



## 1. ADMISSIONS POLICY

1.1. This Admissions Policy applies to admissions to our school from September 2016 (*see note 9*).

## 2. General Principles

2.1. Wherever possible, parents are advised to visit the local schools before completing any application forms: visits to Christ Church can be arranged by contacting the school office on the number above.

2.2. Christ Church School is a one form entry Church of England School with Published Admissions Number (PAN) of 30 places in each year-group. The Governors' aim is to provide sufficient places for the children of parents who worship regularly at Christian (Trinitarian) churches and to provide places for other children whose parents desire a Christian education for their children. The School's admission criteria provide for up to 70% of places to be offered to children whose parents are regular worshippers at a Trinitarian Church (Foundation places), but applications are also welcomed from families of other faiths or no religious faith (Community places). As a Church of England school, we hold regular Christian assemblies and festivals both in school and in Church. It is usual that all children will attend these acts of collective worship and will take part in the religious education curriculum offered by the school. This does not remove the right that parents have to withdraw their children from these activities

2.3. Applications made during the normal admissions round will all be assessed at the same time. If there are fewer applications than there are places, all children will be offered a place. If there are more applications than there are places, the applications will be prioritised according to the criteria, with Foundation places (up to 21) offered first, and the remainder of places being offered under Community Criteria. All children who are unsuccessful will be entitled to be placed on the waiting list.

2.4. Applications made outside the normal admissions round will be assessed and ranked according to the criteria. However, if there is no place available in the relevant year-group the application will be refused, but will be placed on the waiting list. If there is a place available, a place will be offered if it is the top (or only) application for that class: otherwise it will be placed on the waiting list. Priority will not be given to children based on the date their application was received or their name was added to the list.

2.5. When deciding between applicants with equal entitlement, priority will be given to the applicant who lives closest to the school.

2.6. **ATTENDANCE AT THE SCHOOL NURSERY DOES NOT GUARANTEE A PLACE IN RECEPTION AND A SEPARATE APPLICATION MUST BE MADE FOR RECEPTION CLASS.**

## 3. Class Size Limits and Exceptions

3.1. Under the Admissions Code of 2012, there are a limited number of special cases where the school is legally able/required to offer places beyond its PAN of 30 per class. If a child has a statement of **Special Educational Needs** which names the school, or if the Admission Forum or the Local Authority requires the school to admit a child exceptionally in order to protect the interests of **vulnerable children and those with challenging behaviour** the child will always be admitted to the school. If such a child is made known to the school before or during the normal admissions process, we shall, if possible, reduce the number of offers made in order to limit the class size to thirty children.

3.2. We will also admit **twins/multiple births** applying together (if one such sibling is offered a place), up to a maximum of one additional child per class.

3.3. Should a class have more than thirty children, we would not offer any further places (other than these exceptions) until the class size falls below 30.

**4. Admissions Procedures within the Normal Round**

- 4.1. All children who are awarded a place at Christ Church may start full-time in the September following their 4th birthday. However, parents can request that their child's start be delayed, or that they take up the place part-time until later in the academic year. However, all children must be in school at the beginning of the summer term (and by January if their birthday is in September/Oct/Nov/December), and must be full-time at the start of the term following their 5th birthday. Applications should be made by CAF (Common Application Form) to the Local Authority in which the child lives, and families who attend church should also submit a SIF (Supplementary Information Form) directly to the school. Applications should be received by the closing date (mid-January).
- 4.2. Once applications have closed, the governors' Admissions Panel will meet. Only applications for which a SIF has been received can be fully assessed under Foundation criteria: these will be ranked for Foundation places, unless the CAF/SIF fail to show eligibility under these criteria. All applications will be ranked for Community places. These rankings are then passed to Barnet Admissions Team, who will determine which school will be offered to each child. They will seek to offer places to the first 21 on our ranked Foundation list, and to the first 9 on our ranked Community list. However, where a child is offered\* a Foundation place, their name will be removed from our Community list. Where a child is offered\* a place at a school that their parent(s) have ranked higher than Christ Church, they will be withdrawn from both our lists. If on National Offer Day (mid April) there are fewer than 21 Foundation applications, more than 9 Community places will be offered so that 30 places will be offered in total.
- 4.3. Parents of children who are not offered a place at our school (and have not received a place at a higher-ranking school) will receive a letter explaining why they were unsuccessful, and where they are on our waiting lists.

**5. Variations to admissions procedures following a bulge class**

- 5.1. The school may be asked to take an additional class in any year-group, as the whole of the London Area is currently experiencing an unprecedented demand for school places. In this event, the school will take 30 additional children, and will try to maintain the 70% Foundation split. This 'bulge' class will continue up the school, but the following year-groups will have only 30 children.
- 5.2. In following years, there are likely to be more siblings applying for the 30 places, and the school might not be able to accommodate them under the normal rules. Therefore, in the years following a bulge class to try and ensure siblings are included the Panel will change the lists sent to the authority as follows:
- 5.3. All looked-after children and all siblings will be placed on one Siblings list (order F1, F2, C1, C2), and the LA will be instructed to offer up to 30 places from this list. All other children will be placed on a second list (order F3, F4, F5, C3, C4, C5), and will only be offered places if there are fewer than 30 on the siblings list on National Offer Day.
- 5.4. After National Offer Day, the waiting lists will be reranked into Foundation and Community. Any further places that are offered will go to any remaining siblings. Once all siblings have been placed, we will return to our original criteria, and remaining places will be offered in a way that tries to return as closely as possible to the 70% Foundation split.

**6. Late Applications, Applications to other year-groups, and Changes of circumstance**

- 6.1. CAF forms are administered by the LAs, and must reach them on or before their (mid-January) closing date to be considered for first-round places. Applicants who are eligible for Foundation places should also complete a SIF form; this form must be completed and returned to the school by the same date to be considered in the first round. A SIF will not be valid without a CAF, and will be considered as late if the corresponding CAF has not been recognised by the LA as on-time.

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\* No actual offers are made until National Offer Day – 'offered' is used here as "identified as eligible to be offered"

- 6.2. Once National Offer Day has passed, all late CAFs and all late SIFs will be processed, and names added to or moved within the waiting list(s) according to the published criteria. If a place becomes available, it will be offered to the child at the top of the relevant waiting list. These waiting lists will continue to apply until 31st December following the start of the Reception year.
- 6.3. From 1<sup>st</sup> January after the Reception year has started, and for all older classes, the Foundation and Community waiting lists are merged into a single Waiting List. The same criteria are used to rank applications, but the order of ranking changes (see Rankings, below). Barnet Local Authority operates a co-ordinated application process and all in-year applications should be made via Barnet LA.
- 6.4. If a child's circumstances change during the applications process (eg: a house move or a sibling changes school) this should be notified to the Admissions Team and/or the school, as it may affect the child's position on the list.

## **7. Withdrawal of Admission Offers**

- 7.1. The governing body has a duty to take reasonable care 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 may be withdrawn.

## **8. Rankings within Foundation, Community and other Waiting Lists**

- 8.1. Details of the Foundation and Community Criteria follow, and are numbered F1-F5, and C1-C5.
- 8.2. They should be read with the accompanying footnotes.
- 8.3. Foundation List – is ranked in the order F1 (top), F2, F3, F4, F5
- 8.4. Community List – is ranked in the order C1 (top), C2, C3, C4, C5.
- 8.5. In C4 & C5, children attending our Nursery are ranked first.
- 8.6. Waiting Lists for all other classes (including Reception after 1<sup>st</sup> January) – are ranked F1 (top), C1, F2, C2, F3, F4, F5, C3, C4, C5

**FOUNDATION CRITERIA**

*(Children whose parent(s) attend church, and have completed the school's SIF)*

- F1. Looked after children/previously looked after, provided they also meet one of Foundation Criteria F2, F3, F4 or F5. See Note 3**
- F2. Siblings whose parents/legal guardians have had continuing and regular involvement in the religious life and worship of Christ Church, Barnet or another Trinitarian Church, for a period of at least one year prior to the closing date for admissions. See Notes 4, 5 & 6**
- F3. Children whose parents/legal guardians have had continuing and regular involvement in the religious life and worship of Christ Church, Barnet for a period of at least one year prior to the closing date for admissions. Also children of staff employed by the school, provided the parent has been so employed for at least two years at the time the application is made, and provided that at least one parent/legal guardian has had continuing and regular involvement in the religious life and worship of a Trinitarian church for a period of at least one year prior to the closing date for admissions. See Notes 5 & 6**
- F4. Children living within the school's Priority Area, whose parents/legal guardians have had continuing and regular involvement in the religious life and worship of another Trinitarian church (provided that the church does not have its own church primary school) for a period of at least one year prior to the closing date for admissions. See Notes 1,5,6&7**
- F5. Other children living within 1.3 miles of the school, whose parents/legal guardians have had continuing and regular involvement in the religious life and worship of another Trinitarian church for a period of at least one year prior to the closing date for admissions. See Notes 1,5&6**

**COMMUNITY CRITERIA**

*Note: all children applying under Foundation will also be ranked according to the Community criteria*

- C1. Looked after children/previously looked after. See Note 3**
- C2. Siblings. See Note 4.**
- C3. Children of staff employed by the school, provided the parent has been so employed for at least two years at the time the application is made.**
- C4. Other children living within the school's Priority Area, with priority given to children attending the school nursery class. See Notes 1, 7 & 8.**
- C5. Other children, with priority given to children attending the school nursery class. See Note 8.**

Notes:

- 1. Measurement of Distance from school. Rankings within any one criterion are determined by the distance between the school and the child's home. In the case of more than one family inhabiting the same block of flats, priority will be given from the ground floor up. Distance will be measured in a straight line from the front door of the child's home address to a designated point at the school, using the Local Authority's computerised measuring system. For Christ Church, the designated point is the school's main entrance door.
- 2. Random Order. If two or more children live at the same distance from the school, their relative ranking will be determined randomly, by computer.
- 3. Looked after Children. Applications in this category will only be considered if they are supported by a written statement from the relevant Local Authority confirming the child's status. Included in these criteria are all children who have previously been looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- 4. Sibling. A sibling is defined as a child who has a brother or sister who attends the main school at the time of application and is expected to be at the school at the time the child is admitted. The brother/sister must live at the same address as the child applying and may be a full-, half- or step- brother/sister by birth or by legal adoption, or be a looked-after child placed in the care of the applicant's parent. Where parents are living together in a long-term relationship, their children will be considered as siblings.
- 5. Regular Church attendance. By 'regular', the Governors mean that at least one parent/legal guardian (or their spouse/partner) has worshipped at the church at least twice monthly. A statement to this effect, signed by the Priest/Minister (or exceptionally by a senior church leader) must be sent to the Head Teacher at the time of application. Where parents have changed churches during the year, they must submit a copy of the form for both churches. Parents who have not worshipped at Christ Church for a full year, cannot be

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considered under F3 (unless they qualify under the staff rule). Where parents have moved into the area and their previous church had its own school, they may be ranked under F4 if they live more than 5 miles away from their previous church

6. Trinitarian Churches: For these purposes, Trinitarian churches are defined as those churches which are members of the Evangelical Alliance or of the Fellowship of Independent Evangelical Churches or are affiliated to Churches Together in Britain & Ireland (full details can be obtained from the websites [www.eauk.org](http://www.eauk.org), [www.fiec.org.uk](http://www.fiec.org.uk) and [www.ctbi.org.uk](http://www.ctbi.org.uk)).
7. Priority Area: The area in which Christ Church is the nearest Church of England primary school (measured as in Note 1).
8. Nursery attendance: Places will be offered under this sub-criterion only to children applying for a Reception place within the normal admissions round, and only to children who attend the Nursery for the full academic year prior to admission to Reception.
9. This policy should be read in conjunction with 'A guide to primary education in Barnet', latest edition provided by the local authority.