



## **Admissions Arrangements 2019/20**

### **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 - 15<sup>th</sup> January 2019. Places are offered on a full time basis from the September following the child's fourth birthday

The admission of a child that has 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 an EHC Plan for whom the School is named.

### **Oversubscription Criteria**

- 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.”

\*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).”

- 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 Ordnance Survey, 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.

#### **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.

#### **SUMMER BORN CHILDREN ENTERING RECEPTION CLASS**

Where a place has been offered it is for a full-time place from the September following the child’s fourth birthday. The place may be deferred until later in the school year but not beyond the point at which the child reaches compulsory school age (the term after the fifth birthday). This means that parents of a child whose fifth birthday falls between 1<sup>st</sup> September 2019 and 31 March 2020 may request that their child is not admitted until later in the school year 2019/20 but no later than the term after the child’s fifth birthday, when s/he reaches compulsory school age. For children born between 1<sup>st</sup> April and 31<sup>st</sup> August, this is not beyond the beginning of the final term of the school year for which it was made. The school will hold any deferred place for the child. Where parents wish, a child may attend part-time until they reach compulsory school age.

#### **CHILDREN OUT OF AGE (Reception)**

For children whose fifth birthday falls between 1<sup>st</sup> April 2020 and 31<sup>st</sup> August 2020, if parents do not wish them to start school in the school year 2019-20, but to be admitted in September 2020 for school year 2020-21, they should discuss this with the school at an early stage by writing to the Chair of Governors. The Chair will then convene a meeting of the Admissions sub-committee who will make a decision on the circumstances of each case and the best interests of the child. Parental views, academic achievement, social and emotional development and where relevant medical views should be taken into consideration. The views of the School's Headteacher will also be taken into account. The reasons for the decision will be recorded and communicated to the parents.

Parents may decide not to apply for a Reception place in the school but to apply for a Year 1 place in September 2020. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2019-20 Reception year group. Alternatively, they may decide to apply in the normal round (no later than 15<sup>th</sup> January 2020) for a Reception year place in September 2020, but would need to provide strong supporting reasons for seeking a place outside the normal year group and apply via the protocol outlined above.

### **CHILDREN OUT OF AGE (Year 1 – Year 6)**

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://enrol.barnet.gov.uk/Website/default.aspx>. 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 2019-20 and is correct for that year as of February 2018.

**Supplementary Information Form 2019/20**

**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/carers 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/carers 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.*

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**Confirmation of Church Attendance**  
**Please complete in BLOCK CAPITALS**

Name of Church \_\_\_\_\_

Church Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone number: \_\_\_\_\_

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

Countersignature by Clergy: \_\_\_\_\_ Print name: \_\_\_\_\_

Date: \_\_\_\_\_

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**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.**