Christ Church CE Primary School
Byng Road, Barnet Council, Hertfordshire EN5 4NS Telephone 020 8440 2198 Fax 020 8441 4700
Email: office@christchurch.barnetmail.net www.christchurch.barnet.sch.uk

POLICY FOR 2027/2028 ADMISSIONS

1) General Principles

Wherever possible, parents or carers are advised to visit schools before completing any application forms: visits to Christ Church CE Primary School (the School) can be arranged by contacting the School Office on the number above.

The School is a one form entry Church of England School with a Published Admissions Number (PAN) of 30 places in each year-group. We welcome applications from all members of the community and we ask all parents or carers to respect the Christian ethos of the School and its importance to our community.

If, when applying for a place in the Reception class, there are the same number as or fewer applications than there are places, all applicants will be offered a place. If there are more applications than there are places, applications will be prioritised according to the oversubscription criteria set out below. All children who are unsuccessful will be entitled to be placed on the waiting list in accordance with the provisions of paragraph 12 below.

Attendance at the School's nursery does **not** guarantee a place in reception and a separate application must be made for reception class.

2) How the Admissions' Process works

The School is part of the locally agreed co-ordinated admission arrangements and the timescales for applications to be received and processed are those agreed pan-London. A parent or carer must complete and submit a Common Application Form (CAF) from their home local authority. Barnet Council's on-line application form is available on Barnet Council's website; if applying for a place at this School, the parent or carer must name this School as one of the preferences on the application form. Further information is available from your home local authority. Barnet Council's admission booklet can be found on Barnet Council's website.

Any parent or carer who wishes to apply under the foundation criterion of the oversubscription criteria (as set out in paragraph 10 (e)(1) below) should also complete the School's supplementary information form, in accordance with note 3 below, so that the governors of the school (the Governors) may consider the application fully. This form must be returned to the School at the same time as the CAF is submitted to the local authority. Failure to return the supplementary information form will mean that the School cannot consider the application under the foundation criterion and the application will be considered under the next most appropriate criterion based on the information on the application form. The supplementary information form is available on the School's website or from the School Office.

Once applications have closed, the Governors' admissions committee will meet. If there are more applications than places all applications will be ranked in accordance with the oversubscription criteria (as set out in paragraph 10). These rankings are then passed to the Barnet Council Admissions Team, who will determine which school will be offered to each child. Where a child is offered a place at a school that his or her parent or carer has ranked higher than the School, that child's application to the School will be withdrawn.

This policy should be read in conjunction with the current edition of a 'A guide to primary education in Barnet' available from Barnet Council.

3) **Special Educational Needs**

The admission of a child that has an Educational Health Care Plan is considered under a separate process, with applications being made directly to the relevant local authority. The School will be consulted separately to ensure the child's particular needs can be met. In accordance with Section 324 of the Education Act 1996, the School will admit any child with an Educational Health Care Plan which names the School. Each child so admitted will reduce by one the places available at the School to other children.

4) **Multiple Births**

Where applications are made on behalf of two or more children born on the same day to the same parents, each application will be considered separately in accordance with the oversubscription criteria. If according to the oversubscription criteria it is not possible to offer a place to all such children living at the same address, then the available places will be awarded according to random selection.

5) **Deferred entry for Reception Class**

All children who are awarded a place at the School may start full-time in the September following their fourth birthday. However, a parent or carer can request a child's start date in the reception class is deferred until a point later in the school year. Entry to the reception class cannot be deferred beyond:

a) the point at which the child reaches compulsory school age, which is the start of the term after the child's fifth birthday; or

b) for summer born children, the start of the final term of the school year in respect of which the relevant application was made.

The School will hold any deferred place for a child. A parent or carer can also request that a child attends part-time until they reach compulsory school age.

6) **Delayed Entry**

For children whose fifth birthday falls between 1 April 2028 and 31 August 2028, parents or carers who do not wish them to start school in school year 2027-28, but to be admitted in September 2027 for school year 2027-28 should discuss this with the school at an early stage. Decisions must be made 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 will be taken into consideration. The views of the school's head teacher will also be taken into account. The reasons for the decision must be clearly set out.

Parents or carers may decide not to apply for a Reception place in the school but to apply for a Year 1 place in September 2028. Parents or carers should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2027-28 Reception Year group. Alternatively, they may decide to apply in the normal round (no later than 15 January 2028) for a Reception Year place in September 2028, but would need to provide strong supporting reasons for seeking a place outside the normal year group and apply via the protocol outlined above.

7) **Withdrawal of Admission Offers**

The Governors' admissions committee will take reasonable steps to ensure that the information given on applications is correct, and that the places are allocated fairly. If the School discovers that a fraudulent or misleading application has been made, any offer relating to that application may be withdrawn.

8) **Late Applications and change of circumstance**

Late applications will be considered in accordance with Barnet Council's Guide to Primary Education booklet.

If a child's circumstances change during the application process (for example a house move or a sibling changes school), this should be notified to the Barnet Council Admissions Team and the School as it may affect the child's position on the list.

9) **Appeals**

A parent or carer who is not offered a place for their child has the right to appeal to an independent appeal panel where a parent or carer will have the opportunity of presenting their case in person. A parent or carer wishing to appeal should contact the School Office in the first instance who will provide information as to the process. The parent or carer will be notified as soon as possible of the appeal panel's decision.

10) **Oversubscription Criteria**

If there are more applications than there are places, places will be allocated according to the following criteria, which are stated in order of priority:

a) All 'Looked after children' and children who were previously 'looked after'. (see note 1).

b) Children whom the Governors accept have an exceptional medical or social need which the School is particularly able to meet. Applications in this category will only be considered if information is provided to the Governors with the application which demonstrates that there is a specific connection between the child's needs and the School which cannot be met by the child attending another school. The Governors' decision in this regard shall be at their full discretion.

c) Siblings of children attending the School. (see note 2)

d) Children of staff employed by the School provided the parent or carer has been so employed for at least two years at the time the application is made.

e) Any remaining places will be allocated equally between the Foundation and the Community, save that where an odd number of places remain to be allocated an additional place will be allocated to the Foundation. The Foundation and the Community are defined as follows:

(1) the Foundation means in order of priority:

(i) children whose parent or carer is a faithful and regular worshipper (see note 3) at Christ Church, Barnet; and

(ii) children whose parent or carer is a faithful and regular worshipper (see note 3) of any other Trinitarian Church (see note 4).

(2) the Community means all other children.

In the event of over subscription in any of these criteria, priority in that criterion will be given to applicants in order of nearness to the School (measured in accordance with note 5), with the nearest having priority.

11) **Notes to the oversubscription criteria**

Note 1: 'Looked after' Children

'Looked after' are children in the care of local authorities as defined by section 22 of the Children's Act 1989. Previously 'looked after' children are children who were 'looked after' immediately prior to being adopted or becoming subject to a residence order or special guardianship order. Children who are under an agreed series of short-term placements (such as

respite) are excluded. Applications in this criterion will only be considered if they are supported by a written statement from the relevant local authority confirming the child's status.

Note 2: Siblings.

Siblings are brothers or sisters, half-brothers or -sisters, step-brothers or -sisters, or foster or adopted brothers or sisters who share the same home. The applicant's sibling must both attend the main School (ie not the Nursery) at the time of the application and be expected to be at the main School at the time the applicant would be admitted. Where parents are living together in a long-term relationship, their children will be considered as siblings.

Note 3: Faithful and Regular Worshippers

A 'faithful and regular worshipper' means that at least one parent or carer (or their spouse or partner) has worshipped at the relevant church at least twice monthly for a period of at least one year prior to the closing date for admissions. Applicants for Foundation Places must send to the Head Teacher of the School at the same time of the application a supplementary information form (which can be obtained from the School office or website) signed by the priest or minister of the relevant church (or exceptionally by a senior church leader). Where a parent or carer has changed churches during the year, a signed form must be submitted for both churches.

In the event that during the period specified for attendance at worship the church 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 alternative premises have been available for public worship.

Note 4: Trinitarian Churches

In this policy, Trinitarian Churches are churches which are either members of the Evangelical Alliance or of the Fellowship of Independent Evangelical churches or are affiliated to Churches Together in England. Full details can be found on these organisations' websites, www.eauk.org, www.fiec.org.uk and www.cte.org.uk.

Note 5: Measurement of Distance from the School

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 entrance door using the local authority's computerised geographical information system. If two or more applicants live in the same block of flats or the same distance from the School and there are insufficient places to admit all these applicants, then the available places will be allocated by the drawing of lots which will be supervised by someone independent of the school.

12) **Waiting List for the Reception Class**

a) If there are more applications than there are places, following the selection process according to the oversubscription criteria, any unsuccessful applicants will be placed on a waiting list which will be ranked according to the oversubscription criteria set out in paragraph 10 above.

b) If a child is added to the waiting list for any reason, the waiting list will be ranked again in line with the oversubscription criteria.

c) If a place becomes available in the Reception Class, this will be offered to the child at the top of the waiting list irrespective of whether there are any appeals outstanding at the time.

d) At the end of the first term after the successful applicants entered the School, the waiting list for that Reception Class will be cleared and all names deleted from the waiting list unless the parents or carers of a child specifically request in writing to remain on the waiting list.

13) **Applications and Vacancies outside the normal admissions round**

a) When an application is made outside the normal admissions round, if there is no place available in the relevant year-group, the application will be refused but will be placed on a waiting list for that year-group which will be ranked according to the oversubscription criteria set out in paragraph 10 above.

b) If at any time a place becomes available in a year group, this will be offered to the child at the top of the waiting list for that year group, and if that child no longer wants a place at the School to the next child on the list and so on. All unsuccessful applications will be retained on the waiting list.