

ST ANDREW'S CHURCH OF ENGLAND PRIMARY SCHOOL, ENFIELD

MAIN SCHOOL ADMISSIONS POLICY FOR SEPTEMBER 2012

St Andrew's is a Voluntary Aided Primary School founded and still 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. 60 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, & 7 year olds), 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 under the criteria below, which are listed in order of priority.

Within each criterion (except 1 and 3), priority will be given to brothers and sisters¹ (siblings) of children already attending the Main School who will still be 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 criteria 1 & 3 and within each criterion 'a' and 'b', priority will be given on the basis of least distance between the child's home and the Head Teacher's Office, which is deemed to be the central point of the school, in a straight line. 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 LA Application Form for Admission to a Reception Class in Enfield must be submitted either via the school by January 13th 2012 or direct to Enfield Schools Admission Service at the Civic Centre by January 15th 2012. 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. Failure to complete and submit this form to the school by the same date would result in the Governors' Admissions Panel not considering children under these criteria and could minimize a child's chance of obtaining a place in the school. No applications or additional information received after this date will be considered unless the Governors consider there are exceptional circumstances leading to the late submission.

NB A place in the Nursery does not give priority for, nor guarantee admission to, the Main School. Parents who already have a child in the school should not assume that further children will be automatically accepted

CRITERIA

- 1 Church of England children in public care² ('looked after' children) under provision of the Children Act 1989.
- 2 Children whose parents/guardians are regular³ worshippers at the Parish Church of St Andrew, Enfield.
2a = Sibling 2b = New applicant
- 3 Children in public care ('looked after' children) under provision of the Children Act 1989.
- 4 Children whose parents/guardians are regular³ worshippers at any of the covenanted Churches of the Enfield Town and Forty Hill Ecumenical Partnership⁴ which does not have its own Church school.
4a = Sibling 4b = New applicant
- 5 Children whose parents/guardians are regular³ 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 regular³ worshippers of another Christian denomination as recognised by Churches Together in Britain and Ireland 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 regular³ worshippers of another Christian denomination as recognised by Churches Together in Britain and Ireland 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, the Church attendance confirmation must be completed and signed by the appropriate Priest/Minister at the time of application.

Please ensure that the Supplementary Information Form is correctly completed if applying under criteria 1,2,4,5,6 or 8. All applications should be accompanied by proof of your child's date of birth and address. Copies of any two of the following are required:

UK Driving Licence, Council Tax Notification, Child's medical card, a Utility Bill less than 3 months old. This must be the address where the child normally lives. All ID will be required prior to an offered place being confirmed. Bills submitted must be originals, or copies of originals, but not internet downloads.

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

Appeals, Late Admission to Reception and Applications for other Year Groups (In-year Admissions)

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 refused entry, 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 to the Governors, c/o the School within 10 school days of the date of the letter confirming the Governors' decision.

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 waiting list maintained in Admission Criteria order and you will be informed if a vacancy occurs.

The Local Authority Application Form must be submitted together with a 'Main School Supplementary Information Form' should you wish your application to be considered under the school's admissions criteria 1,2,4,5,6 or 8, and if a place is not immediately available your child's name may, if requested, be kept on the waiting list. A tour of the school may be arranged by contacting the school office.

If places become available they will be allocated by the Governors in line with the Admissions Criteria but co-ordinated by the Local Authority.

Those who have changed Churches in the 18 months prior to the date of application may have previous regular³ Church attendance taken into account. Signed confirmation from Ministers of both Churches will be required indicating regular³ attendance by at least one parent or guardian at least twice a month for a continuous period which would give a total of at least 18 months regular³ 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.

NOTES

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 Looked-after Church of England children are interpreted as 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.

³ 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 eighteen months before the date on which the application is due.

⁴ 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.

⁵ If your church is an affiliated church, full details of the affiliation should be provided.

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