

Admissions Arrangements 2017/18

Monken Hadley CE Primary School, Camlet Way, Barnet, Herts EN4 ONJ

The responsibility for admission to the school rests with the Governors. The published admission number (pan) for the school is 20 children. If the school receives more applications than it has places to offer, it will not be possible to accept all the children applying. In this event the Governors will offer places in accordance with the Oversubscription Criteria laid out below.

To apply for a place at Monken Hadley C of E Primary School, parents/carers must complete their home Local Authority Common Application Form, naming the school. The form must be submitted to their home Local Authority by the national closing date for applications - 15th January 2017. Places are offered on a full time basis from the September following the child's fourth birthday

The admission of a child that has a statement of special educational needs or an EHC (Education, Health and Care) Plan is considered under a separate process and the school will be consulted separately about its ability to meet the child's particular needs. In accordance with Section 324 of the Education Act 1996, the School will admit any child with a statement of special educational needs or with an EHC Plan for whom the School is named.

Oversubscription Criteria

- 1. Children who are 'looked after' and children who were adopted** (or subject to child arrangements orders or special guardianship orders) immediately following having been 'looked after'. A child looked after is a child in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. An adopted child is defined by section 46 of the Adoption and Children Act 2002.
- 2. Children with brothers and sisters attending the school at the time of application**
Siblings are defined as a brother or sister who lives at the same address as a child applying, and may be full, half, step, adopted or foster siblings. When multiple birth siblings are offered places they will be offered places at the same time. If only one place is available and the next child who qualifies for a place is a multiple birth sibling the school will go over its pan in order to accommodate that child.
- 3. Children who live within 0.6 miles of the school**
- 4. Children who live within 4 miles of the school and who have a parent/carer who is a regularly worshipping member* at St Mary the Virgin Church, Monken Hadley****
- 5. Children who live within 2 miles of the school and who have a parent/carer who is a regularly worshipping member* at a Church which subscribes to the doctrine of the Holy Trinity****
- 6. Any other child**

**The Governors consider the term " a regularly worshipping member" to mean attending at least two services per month for the past two years. For those who have recently moved, confirmation of attendance will be required from a former minister.*

*** Parents/carers who wish to be considered under Oversubscription Criteria 4 or 5 should complete the school's Supplementary Information Form (SIF) in order that the Governors have the information to consider these applications fully. The SIF is available on page 3 of these arrangements and should be sent to the school no later than the closing date for applications.*

The Admissions Committee will, acting reasonably and if it considers it necessary, make further enquiries and investigations in order to ascertain the accuracy of the information provided.

DISTANCE

Unless otherwise stated distances are measured from the address point for the child's home, supplied by the Post Office, to the school's main gate. The distance between these points is calculated by Barnet Council's computerised geographical information system

TIE BREAKER

If in any category there are more qualifying children than there are places available, priority will be given to the child whose permanent address is closest to the school. Random allocation will be used as a tie-break to decide who has the highest priority for admission if the distance between two children's homes and the School is the same. This will be supervised by a person who is wholly independent of the school.

DEFERRED ENTRY

Children reach compulsory school age at the beginning of the term following their fifth birthday. Parents/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/carers will need to reapply for a Year 1 place but should be aware that the Year 1 group may not have a vacancy.

WAITING LISTS

Children who are unsuccessful in gaining a place at our school during the primary application process will remain on a waiting list until the end of the summer term. Barnet Council will write to all parents/carers at this time asking if they wish to remain on the waiting list for the following academic year. The Governors will allocate any available places from the waiting list in accordance with the Oversubscription Criteria.

CHILDREN OUT OF AGE

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 consider each request on its own merits and permission will only be given in exceptional circumstances.

FAIR ACCESS PROTOCOL

The Governors will comply with the locally agreed Fair Access Protocol 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 schools in ways that are fair, objective and transparent.

IN YEAR

Parents/carers interested in applying for a place outside of the normal round of admissions are invited to come and look around the school and should contact the School Office to arrange an appointment. Applications for In Year places are made via Barnet Council – <https://www.barnet.gov.uk/citizen-home/schools-and-education/forms/Application-for-in-year-school-admission.html>. If the school is unable to offer a place then the child will be placed on a waiting list until the end of the summer term. Barnet Council will write to all parents/carers at this time asking if they wish to remain on the waiting list for the following academic year. The Governors will allocate any available places from the waiting list in accordance with the Oversubscription Criteria. Time spent on a waiting list is not taken into account and it is possible that a child's waiting list position will go down as well as up.

APPEALS

Parents/carers have the right to make a formal appeal against any decision made by, or on behalf of, the Governors not to admit their child to the School. The School uses Barnet Council to organise its appeals. Further information on the appeal process will be sent to you if your application is unsuccessful. Parents/carers wishing to appeal should contact the School Office in the first instance. Appeals will be considered by an Appeals Committee, which will comprise three independent members. Parents/carers will have the opportunity of presenting their case to the Committee in person. Appeals are held at a local venue. Parents /carers will be notified as soon as possible of the Committee's decision which will be binding on the Governors.

LATE APPLICATIONS

Late applications will be considered in accordance with the arrangements set out in Barnet Council's Guide to Education booklet.

The information contained in this document relates to the academic year 2017-18 and is correct for that year as of March 2016.

Supplementary Information Form 2017/18

Monken Hadley CE Primary School, Camlet Way, Barnet, Herts EN4 ONJ

Confirmation of Church Attendance

For completion by applicants applying under Oversubscription Criteria 4 and 5 only

In order for the information in this form to be considered you **must** also make an application via your home Local Authority. Please ensure you have read the Admissions Arrangements before completing this form.

Please complete in BLOCK CAPITALS

Child's First name: _____ Child's surname: _____

Child's Date of Birth: _____

Title (Mr/Mrs/Ms etc) and surname of Parent/Carer: _____

Permanent Address: _____

Postcode: _____ Daytime Telephone Number: _____

Email: _____

Please tick below to indicate which Oversubscription Criteria you are applying under.

4. Children who live within **4 miles** of the school and who have a parent/carer who is **a regularly worshipping member* at St Mary the Virgin Church, Monken Hadley.**
5. Children who live within **2 miles** of the school and who have a parent/carer who is **a regularly worshipping member* at a Church which subscribes to the doctrine of the Holy Trinity**

The Governors consider the term "a **regularly worshipping member" to mean attending at least two services per month for the past two years. For those who have recently moved, confirmation of attendance will be required from a former minister.*

Confirmation of Church Attendance
Please complete in BLOCK CAPITALS

Name of Church _____

Church Address: _____ Postcode: _____

Email: _____ Telephone number: _____

I _____ (name of parent/carer),
confirm I have attended this Church for at least two services per month for the past two years.

Countersignature by Clergy: _____ Print name: _____ Date: _____

Final Statement

I certify that the above information is accurate. I further confirm that I have applied for a place via my home Local Authority.

SIGNATURE OF PARENT/CARER _____ DATE _____

**Please return the completed form to the school by the closing date for applications.
Please note that completion of this form does not guarantee a place at the school.**