

ADMISSIONS ARRANGEMENTS 2016/17
Monken Hadley C E Primary School, Camlet Way, Barnet, Herts EN4 ONJ

To apply for a place at Monken Hadley C of E Primary School, parents must complete the Local Authority Common Application Form, naming the school. The form must be returned to the home Local Authority.

Please return the Supplementary Information Form to the school. You should supply proof of the child's age and proof of address in the form of a recent council tax bill or utility bill.

The responsibility for admission to the school rests with the Governors. Each year the Governors admit 20 children into Reception Year. If the school has received more applications than it has places to offer, it will not be possible to accept all the children on its list. In this event the policy of the Governors in offering places will be according to the admission criteria.

Admission Criteria

1. Children who are *'looked after' pupils under the provision of Children Act 1989.
2. Children having brothers and sisters already in the school at the time of admission. Siblings are defined as 'a brother or sister who lives at the same address as a child applying, and may be a full, half or step-sibling by birth or legal adoption.'
3. Children whose parents are members of, and ** regularly worship at Monken Hadley Church.
4. Children whose parents are members of, and worship at other Anglican Churches that do not have a church school.
5. Children whose parents are members of other local Christian Churches which are members of Churches Together in Britain and Ireland (CTBI) and the Evangelical Alliance and also includes St Gregory's in Union Street, United Reformed in Wood Street, Barnet Baptist Church in the High Street and The Stable in Union Street.
6. Children who live in the Parish of Monken Hadley for whom this is the nearest Church of England School.
7. Children who live locally.
8. Any other child

If in any category there are more qualifying children than there are places available, priority will be given to those living closest to the school, measured in a straight line from the school's main front entrance.

The admission of pupils with statements of special educational needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home local education authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. Children whose statement names the school are automatically given a place at the school.

Continued

Notes:

*‘Looked after child’ has the same meaning as in the section 22 of the Children Act 1989 and this means any child in the care of the local authority or provided with accommodation by them (eg children with foster parents). This includes adopted children who were previously looked after.

** The Governors consider ‘regular worship’ to be at least two services per month for the past two years. For those who have recently moved into the area, evidence will be required from a former minister.

When children of multiple births are offered places, they will all be offered places at the same time.

Children reach compulsory school age at the beginning of the term following their fifth birthday. Parent/carers of a child below compulsory school age may defer their child’s entry until later in the school year , or arrange for the child to attend part-time, but the place must be taken up on a full time basis by the start of the summer term. If entry is deferred beyond the start of the summer term parents will need to reapply for a Year 1 place.

Requests for children to be admitted outside their chronological age group should be addressed to the Chair of Governors during the application process. The Admissions Committee will then consider each request on its own merits and permission will only be given in exceptional circumstances.

‘The Admission Forum, or the local authority, may require individual schools to admit a child exceptionally, either outside the normal admission arrangements or in excess of the published admission limit, in order to protect the interests of vulnerable children and those children with challenging behaviour. These pupils will be shared between all primary/secondary schools in ways that are fair, objective and transparent.’

SUPPLEMENTARY INFORMATION FORM
Monken Hadley C E Primary School, Camlet Way, Barnet, Herts EN4 ONJ 2016/17
Telephone: 020 8449 0989 Fax 020 8440 8140

IN BLOCK CAPITALS PLEASE:

CHILD'S NAME: _____ SURNAME: _____

OTHER NAMES: _____

DATE OF BIRTH: _____ PLEASE TICK : MALE FEMALE

NAME OF PARENT / CARER : TITLE (Mr/Mrs/Miss/Ms etc) _____

NAME OF PARENT /CARER 2: TITLE (Mr/Mrs/Miss/Ms etc) _____

FAMILY ADDRESS: _____

_____ POSTCODE: _____

HOME TELEPHONE NO.: _____

PARENT / CARER 1: MOBILE 'PHONE NO. _____

PARENT / CARER 2: MOBILE 'PHONE NO. _____

Admission to the school is granted by Governors according to the entry criteria.

On which of the entry criteria are you basing your request for a place at Monken Hadley School? Please see page 1 for full details of the Admissions Criteria.

Write number: _____

SIGNATURE PARENT/CARER: _____ DATE: _____

Name of Church attended:
.....

Have you attended at least two services a month for the past two years YES / NO

If YES please obtain countersignature by Clergy: Dated

Please note that the completion of the form does not guarantee a place.