line. 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.

Please note that siblings are not automatically offered a place.

Your Borough Application form for admission to reception class must be submitted either via the school

or your home Local Authority (in Enfield this is the Enfield Admissions Service) by January 15th 2015.

The school also has a Supplementary Information Form which requires information applicable to the school's admission criteria 1, 2, 4, 5, 6 and 8. No applications or additional information received after this date will be considered.

To be considered under each Church criterion below, 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.

Criteria

- 1 Church of England children in public care ("looked after" children and "previously looked after" children)b
- 2 Children whose parents/guardians are regular worshippers at the Parish Church of St Andrew, Enfield.
2a = Sibling 2b = New applicant
- 3 Children in public care ("looked after" children and "previously looked after" children)c.
- 4 Children whose parents/guardians are regular worshippers at any of the covenanted Churches of the Enfield Town and Forty Hill Ecumenical Partnership which does not have its own Church school.

4a = Sibling 4b = New applicant

- 5 Children whose parents/guardians are regular worshippers at any Church of England parish adjoining the Parish of St Andrew, Enfield, which does not have its own Church school.

5a = Sibling 5b = New applicant

- 6 Children living within the Parish of St Andrew, Enfield, whose parents/guardians are regular worshippers of another Christian denomination as recognised by Churches Together in Britain and Ireland (CTBI) or the Evangelical Alliance/Affinity.

6a = Sibling 6b = New applicant

- 7 Children living within the Parish of St Andrew, Enfield.

7a = Sibling 7b = New applicant

- 8 Children living outside the Parish of St Andrew, Enfield, whose parents/guardians are regular worshippers of another Christian denomination as recognised by Churches Together in Britain and Ireland (CTBI) or the Evangelical Alliance/Affinity.

8a = Sibling 8b = New applicant

- 9 Children living outside the Parish of St Andrew, Enfield.

9a = Sibling 9b = New applicant

If applying for a place under criterion 1, 2, 4, 5, 6 or 8, please ensure that Church attendance is verified

THE ADMISSION ARRANGEMENTS FOR VOLUNTARY AIDED SCHOOLS IN ENFIELD

ST. ANDREW'S CHURCH OF ENGLAND PRIMARY SCHOOL, ENFIELD – MAIN SCHOOL ADMISSIONS CRITERIA

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 an ongoing church commitment. If the churches are of the same or different denominations but the criterion changes, the majority attendance will determine the criterion under which the application will be considered.

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 or a Utility Bill less than 3 months old. This must be the address where the child permanently resides. All ID will be required before the closing date.

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.

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.

NOTES:

- a *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.*
- b *"Looked-after Church of England children" are children originally from a Church of England family, or having been placed in a Church of England children's home or with a Church of England family. "Previously looked after children" are those church of England children who were looked after, but ceased to be so because they were adopted' (or became subject to a residence order or special guardianship order).*
- c *"Looked-after children" are children having been placed in a children's home or with a family. "Previously looked after children" are those who were looked after, but ceased to be so because they were adopted' (or became subject to a residence order or special guardianship order).*
- d *The Local Ecumenical Partnership Churches without their own school are: Enfield Baptist Church; Enfield Citadel of the Salvation Army; St John Methodist Church, Enfield; Trinity Church, Enfield.*

The Enfield Parish Boundaries are available to view in the School Office.



THE ADMISSION ARRANGEMENTS FOR VOLUNTARY AIDED SCHOOLS IN ENFIELD

ST. ANDREW'S SOUTHGATE PRIMARY SCHOOL (CE) – ADMISSIONS CRITERIA

Parents who are considering sending their child to St Andrew's Southgate Primary School (CE) 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.

The admission number for each year in the school, including Reception, is 30. This is the maximum number of children that the Governors will admit to each year group.

Children are admitted to the Reception Class in the September after their fourth birthday, as September is the beginning of the school year.

Parents must complete a Local Authority Application Form naming the school. You should also complete the St Andrew's Supplementary Form, which can be obtained from the school office, if you are applying under Criterion 2 or 5 so that the Governors can consider the application fully. Completed Supplementary Forms should be returned to the school. (For admissions to Reception these forms must be returned by the published Local Authority closing date in January and **any application received after this date will only be considered after those received on time.**)

St Andrew's is a Church of England school and has no fixed catchment area. Admissions are decided by the Governors. When there are more applications than places (which has always been the case), applications

are prioritised according to the criteria shown below which are shown in order of priority.

- 1 Children who are in public care ('looked after' children). This includes children who were previously looked after, but cease to be so because they have been adopted or became subject to a residence order or special guardianship order.
- 2 Children whose parent(s) frequently worship at the churches of St Andrew's Southgate, Christ Church Southgate, St John the Evangelist Palmers Green or St Thomas's Oakwood.
- 3 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.
- 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 the following constituent churches of the Southgate, Oakwood and Cockfosters Neighbourhood Group of Churches: Oakwood Baptist Church, Bourne Methodist Church, Oakwood Methodist Church, Vita et Pax and the Southgate Christian Fellowship. Also children whose parents frequently worship at other churches that are members of Churches Together in Britain and Ireland or of the Evangelical Alliance AND who live within the parishes named in criterion 2 above.

- 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 note below).

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.

In the case of oversubscription 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 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.

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.

Applications for In-Year admissions are made in the same way as those made during the normal admissions

THE ADMISSION ARRANGEMENTS FOR VOLUNTARY AIDED SCHOOLS IN ENFIELD

ST. ANDREW'S SOUTHGATE PRIMARY SCHOOL (CE) – ADMISSIONS CRITERIA

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. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria and not in the order in which the applications are received. 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 need help to decide which criterion applies to you (e.g. you are not sure in which parish you live), please mention this when you contact the school and we will advise you.

The Governors will decide upon applications by strict use of these criteria.

A reference from a church minister will be required before an application is accepted as falling within criterion 2 or 5. The term "frequently worship" means at least monthly church attendance for a minimum of six months prior to the application being considered.

If you are offered a place for your child, you will be required to provide written 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.

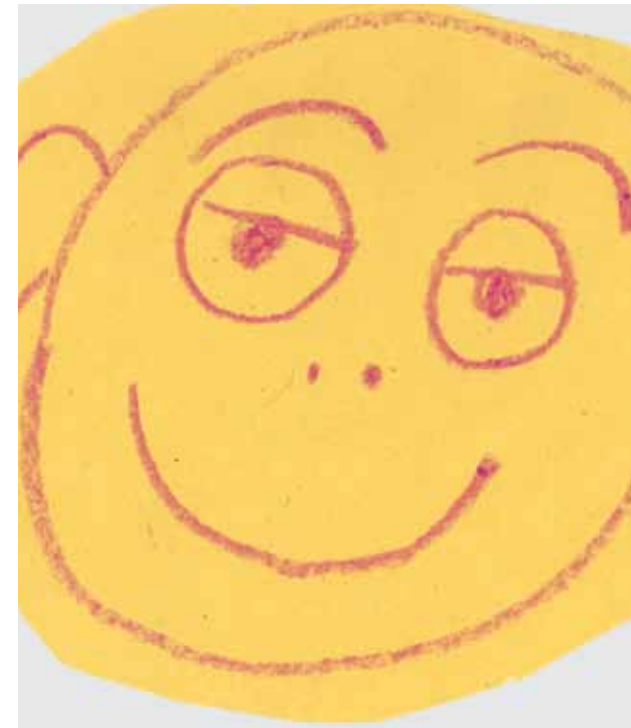
The term "parents" includes foster parents and guardians.

You should apply for a place at your local community school for your child in case we are unable to offer a place.

Appeals

If, after having discussed the matter with the Chair of Governors, parents of unsuccessful applicants are dissatisfied, they have the right to appeal to an independent appeals committee.

Such appeals should be made in writing to the Chair of Governors, c/o St Andrew's School.



THE ADMISSION ARRANGEMENTS FOR VOLUNTARY AIDED SCHOOLS IN ENFIELD

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 is 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 each reception class at St Edmund's is 30. The Governing Body has sole responsibility for admissions to this school and intends to admit 60 children in the school year which begins in September 2015. Applications are welcome from families whose child reaches his/her 4th birthday between 1st September 2014 and 31st August 2015.

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

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

Oversubscription Criteria

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

1. Catholic looked after children and Catholic children who have been adopted (or made subject to residence orders or special guardianship orders.)
2. Baptised Catholic children, from practising Catholic families, who have a sibling at the school at the time of admission.(Refer to page 4 siblings)
3. a. Baptised Catholic children from practising Catholic families who are resident in the Parish of The Most Precious Blood and St Edmund in the Borough of Enfield.
b. Baptised Catholic children from practising Catholic families who are not resident in the Parish of The Most Precious Blood and St Edmund in the Borough of Enfield.
4. Other baptised Catholics.
5. Other looked after children and Catholic children who have been adopted (or made subject to residence orders or special guardianship orders.)
6. Catechumens and members of an Eastern Christian Church.
7. Christians of other denominations whose application is supported by their Minister of Religion.
8. Children of other faiths whose application is supported by their Religious Leader.
9. Any other children.

Exceptional Need

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

Multiple Applications

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

Applications in previous years

For the academic year 2014/2015 the school was heavily oversubscribed we received 81 applications for 60 places. As the school is usually oversubscribed by Catholic candidates, it is very unlikely that applicants who are not Catholics will obtain a place.

Tie Break

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school as measured by the Local Authority. (please see "Distance from school" page 4). Siblings who fall under oversubscription criteria 4, 5,6,7,8 or 9, will be given priority in the category which they fall.

Fair Access

The school is committed to taking its fair share of

THE ADMISSION ARRANGEMENTS FOR VOLUNTARY AIDED SCHOOLS IN ENFIELD

ST. EDMUND'S CATHOLIC PRIMARY SCHOOL – ADMISSIONS CRITERIA

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

In-Year Admissions

Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria. If a place cannot be offered at this time then Parents or Carers may ask us for the reasons and they will be informed of their right of appeal. They will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the Governing Body will 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 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. Applicants whose children have birthdays in the summer term should be aware that, if they wish to defer, they will need to apply for a Year 1 place for the following September and if the school is oversubscribed they are very unlikely to obtain a place.

Application Procedure for parents S 2015 - 2016

In order to make an application, you must complete a Common Application Form (CAF) from your local authority and return it to the Local Authority. You should also complete the School's Supplementary Information Form (SIF), both these forms are available from the School. The CAF can also be filled in on-line but a paper copy of the SIF will have to be completed and forwarded to the school. The information on the SIF enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription. Please return the SIF in person or by post to St Edmund's School together with all other relevant paperwork required for your application.

If you do not complete both of the forms described above and return them by 15th January 2015, the Governing Body will be unable to consider your application fully and it is very unlikely that your child

will be offered a place. Applications received after the closing date will be dealt with after the initial allocation process has been completed.

The local authority will write to you on behalf of the Governing Body with the outcome of your application on or about 16th April 2015.

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.

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 a Statement of Special Educational Needs

The admission of pupils with a statement of Special Educational Needs 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 a Statement of SEN you must contact your local authority SEN officer.

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ST. EDMUND'S CATHOLIC PRIMARY SCHOOL – ADMISSIONS CRITERIA

Change of details

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

NOTES:

(these notes form part of the oversubscription criteria)

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

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

'Residence Order' A residence order is an order under the terms of the Children Act 1989 s.8 which defines it as an order settling the arrangements to be made as to the person with whom the child is to live. These children are only given priority if they have been looked-after until the order is granted.

'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.

'Practising Catholic' means a Catholic child from a practising Catholic family where this practice is verified by a reference from a Catholic priest in the standard format laid down by the Diocese. 'Family' includes the Catholic or Catholics who have legal responsibility for the child.

'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.

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

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

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

THE ADMISSION ARRANGEMENTS FOR VOLUNTARY AIDED SCHOOLS IN ENFIELD

ST. GEORGE'S CATHOLIC PRIMARY SCHOOL – ADMISSIONS CRITERIA

The Governors Planned Admission Number(PAN) is 90 pupils at Infant Reception age during the year 2015/2016.

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 is 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 child's original baptism certificate must be presented to the school.

Oversubscription criteria

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

1. **Catholic 'Looked After' children and Catholic children who have been adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.**
2. **Baptised, Practising Catholic children, who have a sibling in the school at the time of enrolment, who attend Sunday Mass every week.**
3. **Baptised, Practising Catholic children resident**

in the parish of Our Lady of Mount Carmel and St. George, who attend Sunday Mass every week.

4. **Baptised, Practising Catholic children resident in St. Monica's, St. Edmund's, St. Mary's, Vita et Pax, St. Joseph's parish, who attend Sunday Mass every week.**
5. **Other Baptised Practising Catholic children**
6. **Other Baptised Catholic children.**
7. **Other 'Looked After' children and other children who have been adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.**
8. **Children of other denominations with a sibling at the school at the time of enrolment, parents who desire for their children a Catholic education.**
9. **Children of other denominations. The ethos of this school is based on the teaching of the Catholic Church. We ask all parents applying for a place here to respect this ethos and its importance to the school community.**
10. **Any other applicants.**

NOTE:

The Governors will give top priority within an admission category, where there are special medical,

social or pastoral needs and where the application is supported by compelling evidence from an appropriate professional, such as a doctor, priest or social worker.. The supportive documentation, of an exceptional social, medical, pastoral or other need of the child must state how the needs of the child can only be met at this school.

- *The admission of pupils with a statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining statements by the pupil's home Local Education Authority*
- *'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 for a child by a certificate of baptism in the Catholic Church or a certificate of reception into the full communion of the Catholic Church.*
- *A Christian is defined as a member of a church which belongs to 'Churches Together in Britain and Ireland'*
- *'Looked After' child is a child in the care of the local authority within the meaning of s.22 of the Children Act 1989.*
- *'Parent' :means the adult or adults with legal responsibility for the child.*
- *A sibling refers to brother or sister, half brother or sister, adopted brother or sister or step brother or sister. In order for an applicant to qualify as a sibling*

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ST. GEORGE'S CATHOLIC PRIMARY SCHOOL – ADMISSIONS CRITERIA

the older child must still be on roll in September 2015.

- *'Adopted' : An adopted child is a child who is adopted under the terms of the Adoption and Children Act 2002s.46 (adoption orders)*
- *Twins and multiple births: Where the final place is offered to a child who has a twin/triplets etc applying for a place in the same school year, these siblings will also be admitted.*
- *'Residence Order': A residence order is an order under the terms of the Children act 1989s.8 which defines it as an order settling the arrangements to be made as to the person with whom the child is to live.*
- *'Special Guardianship Order': A special guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child's special guardian(s).*
- *Practising Catholic means weekly family attendance at Sunday Mass which is confirmed by the Diocesan Priest's Reference. ('Family' normally includes the Catholic or Catholics who have legal responsibility for the child). Practising Catholic means a Catholic child from a practising Catholic family where this practice is verified by a reference from a Catholic priest in the standard format laid down by the Diocese*
- *In the event of oversubscription within a group,*

preference will be given to the applicant who lives nearest to the school 'as the crow flies'. Distance 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 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). 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. 'Home' is defined as the address at which the child resides for 50% or more of the school week.

- *In any year the timetable for applications to St. George's is co-ordinated with that of the London Borough of Enfield.*
- *Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right to appeal. You will be offered the opportunity of*

being placed on the 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 and make an offer.

- *Right of Appeal: If you are unsuccessful you may ask 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.*
- *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 six years.*
- *Fair Access Protocols: 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*

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agreed by both the Diocese 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.

- *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 deferment is requested. The place will then be held until the first day of either 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. Applicants whose children have birthdays in the summer term should be aware that, if they wish to defer, they will need to apply for a Year 1 place for the following September and if the school is oversubscribed they are very unlikely to obtain a place.*
- *For the past 5 years no applicant has been admitted beyond oversubscription criterion 3.*

Applications Procedure 2015 – 2016

In order to make an application, you **must** complete a Common Application Form (CAF) from your local authority. You should also complete the **School's Supplementary Information Form (SIF)**. The information on the SIF enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription. Please return

the SIF (in person or by post) to School together with all other relevant paperwork required for your application. If you do not complete both of the forms described above and return them by 15th January 2015, it is very unlikely that your child will be dealt with after the initial allocation process has been completed.

The local authority will write to you on behalf of the Governing Body with the outcome of your application on or about 16th April, 2015.



THE ADMISSION ARRANGEMENTS FOR VOLUNTARY AIDED SCHOOLS IN ENFIELD

ST. JAMES' CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

It is the policy of St. James' School to try and 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 following criteria with priority being given in the order set out below.

1. Children who are 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. Children whose parent/parents are committed and involved in the work and worship of St. James' Church.
3. Children whose parent/parents worship a minimum of twice a month at St James Church, Enfield Highway and have done so for a minimum of a year, preceding the 1st January in the year of admission and has a brother or sister attending St James as of 31st December in the year of application.
4. Children whose parent/parents worship a minimum of twice a month at St James Church, Enfield Highway and have done so for at least a year preceding the 1st January in the year of admission.
5. Children whose parent/parents worship twice a month in other C of E Churches, and have done so for at least a year preceding the 1st January in the year of admission and has a brother or sister attending St James as of 31st December in the year of application.
6. Children whose parent/parents worship twice a month in other C of E Churches, and have done so for at least a year preceding the 1st January in the year of admission.
7. Children who already have a brother or sister at the school, but do not meet the previous criteria.
8. Children whose parent/parents worship a minimum of twice a month at Churches or Chapels of other mainstream Christian Denominations and have done so for at least a year preceding the 1st January in the year of admission and has a brother or sister attending St James as of 31st December in the year of application.
9. Children whose parent/parents worship a minimum of twice a month at Churches or Chapels of other mainstream Christian Denominations and have done so for at least a year preceding the 1st January in the year of admission
10. Proximity of home to school.

NOTES:

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

Criterion 1

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

Criterion 2

Definition of committed and involved parent (s)

For the purpose of criterion 2 a child will be deemed to have parent(s) who are committed and involved in the work and worship of the church if one or both parent(s) meet all of the following requirements:

- (i) Confirmed or received into the Church of England*
- (ii) Frequent attendance at Sunday Worship (at least twice per month) for at least the past eighteen months, and*
- (iii) Regular contribution to the liturgical, social or youth aspects of parish life, e.g. Licensed Reader, PCC Member, Youth Leader.*

ADDITIONAL NOTES:

Definition of brothers or sisters includes the following:

THE ADMISSION ARRANGEMENTS FOR VOLUNTARY AIDED SCHOOLS IN ENFIELD

ST. JAMES' CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

Full brothers or full sisters (children who share the same mother and father)

Half brothers or half sisters (children who have the same mother or the same father)

Step brothers or step sisters (children whose mother are father of a child already attending the school and whose principal place of residence is within the same household as that child)

Tie Break

In the event of applicants within a criterion being of equal standing, places will be offered on the basis of proximity, with priority being given to those closest to the school. 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 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). 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.

Special Educational Needs

Please note that children who have a Statement of Special Educational Needs naming this school have an automatic right of entry.



THE ADMISSION ARRANGEMENTS FOR VOLUNTARY AIDED SCHOOLS IN ENFIELD

ST. JOHN CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

In seeking admission for your child to this school, your attention is drawn to the following information:

This is a Church of England School, which was founded for the promotion of Christian education. It is expected, therefore, that all children will take part in the religious teaching and worshipping life of our school. This does not, however, affect the legal right of a parent to withdraw their child from religious worship and/or religious instruction.

Admissions Policy 2015

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) regularly² worship at St. John's or St. Luke's Churches.
3. A child who already has a brother or sister (this includes step/half/foster siblings living at the same address) currently attending the school at the time of admission (i.e. in September 2015).
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) regularly² worship at

another Church of England church⁴.

7. Children whose parent(s) regularly² worship at a church of any other Christian denomination.
8. Any other applicants

Notes:

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

1. Looked after children include those subject to care orders and/or those who are in foster care.
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. References will be sought via the Supplementary Information Form which may be collected and should be returned to the school.
3. 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). 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.

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

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

Application for a Place.

In order to be considered for a place at the school parents must complete a Common Application Form (CAF), available from their home Local Authority, naming the school and if they are applying under criteria 1,2,3,4 and 6 you should complete a school Supplementary Information Form so that governors may consider your application fully. The CAF will need to be returned to the Local Authority by 15 January 2015 and the Supplementary Information Form to the school by 15 January 2015.

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 ADMISSION ARRANGEMENTS FOR VOLUNTARY AIDED SCHOOLS IN ENFIELD

ST. JOHN'S CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

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 right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria [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 that the LA can inform the parent that the school is making an offer.

Parents who already have a child in the school should not assume that further children will automatically be accepted.

No discussions, regarding admissions, may take place with individual governors on individual cases.



THE ADMISSION ARRANGEMENTS FOR VOLUNTARY AIDED SCHOOLS IN ENFIELD

ST. JOHN AND ST. JAMES CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

Admission Policy

Parents wishing to apply for a place in the reception class are invited to contact the school in the school year prior to their child starting school. Parents are required to complete a Local authority application form and an additional School form. These forms need to be submitted at any time before the end of January of the admission year.

Admissions Criteria

When considering applications for admission to the school the Governors will admit candidates in the following order:

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. Children whose parents are communicant members of and 'regularly worship' (at least twice a month) at St John the Baptist and St James Church and St John's.
3. Children whose parents are communicant members of and 'regularly worship' at any other local Church of England Church.
4. Children whose parents are member of and 'regularly worship' in local Churches and Chapels of other Christian Denominations (i.e. churches affiliated to Churches Together in Britain & Ireland

and The Evangelical Alliance and The Caribbean Evangelical Alliance).

5. Children of parents/carers not falling within the criteria above but who live in close proximity to the school.

In the event that there are more applications than places, the distance of the child's home from St John and St James School in a straight line, will be taken into account for each category.

NOTE:

(a) Regularly worship – *By regularly we mean worship at church by a parent/carer, at least twice monthly over a period of 12 months, prior to the admissions meeting in February. References will be sought via the Supplementary Information Form which should be returned to the school.*

(b) Late applications – *The forms of unsuccessful and late applicants (i.e. forms arriving after the closing date) are retained by the school for one school year. If a place becomes available, it will always be allocated according to the published criteria.*

When admitting children, we follow the above procedure. If you are not offered a place at St John and St James CE Primary School, you have the right to appeal against the School's decision. Appeals should be made in writing to the Clerk of the Governors c/o St John & St James CE Primary School, and should be made within six months of the date of notification of

non-admission to the School. An independent appeal committee will hear your appeal and notify you of their decision.



THE ADMISSION ARRANGEMENTS FOR VOLUNTARY AIDED SCHOOLS IN ENFIELD

ST. MARY'S CATHOLIC PRIMARY SCHOOL – ADMISSION CRITERIA

St. Mary's Catholic Primary School was founded by the Catholic Church to provide education for the children of Catholic families. 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 Jesus Christ.

As a Catholic School, we aim to provide a Catholic education for all our pupils. As 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 is 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 year group at St. Mary's is 60. The governing body has sole responsibility for admission to this school and intends to admit 60 pupils to the reception class in the school year, which begins in September 2015. Applications are welcome from families whose child reaches his /her 4th birthday between 01/09/2014 and 31/08/2015.

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

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

Oversubscription Criteria

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

- 1. Catholic looked after children and Catholic children who have been adopted or made subject to residence orders or special guardianship orders.**
- 2. Baptised Catholic children, from practising Catholic families, who are resident in the parish of Mary, Mother of God, Ponders End and who have a sibling at the school at the time of admission.**
- 3. Baptised Catholic children from practising Catholic families who are not resident in the parish of Mary, Mother of God, Ponders End, and who have a sibling at the school at the time of admission.**
- 4. Baptised Catholic children from practising Catholic families who are resident in the parish of Mary, Mother of God, Ponders End and who do not have a sibling in the school at the time of admission.**
- 5. Other Baptised Catholic Children from practising Catholic families.**
- 6. Other baptised Catholic children.**
- 7. Other looked after children and children who have been adopted or made subject to residence orders or special guardianship orders.**
- 8. Catechumens and members of an Eastern Christian Church.**

9. Christians of other denominations whose application is supported by their Minister of Religion.

10. Children of other faiths whose application is supported by their Religious Leader.

11. Any other children.

Applications arriving after the closing date will be dealt with after all initial offers have been made.

Exceptional Need

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

Multiple Applications

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

Applications in Previous Years

For the past three years the governing body has been unable to offer places to any applicants beyond oversubscription criterion (6) except for one applicant in 2012 (criterion 8). As the school is usually oversubscribed by Catholic candidates, it is very unlikely that applicants who are not Catholics will obtain a place.

THE ADMISSION ARRANGEMENTS FOR VOLUNTARY AIDED SCHOOLS IN ENFIELD

ST. MARY'S CATHOLIC PRIMARY SCHOOL – ADMISSION CRITERIA

Tie Break

Where the offer of places to all applicants in any of the sub-categories listed above would still lead to over subscription, the places up to the admission number will be offered to those living nearest to the school as measured by the Local Authority (LA).

Fair Access

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

In-Year Admissions

In year applications are made directly to the school. 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 governors will inform the local authority and the child will be admitted. 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. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing

body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the governing body will 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 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. Applicants whose children have birthdays in the summer term should be aware that, if they wish to defer, they will need to apply for a Year 1 place for the following September and if the school is oversubscribed they are very unlikely to obtain a place.

Application Procedure 2015-2016

In order to make an application, you **must** complete a Common Application Form (CAF) from your local authority and return it to them. You should also complete the **School's Supplementary Information Form (SIF)**. The information on the SIF enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription. Please return the SIF (in person or by post) to St. Mary's Catholic Primary School, Durants Road, Ponders

End, Enfield. EN3 7DE 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 2015, the Governing body will be unable to consider your application fully and it is very unlikely that your child will be offered a place. Applications received after the closing date will be dealt with after the initial allocation process has been completed.

Applicants wishing to be considered as practising Catholics will need to complete and return the Diocesan Priest's Reference Form (contained in Application Pack). This must be completed and returned together with the Supplementary Information Form to St. Mary's Catholic Primary School by 15th January 2015.

The local authority will write to you on behalf of the Governing Body with the outcome of your application on or about 16th April 2015.

Nursery Children

Please note there is no automatic transfer from the School Nursery to the Reception Class. Attendance at the Nursery does not guarantee a place in Reception. Parents of children attending St. Mary's Nursery must make a fresh application for Reception.

Right of Appeal

If you are unsuccessful you may ask the Governing Body 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

THE ADMISSION ARRANGEMENTS FOR VOLUNTARY AIDED SCHOOLS IN ENFIELD

ST. MARY'S CATHOLIC PRIMARY SCHOOL – ADMISSION CRITERIA

contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal.

Waiting Lists

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 normally removed from the list after one year, unless applicants request in writing to remain on the list.

Pupils with a Statement of Special Educational Needs

The admission of pupils with a statement of Special Educational Needs 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 a Statement of SEN you must contact your local authority SEN officer.

Change of Details

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

NOTES:

(these notes form part of the over subscription criteria)

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

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

'Residence Order'. A residence order is an order under the terms of the Children Act 1989 Section 8 which defines it as an order settling the arrangements to be made as to the person with whom the child is to live. Children looked-after up until this order is made will be given priority within this category.

'Special Guardianship Order'. A special guardianship order is an order under the terms of the Children Act 1989 Section 14A which defines it as an order appointing one or more individuals to be a child's special guardian(s). Children looked-after up until this order is made will be given priority within this category.

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

'Sibling' means a 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 children 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.

'Practising Catholic' means a Catholic child from a practising Catholic family where this practice is verified by a reference from a Catholic priest in the standard format laid down by the Diocese. 'Family' includes the Catholic or Catholics who have legal responsibility for the child.

'Catechumen' means a child who is a member of the catechumenate of a Catholic Church. This will normally be evidence 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.

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

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

'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. If distances are identical, the Governing Body will draw lots in the presence of an independent witness.

THE ADMISSION ARRANGEMENTS FOR VOLUNTARY AIDED SCHOOLS IN ENFIELD

ST. MATTHEW'S CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

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

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

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

Also, within each criteria (except 1) priority will be given on the least distance between the child's home and the Allens Road school gate. When reference is made to distance from the school, it must be the parents'/guardians' address where the child is permanently resident. No other address will be considered. The Governing Body has been advised that the distances provided are calculated by the admissions IT system using ADDRESS-POINT. This provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference

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

The Local Authority (LA) Application Form for Admission to a Reception Class in Enfield must be submitted either via the School or direct to Enfield Schools Admissions Service at the Civic Centre. The School also has a supplementary information form, which requires information applicable to the Schools Admission Criteria. Failure to complete this form would result in the Admission Panel not considering the applicant child under these criteria and could minimise a child's chance to obtain a place at the School.

Criteria

20 places will be allocated under the following criteria:

1. Children who are looked after or were previously looked after and have been adopted. Written evidence must be provided at the time of application.
2. Children whose parents / guardians are regular worshippers at the Parish Church of St Matthew's, Ponders End, Enfield
2a – Sibling 2b – New applicant
3. Children whose parents / guardians are regular

worshippers at the Parish Churches of St Alphege N9 and St Peter the Apostle with St Martin N9.

3a – Sibling 3b – New applicant

4. Children whose parents / guardians are regular worshippers at any Church of England Parish or a Church of another Christian denomination recognised by the World Council of Churches, Churches Together in Britain and Ireland, Free Churches Group and the Evangelical Alliance.

4a – Sibling 4b – New applicant

10 places will be allocated under the following criteria:

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

5a – Sibling 5b – New applicant

If applying for a place under criteria 1 evidence from the relevant Social Worker may be required at the time of application, these are normally children in Foster Care or in Local Authority care.

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

Governors reserve the right to give priority within each criterion to children with documented social or

THE ADMISSION ARRANGEMENTS FOR VOLUNTARY AIDED SCHOOLS IN ENFIELD

ST. MATTHEW'S CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

medical needs. Written supporting evidence must be supplied, at the time of application, from a relevant professional, such as a Doctor, Social Worker or Educational Psychologist, demonstrating a need for this particular School and the fact that the child would suffer detriment attending another school.

Please ensure the School Supplementary Form is correctly completed and is accompanied by a photocopy of your child's birth certificate and a stamped addressed envelope or a postcard if you require acknowledgement of receipt. Proof of address must be submitted with the form. Copies of any two of the following are required:

UK Driving Licence, Council Tax Notification, Child's Medical Card, a recent Bank Statement or Utility Bill. This must be the address where the child normally lives.

NB: if incomplete or false information is provided – this will lead to the Application being considered in the criteria for which the attached application information relates, or the offer of a place being withdrawn.

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

The Governors consider each application strictly in line with the Admissions Criteria. There is always pressure for places. In the event that a child is not offered a place, it is suggested that each criterion is studied carefully before appealing. Parents wishing

to appeal should obtain an Appeal Form from the School. The form should be sent to reach the Clerk of the Appeals Panel, c/o the school within 14 days of the date of the letter confirming the Governors' decision.

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

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

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



THE ADMISSION ARRANGEMENTS FOR VOLUNTARY AIDED SCHOOLS IN ENFIELD

ST. MICHAEL-AT-BOWES CE JUNIOR 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 Education 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. When there are more applications than there are places available, the governors will admit pupils according to the following criteria, in order of priority:

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. Children whose families 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 brothers and / or sisters 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 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 Tottenham Infant School* (b) *Children who live within close proximity to the school* *(1) *Regular worship is consisted to be at least once a month for a year* *(2) *Judaism, Hinduism, Islamic, 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.



THE ADMISSION ARRANGEMENTS FOR VOLUNTARY AIDED SCHOOLS IN ENFIELD

ST. MICHAEL'S CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

Parents wishing to apply for a place in the Reception Class are able to visit the School in the Autumn term of the year before their child starts full-time education. Visit dates will be advertised on the school's web-site and in LBE's Applying for a School Place in Enfield: Information for Parents booklet. Visits need to be booked through the school office (020 8363 2724).

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. A **Supplementary Information Form** should be completed and returned directly to the school by 15th January 2015.
2. In addition to the **Supplementary Information Form**, parents should also complete a **London Borough of Enfield Application Form** (on-line or paper) and return this directly to LBE at the Civic Centre by 15th January 2015.
3. A **Supporting Statement** should be completed by the priest/minister of the church attended by the family. It is the responsibility of parents to make arrangements for the signing of this statement with their own minister. This must be submitted to the school by 31st January 2015. It cannot be signed before 1st January 2015.

Applying for an Open Community Place

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

1. Parents should complete a **London Borough of Enfield Application Form** (on-line or paper) and return this directly to LBE at the Civic Centre by 15th January 2015.

The Admissions Process

The Admissions Panel meets in February. According to the LBE Application Forms, Supplementary Forms and Supporting Statements, children are placed on either the Foundation List or the Open Community List.

First of all, children in Public Care are considered and placed.

Next, 85% of the remaining places are allocated to Foundation Church applicants. 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.

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.

1. **Children in Public Care** (currently known as 'Child Looked After')¹ or with a **Statement of Special Educational Needs**

The remaining places will be divided as follows:

85% Foundation Church Places and 15% Open Community Places.

2. Foundation Church Places

Children of families who have attended church twice a month for the previous year. A supporting reference from the priest/minister should be provided on the **Supporting Statement**. If families have changed their regular place of worship within the last two years, an additional **Supporting Statement** will need to be completed by the previous priest/minister to make up the full period. Should there be more applications than Foundation places, the following criteria will apply, in order:

Foundation a) A child whose parent/s worship regularly² at St. Michael's CE Church, Enfield. Should there be more applicants than places for St. Michael's attenders, the category will be ordered as follows:

I. Children with sibling/s⁴ at St. Michael's CE Primary School

II. Home / School distance³

Foundation b) A sibling⁴ of a child currently attending the school at the time of admission and whose parents regularly worship at a Church belonging to any of the following organisations: Churches Together

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in Britain and Ireland, Evangelical Alliance or Affinity. Should there be more applicants than places for siblings in this category, the category will be ordered according to Home/School distance.³

Foundation c) A child whose parent/s worship regularly² at St Mary Magdalene or 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.³

Foundation d) A child whose parent/s worship regularly² 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.³

Foundation e) A child whose parent/s worship regularly² at a Church of any other Christian denomination belonging to Churches Together in Britain and Ireland, Evangelical Alliance or Affinity. Should there be more applicants than places in this category, the category will be ordered according to Home/School distance.³

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

3. 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:

Open a) A sibling⁴ of a child currently attending the school at the time of admission (i.e. in September 2015). Should there be more applicants than places in this category, they will be ordered according to Home/School distance.³

Open b) Children who do not fall into the categories above but who live in close proximity to the school, priority being given to the closest.³

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

For both Foundation and Open places, priority will be given to children with documented Social or Medical needs for whom this is the most appropriate school. This request must be supported by a letter from a doctor, consultant or social worker detailing why St. Michael's is the most appropriate school and the difficulties that would be caused if another school had to be attended.

Oversubscription Criteria / Waiting List

After 1st September of the Admissions year (1st

September 2015), the Foundation Places List and the Open Community List become one and will be allocated in the following order:

Foundation a, Foundation b, Open a, Foundation c, Foundation d, Foundation e, Open b.

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 completed Supporting Statement.

Should a place become available and there are more

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applicants than places, places will be allocated in the following order:

Foundation a, Foundation b, Open a, Foundation c, Foundation d, Foundation e, Open b.

NOTES:

- 1 *Includes: children who were Looked After, but ceased to be because they were adopted, became subject to a residence order or special guardianship order.*
- 2 *By regular we mean worship at church by a parent/ guardian, at least twice monthly over the period of 12 months, prior to the admissions meeting in February 2015. If you are planning an extended trip which could affect your Church attendance, please see your Vicar or Minister in charge, in advance. Attendance information will be sought via the Supporting Statement which parents should collect from and return to, the school.*
- 3 *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.

- 4 *By 'sibling' we mean: brother, sister, step/half/foster siblings living at the same address.*

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

Twins: Where one twin is the 60th child, the other will be offered a place.

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



THE ADMISSION ARRANGEMENTS FOR VOLUNTARY AIDED SCHOOLS IN ENFIELD

ST. MONICA'S CATHOLIC PRIMARY SCHOOL – ADMISSIONS CRITERIA

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

The Published Admissions Number (PAN) for the reception class at St Monica's is 60. The Governing Body has sole responsibility for admissions to this school and intends to admit 60 children in the school year which begins in September 2015. Applications are welcome from families whose child reaches his/her fourth birthday between 1st September 2014 and 31st August 2015.

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

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

Oversubscription Criteria

Where there are more applications than the number of

places available, places will be offered according to the following order of priority: -

1. Catholic* looked-after* children and Catholic children who have been adopted* (or made subject to residence orders* or special guardianship orders*) immediately after having been looked after;
2. baptised Catholic children, from practising Catholic* families, (as confirmed on the Diocesan Priest's Reference Form by the Parish Priest), who have a sibling* at the school at the time of admission;
3. baptised Catholic children from practising Catholic families, as confirmed on the Diocesan Priest's Reference Form by the Parish Priest. If you have recently arrived within your Parish, we will require the Diocesan Priest's Reference Form to be signed by your previous Parish Priest;
4. other baptised Catholic children;
5. other looked-after children and children who have been adopted (or made subject to residence orders or special guardianship orders) immediately after having been looked after;
6. catechumens* and members of an Eastern Christian Church*;
7. Christians* of other denominations whose application is supported by their Minister of Religion;
8. children of other faiths whose application is supported by their Religious Leader; and

9. any other children.

*Definitions:-

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

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

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

'Residence order' means an order under the terms of the Children Act 1989, section 8 setting the arrangements to be made as to the person with whom a 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.

'Practising Catholic' means a Catholic child from a practising Catholic family where this practice is verified by a reference from a Catholic priest in the standard format

THE ADMISSION ARRANGEMENTS FOR VOLUNTARY AIDED SCHOOLS IN ENFIELD

ST. MONICA'S CATHOLIC PRIMARY SCHOOL – ADMISSIONS CRITERIA

laid down by the Diocese. 'Family' includes the Catholic or Catholics who have 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.

'Catechumen' means a child who is a member of the catechuminate 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.

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

Exceptional Need

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

Applications for two or more siblings

Where the final place is offered to a child who has

siblings applying for a place in the same school year, those siblings will also be admitted.

Outcome of previous year's application

Last year the school was heavily oversubscribed: we received 165 applications for 60 places.

21 children from category 2 were offered a place, along with 39 in category 3 in accordance with the distance criterion. The Governing Body was unable to offer places to any applicants beyond category 3. As the school is usually oversubscribed by Catholic candidates, it is very unlikely that applicants who are not Catholics will obtain a place. In the past ten years, the Governing Body has been unable to offer a place to any applicant who is not a Catholic.

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-POINT. They calculate the distance from the central point of St Monica's Church to the front door of the applicant's home address, in a straight line, (as the crow flies). The applicant's home address is the address at which he/she resides for more than 50% of the week. The distance measure provides a national grid coordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metre (10cm). The accuracy of

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

Waiting List

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

Reception Year Deferred Entry

Applicants may defer entry to school until statutory school age i.e. the first day of term following the child's

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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. Applicants whose children have birthdays in the summer term should be aware that, if they wish to defer, they will need to apply for a Year 1 place for the following September and that, if the school is oversubscribed, they are very unlikely to obtain a place.

APPLICATION PROCEDURE

- A. In order to make an application, you must complete a Common Application Form (CAF) from the Local Authority in which you live. The CAF must either be completed on-line or 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 CAF should be submitted by 15th January 2015.
- 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 15th January 2015:

- **a Supplementary Information Form (SIF) (to be completed by ALL applicants);**
- Part B of Diocesan Priest's Reference **(if applicable; see paragraphs D and E below);** and
- proof of baptism **(if applicable) – only the original certificate marked with the Parish seal can be accepted.**

If you are applying as a practising Catholic, all three documents will be required in order for your application to be considered fully.

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

- C. Unless all applicable documents are returned to the school by [insert date], the Governing Body will be unable to consider your application fully and it is very unlikely that your child will be offered a place.
- D. Parents applying as practising Catholics should arrange to meet the Parish Priest of the church which they usually attend so that the Diocesan Priest's Reference can be completed. Please take the original Baptismal Certificate with you to this meeting.
- E. Before the meeting with the Parish Priest, parents should complete Part A of the Diocesan Priest's Reference. This will be used as a basis for discussion at the meeting before the Parish Priest completes Part B. He will retain Part A but return Part B

to parents who should then submit it, with the Supplementary Information Form and the Baptismal Certificate marked with the Parish seal, to the School by [insert date].

- F. The Governors will meet during the Spring term to rank the children in accordance with this Admissions Policy and its oversubscription criteria. The results of the ranking will then be sent to the Local Authority.
- G. In April, letters will be sent by the Local Authority, on behalf of the Governing Body, to the 60 children who are being offered places. All families who wish to accept this offer will be asked to confirm so in writing.
- H. In addition, the School will write to all families who have been offered a place. Families who do not already have a child at the School and who wish to accept the offer, will be required to provide the School office with two further proofs of the address on the application form; one must be a council tax bill and the second must be a utility bill not more than three months old. This address must be maintained until the child's first day at school, unless the new address is no further from St Monica's Church than the address of the child at the furthest distance from the church to whom a place has been offered. In addition, the home visit undertaken by the Reception Class staff in September must take place at the child's home address as stated on the application form. Otherwise, the offer of a place may be withdrawn.

THE ADMISSION ARRANGEMENTS FOR VOLUNTARY AIDED SCHOOLS IN ENFIELD

ST. MONICA'S CATHOLIC PRIMARY SCHOOL – ADMISSIONS CRITERIA

- I. 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.
- J. 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.
- K. Unless there are exceptional circumstances and applicants can demonstrate a good reason (accepted by the Governors) for not applying by the published deadline of 15th January 2015, 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, are ranked solely according to the oversubscription criteria and placed on the waiting list. The waiting list will be held open until the end of the academic year to which this application applies. The school will write to applicants at the beginning of each academic year to ask if they wish to remain on the waiting list.
- L. 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.

M. All parents are strongly advised to apply to another school (or schools) as a place at St. Monica's can never be guaranteed in advance of the Governors' consideration of applications.

N. The Admissions Policy will be posted on the notice board at St. Monica's Church, Stonard Road, Palmers Green.

In-Year Admissions

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

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

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 19th May 2015 to the Headteacher, c/o St. Monica's Catholic Primary School, Cannon Road, Southgate, London, N14 7HE.

Pupils with a Statement of Special Educational Needs/Education, Health & Care Plans

The admission of pupils with a statement of Special Educational Needs (SEN)/Education, Health and Care Plans (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 a Statement of SEN or an EHCP, you must contact your local authority SEN officer.

Change of Details

If any of the details on either the CAF or the SIF 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 form, the Governing Body reserves the right to withdraw the offer of a place, even if the child has already started at the School.

This Policy replaces all those previously published.

THE ADMISSION ARRANGEMENTS FOR VOLUNTARY AIDED SCHOOLS IN ENFIELD

ST. PAUL'S CE PRIMARY SCHOOL - ADMISSION CRITERIA

Applications must be made on the official Local Authority form giving full and accurate details. Applicants who wish to be considered under Criteria 3 to 7 will also need to complete and submit the St Paul's School supplementary information form giving the name and address of a minister of religion at the parent(s) current place of worship who would be willing to supply a reference, so that governors may consider the application fully. If any of the information provided subsequently proves to be incorrect, the governors reserve the right to withdraw the place offered.

As a Church of England school, when oversubscribed, priority will be given to the children of parents who demonstrate regular and sustained involvement in the life and worship of one of the four local Church of England churches. The governors' commitment to family values is also reflected in the admissions criteria, with high priority being given to the siblings of existing pupils.

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

1. 'Looked after' children and children who were adopted (or are subject to residence orders or special guardianship orders) following having been looked after;
2. Siblings of a pupil attending the school at the time of admission;
3. Baptised children whose parent/parents are confirmed and who have attended Sunday worship at St Paul's Church Winchmore Hill, Holy Trinity Church Winchmore Hill, St John the Evangelist Palmers Green or St Peter's Church Grange Park at least twice per month for at least the past two years at the time of application;
4. Baptised children whose parent/parents have attended Sunday worship at St Paul's Church Winchmore Hill, Holy Trinity Church Winchmore Hill, St John the Evangelist Palmers Green or St Peter's Church Grange Park at least once per month for at least the past two years at the time of application;
5. Baptised children whose parent/parents have attended Sunday worship at any Church of England church at least once per month for at least the past year at the time of application and who live within $\frac{3}{4}$ of a mile of the school;
6. Baptised/dedicated children whose parent/parents have attended Sunday worship at another recognised Christian church at least once per month for at least the past year at the time of

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

NOTES:

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

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

THE ADMISSION ARRANGEMENTS FOR VOLUNTARY AIDED SCHOOLS IN ENFIELD

ST. PAUL'S CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

Criterion 1

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

Criterion 2

Definition of siblings

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

Criterion 3

(a) Baptism

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

(b) The past two years

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

(c) Confirmation

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

- (i) Confirmed in the Church of England or a Church in Communion with the Church of England; or,
- (ii) being confirmed in another episcopal church, formally received into the communion of the Church of England.

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

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

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

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

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

Criterion 4

(a) Baptism

See notes under criterion 3 above.

(b) The past two years

See notes under criterion 3 above.

Criterion 5

(a) Baptism

See notes under criterion 3 above.

(b) The past year

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

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

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

Criterion 6

(a) Baptism or Dedication

See notes under criterion 3 above. In the case of

THE ADMISSION ARRANGEMENTS FOR VOLUNTARY AIDED SCHOOLS IN ENFIELD

ST. PAUL'S CE PRIMARY SCHOOL – ADMISSIONS CRITERIA

children dedicated rather than baptised you will be asked to provide a copy of the child's dedication certificate or letter of verification from the relevant church.

(b) The past year

See notes under criterion 5 above.

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

See notes under Criterion 5 above.

(d) Recognised Christian churches

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

* www.ctbi.org.uk ** www.eauk.org

*** www.fiec.org.uk

Criterion 7

(a) The past year

See notes under Criterion 5 above.

(b) Recognised World Faiths

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

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

See notes under Criterion 5 above.

General Information

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

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

Moving to the area

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

leader before deciding the criterion into which the applicant falls.



THE ADMISSION ARRANGEMENTS FOR VOLUNTARY AIDED SCHOOLS IN ENFIELD

WOLFSON HILLEL PRIMARY SCHOOL – ADMISSIONS CRITERIA

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.

The School's ethos demonstrates orthodox Jewish belief and practice, embodied in the principles of Torah and Halachah, in a modern setting. These include creating a sense of belonging, encouraging and preparing for lifelong Jewish learning, spiritual growth and practice, mutual responsibility within the Jewish community and the wider world, and the importance of Israel in Jewish life. Jewish belief and practice permeate every aspect of Hillel's activities. It also celebrates its wide communal involvement.

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

The School admits children aged four to 11 and all children must attend full-time schooling by the term they reach their fifth birthday (compulsory

school age²). There are 60 places available in each of two classes in every school year; this is the School's Published Admission Number (PAN). Additional children may be admitted under limited exceptional circumstances³.

There are 60 places in the Nursery for children aged for 3 to 4 (see separate Admissions Policy).

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. An Open Evening for prospective parents is held in the autumn term, 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 Statement of Special Educational Need (SEN)⁴ names the School will be admitted.

Oversubscription Criteria

If the School is oversubscribed, after the admission of children whose Statement of Special Educational Need (SEN)⁴ names the School, priority for admission will be given to those children who meet the criteria as set out in the order of 1 to 9 listed below.

1 Children who are looked after⁵ by a local authority, or a child who was previously looked after⁶, with a completed and valid CRP.

2 Children for whom the school is appropriate on genuine medical or social grounds⁷, with a completed and valid CRP.

3 Siblings⁹ of pupils attending the School on the date of admission, with a completed and valid CRP.

4 Children who are currently attending the Wolfson Hillel Nursery⁸, with a completed and valid CRP.

5 Siblings of former⁹ pupils of the School, with a completed and valid CRP.

6 Other children who have a complete and valid CRP.

7 Other children who have an incomplete or invalid CRP.

8 Other children who are looked after⁵ by a local authority, or other children who were previously looked after⁶ by a local authority.

9 Any other children.

Tie-Breaker

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

THE ADMISSION ARRANGEMENTS FOR VOLUNTARY AIDED SCHOOLS IN ENFIELD

WOLFSON HILLEL PRIMARY SCHOOL – ADMISSIONS CRITERIA

Application Process

1 When to Apply

Children will be admitted to Reception (Foundation II)11 in the September following their fourth birthday. Applications should be made by 15 January in the calendar year of entry. Forms are available from the School from September each year. All applications received on time will be processed together. By law, priority must not be given to children based on the date their application is received or their name is added to the list.

2 How to Apply

- a) Application for a place in Reception (Foundation Stage II)11 is by completion of a Common Application Form (CAF). The form is available from, and should be returned to, the local authority where the child lives¹¹ by 15 January in the calendar year of entry.
- b) In addition, the School's Supplementary Information Form (SIF) and Certificate of Religious Practice (CRP1) must be completed. Both the SIF and CRP are available from the School Office or website (www.wolfsonhillel.enfield.sch.uk) and must be returned to the School by 15 January in the calendar year of entry.
- c) Application for a child whose Statement of Educational Need⁴ 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 18 April 2013. From 2014 onwards, the national offer date will be 16 April (or next working day¹²).

4 Response by Parents

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

5 Waiting List

For those applicants who do not receive an offer of a place, parents must advise the School, in writing, if they wish the 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 (Foundation II)¹¹ received between March and the end of August, for entry in the September of the same year, must be made by completion of a Common Application Form (CAF). The form is available from, and should be returned to, the local authority where the child lives¹² without delay.

b) In addition, the School's Supplementary Information Form (SIF) and Certificate of Religious Practice (CRP1) must be completed. Both forms are available from the School Office or website (www.wolfsonhillel.enfield.sch.uk) and must be returned to the School without delay.

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

7 In-Year Applications

Application for Reception (Foundation II)¹¹ received after the start of the academic year of normal entry should be made directly to the School. Application is by completion of the School's Application Form, Supplementary Information Form (SIF) and Certificate of Religious Practice (CRP1). All forms are available

THE ADMISSION ARRANGEMENTS FOR VOLUNTARY AIDED SCHOOLS IN ENFIELD

WOLFSON HILLEL PRIMARY SCHOOL – ADMISSIONS CRITERIA

from the School Office or website (www.wolfsonhillel.enfield.sch.uk), and must be returned to the School without delay, together with proof of address¹³.

8 Applications Outside the Normal Admissions Round

Places may be available in years other than Reception. Application for a school place outside the normal admissions round should be made directly to the School. The School's Supplementary Information Form (SIF) and Certificate of Religious Practice (CRP1) must be completed. Both forms are available from the School Office or website (www.wolfsonhillel.enfield.sch.uk), and must be returned to the School without delay, together with proof of address¹³.

9 Right of Appeal

Parents who receive a letter to say that their application has not been successful have the right to appeal. Parents wishing to appeal must write to the Clerk to the Governors at the School address, within 20 days of receiving the letter of refusal. The procedure will be explained in a response by the School and the timetable for the process will be published on the Schools website (www.wolfsonhillel.enfield.sch.uk) by 28 February each year.

10 Children from Overseas

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

be available on the website of the Department for Education.

11 Fair Access Protocol

Wolfson Hillel Primary School is committed to taking its reasonable share of children who are vulnerable and/or hard to place, as set out in the locally agreed Fair Access Protocol. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under a local Fair Access Protocol that has been agreed for that school year. The Governing Body has this power even when admitting the child would mean exceeding the PAN.

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 (Foundation II)¹¹ and would start school before the child is of compulsory school age, parents can defer until later in the year, or until the term in which the child reaches compulsory school age, or take up the place part-time until the child reaches compulsory school age.*
- 3 *Twins and children from multiple births will be admitted when one of the siblings is the 30th child and, as a result, the School's PAN will be increased.*

- 4 *A Statement of Special Educational Need is a statement made by the local authority (see section 324 of the Education Act 1996) specifying the special educational provision required for that child.*
- 5 *A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority (see section 22(1) of the Children Act 1989). Applications for looked after children must be made by the person with parental responsibility and/or the child's social worker.*
- 6 *A previously looked after child is a child who has ceased to be so because they have been adopted (see section 46 of the Adoption & Children Act 2002), or became subject to a residence order (see section 8 of the Children Act 1989), or special guardianship order (see section 14A of the Children Act 1989).*
- 7 *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.*
- 8 *There is no automatic transfer from the School's Nursery to Reception (Foundation II)¹¹. Parents must apply via the local authority where the child lives¹¹.*

THE ADMISSION ARRANGEMENTS FOR VOLUNTARY AIDED SCHOOLS IN ENFIELD

WOLFSON HILLEL PRIMARY SCHOOL – ADMISSIONS CRITERIA

- 9 *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.*
- 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 (Foundation II) is the entry class to primary schools as defined by section 142 of the School Standards Framework Act 1998.*
- 12 *'Working day' is defined as any day other than a Saturday, Sunday, or a day which is a bank holiday within the meaning of the Banking and Financial Dealings Act 1971. Parents are advised to make any necessary arrangements if the National Offer Day falls during Pesach.*
- 13 *If proof of address is requested by the School, this must not include evidence of personal details about parents and families, such as maiden names, criminal convictions, marital or financial status (including marriage certificates), the first language of parents or the child; details about parents' or a child's disabilities, special educational needs or medical conditions.*
- 14 *If proof of date of birth is requested by the School, at no time must a 'long' birth certificate be provided.*

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.



Admissions to schools at other times

REQUESTS FOR ADMISSION TO PRIMARY SCHOOL OUTSIDE A CHILD'S AGE GROUP

Children are educated in school with others of their age group. However, parents may request that their child is exceptionally admitted outside their age group. The Admission Authority* of a school must decide whether or not the individual child's circumstances make this appropriate on educational grounds. Such requests will only be agreed in exceptional circumstances. There is a right appeal if a place cannot be offered in another age group at the school.

All requests must include recent professional evidence of the child's circumstances which make education outside the age group necessary. Each Admission Authority must make its own decision, but all will expect to see evidence of an individual child's educational need, rather than general factors which relate to a wider group of children born at a similar time. They will want to discuss with parents the impact of the child being educated with children of a different age, both within primary school and at transition to secondary school when admission outside the age cohort cannot be guaranteed.



When to apply

Parents requesting admission to an age group below the child's actual age should submit an application for the child's actual age group before the closing date on 15 January. The request for later admission should accompany the application. This enables the application to be processed and a school place secured in the child's actual age group if the request is refused by an Admission Authority.

If the Admission Authority approves the request, the parent will be advised to re-apply in the following year and provide a copy of the decision. However there can be no guarantee of a place being available at the school, as this is dependent on the number of applicants that year. It is not possible to reserve a place for the following year. Parents are therefore advised to have alternative arrangement in place.

*** The Local Authority is the Admission Authority for community and voluntary controlled schools. The Governing Body is the Admission Authority for all other schools. Any decision is applicable only to the school for which the Admission Authority is responsible.**

TRANSFER FROM INFANT TO JUNIOR SCHOOLS

(Carterhatch, Eldon, Hazelbury Hazelwood and The Raglan, St Michael-at-Bowes CE)

Children normally transfer to the junior school linked to the infant school they attend. Application forms are available from the junior school concerned and this will automatically be provided to all parents/carers of children who attend the link infant school. The form will need

to be completed and returned to the link junior school. Other children who do not attend the link infant school can obtain an application form from the relevant junior school. Completed forms must be returned to the school or your home local authority concerned by 15 January 2015.

In the case of oversubscription, priority will be given first to looked after children and then to all children attending the linked primary school. Any remaining places will then be offered using the oversubscription criteria detailed on page 30.

Are transfers possible?

If you have moved into the area with an older child, they can join a primary school in the appropriate year group for their age. If you wish to transfer your child for any other reason, you should talk to the headteacher of their present school before making an application.

To apply for a place, you should contact the authority in which the school is located to find out the application procedure you need to follow. If the school you are interested in has a vacancy in your child's year group, we will be able to offer you a place. If there are no places available, your child's name can be kept on a waiting list, while she/he attends an alternative school. You also have the right of appeal. If a place becomes available at a school, all the children on the waiting list are considered and the place allocated in accordance with the admissions criteria. The length of time a child's name has been on the waiting list cannot be taken into account.

Special educational needs

CHILDREN AND YOUNG PEOPLE WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

Enfield Council is committed to ensuring that all children with special educational needs and disabilities (SEND) are provided with the opportunity to learn, play and develop alongside their peers within their local community of mainstream schools so they may have similar opportunities and life chances.

All mainstream schools maintained by Enfield Council have the necessary resources allocated to them specifically to support children with SEND. All schools/settings have a special educational needs coordinator (SENCO) who is responsible for supporting and monitoring children with SEND. Advice and support can be obtained by the school from a range of professionals including educational psychologists, therapists or specialist teachers, when required.

There are a small number of children with SEND who may require additional support above what a mainstream school can offer. In these cases a statutory assessment of their special educational needs will need to be undertaken in order to determine whether additional resources are required and what these resources should be.

Eligibility for a statutory assessment will be assessed by Enfield Council's Special Education Needs (SEN) Service. If eligible the SEN Service will undertake the statutory assessment process. On completion of this process, the child may be issued with a statement of special education need (SSEN) or an education, health and care plan (EHCP). This assessment may not always lead to additional resources. It may indicate ways in which the school, college or setting can meet the needs of the child or young person without the need for any special educational provision being resourced.

A SSEN or EHCP will describe all of a child's special educational needs and the additional resources the child requires over and above the school's own resources. Unless a child has a proposed or final SSEN or EHCP, parents or carers with children who have SEND are required to apply for a secondary school place through the coordinated admissions process on the common application form provided by the local authority where the child is living.

If a parent, carer, or professional has concerns that a child may require a statutory assessment, requests can be made to the SEN Service at the Civic Centre, Enfield. Before applying, parents or carers are encouraged to discuss any concerns with the school that their child currently attends.



Other information

INFORMED FAMILIES – ENFIELD’S FAMILY INFORMATION SERVICE (IF)

Informed Families – Enfield’s Family Information Service (IF) is an impartial, free and confidential service that provides information on choosing quality childcare and other parenting support information to Enfield families.

Email: [if@enfield.gov.uk/if](mailto:if@enfield.gov.uk)

www.enfield.gov.uk

 www.facebook.com/enfieldcouncilinformedfamilies

IF offer information on:

- Free Entitlement - FREE funding for 3 and 4 year olds
- Terrific Twos - FREE Funding for 2 year olds
- Day nurseries
- Pre-schools
- Out of hours school clubs and holiday playschemes
- Parent and toddler groups
- Working in Childcare
- Becoming a childminder, opening a group setting

What is the Terrific Twos?

Your child might be eligible for up to 15 hours FREE childcare per week, the term after their second birthday! The free places can be offered through various day nurseries, pre-schools, childminders and children’s centre/school nurseries throughout Enfield. You can check to see if you’re eligible and apply by visiting our web page: www.enfield.gov.uk/terrifictwos

ASSISTANCE FOR PUPILS – FOR CHILDREN ATTENDING SCHOOL FULL TIME

We know that in some situations, parents may not be able to meet all the costs involved in providing for their child’s needs at school. Consequently, if your child attends a school in the Borough or in certain circumstances a school outside the Borough, you may be entitled to various grants and other types of assistance to help you meet the costs. These are:

- School meals
(call 020 8379 5367 for further information)
- Travel to and from school (call 020 8379 3311/4447)
- Uniform - reception children only

Further information about the assistance available will be sent to you when you receive notification of the outcome of your application.

INSTRUMENTAL TUITION

This can be requested at any school but, as it is not part of the school curriculum, a charge is normally made. In certain circumstances this charge is reduced or removed altogether.

For more information on instrumental tuition, please contact Enfield Music Service (020) 8807 8881.

TAKING FAMILY HOLIDAYS DURING TERM TIME

Family holidays should not be taken during term time. Guidance from the DfE (Department for Education), states that amendments to the **Education (Pupil Registration)(England) Regulations 2006**, which came into force on the 1st September 2013, has removed references to family holiday, extended leave and Headteacher’s discretionary 10 days threshold. Headteachers can only authorise a “**leave of absence**” in “**exceptional circumstances**”.

If a Headteacher grants a leave of absence request, it will be for the Headteacher to determine the length of time that the child can be away from school.

SPECIAL NOTICE TO PARENTS

Parents should be mindful that taking a child of statutory school-age on holiday without the school’s permissions, or staying longer than agreed, will result in the school marking your child’s absence as unauthorised and that you will be breaking the law. This may result in the Education Welfare Service involvement, the issue of a Penalty Notice fine, a criminal record if the case is proven in the magistrates Court and even loss of school place.

Other information

continued

RELIGIOUS PREFERENCE

There is no provision in community schools for the particular needs of any religious group. Parents who, because of their religious convictions, wish to withdraw their child from assembly or from Religious Education, need to discuss this with their Headteacher. The religious preferences of parents as they may affect the education of their child, will not be taken into account when considering applications for non-denominational schools.

CHILD HEALTH

For your child to get the most out of their time at school it is important that they're as healthy as possible. Within school, children play and work closely together and this helps germs pass quickly from one child to another. There are some simple steps you can take to protect your child; this includes encouraging them to eat healthy diet, being active, getting enough sleep and being up to date with their vaccinations.

IS YOUR CHILD FULLY PROTECTED?

Vaccines are the best way to make sure that a range of diseases are wiped out. Diseases such as measles still occur in Enfield and can lead to serious illness, disability and unfortunately even death. Vaccines against such diseases are available free to all children.

Before your child starts school, check their red book to make sure they are up-to-date with all their vaccinations, including their pre-school booster and

second MMR immunisation. Please note that vaccination schedules are changed every few years to take account of the diseases occurring in this country, this may mean that different children in the family have had different numbers of vaccinations - different countries also have different schedules.

If you are not sure whether your child has had all their vaccinations, please contact your GP as soon as possible to make an appointment. It is important that you are registered with a GP so that you can access a range of health care services. However, if you have difficulty accessing a GP your health visitor or school nurse will be able to check if your child has missed any vaccinations.

STATEMENT OF EQUAL OPPORTUNITIES

The London Borough of Enfield believes in equality of opportunity for all its citizens regardless of class, age, colour, creed, religion, gender and sexual orientation. Multi-cultural education is just one of the many aspects in its implementation and accordingly the London Borough of Enfield will treat all its residents on an equal and fair basis.

DATA PROTECTION ACT

The information provided on the application form by parents/carers will be input on to a computer system for use by the School and Children's Services Directorate in accordance with the Data Protection Act.

The Council has a legal obligation to protect public funds. We may therefore share the information you have provided with other departments of the authority and with other similar bodies for the detection and prevention of fraud.



Are you looking after someone else's child?

If you are caring for a child under the age of 16 (or 18 if disabled) for 28 days or more, and you are not a close relative, this is called a 'private fostering' arrangement. A close relative is defined as either a grandparent, sibling, aunt or uncle (whether blood relative or by marriage) or a stepparent.

Some examples of private fostering:

- Children sent from abroad to live with other families, or extended family members, in the UK;
- Children whose parents have paid someone to care for them whilst they are away working or studying;
- Unaccompanied minors who are living with friends or strangers;
- Teenagers living with the family of a boyfriend or girlfriend;
- Children who are attending boarding schools and who live with a host family during the holidays;
- Children brought to the UK for adoption;
- Children and young people who have to live away from their own family as a result of parental separation, divorce or arguments at home.

All private fostering arrangements have to be registered with the local authority because local authorities have a duty to safeguard and promote the welfare of all children in their borough, and to ensure that those in private fostering arrangements are safe and secure.

What the law says:

- By law, all private fostering arrangements have to be registered with the local authority where the private foster carer lives;
- If you intend to look after someone else's child for more than 28 days you must inform Enfield Children and Families Social Care at least 6 weeks before the child comes to live with you;
- Where an emergency arrangement has been made you must inform Enfield Children and Families Social Care within 48 hours of the child's arrival;
- It is an offence not to inform your local authority about a private fostering arrangement unless there is a reasonable explanation.

Private fostering is based on parental consent for the duration of the arrangements, and birth parents retain parental responsibility all of the time.

Birth parents should inform Enfield Children and Families Social Care of their intention to have someone else look after their child.

Private foster carers become responsible for the day-to-day care of the child they are looking after. They are responsible for carrying out any duties agreed with the parents and must allow a social worker to visit the child being looked after at the carer's home. Birth parents should provide the carer with details of their child's

school and health, information about their history, language, religion, interests, dietary needs, hobbies, likes and dislikes etc.

It is a good idea for parents to have a written agreement with the carer so that everyone is clear about how the child should be cared for. This should include consent to medical treatment, educational issues and financial arrangements. It is important that birth parents keep in regular contact with their children and with the carers. If they do not, the child may be considered to have been abandoned.



Are you looking after someone else's child? *continued*

What are the responsibilities of Enfield Children and Families Social Care?

In order to fulfil their duty to safeguard and promote the welfare of all children in their borough, Enfield Children and Families Social Care will:

- Act on information given by parents, carers and anyone else about private fostering arrangements and visit to assess the suitability of the arrangement. This includes making checks on the carer and their home;
- Speak to the child alone and speak to the carer;
- Make regular visits in line with the law to ensure the child remains safe and is well cared for. This is within 1 week of being told about a private fostering arrangement and not more than every 6 weeks after that for the first year;
- Offer advice and support to the birth parents or carers to try to keep the child at home.

If the child is deemed to be at risk of suffering harm or has suffered harm, the child may be removed from the carer by Enfield Children and Families Social Care.

Who do I tell if I am involved in, or aware of, a private fostering arrangement?

If you know of a private fostering arrangement then you must contact Enfield Children and Families Social Care. They will be pleased to hear from you. It is not their intention to disrupt the arrangements you have made, they just need to know about them and check that the child is safe and being properly cared for.

You can call or write using the details below:

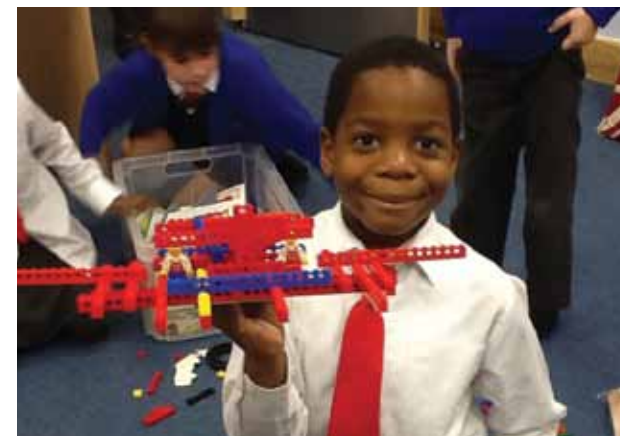
Enfield Children and Families Social Care
Assessment Team
Designated Person: Duty Manager
Charles Babbage House
1 Orton Grove
Melling Drive
Enfield EN1 4TU

Tel: 020 8379 2507

Email: ChildreninNeedService@enfield.gov.uk
Or: CPRQADMIN@enfield.gov.uk

REMEMBER – PRIVATE FOSTERING IS EVERYONE'S RESPONSIBILITY WHETHER YOU ARE A PROFESSIONAL OR A MEMBER OF THE PUBLIC.

All private fostering arrangements have to be registered with the local authority where the private foster carer lives



Useful addresses and contacts

ENFIELD PARENTS & CHILDREN

The Enfield Parents & Children is a local organisation that gives free advice, information and support to parents whose children have special educational needs. Their address is:

The Ark, Marsh House,
500 Montagu Road,
Edmonton,
London N9 0UR
Tel: (020) 8373 2700
Website: www.enfieldparents.org.uk

Department for Education (DfE)
Sanctuary Buildings
Great Smith Street
London SW1P 3BT
Tel: 0370 0002288
Textphone/Minicom: 01928794274
Email: info@dcsf.gsi.gov.uk
Parents website: www.parentscentre.gov.uk

Coram Children's Legal Centre
Coram Children's Legal Centre provides free legal information, advice and representation to children, young people, their families, carers and professionals, as well as international consultancy on child law and children's rights.

Coram Children's Legal Centre
Coram Community Campus
48 Mecklenburgh Square
London WC1N 2QA
Tel: 020 7713 0089
Fax: 020 7713 0748
Child Law Advice Line – Freephone 0808 802 0008
www.childrenslegalcentre.com

DENOMINATIONAL SCHOOLS

General advice on denominational schools may be obtained from the following:

Church of England
London Diocesan Board
for Schools
36 Causton Street
London SW1P 4AU

Website:
www.schools.london.anglican.org

Roman Catholic
Education Service of
Westminster Archdiocese
Vaughan House,
46 Francis Street,
London SW1P 1QN

Website:
www.rcdow.org.uk/education/

Jewish Denomination
Agency for Jewish Education
Bet Meir
44B Albert Road
London NW4 2SG

Website:
www.aje.org.uk

NAMES AND ADDRESSES OF OTHER LOCAL AUTHORITIES

London Borough of Barnet
Admissions Team
Building 4, North London Business Park
Oakleigh Road South
London N11 1NP
Tel: (020) 8359 7651.
Website: www.barnet.gov.uk/school-admissions

London Borough of Haringey
School Admissions Team
1st Floor, 48 Station Road
Wood Green London. N22 7TY
Tel: (020) 8489 1000
Website: www.haringey.gov.uk/schooladmissions

Hertfordshire County Council
Admissions & Transport Team (CHR102)
County Hall
Pegs Lane
Hertford SG13 8DF
Tel: 03001234043
Website: www.hertsdirect.org/admissions

Term dates



ACADEMIC YEAR 2014/2015

ACADEMIC YEAR 2014/15
AUTUMN TERM 2014
Thursday 4 September - Friday 19 December
Half Term - Monday 27 October - Friday 31 October
SPRING TERM 2015
Tuesday 6 January - Friday 27 March
Half Term - Monday 16 February - Friday 20 February
SUMMER TERM 2015
Monday 13 April - Friday 24 July
Half Term - Monday 25 May - Friday 29 May



ACADEMIC YEAR 2015/16

ACADEMIC YEAR 2015/16
AUTUMN TERM 2015
Thursday 3 September - Friday 18 December
Half Term - Monday 26 October - Friday 30 October
SPRING TERM 2016
Monday 4 January - Thursday 24 March
Half Term - Monday 15 February - Friday 19 February
SUMMER TERM 2016
Monday 11 April - Friday 22 July
Half Term - Monday 30 May - Friday 3 June

Key words

Academies – Publicly funded independent schools.

Admissions Authority – The admissions authority of a school determines the admissions policy for the school. The admissions authority for community primary schools in Enfield is the London Borough of Enfield and the admissions authority of a voluntary aided school is the Governing Body of the individual school.

Admission Number – Every school has an Admission Number. The Admission Number has been calculated with regard to physical capacity of the school which is measured according to the DfE Statutory Guidance Assessing the Net Capacity of Schools 2002. The admission number represents the maximum number of places available in the year group which pupils usually enter on joining the school, i.e. reception year in Infant and Primary Schools. Places must be offered up to this number. The admission number for each school is listed earlier in this booklet.

Community Schools – This type of school is funded entirely by the Local Authority. The admissions to the School are controlled by the Local Authority. If the School is oversubscribed the Local Authority's published criteria for admission will be used.

Criteria – The rules used to decide a child's priority for admission to a particular school.

Curriculum – The total programme of planned work and activities of a school to meet its pupils' needs.

Free School - Free schools are non profit-making, all ability, state-funded schools, either in primary or secondary, set up by a wide range of proposers in response to local demand.

Key Stage – A period of study relating to a particular age group. Key Stage 1 covers school years reception and years 1-2, and Key Stage 2 covers school years 3-6.

Mixed Ability Teaching Groups – Children of a wide range of ability taught together as a class: the work of such a group is largely based on individual and group assignments.

National Curriculum – The core and foundation subjects as set out in the 1988 Education Act: English, Maths, Science, History, Geography, Art and Design, Design and Technology, Music, Physical Education and Information and Communication Technology (ICT).

Ofsted - Office for Standards in Education. Ofsted is responsible for the inspection of schools and local authorities.

Priority Zones – Priority zones are normally areas in which families who ask for admission live some distance away from the school concerned, but who cannot reasonably be offered an alternative community primary school. These zones may vary from year to year.

Sibling – A child's 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. Proof of the relationship may be requested.

Voluntary Aided School – This is a school which although mainly funded by the Local Authority has admissions decided by the Governing Body. The Governors will apply the published admissions criteria.

At Voluntary Aided schools the Governing Body will employ the School's staff and have primary responsibility for admission arrangements. The School's land and buildings will normally be owned by a charitable foundation. The Governing Body will contribute towards the capital costs of running the School.



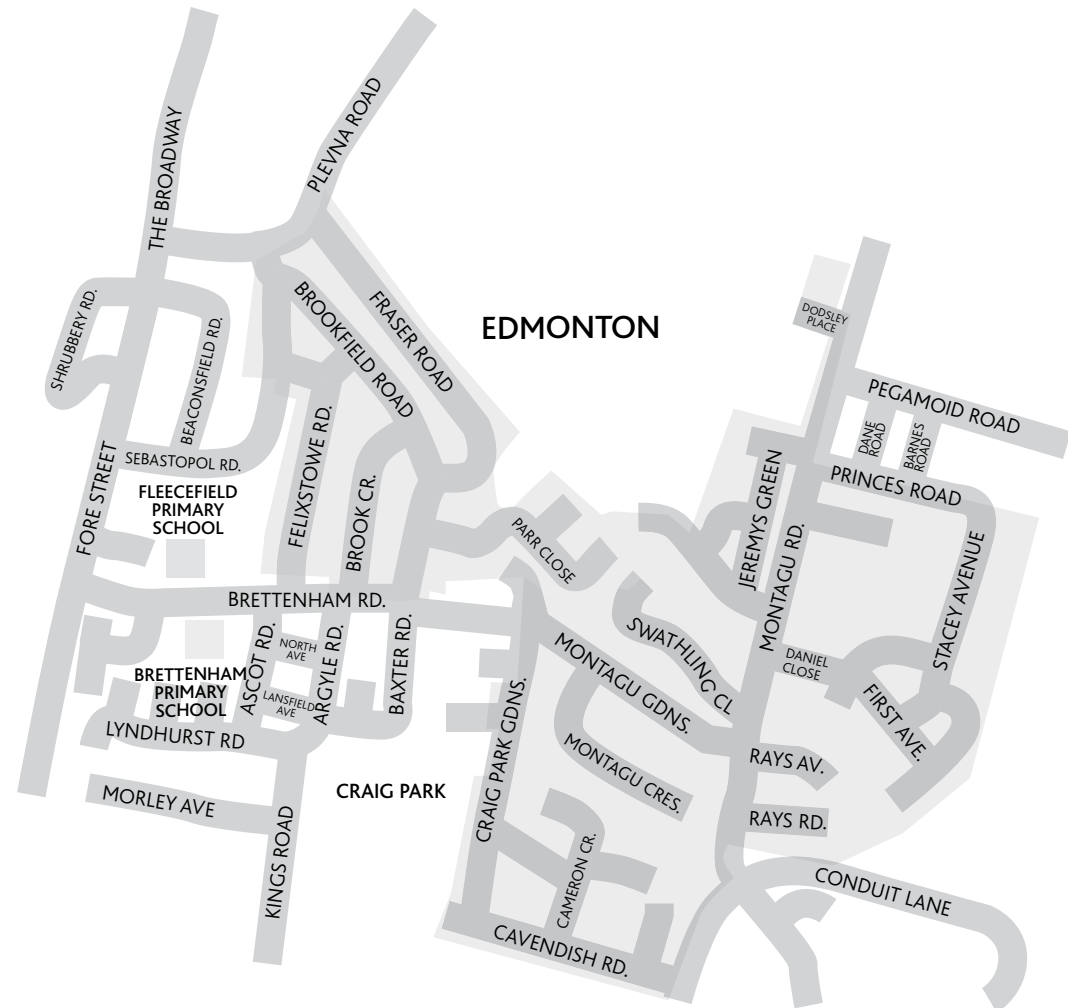
Priority zones

BRETENHAM PRIMARY SCHOOL

Becket Road	Leicester House
Cameron Close	Montagu Crescent
Cavendish Close	Montagu Gardens
Cavendish Road	Montagu Road
Cheshire House	(numbers 1-237odd, 2-226 even)
Craig Park Road	Princes Road
Daniel Close	Rays Avenue
Dodsley Place	Rays Road
Ellanby Crescent	Second Avenue, N18
First Avenue, N18	Shropshire House
Gibbs Road	Stacey Avenue
Hereford House	Swaythling Close
Jeremy's Green	

FLEECEFIELD PRIMARY SCHOOL

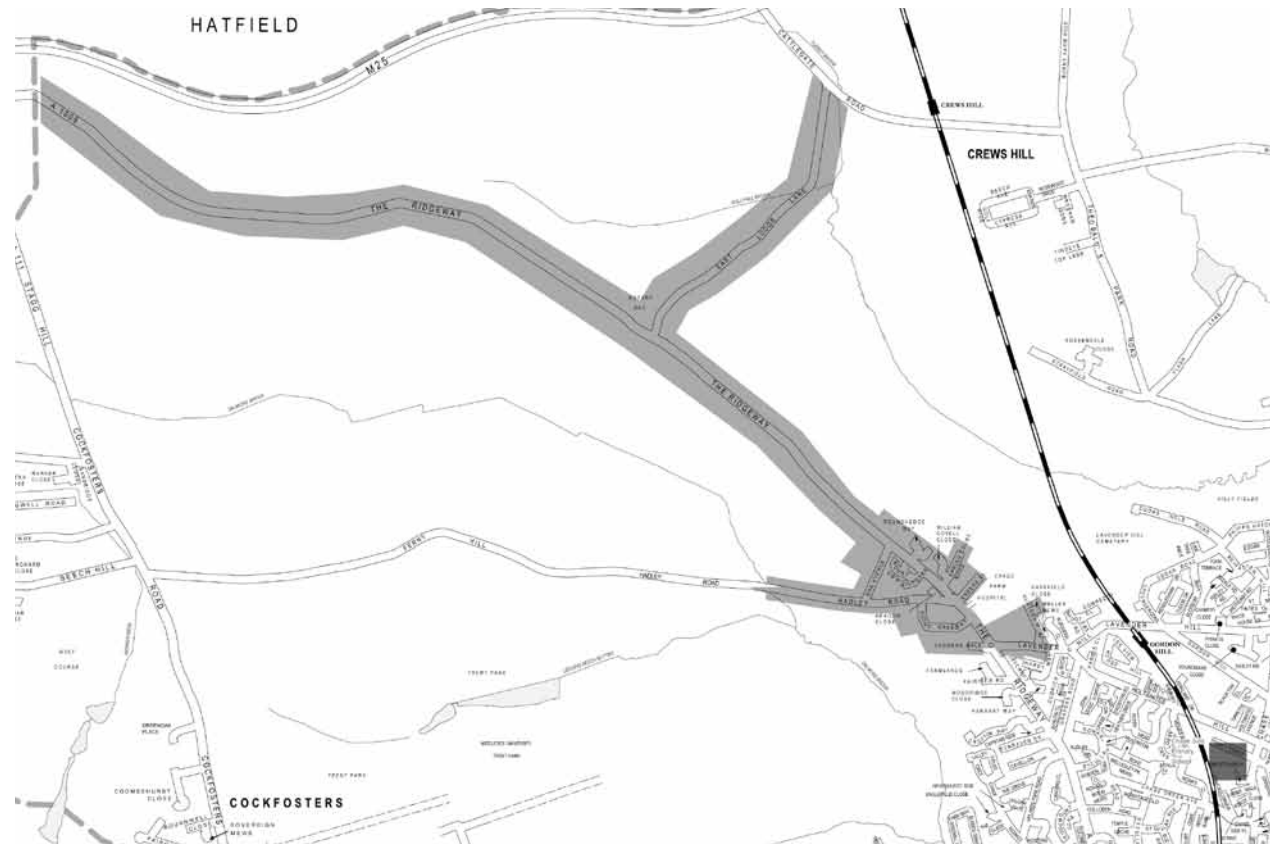
Brook Crescent	Fraser Road
Brookfield Road	Grilse Close
Brookside Road	Parr Close
Felixstowe Road	



Priority zones *continued*

CHASE SIDE PRIMARY SCHOOL

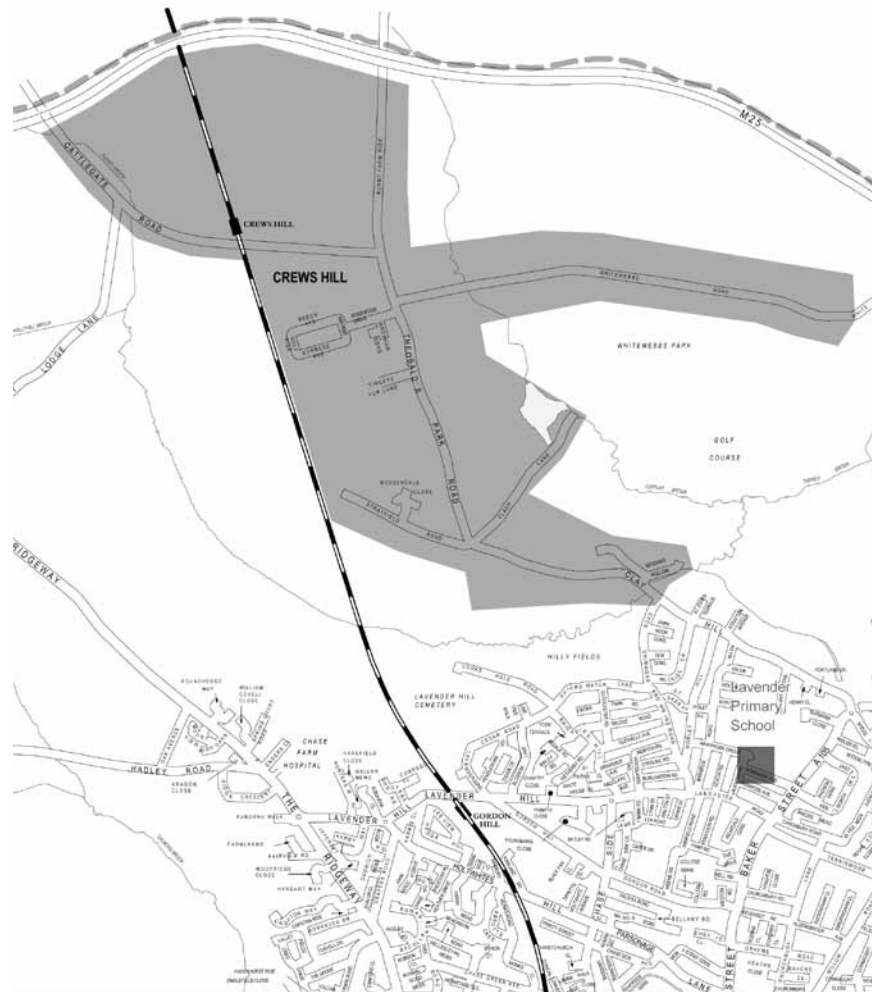
Aragon Close
East Lodge Lane
Enders Close
Farona Walk
Hadley Road
Harefield Close
High Oaks
Hunters Way
Lavender Hill (numbers 200 up)
Mount View
Oak Avenue
Ridge Crest
Roundhedge Way
Spring Court Road
The Ridgeway
(odd numbers from 191 up,
even numbers from 82 up)
William Covell Close



Priority zones *continued*

LAVENDER PRIMARY SCHOOL

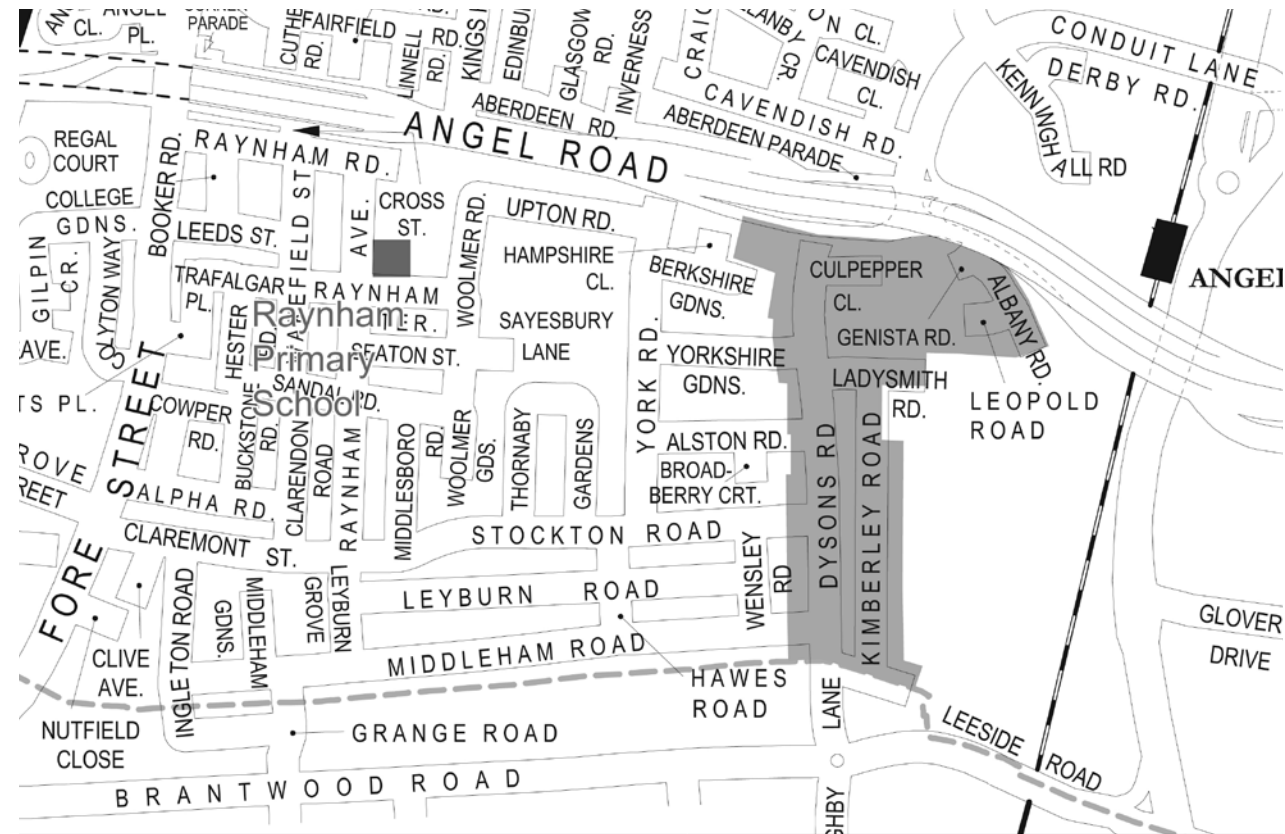
Ash Ride
Beech Avenue
Beggars Hollow
Burnt Farm Ride
Cattlegate Road
Clay Hill Nos. 180 up & Nos. 181 up
Cypress Avenue
Flash Lane
Golf Ride
Rosewood Drive
Rossendale Close
Strayfield Road
Theobalds Park Road
Tingey's Top Lane
Whitwebbs Road
Wroxham Gardens



Notes

RAYNHAM PRIMARY SCHOOL

Albany Road, N18
Culpepper Close
Dysons Road
Genista Road
Kimberley Road
Ladysmith Road, N18
Leopold Road
Willoughby Lane Nos 179-209



Notes

Notes

Notes

Immunisation

Has your child has all their free injections?

If your child has not had all their vaccines, or if you are unsure about what they have had, please contact your General Practitioner (GP) to arrange an appointment.

If you would like to discuss anything about vaccinations you can do this through your GP.

Remember it is never too late to vaccinate and protect your child.



For more details visit www.nhs.uk/vaccinations

Education Benefits

Universal Free School Meals

From September 2014, pupils in **Reception, Year 1 and Year 2** will be able to have a **free school meal** at no cost to parents and guardians. Our meals are healthy, tasty and fun and by choosing to let your child have a school meal, you could save up to £400 a year.

In order for Enfield to plan for your child and our schools for September, you will need to complete a registration form and return it to your child's school during the Summer Term. The school will make arrangements for you to get a copy of the registration form or alternatively, you can download it from Enfield's website at www.enfield.gov.uk/freeschoolmeals



School Uniform Grants

If you live in Enfield, you might be eligible for a **school uniform grant**. For the 2014/15 academic year, the grant for children in reception will be £22. Please make sure you make an application for the grant if your child will be attending a state maintained school and you are receiving at least one of the following:

- 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 are not also receiving Working Tax Credit) and have an annual gross income as assessed by HM Revenue & Customs that does not exceed £16,190.

Please note that if you are receiving working tax credit you will not qualify for a grant.

You can download an application form from Enfield's website at www.enfield.gov.uk/freeschoolmeals or ask at your child's school. You can also contact the **Pupil Benefits Team** on **020 8379 5367**. To avoid delays, make sure you complete the application in full and return it with photocopies of your supporting evidence to the address on the form.

Funds for the clothing grant are limited and we cannot guarantee that we can assist every applicant.

Ask at your school's office or call Enfield Council's Pupil Benefit Helpline on: 020 8379 5367



Enfield School Meals

www.enfield.gov.uk/freeschoolmeals

Give your child the best start by joining the library

Research shows that children who share books regularly have the best chance of reading well.



The Library has...

Hundreds of books to choose from – picture books, poetry, fairy tales – books to share and books to help your child read alone

books in more than 20 different languages including Turkish, Albanian, Somali

stories and music on CD and films on DVD

free Internet access to find things out

lots of activities for you and your child to encourage reading – reading groups, story and craft activities after school and in holidays

Enjoying books is a BIG step towards reading

To find out more about the Library Service, telephone: 020 8379 1000 or visit the website: www.enfield.gov.uk

It's FREE to join and FREE to borrow books.

Enfield Schools Admission Service

PO Box 56
Civic Centre
Silver Street
Enfield EN1 3XQ
www.enfield.gov.uk/admissions

Tel: 020 8379 5501
Fax: 020 8379 3334
email: enfield.school.admissions@enfield.gov.uk

Enfield Customer Service Centre Tel: 020 8379 1000

MONDAY	10am - 4.30pm
TUESDAY	1pm - 4.30pm
WEDNESDAY	10am - 4.30pm
THURSDAY	1pm - 4.30pm
FRIDAY	10am - 4.30pm