



St Mary's C of E Primary School

Headteacher: Mrs M. Constantinou BEd

Littlegrove, East Barnet, Herts EN4 8SR

t: 020 8449 5856

e: office@stmarysen4.barnetmail.net

www.stmarysen4-barnet.co.uk

Admissions Policy for entry in 2025-2026

Parents/carers who are considering applying for admission for their children are most welcome to discuss the matter with the Headteachers and arrangements can also be made for them to look around the school.

Admissions to Reception

The school has a published admission number of 30 and the governors will admit 30 children to the Reception class each year. Parents/carers who wish to apply for their children to be admitted to Reception should do so through the Barnet Council [admissions portal](#). Parents applying under the church categories 4, 5 or 6 below should also complete the school's [Supplementary Information Form](#). The latter should be returned direct 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.

In the event of over-subscription at the time of application and in accordance with the school's Mission Statement, Aims and Values, the over-subscription admission criteria below will be applied in the priority order given.

Applications for a Reception Class place is received after the closing date, will be considered after those that have been received on time, in accordance with the school admissions arrangements.

In-year applications for admission

In-year admissions are handled by the local authority, and parents/carers who wish to apply for their children to be admitted should complete their [in-year admissions CAF](#) as well as the school's [Supplementary Information Form](#) if parents are applying under one of the church categories in criteria 4, 5 or 6 below. The latter should be returned direct to the school. In-year admissions will then be considered by a Governors sub-committee.

In the event that there are more in-year applications than places available, the governors will allocate the available places by applying the over-subscription criteria below.

Fair Access Protocol

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. Eligibility for the Fair Access Protocol does not limit the rights of parents/carers

to make an application for their child's in-year admission to any school. Children who are allocated a place at the school under the Fair Access Protocol will be admitted before any children on the waiting list and, if necessary, above the school's published admission number.

Children with Education, Health and Care Plans

The governors will give a place to any Child with an Education, Health and Care (EHC) plan which names the school.

Over-subscription admissions criteria

1. Looked After Children* (LAC) and all previously looked after children including those who appear (to the admissions authority) to have been in state care outside England and ceased to be in state care as a result of being adopted.
*(*LAC definition: A 'looked after' child is a child in the care of a local authority or provided with accommodation by that authority in accordance with section 22(1) of the Children Act 1989. Previously looked after children are children who were adopted or became subject to a child arrangements order or a special guardianship order immediately following having been looked after. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.)*
2. Children who will have a sibling* in the school at the time of entry. *(*A sibling is defined as a brother or sister living at the same address. It also includes adopted children, 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. *(*A child of a member of staff is defined as a child who lives as the staff member's son or daughter in the same house, including natural born, adopted, step and foster children. This includes the child of a partner living in the same house as the staff member)*
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 a service of worship at the church on at least two occasions per month as part of the congregation, for the two years prior to application. In the event that a person has attended for more than one year but less than two, they should provide evidence of regular attendance at a previous church to St Mary's Church and this will be taken into account.
5. Children of parents/carers who are regular frequent worshippers at any other Christian Church in the Ecclesiastical Parish of East Barnet. To be a 'regular frequent worshipper' a person is required to have attended a service of worship at the church on at least two occasions per month for the two years prior to application.
6. Children of parents/carers who are regular frequent worshippers at any other Christian Church* and who live in the parish of East Barnet, or in the parishes of St James New Barnet, Holy Trinity Lyonsdown, or St Mark's Barnet Vale. To be a 'regular frequent worshipper' a person is required to have attended a service of worship at the church

on at least two occasions per month for the two years prior to application. (**Any Church which is a member of Churches Together in England or the Evangelical Alliance.*)

In the case of criteria 4, 5 and 6 a minister of religion will be asked to sign the Supplementary Information Form to verify regular frequent attendance of one or more parents, on at least two Sundays per month for the previous two years.

7. Any other children whose home address is in any of the four parishes listed above.
8. Any other children.

In the event that during the period specified for attendance at worship the church or other relevant place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or other relevant place of worship or alternative premises have been available for public worship.

In the event of over-subscription in any of the above categories, priority in that category will be given to children who live nearest to the school.

Distance

Distance is measured in a straight line between the address point for the child's home, supplied by Ordnance Survey, to the [school's main gate], using Barnet Council's computerised geographical information system. Applicants from the same block of flats, or applicants who live the same distance from the school, will be selected in random order using Barnet Council's computerised system.

Home address

The address given on the application form must be the child's permanent address at the date of application and must be an address where at least one adult with parental responsibility for the child also lives. Where a child lives with parents with shared parental responsibility, each for part of a week, Barnet Council (on behalf of the school) will invite parents to make a joint declaration, stating the pattern of residence. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week. If a child's residence is split equally between both parents, then parents will be asked to declare which residential address should be used for the purpose of admission to school and a copy of any relevant court order must be submitted with the application. If no joint declaration is received and the child's residence is split equally, the home address will normally be determined to be the address where the child is registered with a doctor. However, all available evidence will be taken into account in determining a child's permanent address for admission purposes.

Waiting lists will be operated by the Local Authority. Please note that the waiting lists will be re-ranked each time a child's name is added, in line with the oversubscription criteria above.

Age of admission

Admission to Reception is in September in the academic year in which the child is 5 years old. Successful applicants are entitled to a full-time place from that date. Parents/carers of a child who is offered a place in the reception class before the child is of compulsory

school age can defer the date their child is admitted to the school until later in the academic year but not beyond the point at which the child reaches compulsory school age and not beyond the start of the summer term. Their child can also take up the place part-time until the child reaches compulsory school age.

Summer born children (born 1 April to 31 August) may only have admission deferred until the start of the summer term.

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 make a new in-year application 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 **and in the best interests of the child** but to admit out of year group would require exceptional and extenuating circumstances and professional evidence (if available) explaining why the child's needs cannot be met in the chronological year group. Factors that would be taken into account may include, academic and social development, medical history where appropriate and whether the child would have fallen into a lower age group if they were not born prematurely.

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.

Other applications for out of year group education

The school's policy is that children should be educated in their normal age group, with the curriculum differentiated as necessary to meet their individual needs. If parents/carers believe that their child should be educated in a different year group then they should at the time of application submit supporting evidence from relevant professionals working with the child and family, stating why the child must be placed outside their normal age group. Applications will be considered by the governors who will make their decision in the best interests of the child, based on the individual circumstances of each case, including the view of the child's parents and of the headteacher, the child's social, academic and emotional development, medical evidence (where relevant) and whether or not the child has previously been educated

out of year group. If the application is refused this does not constitute the refusal of a place and there is no right of appeal from the governors' decision.

Site Accessibility

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 Appeals

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 have the right 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 a school place-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.