



## Admissions Policy

### Admission Number

The governors will admit a statutory maximum of 30 pupils into the Reception Class each year, in accordance with the maximum limit for infant classes.

When there are more than 30 applicants for a class, Governors will admit pupils according to the criteria listed below.

In the unlikely event of there being fewer than 30 applicants, Governors will offer places to all those who have applied.

### Admission Criteria in the event of over-subscription

1. Looked after children\* and children who were previously looked after, but ceased to be so because immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order.
2. Children who have a sibling\*\* at the school on the proposed date of admission in September.
3. Children of current staff who have worked full time at Trent CE Primary school for two years, or the equivalent of two years if they are work part time.
4. Children whose mother, father or guardian worships regularly\*\*\* at Christ Church, Cockfosters and has done so for the **24** months prior to the closing date for application, and has been on the Electoral Roll of Christ Church for the 6 months prior to the closing date for application. The minister at Christ Church, Cockfosters, will verify this. Governors hope that this remains the pattern of attendance.
5. Children whose mother, father or guardian worships regularly\*\*\* at Christ Church, Cockfosters and has done so for the **12** months prior to the closing date for application, and has been on the Electoral Roll of Christ Church for the 6 months prior to the closing date for application. The minister at Christ Church, Cockfosters, will verify this. Governors hope that this remains the pattern of attendance.
6. Children whose mother, father or guardian worships regularly\*\*\* at a church which is a member of the Churches Together in Britain and Ireland, or Evangelical Alliance, and has done so for the **12** months prior to the closing date of application, as verified by the minister at their named church. Governors hope that this remains the pattern of attendance.
7. Children who do not fall into the categories above, but whose home address is closest to the school as measured by the Local Authority Admission Team. Distance is measured in a straight line between the address point of the child's home, supplied by the Ordnance Survey, to the school's main gate using the Council's computerised geographical system.

*\*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 should 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).*

NB Within each of the above criteria, priority will be given to those who live closest to the school on the closing date for applications.

*\*\*This includes step/half/foster siblings living at the same address.*

*\*\*\*By regularly worship, the governors mean attendance at the named church at least twice a month.*

#### Statement of SEN or Education, Health and Care Plans

Children with a Statement of SEN or for whom an Education, Health and Care Plan has been made, and for whom the school has been named in that Statement or Plan, will be offered places. The school is on two levels but there is access between floors. As far as possible the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

#### Additional Information

- You will be required by the Local Authority to provide written proof that the address on the application form is your permanent home address
- If you are unable to do this, or the information provided is found to be fraudulent the offer of a place can be withdrawn.
- You may **not** use the address of family members who live locally if it is not your primary residence.
- You may **not** use the address of any properties that you own and rent out to tenants if it is not your primary residence.

#### Where a place has been offered:

- It is for a full time place from the September following the child’s fourth birthday;
- Where parents wish and in consultation with the head teacher, a child may attend part time until they reach compulsory school age;
- Parents of children below compulsory school age may delay their child’s start in a Reception class until the first day of the term following their 5<sup>th</sup> birthday. For children born between 01 April and 31 August, this cannot be beyond the start of the Summer term;
- Parents must still apply at the normal time if they wish to delay entry.
- If only one place is available at the school and the next child who qualifies for a place is one of multiple birth

siblings, the school will go over their published admission number to support the family. These children will be deemed as “excepted” pupils under infant class size legislation.

- In the event of a tie for places on distance from the school, such places as are available will be by random allocation supervised by a person independent of the school. In the case of a multi-occupancy building such as flats where there may only be one address point, priority will be selected in random order using Barnet Council’s computerised system and places will be offered accordingly.
- Where children spend part of the week with one parent/guardian and part with the other the Governors will consider the address where the child spends the most time per week to be the home address.

### **Admissions out of the normal age group**

- Ordinarily, children will be admitted to the Reception Class in the school year of their 5<sup>th</sup> birthday (1<sup>st</sup> September – 31<sup>st</sup> August).
- Parents of children whose fifth birthday falls between 1 April and 31 August, who do not wish them to start school in their normal school year, but wish them to be admitted in the following September (into Year 1), should discuss this with the school at an early stage. Parents should be aware that the Year 1 group is very unlikely to have any vacancies as it will be full with children transferring from the Reception Year group. In principle, the school does not believe that forfeiting the Reception year is in the best interest of the child.
- Parents of children whose fifth birthday falls in July or August, may wish to apply a year later, in the normal admission round (January) for a Reception place in the following year, after their child’s fifth birthday. Parents should discuss this with the school well before the usual application deadline. A request must be made to the Chair of Governors providing strong supporting reasons for seeking a place outside the normal year group. The child’s academic, social and emotional development, parental views and where relevant medical views will be taken into consideration. The views of the school’s head must also be taken into account. Requests will be considered on an individual basis. Decisions will be made on the circumstances of each case and in the best interests of the child and consent will only be granted in very limited, exceptional circumstances.