

## Admissions Policy for entry in 2019/2020

Parents/Carers who are considering applying for admission for their children are most welcome to discuss the matter with the Headteacher and arrangements can also be made for them to look around the school. The Governors will admit the admissions limit of 30 children to the Reception class each year. In the event of over subscription at the time of application for the places available and in accordance with the school's Mission Statement, Aims and Values, the admission criteria below will be applied in the priority order given.

The Governors will give a place to a Child with a Statement of Educational Needs or Education, Health and Care (EHC) plan which names the school.

### Admission Criteria

1. All 'looked after' children or children who were previously 'looked after' but immediately after being 'looked after' became subject to an adoption, child arrangement or special guardianship order (see definitions below).

*The Childrens Act 1989 defines a child who is 'looked after' as a child or young person who is accommodated by the local authority (Section 20) or a child or young person who is the subject of a full care order (Section 31) or interim care order (Section 38). An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'child arrangement order' is an order setting out the arrangements to be made as to the person with whom the child is to live under section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)*

2. Children who will have a sibling in the school at the time of entry. The governors define a sibling as a brother or sister living at the same address. It also includes half brothers and sisters, step brothers and sisters and foster children, provided that they live at the same address.
3. A child of a St Mary's School member of staff, providing that the member has been employed for a minimum of two years at the time of application. (*Staff Child' is defined in these arrangements as a child who lives as the staff member's son or daughter in the same house, including natural born, adopted, step and foster son or daughter.*)
4. Children of parents/carers who are regular frequent worshippers at St Mary's East Barnet Parish Church. To be a 'regular frequent worshipper' a person is required to have attended the church on at least two Sundays per month for the two years prior to application.
5. Children of parents/carers who are regular frequent worshippers at Barnet Brookside Methodist Church or East Barnet Baptist Church (both in East Barnet Parish).
6. Children of parents/carers who are regular frequent worshippers at another Christian Church\* and who live in the parish of St Mary's East Barnet, or in the parishes of St James New Barnet, Holy Trinity Lyonsdown, or St Mark's Barnet Vale. (\* Any Church which is a member of, or is eligible to be a member of, Churches Together in Britain and Ireland or the Evangelical Alliance.)

*Note: In the case of criteria 4, 5 and 6 parish priests or ministers will be asked to sign application forms to verify regular frequent attendance on at least two Sundays per month for the previous two years.*

7. Any other children from the four parishes listed above.
8. Any other children.

In the event of over subscription in any one of the above categories, priority in that category will be given to children who live nearest to the school as measured by the Local Authority.

The school adheres to the Barnet In-Year Fair Access Protocol which states: The Admission Forum or the council may require a particular school 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. These pupils will be shared between all schools in ways that are fair, objective and transparent.

Admission to Reception is in September in the academic year in which the child is 5 years old. Parents/carers of a child who is offered a place in the reception class before the child is of compulsory school age can request that the date their child is admitted to the school is deferred until later in the academic year or until the term in which the child reaches compulsory school age; they can also request that their child takes up the place part-time until the child reaches compulsory school age.

**Summer born children may only have admission deferred until the start of the summer term.**

Where a parent of a '**summer-born**' child (1 April – 31 August) wishes their child to start school in the autumn term following their fifth birthday, the Governors will consider the request.

If parents do not take up the offered place before the start of the summer term of the school year of entry, then they would have to re-apply for a place in Year 1.

However, if parents wish such a child to be educated "out-of year group" i.e. in the Reception Year rather than Y1 they may request this and should discuss it with the school as soon as possible. Such applications will be considered by the governors on a case by case basis. Each case will be judged on its individual merits but to admit out of year group would require exceptional and extenuating circumstances and professional evidence explaining why the child's needs cannot be met in the chronological year group.

All such parents should apply for their child's normal age group at the usual time and may submit a request for admission out of the normal age group at the same time.

The governors will respond to this request prior to the offer of a place being made. If the request is agreed to the application can be withdrawn for that year before the place is offered.

If the request is refused, parents may decide whether or not to accept the offer of a place for the normal age group, or refuse it and make an in-year application for admission into Y1 for the September following the child's fifth birthday.

Where a parent's request has been agreed, they must make a new application as part of the main admissions round the following year.

Parents do not have the right of appeal against a decision not to place the child in a year group outside their normal age group.

In classes other than reception, children will be admitted to fill vacancies up to the standard number per class during the school year (30 in Key Stage 1, 32 in Key Stage 2), on the basis of the criteria for admission if there are more applicants than places available. The governors have to abide by national legislation restricting infant classes to a maximum of 30 pupils.

The school is mainly on a level site; there is level access to all main facilities and to all but two classrooms, and the school is able to accommodate disabled access by planning rooms accordingly. There are also ramps at the main-entrance and at the entrance to the playground. The school will make every effort to ensure that pupils with disabilities have access to the same opportunities as other pupils.

## **Admission Arrangements**

Parents/carers must complete the Barnet Common Application form (available from the Local Authority) in order to apply for a place at the school. Parents/carers should also complete the school's Supplementary Information Form obtainable from the school office and return it to the school between September and mid January in the year prior to entry. Failure to complete this form could lead to the Governors, in the event of oversubscription, placing your child a lower priority category than he/she may be entitled to.

Parents/carers whose preference of school is not met may contact the school if they wish to find out why a place has not been offered. If they are not satisfied with the explanation given they may wish to appeal to an independent Appeals Committee. Further information about the way in which appeals may be made is available from the Headteacher. Appeals must be made within 20 school days of the distribution of letters notifying parents/carers of the outcome of their applications. They must clearly state the reasons for appealing and provide full supporting evidence

Please note that a repeat application for appeal within the same academic year will not be considered by the Governors unless there has been a significant change in the circumstances.

It should be noted that St Mary's is a very popular school and has been oversubscribed for a number of years. It is possible, therefore, that places may not be available under all criteria but the distribution does vary from year to year.

## **Waiting List / In-year admissions**

A waiting list will be kept for Reception and years 1 – 6. Children newly arrived in the area will be placed on the waiting list in accordance with the admissions criteria. In-year admissions are managed by the school. Parents/Carers wishing to make an in-year application should obtain an application form and the school's Supplementary Information Form from the School Office and should return the completed form to the Office. They will be informed of the outcome of the application as soon as possible after receipt of the forms.

## **Late applications**

Where an application for a Reception Class place is received after the closing date, the following will apply.

- For families moving into the area (*i.e. into one of the four parishes listed above*) applications will be considered in accordance with the school admissions arrangements, on receipt of proof of residency.
- Families who live in the area, and have missed the closing date, will be placed on the waiting list pending a place becoming available.

*Criteria wef 2019/2020*