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**ADMISSIONS POLICY**

Our Vision

Our school is one family, united in love and deeply rooted in our Christian values, where together on life's journey we flourish, striving for excellence in all that we do. Inspired by the transformation of St Paul, and enlightened by the glory of God, we will shine like stars to make the world a better place.

Our Core Values

*Love. Forgiveness. Truth. Friendship. Hope. Peace*

*Reviewed: September 2023 by the Full Governing Board*

*Next Review date: February 2026*

# St Paul's CE Primary School

## Admissions Policy 2026

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St Paul's Church of England Primary School has a distinctive Christian ethos which is at the heart of the School and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values.

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

The Governing Body is responsible for the admission of pupils to the School and complying with the 2021 Schools Admissions Code and admits 60 pupils per year group, split between 2 classes. The Governing Board is required to abide by the maximum limits for infant classes i.e. 30 pupils per class.

The School is part of the locally agreed admission arrangements and the timescales for applications to be received and processed are those agreed with Enfield Council.

Admissions are co-ordinated by the Enfield Schools Admissions Service, details of which are available on the Enfield Council's 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 Paul's should be entered as one of those preferences. Forms may be downloaded from the Local Authority's website, [www.enfield.gov.uk/admissions](http://www.enfield.gov.uk/admissions).

It is the policy of St Paul'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 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.

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### ADMISSIONS 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 and children who were adopted (or are subject to residence orders or special guardianship orders)<sup>1</sup> including those who appear to the Local Authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Siblings of a pupil who will still be attending the school at the time of admission of the said sibling.
3. Baptised children whose parent(s)/guardian(s) have attended Sunday worship at St Paul's Church Winchmore Hill, Holy Trinity Church Winchmore Hill, St John the Evangelist Palmers Green or St Peter's Church Grange Park at least twice per month for at least the past two years at the time of application;
4. Children whose parent(s)/guardian(s) have attended Sunday worship at a Christian church that is a listed member of Churches Together in England, or a listed member of the Evangelical Alliance or Affinity, at least twice per month for at least the past two years at the time of application and who live within one mile of the school
5. Children whose parent(s)/guardian(s) have been a member of staff at St Paul's School, Winchmore Hill for at least two years at the time of application and continue to be employed at the time of admission;
6. Children whose parent(s)/guardian(s) have attended the place of worship of another recognised World Faith at least twice per month for at least the past two years at the time of application and who live within one mile of the school;
7. Proximity of the child's principal place of residence to St Paul's School.

In addition to completing the Enfield Application Form mentioned above applicants who wish to be considered under Criteria 3, 4 and 6 will also need to complete and submit the St Paul's School supplementary information form giving the name and address of a minister of religion at the parent(s) current place of worship who would be willing to supply a reference, so that governors may consider the application fully. If any of the information provided subsequently proves to be incorrect, the governors reserve the right to withdraw the place offered. Supplementary information forms need to be returned to the School by the date highlighted at the top of the form. Failure to return the supplementary information form will mean that the School

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<sup>1</sup> A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

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cannot consider the application under the church criteria, in this case the application will be considered under the next most appropriate criterion based on the information provided by Enfield Council.

Parents may request a copy of the reference provided by their minister of religion from their minister.

***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.*

### NOTES ON THE CRITERIA OF ADMISSION

The following notes are intended to explain the criteria in detail and to assist prospective parents/guardians in understanding how the admissions policy will be administered. An applicant with written evidence from an appropriate professional of medical, social or pastoral needs which can be most appropriately met at St Paul's School, where detriment would be suffered if the child had to attend another school, will be given the highest priority within each criterion. Thereafter, places will be offered on the basis of proximity, with priority being given to those children living closest to the school. The London Borough of Enfield provides the school with the straight-line distance from every applicant's principal place of residence to the front door of the school, measured by global positioning satellite. Proximity will be determined in accordance with this information. The child's principal place of residence (where the child normally lives) will be deemed to be the child's home address given by the parent/parents at the time of application.

#### **Criterion 1**

##### **Definition of "Looked after Children"**

For the purposes of Criterion 1 a "looked-after child" means 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 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).

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### **Criterion 2**

#### **Definition of siblings**

For the purpose of Criterion 2, siblings will be deemed to include full, half, step, adopted or fostered brothers or sisters whose principal place of residence is within the same family unit and at the same address as the pupil already attending the school at the time of admission. For the avoidance of doubt, children with a sibling in Year 6 at the time of application will not fulfil the requirements of Criterion 2 as the sibling will have left St Paul's School by the date of the applicant's admission.

### **Criterion 3**

#### **(a) Baptism**

Baptism is defined as baptism with water in the name of the Trinity. Please note you will be asked to provide a copy of the child's baptism certificate or letter of verification from the relevant church.

#### **(b) The past two years**

For the purpose of applying the admissions criteria, reference to the past two years shall be deemed to refer to a continuous period ending on the closing date for applications in any given year.

### **Criterion 4**

#### **(a) Christian churches**

For the purposes of applying the admissions criteria, reference to Christian churches shall be deemed to refer to churches who are listed members of *Churches Together in England*\*, the *Evangelical Alliance*\*\* or *Affinity*\*\*\*. A list of member churches are to be found on the relevant websites:

\* [www.cte.org.uk](http://www.cte.org.uk)

\*\* [www.eauk.org](http://www.eauk.org)

\*\*\* [www.affinity.org.uk](http://www.affinity.org.uk)

#### **(b) The past two years**

See notes under Criterion 3 above.

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### **(c) Within one mile of the school**

The London Borough of Enfield provide the school with the distance from every applicant's principal place of residence to the front door of the school measured by global positioning satellite. Applications will be determined in accordance with this information.

### **Criterion 5**

#### **The past two years**

See notes under Criterion 3 above.

### **Criterion 6**

#### **(a) Recognised World Faiths**

For the purpose of Criterion 8, recognised World Faiths are Buddhism, Hinduism, Islam, Judaism and Sikhism.

#### **(b) The past year**

See notes under Criterion 3 above.

### **(c) Within one mile of the school**

See notes under Criterion 4 above.

### **Criterion 7**

#### **(a) Principal place of residence**

For the purposes of applying these criteria, the child's principal place of residence is where a child normally lives. Where a child lives with separated parents who have shared parental responsibility, the principal place of residence will be taken to be the place where the child lives for the majority of the week. If the child's time is divided equally between both parents, the parents will be asked to declare on the admissions form which residential address should be used for the purpose of admission to the school. If no declaration is received by the closing date for applications, the principal place of residence will be determined on a case-by-case basis, using all available evidence, including the address registered with the doctor.

#### **(b) Distance from the school**

The London Borough of Enfield provide the school with the distance from every applicant's principal place of residence to the front door of the school measured by

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global positioning satellite. Applications will be determined in accordance with this information.

### GENERAL INFORMATION

In order to meet any of the faith criteria, parent(s)/guardian(s) will be required to provide the Admissions Committee with the contact details of the minister of religion at their nominated church or other place of worship. The governors will rely on the supplementary information form received from the nominated minister for information about the applicant's frequency of attendance at the nominated church.

Individual churches may have procedures in place to record attendance in order to assist the nominated minister in providing an accurate reference. It is the responsibility of parents/guardians to ensure that they comply with any such procedures.

All documentation requested must be attached to the supplementary information form and must pre-date the final date for submission. For the avoidance of doubt, this means that baptism must have been undertaken before the closing date for applications. Dates for church attendance are taken from the 2 years previous to the closing date for applications.

If a parent wishes to explore the possibility of their summer born child being educated out of their normal school year (delaying the start of school for a year) they must discuss this with the head teacher before applying

#### **Moving to the area**

Where a family have recently moved into the area, but were previously regularly attending another church or place of worship of a recognised World Faith in accordance with the criteria set out above, parent(s)/guardian(s) will be entitled to provide the Admissions Committee with the contact details of their previous minister or faith leader in addition to the minister of their current church. The Admissions Committee will request and consider a reference from that previous minister or leader before deciding the criterion into which the applicant falls.

#### **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 in the first instance. The waiting list is only referred to once a place becomes available within a particular year group.

#### **Appeals.**

Parents/guardians who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal

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form from the School. The form should be sent to the Clerk to the Governors c/o the School Office, within 20 school days of the date of the letter confirming the governors' decision not to offer a place. Should an appeal be unsuccessful, the governing body will not consider a further application from those parents within the same academic year unless there have been significant and material changes in their circumstances

### **Late applications**

The Governors will consider late applications in accordance with Enfield Council's admissions procedures.

### **Deferred entry to reception class/part-time entry**

The School admits children to the reception classes in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1st September to 31st August). Parents/guardians applying for a place in a reception class may request to defer entry to the reception class until the beginning of the term after their child is 5 years old, but cannot defer entry beyond the end of the school year. Parents/guardians may also request that their child attends part-time until their child reaches compulsory school age.

For children whose fifth birthday falls between 1 April 2027 and 31 August 2027, parents who do not wish them to start school in school year 2026-27 but to be admitted in September 2027 for school year 2027-28, should discuss this with the school at an early stage. Decisions will 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 will be clearly set out. Parents/guardians may decide not to apply for a Reception place in the school but to apply for a Year 1 place in September 2026. Parents/guardians should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2025-26 Reception Year group. Alternatively, they may decide to apply in the normal round (no later than 15 January 2027) for a Reception Year place in September 2027, but would need to provide strong supporting reasons for seeking a place outside the normal year group and apply via the protocol outlined above.

### **Tie-breaker**

In the event of over-subscription where selection has to be made within a criterion, priority will be given to those living closest to the School. All distances are provided by Enfield Council. In the event of over-subscription and two families living equidistant from the School, admission will be determined by the drawing of lots.