

'Shine like stars in the world.'
Philippians 2.15



St Paul's CE Primary School

Admissions Policy

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."

Values

Love, Forgiveness, Faith, Friendship, Hope and Peace.

St Paul's CE Primary School

Admissions Policy 2021

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 admits 60 pupils per year group, split between 2 classes each year. The Governing Body 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. Forms may be downloaded from the Local Authority's website, 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.

In relation to criteria three to seven inclusive below, please note the following approved changes to the criteria for admission:

In the event that during the period specified for attendance at worship the church (or, in relation to those of other faiths, relevant place of worship) 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 in relation to those of other faiths, relevant place of worship) or alternative premises have been available for public worship.

1. 'Looked after' children and children who were adopted (or are subject to residence orders or special guardianship orders) following having been looked after;
2. Siblings of a pupil attending the school at the time of admission;
3. Baptised children whose parent/parents are confirmed and who 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. Baptised children whose parent/parents 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 once per month for at least the past two years at the time of application;

St Paul's CE Primary School

Admissions Policy 2021

5. Baptised children whose parent/parents have attended Sunday worship at any Church of England church at least once per month for at least the past year at the time of application and who live within $\frac{3}{4}$ of a mile of the school;
6. Baptised/dedicated children whose parent/parents have attended Sunday worship at another recognised Christian church at least once per month for at least the past year at the time of application and who live within $\frac{3}{4}$ of a mile of the school;
7. Children whose parent/parents have attended the place of worship of another recognised World Faith at least once per month for at least the past year and who live within $\frac{3}{4}$ of a mile of the school;
8. 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 to 7 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 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.

St Paul's CE Primary School

Admissions Policy 2021

NOTES ON THE CRITERIA OF ADMISSION

The following notes are intended to explain the criteria in detail and to assist prospective parents in understanding how the admissions policy will be administered.

An applicant with written evidence from an appropriate professional of medical, social or pastoral need 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

Please see the Children Act 1989 for further details. This is available for reference at www.opsi.gov.uk/legislation

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.

(c) Confirmation

St Paul's CE Primary School

Admissions Policy 2021

For the purpose of criterion 3, the requirement for confirmation will be satisfied if an applicant parent is:

- (i) Confirmed in the Church of England or a Church in Communion with the Church of England; or,
- (ii) being confirmed in another episcopal church, formally received into the communion of the Church of England.

A list of churches in communion with the Church of England may be found online at: <https://europe.anglican.org/supplements/churches-in-communion-with-the-church-of-england>

Reception into the communion of the Church of England is a formal act governed by the provisions of Canon B 28 of the Canons of the Church of England.

For the avoidance of doubt parents confirmed in a church other than a church in communion with the Church of England will not satisfy the requirement for confirmation unless they have been episcopally confirmed or formally received into the communion of the Church of England.

You will be asked to provide a copy of the confirmation or reception certificate or certified copy of an entry in the confirmation register of the said church.

Criterion 4

(a) Baptism

See notes under criterion 3 above.

(b) The past two years

See notes under criterion 3 above.

Criterion 5

(a) Baptism

See notes under criterion 3 above.

(b) The past year

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

(c) ¾ of a mile

St Paul's CE Primary School

Admissions Policy 2021

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. Whether or not the applicant lives within $\frac{3}{4}$ of a mile will be determined in accordance with this information. A local area map is available for inspection by prospective parents in the school office by way of guidance only.

Criterion 6

(a) Baptism or Dedication

See notes under criterion 3 above. In the case of children dedicated rather than baptised you will be asked to provide a copy of the child's dedication certificate or letter of verification from the relevant church.

(b) The past year

See notes under criterion 5 above.

(c) $\frac{3}{4}$ of a mile

See notes under Criterion 5 above.

(d) Recognised Christian churches

For the purpose of Criterion 6, a recognised Christian church will be a Christian church which is a member of Churches Together in Britain & Ireland*, the Evangelical Alliance** or the Fellowship of Independent Evangelical Churches***. A list of member churches are to be found on the relevant websites:

- * www.ctbi.org.uk
- ** www.eauk.org
- *** www.fiec.org.uk

Criterion 7

(a) The past year

See notes under Criterion 5 above.

(b) Recognised World Faiths

For the purpose of criterion 7, recognised World Faiths are Buddhism, Hinduism, Islam, Judaism and Sikhism.

(c) $\frac{3}{4}$ of a mile

See notes under Criterion 5 above.

St Paul's CE Primary School

Admissions Policy 2021

GENERAL INFORMATION

In order to meet any of the faith criteria, parent(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 a reference form received from the nominated minister providing information about the applicant including 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/dedication, confirmation/reception 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) 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 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 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.

St Paul's CE Primary School

Admissions Policy 2021

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/carers 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/carers may also request that their child attends part-time until their child reaches compulsory school age.

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 In such cases admission may be determined by the drawing of lots.

Reviewed by Governing Body Admissions Committee	3 August 2020 to take into account the suspension of public worship during the COVID-19 pandemic		
Next Revision (Please highlight as appropriate)	13 February 2021	Bi-annual	Tri- annual
To be reviewed	13 February 2021		