



Reception and Main School Admissions Policy 2025

St. Andrew's is a Voluntary Aided Primary School founded and inspired by the Christian faith, according to the teaching and practice of the Church of England, and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. The Governing Board is responsible for the admission of pupils to the school and for complying with the 2021 Schools Admissions Code. Sixty pupils are admitted per year group, split between 2 classes. The Governing Board is required to abide by the maximum limits for infant classes ie 30 pupils per class. As far as possible, the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

We welcome applications from all members of the community, although we ask all parents/carers to respect the Christian ethos of our school and its importance to our community.

Admissions are co-ordinated by the Enfield Schools Admissions Service, details of which are available on the Enfield Council website. Parents will need to obtain and complete an Enfield application form on which they may list up to six Enfield primary schools in order of preference. St Andrew's should be entered as one of those preferences. Forms may be downloaded from the Local Authority's website, www.enfield.gov.uk/admissions.

It is the policy of St Andrew's School to try to offer a place to every child whose parents would like him or her to attend. When oversubscribed, places will be allocated in accordance with the criteria listed below, which are listed in order of priority. The criteria should be read in conjunction with the accompanying 'Notes on the Criteria of Admission'. Within each criterion, priority will be given in accordance with the proximity of the applicant's principal place of residence to the school, with those living nearest to the school being considered first.

Admission of children with an Education Health and Care Plan (EHCP)

The admission of children with an Education Health and Care Plan (EHCP) follows a separate process involving consultation between parents/carers, professional advisers, the school and the local authority. Applications for such children should not be made through the normal admissions process

Submission of Application Forms

An online Borough Application form for admission to the Reception class must be submitted by the 15th January 2025. The school also has a Supplementary Information Form which must be completed if you are applying under category 2 or 4. No applications or additional information received after this date will be considered. Where a place for the Reception class has been offered, it is a for a full-time place, from the September following the child's fourth birthday.

ADMISSIONS CATEGORIES

Category 1 Looked-After Children

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 arrangement or special guardianship order.

Category 2 St. Andrew's Church Regular Worshippers

Children whose parent(s)/guardian(s) are regular worshippers at the Parish Church of St. Andrew. Enfield.

Category 3 Sibling

Sibling of a child attending the main school at the time of admission. Brothers or sisters are interpreted in this context as children, living at the same address, who share a parent through a blood relationship, legal adoption or legal fostering.

Category 4 Regular Worshippers at Other Christian Churches

Children whose parent(s)/guardian(s) are regular worshippers at a church of any other Christian denomination belonging to any of the following organisations: Churches Together in England; the Evangelical Alliance; or Affinity and who live within 1.5 miles of the school.

Category 5 Distance From School

Children who live in close proximity to the school, priority will be given to the closest.

ADMISSIONS CATEGORIES – Additional Information

Looked-After Children Category 1

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 security 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 arrangement 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). Application under this category must 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).

Church Attendance Category 2 or 4

To be considered under each Church category, regular worship means that a minimum of twice a month attendance at Sunday worship is required, by at least one parent or guardian, for a continuous period of no less than eighteen months before the date on which the application is due. Please ensure that Church attendance is verified and signed by the appropriate priest/minister on the attached Supplementary Information form.

Those who have changed churches in the eighteen months prior to the date of application may have previous regular church attendance taken into account. Signed confirmation from ministers of both churches will be required, indicating regular attendance by at least one parent or guardian, at least twice a month, for a continuous period, which would give a total of at least eighteen months regular attendance, before the date on which the application is due and would indicate ongoing church commitment. If the churches are of the same or different denominations, but the category changes, the majority attendance will determine the category under which the application will be considered.

Please note: *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.*

Distance from School Category 5

When reference is made to distance from the school, it must be the parent/guardian address where the child permanently resides at the time of application. No other address will be considered. In the event of this category being oversubscribed, priority will be given on the basis of least distance between the child's home and the school. All distances will be calculated using the London Borough of Enfield admission computer system using ADDRESS-POINT®. This provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metre (10 centimetres). The accuracy of each ADDRESS-POINT® is such that each point will fall within the addressed building.

In the case of multi-occupancy buildings such as flats, where there may only be one address point, priority will be given to the applicant whose door number is the lowest numerically or alphabetically. Where two or more children live exactly the same distance from the school, admission will be determined by the drawing of lots.

ADDITIONAL INFORMATION

Deferred Places & Summer Born Children

Parent(s) of a child whose fifth birthday falls between 1st September and 31st March, may request that their child is not admitted until later in that school year, no later than the term after their child's fifth birthday, when the child reaches compulsory school age. Parent(s) of a child whose fifth birthday falls between 1st April and 31st August, must be admitted, at the latest by the summer term, of the year that they are five. Where parent(s) wish, a child may attend part time until they reach compulsory school age. The school will hold any deferred place for the child.

Admissions Out Of The Normal Age Group

The term 'summer born children' relates to all children born from 1st April to 31st August. In exceptional circumstances, it may be possible for summer born children (or those born prematurely) to be admitted out of their normal age group. Decisions will be made on a case-by-case basis after liaison between the child's parent(s), school and any outside agencies. If a parent decides not to apply for a Reception place, but to apply for a Year 1 place, the parent needs to be aware that the Year 1 group may have no vacancies.

Multiple Birth

If a child from a multiple birth is offered the last available place, the other child/children will be admitted as an exception.

False Information

If any false information is provided, this will lead to an offer of a place being withdrawn.

Waiting List

The school operates a waiting list, which is ordered in accordance with the admission criteria. The waiting List is held by Enfield Council. The waiting list is only referred to once a place becomes available within a particular year.

Appeals

The Governors consider each application strictly in line with the Admissions Categories. There are always more applications than there are places available. In the event that a child is refused entry, it is suggested that each category is studied carefully before contacting the school. If you are not offered a place at St. Andrew's School, you have the right to appeal to an independent appeals panel.

Appeals should be made in writing to the Clerk to the Governors c/o St. Andrew's School. Appeals will usually be heard within thirty school days of being lodged and you will be given at least ten days' notice of where and when your appeal is to be heard. Cases of admission to Reception class appeals are usually heard within forty days of the closing date for appeals.

Hearings usually take place during the day and you are invited to attend. The hearing will be in two parts. The first part will focus on the admission authority putting its case for refusing admission to the school and the panel and parent(s) may ask question about that case for refusal. The second part will focus on parent(s) presenting their child's case and then being asked questions by the panel and the admission authority. Both parties are given the opportunity to summarise their cases. The clerk will write to tell you the outcome of your appeal, usually within five school days. The decision reached by the panel is legally binding on all parties and can only be overturned by the Court.

The decision of the Governing Body is a corporate one and no discussion of individual cases may be held by any Governor. If the Governors are unable to offer your child a place, their name may, if requested, be kept on a reserve list and you be informed if a vacancy occurs