



## FORTY HILL C.E. PRIMARY SCHOOL

# Admissions Procedure

Forty Hill C of E School was founded by the Church to serve the local community.

We have an open door policy which welcomes parents into the school and although not part of the admissions policy, we encourage parents to make an appointment to see the school and meet the Headteacher or other member of staff before making their decision about the schools suitability for their child. This is not part of the admissions process.

The number of children on the school roll is 240. The agreed intake into the reception class in 2019 will be 30.

### **ADMISSION TO THE RECEPTION CLASS**

Children may enter the Reception Class at the beginning of the academic year in which they are five. Visits to the school to meet the Headteacher or other member of staff can be booked from the September preceding the year of their start. During the meeting we will show you around the school and explain the Admission Procedure.

All applicants must complete a Local Authority Common Application Form and those applying under criteria 2,3,4,5,6 should complete a Supplementary Information Form. Our SIF is available from the school at the time of your visit. The Local Authority CAF should be completed on line and returned to the authority and the SIF to the school by the deadline on the relevant forms. Admission to the school will be determined by the governing body and is dependent upon the number of applications received and the admission criteria in place at that time, which is subject to an annual review.

### **Summer Born Children:**

**Admissions outside of the normal age group** - The term 'summer born children' relates to all children born from 1 April to 31 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 parents, 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.

### **Deferred Places:**

Where a place has been offered:

- It is for a full-time place from the September following the child's fourth birthday. –
- The place may be deferred until later in the school year but not beyond the point at which the child reaches compulsory school age (the term after the fifth birthday). This means that parents of a child whose fifth birthday falls between 1 September and 31 March may request that their child is not admitted until later in the school year, but no later than the term after the child's fifth birthday, when s/he reaches compulsory school age. For children born between 1 April and 31 August, this is not beyond the beginning of the final term of the school year for which the offer was made. Decisions will be made on a case by case basis after liaison between the school and the child's parents.
- A child may attend part-time until they reach compulsory school age.

### **Statement of Special Educational Needs or Education and Health Care Plan**

Children with a Statement of Special Educational Needs (Statement) or Education and Health Care Plan (EHCP), where the Statement or EHCP names Forty Hill CE Primary School, the child will have automatic entry to the school.

### **ADMISSION CRITERIA FOR THE ACADEMIC YEAR 2019-2020**

1. **Children in public care or who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order. Written supporting evidence should be supplied at the time of application.**
2. **2a. Siblings of children at the school at the time of admission whose parents regularly worship at Jesus Church Forty Hill in order of distance.**  
**2b. Children whose parents regularly worship at Jesus Church Forty Hill, in order of distance.**
3. **Siblings of children at the school at the time of admission in order of distance.**
4. **Children whose parents regularly worship at one of the covenanted churches of the Enfield Town and Forty Hill Local Ecumenical Partnership, (which are St Andrews, Our Lady of Mount Carmel and St George's, Trinity Methodist Church, St John Methodist Church, Enfield Baptist Church and Salvation Army), in order of distance .**
5. **Children whose parents regularly worship at a church which is a member of the Churches Together of Britain and Ireland or Evangelical Alliance/Affinity, in order of distance.**
6. **Children who do not come into any of the above categories but whose parents wish them to attend a faith school, in order of distance.**

Note: Where there are more applications than places in any category, places will be allocated according to distance from the home to the Head's office measured in a straight line.

### **The following guideline will be used when applying the criteria:**

\*REGULAR PARENTAL WORSHIP means that at least one parent/guardian has attended public worship twice a month during the 12 month period prior to the closing date for applications, or alternatively have attended at least 24 weekly acts of public worship spread over the same period.

Public worship is our 3 services on Sunday 8.00am, 10.30am and 6.30pm. Very occasionally the 6.30pm service will be cancelled when there is a united service at another church in Enfield. The Church usually holds a service of Holy Communion on a Wednesday at 9.30am. If you wish to check if there is a 6.30pm or 9.30am service it is always listed on the notice sheet which may be downloaded from [jesuschurch.org.uk](http://jesuschurch.org.uk) or collected from the back of church.

The supplementary form includes a section which confirms regular parental worship and which must be signed by the Vicar, Minister or Priest. When a vicar is not in post the form should be signed by a Churchwarden or other appropriate representative. If you have recently moved into the area a letter from the Minister of your previous church authenticating a continuity of worship must be supplied, to provide evidence of continuity of worship as outlined above. Please provide evidence of your old and new address.

### \*\* CHURCH ATTENDANCE REGISTER

If you are new to the Church, please come and make yourself known to the Vicar. Please be sure to sign the Attendance Register every time you attend worship.

**\*\*SIBLING CURRENTLY ATTENDING THE SCHOOL** at the expected date of admission. (NB Siblings in current Year 6 will have left the school by the admission date.)

'Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother of sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.'

Letters will be sent to parents/carers by the borough informing them of the outcome of their application.

If you are not happy with the decision you can write to the Chair of Governors who will carry out a review and if appropriate meet with you to discuss the matter informally and explain the school's position.

Parents whose children are not offered a place have the right of appeal to an independent appeal panel. Parents wishing to exercise this option should submit their grounds for appeal in writing to the Clerk of the Governing Body.

### **WAITING LIST**

If we are unable to offer your child a place we can keep their name on a waiting list and will inform you if a vacancy occurs, however, you also have the right to appeal to an independent appeal panel and if you wish to exercise this option your grounds for appeal must be submitted in writing to the Clerk of the Governing Body. When places become available they will be allocated in line with the Admission Criteria. Being on a waiting list does not give a preference for places.

Agreed by Governors Dec 2017