

All Saints' Church of England Primary School, Childs Hill, NW2 2TH. Admissions Policy.

All Saints' Church of England Primary School was originally founded to provide education for children of the parish of All Saints'. The school offers a Christian based education to its children and this is reflected in the arrangements by which pupils are admitted. However, All Saints' remains a school for the whole community. As a Church of England Voluntary Aided school, the Governors are responsible for admissions. The standard number (maximum size normally allowed in a class) is 30. In the event of a class being undersubscribed, all applicants will be admitted. In the event of oversubscription at the time of application for the places available and in accordance with the school's Aims and Values, the Admission Criteria below will be applied in the priority order given. 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 Governing Body acts in accordance with admissions law and the Department for Education 2014 Admissions Code. (Reference: DFE-00728-2014). The admissions policy seeks to reflect the school's place as part of the community and the church, therefore, we aim to admit 50% of pupils living nearest the school and 50% from families practicing the Christian faith. If either group does not meet the 50% level, places will be allocated to the other category.

How the application procedure operates.

The admissions process is coordinated by Barnet LA under a coordination process specified by law. The Admissions Committee of the Governing Body considers all applicants notified to them and decides on the order in which offers are to be made. The home LA will advise parents of the outcome of their application. 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. In addition, parents whose children fall within the Foundation or faith based subscription criteria 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. Late applications will not be considered until after offers have been made to those who applied by the closing date.

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

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

Admissions out of the normal age group.

Parents of children whose fifth birthday falls between 1st April and 31st August, who do not wish them to start school in the school year 2020/21 should discuss this with the school at an early stage. Requests should be made to the school 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 Governing Body. Parental views, academic achievement, social and emotional development and, where relevant, medical views will be taken into consideration. The views of the Head Teacher will also be considered. Reasons for the decision will be clearly set out in writing. Parents may decide not to apply for a Reception place in the school but to apply for a Year 1 place in September 2020. Parents should be aware that the Year 1 group may have no vacancies. Alternatively, parents can apply in the normal round for a Reception place in September 2019 ~~20~~ but would need to have completed the process described above.

Definitions of terms used in the policy.

- **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.

Note: By a “looked-after child” we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A ‘child arrangements order’ is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A ‘special guardianship order’ is one appointing one or more individuals to be a child’s special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

The Planned Admission Number (PAN).

In September 2020, we will admit up to 30 children in the Reception class. Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming All Saints’ will always be offered places. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below. If there are more applications than places available in any school year, the Governing Body, acting by its Staffing and Admissions Committee, will allocate places using the following order of priority, with 50% of the remaining places reserved for children who meet faith criteria and 50% reserved for children who live nearest the school.

The over-subscription criteria.

1. Irrespective of whether a child falls within the faith or distance based criteria, if they are ‘looked after’ and ‘previously looked after’ by a Local Authority such children will be given priority. Previously looked after children are those who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order) will be included in this category.

Faith based criteria for 50% of places

2. Children whose siblings* attend the school at the time of admission and whose parent(s)/carer(s) have been involved in the life and worship of All Saints’ Church of England, Church, Childs Hill for at least a year and attend at church at least twice a month.
3. Children whose parent(s)/carers are involved in the life and worship of All Saints’ Church of England Church, Childs Hill, and have attended at church at least twice a month for at least a year.
4. Children whose parent(s)/carer(s) are involved in the life and worship of a Church of England Church other than All Saints’ Church of England Church and have attended at church at least twice a month for at least a year.
5. Children whose parent(s)/carer(s) have been members of Churches or Chapels of other Christian denominations defined as those identified with “Churches Together in Britain” or who are a member of the Evangelical Alliance, and have attended at church at least twice a month for at least a year.

Distance based criteria for 50% of places

- a) Children who live** near the school and whose siblings* attend the school at the time of admission.
- b) Children living nearest the school.

*** Siblings include half, step, adoptive and foster siblings providing they live permanently at the same address.**

**** ‘Live’ means the child’s principal place of residence with her or his family unit. Where the child for whom the school place is sought ordinarily lives with each parent separately each week, then the child’s principal place of residence is where the child lives for the majority of each week.**

In the cases of criteria 2 - 5 parish priests or ministers should complete and stamp the relevant part of the Supplementary Information Form.

Tie-break.

Where there are more applicants than places within categories 2 -5, places will be allocated to children who live closest to the Cricklewood Lane 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/carers for part of a week and with the other parent/carers for the rest of the week, the 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. 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.

Multiple births.

If only one place is available at the school and the next child who qualifies for a place is one of multiple births the Governing Body will consider admission above the published admission number in order to support the family.

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.

In-year and casual applications.

Applications for in-year admissions and for places other than in the Reception Year are made in the same way as those made during the normal admissions round. In September 2020 it is intended that there will be 30 children in each year group. If a place is available and there is no waiting list then the Barnet Local Authority will communicate the Governing Body's offer of a place to the family. If more applications are received than there are places available the applications will be ranked by the Governing Body in accordance with the over subscription criteria. If a place cannot be offered at this time then parent(s)/carer(s) may ask for the reasons and they will be informed of their right of appeal. Parent(s)/carer(s) will be offered an opportunity of being placed on a waiting list. This waiting list will be maintained by Barnet Local Authority and the Governing Body in the order of the over subscription 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 Barnet Local Authority can inform the parent(s)/carer(s) that the school is making an offer.

How our appeals process operates.

- a. The Governing Body will establish an Independent Appeals 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.

Fair Access Protocol.

All Saints' is obliged to abide by the In-Year Fair Access Protocol adopted by the Barnet 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 Governing Body has been informed that these pupils will be shared between schools in ways that are fair, objective and transparent.

All data on the Supplementary Information Form (SIF) is treated as confidential and it will be processed in compliance with the General Data Protection Regulations 2018. Anyone completing a SIF will be informed if the school receives a request for disclosure under the Freedom of Information Act 2000 and will be given an opportunity to comment before any decision about disclosure under that Act is made.



Cricklewood Lane, Childs Hill, London NW2 2TH
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Supplementary Information Form. Return to the School.

For applications to Reception Class, your home Local Authority Common Application Form (CAF) must be completed. In-year admissions are managed by Barnet Local Authority. Forms are available online. If you are applying for a place under criteria 2 - 5 you should complete this form as a supplementary information form for admission. Once completed, this form should be returned to the school by the same date as the admission application.

FIRST NAME	SURNAME	SEX
Child:		BOY/GIRL
Home address:		
.....		Post Code:
Home telephone:		Child's date of birth:
Mobile telephone:		
Email address:		

TITLE	FIRST NAME	SURNAME
Parents/carers:

Please read our admission criteria and then <u>circle the ones that apply to you</u> : 1 2 3 4 5	
Are you a member of any Church?	
If you answered yes, please ask your Vicar, Minister or Faith Leader to complete the reverse of this page and stamp the form with their official stamp/seal.	

Signed:	Parent's/Carer's Name:	Date:
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Please refer to the All Saints' Church of England Primary School Admission Criteria.

TO BE COMPLETED BY A PRIEST OR MINISTER

The parent(s)/carer(s) of this child are members of: and wish me to support this application for All Saints' Primary School.

The parent(s)/carer(s) attend church twice a month: YES / NO

Signed..... (Priest or Minister) Name of signatory.....

Address:.....

Telephone No.: Date:

Please provide Church stamp:

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Admission Criteria extract. (Full details are contained within the Admissions Policy.)

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