



**Forty Hill C. of E. School  
Forty Hill  
Enfield  
Middlesex  
EN2 9EY**

Headteacher: Ms J Izard  
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**FORTY HILL CHURCH OF ENGLAND PRIMARY SCHOOL**  
**SUPPLEMENTARY INFORMATION FORM**  
**FOR ADMISSION MID-YEAR**

**To be completed by the parent/guardian of the applicant**

The completed form must be returned to the school.

Your application will not be considered unless you have also submitted a Borough Application Form.

If you are applying under Jesus Church criteria, you will need to have signed the register at Church for a year prior to application to ensure you meet these criteria.

Please ensure that you have read the Admission Criteria before you complete this form. You only need to complete this Supplementary Information Form if you are applying under criteria 2,4 & 5.

**IF YOU ARE IN ANY WAY UNSURE OF HOW TO COMPLETE THIS FORM, PLEASE CONTACT THE SCHOOL OFFICE, AND WE WILL BE PLEASED TO OFFER HELP.**

|   |                             |            |  |
|---|-----------------------------|------------|--|
| Full Name of Child<br>(BLOCK CAPITALS):           |                             |            |  |
| Date of birth:                                    |                             | Sex (M/F): |  |
| Child's permanent address at time of application: | Telephone number:           |            |  |
|   | Email address:              |            |  |
|   |                             |            |  |
| Religion of parent(s)/guardian(s):                | Preferred nursery sessions: |            |  |
|   |                             |            |  |

PLEASE TURN OVER

Details of brothers/sisters currently attending Forty Hill School, and who will still be attending by the time of the applicant child's attendance (please include full names and current year groups):

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

Signature of parent/guardian:

Date:

|  |  |
|--|--|
|  |  |
|--|--|

Full name of signatory (BLOCK CAPITALS):

Relationship to child:

|  |  |
|--|--|
|  |  |
|--|--|

Criteria you are applying under:

|   |    |    |   |   |   |   |
|---|----|----|---|---|---|---|
| 1 | 2a | 2b | 3 | 4 | 5 | 6 |
|   |    |    |   |   |   |   |

### FOR OFFICE USE ONLY:

Date school received application:

|  |
|--|
|  |
|--|

Criteria to be used for admission:

|    |  |
|----|--|
| 1  |  |
| 2a |  |
| 2b |  |
| 3  |  |
| 4  |  |
| 5  |  |
| 6  |  |

*Data is used in the school in accordance with our published privacy statement which is available on our website [www.fortyhill.com](http://www.fortyhill.com). This privacy statement explains what personal data we collect from you, and how we use it.*



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**PARENT/GUARDIAN PARTICIPATION IN PUBLIC WORSHIP**

**TO BE COMPLETED BY VICAR/MINISTER/PRIEST**

**THIS COMPLETED FORM MUST BE RETURNED TO THE SCHOOL**

|                                      |  |
|--------------------------------------|--|
| Full name of child (BLOCK CAPITALS): |  |
| Full name of parent(s)/guardian(s):  |  |

The child named above has applied for a place in Forty Hill Church of England School. Please indicate as appropriate:

I confirm that at least one parent/guardian, named above, has attended public worship twice a month for a minimum of 12 months, prior to application.

The applicant has not met the criteria in full, however they have attended \_\_\_\_\_ times between \_\_\_\_\_ and \_\_\_\_\_.

**NB. You will not be considered under church criteria unless you have met the criteria and have the form signed by the vicar/minister/priest.**

|   |  |       |  |
|---|--|-------|--|
| Name of Vicar/Minister/Priest (BLOCK CAPITALS): |  |       |  |
| Signature of vicar/minister/priest:             |  | Date: |  |
| Full name and address of the Church:            |  |       |  |
| Telephone number for the Church:                |  |       |  |

If you wish to provide evidence of continuity of service, please photocopy this page and have your other Church complete it.

# **FORTY HILL C.E. PRIMARY SCHOOL**

## **Mid-Year Admissions Procedure**

Forty Hill Church of England (C.E.) Primary School is a 1-form entry school founded by the Church to serve the local community. The agreed intake into the Reception class in 2024 will be 30.

Admission to the school will be determined by the Governing Body. Admission is dependent upon the number of applications received, and the admission criteria in place at that time, which are subject to annual review.

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

Children may enter the Reception class at the beginning of the academic year in which they are five.

Previous admission to the Nursery class does not confer automatic entry, nor any priority for subsequent admission to the Reception class.

All applicants must complete a Local Authority (LA) Common Application Form (CAF). Those applying under criteria 2,4, or 5 should also complete a Reception Supplementary Information Form (SIF). The LA CAF should be completed online and returned to the LA by the stated deadline, whilst the completed SIF should be returned to the school by the stated deadline.

### **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 parent(s)/carer(s), school and any outside agencies. If a parent/carer decides not to apply for a Reception place, but to apply for a Year 1 place, the parent/carer 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 their fifth birthday). This means that parent(s)/carer(s) 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 the child 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 parent(s)/carer(s).
- A child may attend school part-time until they reach compulsory school age.

### **Education and Health Care Plan:**

Children with an Education and Health Care Plan (EHCP), where the EHCP names Forty Hill CE Primary School, will have automatic entry to the school.

### **ADMISSION CRITERIA FOR THE 2024 ACADEMIC YEAR**

Entry is prioritised as follows:

1. **Children in public care, or whom 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 parent(s)/guardian(s) regularly worship(s)\*\* at Jesus Church Forty Hill, in order of distance.**  
**2b. Children whose parent(s)/guardian(s) regularly worship(s)\*\* 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 parent(s)/guardian(s) regularly worship(s)\*\* at Trinity Methodist Church, Enfield, Enfield Baptist Church or the Enfield Citadel of the Salvation Army, in order of distance.**
5. **Children whose parent(s)/guardian(s) regularly worship(s)\*\* at any other 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 parent(s)/guardian(s) wish(es) 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 Headteacher's office, measured in a straight line. Where two or more distances are the same, a decision will be made using random allocation.

**\*SIBLING** is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or 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. NB. Siblings in current Year 6 will have left the school by the applying sibling's expected date of admission. If a Year 6 sibling is the only sibling enrolled at the school, the applying sibling will not therefore be eligible under category 2/3.

**\*\*REGULAR PARENTAL WORSHIP** means that at least one parent/guardian has attended public worship twice a month\*\*\* for a minimum of 6 months (nursery)/12 months (reception) prior to the closing date for applications.

\*\*\* Where twice-monthly worship has been affected, for instance due to illness, it will usually be acceptable to have attended an equivalent number of public acts of worship spanning the same time period (eg. a minimum of 12 public acts of worship over 6 months for nursery, and a minimum of 24 public acts of worship over 12 months for reception), as confirmed by your Vicar/Minister/Priest.

Public worship services are held at Jesus Church on Sundays at 8.00am and 10.30am, and usually on Wednesdays at 9.15am. For the most up to date service information, please visit [www.jesuschurch.org.uk](http://www.jesuschurch.org.uk)

Please be sure to sign the Attendance Register every time you attend public worship. If you are new to Jesus Church, please come and make yourself known to the Vicar/their designate, so that your family can be added to the Attendance Register.

The supplementary information form (SIF) includes a section which confirms regular worship, and which must be signed by your Vicar/Minister/Priest. When a Vicar/Minister/Priest is not in post, the form should be signed by a Church Warden or other appropriate designated representative. If you have recently moved into the area, a letter from the Vicar/Minister/Priest of your previous Church must be supplied to evidence continuity of worship as outlined above. Please provide evidence of both your old and new address.

## **APPLICATION OUTCOMES**

Letters will be sent to parent(s)/carer(s) informing them of the outcome of their application.

## **WAITING LIST**

If we are unable to offer your child a place, you can request their name be added to our waiting list, and we will inform you if a vacancy occurs. When places become available, they will be allocated in line with the Admission Criteria. Being on the waiting list does not guarantee a place.

## **APPEALS PROCESS**

You have the right to appeal an application outcome through an independent appeal panel. If you wish to exercise this option, your grounds for appeal must be submitted in writing to the Clerk of the Governing Body.

Agreed by Governors November 2022.