



## **Admissions Arrangements and Criteria for Reception school places**

### **How to apply for a Reception school place – including Supplementary Information Forms**

A parent who wants to apply for a place in Reception class for their child should complete a Common Application Form (CAF) from their Local Authority naming St Mary's CE Primary School, N8. This form should be completed in the academic year their child will be 4. Children start Reception the September after their 4<sup>th</sup> birthday. The published admission number for St Mary's CE Primary School for 2019 is 60 places in Reception.

#### All Applicants:

- Applications must be made online by midnight on the 15<sup>th</sup> January via your Local Authority. Haringey residents can find the relevant information at [www.haringey.gov.uk/schooladmissions](http://www.haringey.gov.uk/schooladmissions).

#### Applicants for a Foundation place:

- If applying for a Foundation place (see below), a parent should also complete a Supplementary Form so that the Governors may consider the application fully. A completed Ministers Form should also be submitted. These are available from the school website or the school office.
- These forms should be filled in and returned to the school with a copy of a utility bill also by 15<sup>th</sup> January.

The Local Authority will contact the applicant, usually in mid-April, to inform them if their application has been successful. If the applicant has not been given a place at the school they will be placed on a waiting list (see below).

**When the school is oversubscribed**, after the admission of pupils with an Education, Health and Care Plan or statement of special educational needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Children who are in public care ('looked after children'), those who have been adopted following being in care or who are subject to a residence or special guardianship order. Written supporting evidence should be supplied, at the time of application, from the relevant Local Authority.
2. Children with known special medical or social need for a place at this school. Written supporting evidence should be supplied, at the time of application, from a relevant professional, such as a doctor, social worker or educational psychologist. The supporting evidence should state the reason why this particular school is the most suitable and the difficulties that would be caused if the child had to go to another school.

Following this, 50% of remaining places will be offered as Foundation Places and 50% will be offered as Open Places.

### **Foundation Places**

These places will be allocated to the following criteria, listed in order of priority:

1. To people whose families are regular worshippers at the:
  - Parish Church of St. Mary with St. George, Hornsey, including St. Mary's Tower,
  - Parish Church of Holy Innocents,
  - Parish Church of Holy Trinity, Stroud Green
  - Parish Church of St Paul's, Wightman Road
2. To people whose families are regular worshippers at a member church of the Churches Together in Britain and Ireland or Evangelical Alliance.

Written evidence of applicants' commitment to the above places of worship (in the form of a clergy reference) will be required at the time of application. The address used for admission purposes must be where the child normally lives with his/her parent/guardian. If parents or guardians live separately, the home address is where the child lives on weekdays, and if the child lives equally with each parent or carer, the exact arrangements should be made clear on the application form. If there are fewer



qualified applicants for Foundation places, any unfilled places will become additional Open places. Unsuccessful applicants for Foundation places will be considered for any Open places remaining unfilled at the end of the allocation procedure.

### **Open Places**

A parent applying for an Open place does so knowing that the school aims to provide an education based on Christian principles and, therefore, the Governing Body hopes that all pupils will take part in the Christian worship of the school and will attend religious education lessons. If there are more applicants than places, places will be allocated according to the following criteria. These are stated in order of priority:

1. Children who will have a brother or sister in the school at the time of admission (see note 1 below)
2. The nearness of the home to the Fire Station, Priory Road, N8, which is the geographic and historic centre of the parishes of St Mary and of St George, united in 1982 into the present parish of St Mary with St George, Hornsey. A computer-aided system maintained by the Borough of Haringey will be used to ascertain the nearness of the home to the Fire Station.
3. In the event of two or more applicants have equal right to a place under any of the above criteria, the Governing Body will give priority to those living nearest to the Fire Station.

Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified.

The address used for admission purposes must be where the child normally lives with his/her parent/guardian. If parents or guardians live separately, the home address is where the child lives on weekdays, and if the child lives equally with each parent or carer, the exact arrangements should be made clear on the application form. If there are fewer qualified applicants for Open places, any unfilled places will become additional Foundation places. Unsuccessful applicants for Open places will be considered for any Foundation places remaining unfilled at the end of the allocation procedure.

### **Multiple births**

If only one place is available at the school and the next child who qualifies for a place is one of multiple birth, the school will go over the published admission number.

### **Deferred entry – before compulsory school age**

Children will normally be admitted to the reception year in the September following their fourth birthday. In line with the Admissions Code (2014), a parent can defer their child's entry to the Reception year until later in the school year, where they have been offered a place to start before they are of compulsory school age. Where entry is deferred, the school will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the point the child reaches compulsory school age nor beyond the beginning of the final term of the reception year. A parent can also request that their child attends part-time until he/she reaches compulsory school age.

### **Children educated outside their chronological age group**

Paragraph 2.17 of the School Admission Code (2014) states that a parent may seek a place for their child outside of their normal age group. In addition, the parent of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – i.e. to reception rather than year 1.

The governors of the school will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned. This will include taking account of the child's individual needs and abilities and consider whether these can best be met in reception or year one. It will also involve taking account of:

- The views of the parent
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely, and
- The potential impact on the child of being admitted to year one without first having completed the reception year

The views of the Headteacher will be an important part of this consideration.



A parent, at the time of submitting their application form for a Reception school place in the academic year their child will be 4, should write to the Headteacher and Chair of Governors giving reasons for their request to educate their child outside of their chronological age group. Applications will be considered in accordance with the school's oversubscription criteria in the event of oversubscription and there is no guarantee that an offer will be made.

A parent has a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

### **Waiting list**

A parent can request that their child be added to the waiting list following an unsuccessful application. The waiting list is maintained by the local authority and is ordered strictly in accordance with the above oversubscription criteria.

Waiting list positions can change at any time depending on other applicant's circumstances and it is important to note that your child's position may go down as well as up if other applicants join the waiting list. Being on the waiting list does not guarantee a place at the school.

### **Notes:**

#### **Note 1**

A sibling is a full brother or sister, a step/half brother or sister, a foster brother or sister or an adopted brother or sister living at the same address as the child for whom the application is being made. The sibling criterion only applies to children with a sibling attending the main school and not the nursery.