

**ALL SAINTS' C OF E PRIMARY SCHOOL**

**FRIERN BARNET**

**116 OAKLEIGH ROAD NORTH, WHETSTONE N20 9EZ**



**Draft ADMISSIONS POLICY**

**2021/2022**

# **ADMISSIONS POLICY**

## **1. Explanatory note**

All Saints' C of E Primary School is a one form entry primary school with a nursery, located in Whetstone, in the London Borough of Barnet. The school is a Church of England Voluntary Aided school with a Christian ethos, which aims to provide a safe, caring, Christian environment where self-esteem, mutual respect and spiritual values are positively encouraged, through the provision of inclusive education, in keeping with the purpose of a Church school.

Governors welcome applications from those of all faiths and no faith who will give their full support to the ethos of the school.

In allocating places the Board of Governors acts in accordance with admissions law and the Admissions Code, as set out in detail in Sections 4 and 5 below.

## **2. How the application procedure operates**

- a. The admissions process is managed by London Borough of Barnet under a coordination process specified by law. The Admissions Committee of the Board of Governors considers all applicants notified to them and decides on the order in which offers are to be made. The local authority where each applicant lives will advise parents of the outcome of their application.
- b. Applications are made on a Common Application Form (usually referred to as the CAF). Parents must make their application to the local authority where they live on that authority's CAF. There is a co-ordination process between local authorities to ensure that all applications are considered together.
- c. In addition, parents whose children fall within subsection (d) of the Over-subscription Criteria (see section 5 below) should complete the All Saints' Supplementary Information Form (usually referred to as the SIF), which is available from the school office or online so that governors may consider their application fully. The SIF must be signed by the parish priest to verify church attendance in accordance with the admissions criteria. The SIF should be returned to the school directly by the same date that the CAF must be sent to the local authority.

- d. Late applications will not be considered until after offers have been made to those who applied by the closing date.

- e. Admission of children below compulsory school age and deferred entry to the school

Full time places are offered from the September after the child's fourth birthday. A place may be deferred until later in the school year but not beyond the point at which the child reaches compulsory school age (the term after their fifth birthday). If the child's fifth birthday falls between 1 September 2021 and 31 March 2022 parents may request that their child is not admitted until later in the school year 2021/22, but no later than the term after the child's fifth birthday, when s/he reaches compulsory school age. For children born between 1 April and 31 August, this is not after the beginning of the final term of the school year for which the application was made. The school will hold any deferred place for a child. Parents can request that a child attends part-time until they reach compulsory age.

- f. Admissions out of the normal age group

Parents of children whose fifth birthday falls between 1 April 2022 and 31 August 2022 and who do not wish them to start school during the academic year 2021/22, have a right to request that their child joins the Y1 class in September 2022 instead. They should be aware, however, that there may be no places available in Y1. If parents wish to make such a request, they should discuss this with the school at an early stage. Requests should be made to the school in writing and decisions will be made considering the circumstances of each case and the best interests of the child. The decision will be made by the Admissions Committee of the Board of Governors. Parental views, academic achievement, social and emotional development and where relevant medical views will be taken into consideration. The views of the Headteacher will also be considered. Reasons for the decision will be clearly set out in writing.

Alternatively, parents of children whose fifth birthday falls between 1<sup>st</sup> April 2022 and 31 August 2022 may apply for a place in the Reception class in September 2022 but would need to have completed the process described above.

g. Admissions to the nursery

Applications for nursery places should be made direct to the school and submitted by the closing date for applications (1<sup>st</sup> May before the beginning of the academic year in which the child turns 3). Nursery places are allocated using the same over-subscription criteria as apply for admission to the main school. Nursery attendance does not guarantee admission to the Reception class and a fresh application must be made for a place in the Reception class.

- h. Nursery places are offered in the May before the beginning of the academic year in which the child turns 3.
- i. All Saints' Nursery offers either a 15 hour weekly provision or a 30 hour weekly provision. If there are more applicants than places available, places will be allocated according to the oversubscription criteria outlined in section 5 below. Parents may apply for 30 hour places if they are eligible for 30 hours of funded child care as laid out by the government. The onus is on parents and carers to check eligibility. All children qualify for 15 hour places. The offer of a 30 hour place will be withdrawn if it is discovered that the child does not in fact qualify. Children who are not offered a 30 hour place may still be offered a 15 hour place.

The maximum capacity of the Nursery class is 26 children in the morning session and 26 children in the afternoon session, with children who qualify for 30 hours occupying both the morning and afternoon place. Because children only begin Nursery in the term after they turn 3 years old, there is likely to be spare capacity in the autumn and spring term. These places will be offered to children who already attend the Nursery but have parents who wish to pay for additional hours. This is on a temporary basis only.

- j. To qualify for 30 hours of child care, Parents or Carers should meet the following criteria:
- Both parents must be working – or else in a one-parent family the sole parent is working
  - Each parent must earn, on average, a weekly minimum wage equivalent to 16 hours at National Minimum Wage or National Living Wage

- Each parent must have an annual income of less than £100,000.

Applicants must indicate at the time of application whether they are likely to qualify for 30 hours. The offer of a 30 hour place will be withdrawn if the parents do not meet the above criteria. A 15 hour place will be offered instead.

### **3. Definitions of terms used in the policy**

In this application:

**Looked after children** means any child in the care of the local authority or children who ceased to be so because they were adopted or became subject to a child arrangements order or a special guardianship order.

**Parent** includes a guardian.

**Sibling** means a brother or sister (including adoptive, half or step brothers and sisters and foster children) living in the same household who is attending the school at the date of application.

#### **4. The Planned Admission Number (PAN)**

In September 2021, we will admit up to 30 children in the Reception class.

Children with an Education, Health and Care Plan (EHP) naming the school will be allocated a place.

If there are more applications than places available in any school year, the Board of Governors of All Saints' CofE Primary School acting by its Admissions Committee will allocate places using the following order of priority:

#### **5. The Over-subscription Criteria**

- a. Looked after and formerly looked after children.
- b. Children whom the Board of Governors accepts have an exceptional medical or social need which the school is particularly able to meet. NB. Applications in this category will only be considered if they demonstrate that there is a specific connection between the child's needs and All Saint's School and that difficulties would be caused if the child had to attend another school.
- c. Children whose sibling(s) attend(s) the school at the closing date for applications.
- d. Children living within 2 kilometres or 1.243 miles of the school (as defined in Section 6 - Tie-Break, below) with a parent who is a committed member of All Saints' Church. To be considered a committed member of All Saint's Church, parents need to aim to attend an act of worship in Church at least twice a month during the period of 12 months immediately prior to the closing date for applications, as recorded in the Church's attendance record (a minimum of 20 recorded instances of attendance). The onus is on prospective parents to ensure that their attendance at the Church is recorded in the parish's register of attendance at the end of the service. Parents who have moved into the area within this 12 month period will qualify if they can provide a letter from a minister confirming attendance at another Church covering the balance of the 12 months.
- e. Children living within the parish of All Saints' Church, N20.
- f. Children living outside the parish of All Saints' Church, N20.

## **6. Tie-break**

Where there are more applicants than places within any of the categories listed in section 5 (a) to (e) above, places will be allocated to children who live closest to the Oakleigh Road North entrance of the school, measured in a straight line from the front door of the child's permanent home address, using the London Borough of Barnet's computerised measuring system (the Distance Tie-Break).

Where a child regularly lives with one parent for part of a week and with the other parent for the rest of the week, the permanent address for Distance Tie-Break purposes will be the address at which the child lives for the greater part of the school week, i.e. Monday to Friday. If 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.

Where the Distance Tie-Break does not produce a clear outcome (i.e. two children live precisely the same distance from the school), the place will be determined by random allocation supervised by a person independent of the school.

Where the last place available by operation of the Distance Tie-Break would lead to only one of two or more siblings being offered a place the other sibling(s) will also be offered a place.

## **7. Waiting List**

Waiting lists for all year groups will be maintained until the end of the academic year for which admission has been sought. Parents wishing their child to remain on the waiting list beyond that date will need to put their request in writing to the school. Vacancies will be filled in accordance with the over-subscription criteria. If a child is subsequently added to the waiting list, the waiting list will be ranked again in line with the Over-subscription criteria.

## **8. In-year and casual applications**

Applications for in-year admissions and for places other than in the Reception Year should be made through the child's home local authority and will be dealt with so far as practicable in accordance with the same over-subscription criteria.

Children of armed forces personnel will be admitted to infant classes, despite the class limit of 30, when admitted outside the normal admissions round.

## **9. How our appeals process operates**

- a. The Board of Governors will establish an Independent Appeal Panel.
- b. Parents who are refused a place are entitled to appeal in writing to the Clerk to the Governors, care of the school, within 14 days of being told that a place is not available.
- c. The letter of appeal must state that the parents wish to appeal and state the grounds on which they are appealing the decision.
- d. An Appeal Panel will be convened as soon as practicable after the Clerk to the Governors has received notification of the parents' appeal.
- e. The Appeal Panel's decision will be notified in writing to the parents who made the appeal within five school days of its meeting unless there is good reason to take longer.

## **10. Fair Access Protocol**

The School is obliged to abide by the In-Year Fair Access Protocol adopted by the Local Authority. This means that the school may be required to admit a child exceptionally, either outside the normal admission arrangements or in excess of the published admission list, in order to protect the interests of vulnerable children and those with challenging behaviour. The Board of Governors has been informed that these pupils will be shared between schools in ways that are fair, objective and transparent.