



## St Andrew's C of E School, Totteridge

### **ADMISSIONS POLICY**

(Statutory Policy)

(Pupil Wellbeing Committee)

(Approval by Full Governing Body – 1 Year Review Cycle)

**Date to be implemented from:**

September 2026-2027

**This Policy supersedes any previous Policy of this name or instructions that pre-date this edition**

#### **Policy Statement**

1.1 St Andrew's School affirms that individuals are entitled to equal rights, responsibilities and opportunities. The School strives to ensure that all individuals are equally valued and everyone is treated with respect.

1.2 St Andrew's School will meet its duty to have an Admissions Policy and meet any other legislation or requirements to ensure an accessible environment for pupils, staff, parents/carers and visitors.

1.3 The Policy will be readily accessible within the School, on the Website and in hardcopy.

#### **2 Reviewing the Policy**

2.1 Reviewing the Policy – St Andrew's School will assess the implementation and impact of this Policy on a continuous basis and undertake a regular formal review on an annual basis to ensure it is fit for purpose.

#### **3 School Vision**

3.1 Our vision is to be an outstanding school built upon Christian values within a loving, diverse, multi-faith community.

3.2 Our parents, carers, children and staff will work together to enable all children to:

- achieve their potential
- learn in a safe, stimulating environment
- play an active role in our community
- enjoy learning now and throughout life



## St Andrew's C of E School, Totteridge

### 4 Purpose of Policy

4.1 At St Andrew's School, we are a Values School committed to educating and establishing an environment where all members of our community are equally valued and treated with respect. This Policy sets out our expectations regarding Admissions and gives a framework for implementation.

4.2 The Policy lays out the process for application and includes the links with LB Barnet who undertakes the coordinated Admissions scheme.

### 5 Aim of Policy

5.1 The aim of this Policy is to clarify the process for prospective parents/carers in applying for a School place at St Andrew's CE Primary School.

5.2 This Policy also provides information regarding the Appeals process for School places.

### 6 Definitions

6.1 The Governing Body of the School is the Admission Authority.

6.2 The Local Authority (LA) is LB Barnet, who operates an agreed coordinated Admissions scheme in line with government legislation.

6.3 The School PAN is the Published Admissions Number. The School has a PAN for each relevant age group.

### 7 PAN

7.1 The PAN for each year group is 30. The most recent numbers on roll are:

	<b>Current Number on Roll (NOR) 2024 - October Census 2024</b>	<b>2023</b>	<b>2022</b>
<b>Reception</b>	28	22	30
<b>Year 1</b>	22	30	30



### St Andrew's C of E School, Totteridge

Year 2	30	30	30
Year 3	30	30	30
Year 4	30	30	30
Year 5	30	30	30
Year 6	30	30	30
Totals	200	202	210

**7.2** The PAN is the number of pupils in each year group that the Admission Authority has agreed will be admitted without causing problems for the School. Admission Authorities may keep the same PAN year on year or they may increase the PAN where the School expands. The LA must be notified if the Admissions Authority is increasing the PAN.

**7.3** To decrease the PAN requires the Admissions Authority to undertake a formal Consultation.

**7.4** There may be circumstances where the School wish to admit above the PAN. If at any time following the determination of the PAN, the Admission Authority decides it can admit above the PAN it must inform the LA. Schools may also admit above the PAN in-year.

## 8 Procedures

### St Andrew's C of E Voluntary Aided Primary School, Totteridge (URN: 101327, DfE No.: 3023315) School Admissions Policy

#### 8.1 *Introductory Statement*

You will need to apply to your home Local Authority /Council (i.e. the Borough in which you live) for a place in a Primary School for the 2026/2027 academic year. You may apply through your home LA for a School that is located in another Borough as well as for Schools in the Borough where you live.

St Andrews is located within the London Borough of Barnet. Barnet LA co-ordinates the process on behalf of the School, according to the scheme published each year.

#### 8.2 *Application Process*

The closing date for Admission to Reception class in September 2026 is January 2026. Applications



## St Andrew's C of E School, Totteridge

must be received by the home LA as advertised by that LA website. Information on completing the on-line application, with notification dates of admission decisions, are published in the LA admissions literature, available from LA websites or Admissions Departments.

If your child has special educational needs (SEN) with an **Education, Health & Care Plan (EHCP)** – please phone the Admissions Department of **your home LA** for instructions and additional support on how to apply.

LB Barnet School Admissions tel: 020 8359 7651

<https://www.barnet.gov.uk/citizen-home/schools-and-education/school-admissions/primary-school-admissions.html>

*For those living within Barnet the dates are as follows:*

- submit applications online using the eAdmissions website
- the process opens on **1 September 2025**
- the closing date for applications is **mid January 2026 (please check specific date each year)**
- applicants will receive an email in April (please check with LA for specific date) notifying you of the outcome.

***All applications MUST be made on the home LA common application form to the home LA where you live.***

Parents/Carers who wish to apply to St Andrews under a faith category (Groups 4, 5 or 6) are requested to complete our Supplementary Information Form (SIF) (see Appendix 2), in addition to the online eAdmissions application, and return it to the School Office by the January deadline. If a SIF is not completed, the Governing Body will apply their Admission arrangements using only the information submitted on the LA form, which may result in your application being given a lower priority.

### **8.3 SEN and Disability Commitment**

St Andrews will meet the statutory duty of Schools regarding applications from pupils with SEN and/or Disability needs. Prior to the application of oversubscription criteria, students with a statement of SEND or EHCP that names the School will be admitted and the PAN reduced accordingly.

### **8.4 Oversubscription Criteria**

Where the number of applications for Admission is greater than the PAN, applications will be considered against and prioritised in accordance with the oversubscription criteria.

Where the School is oversubscribed, the allocation of places will be made in the following priority order:



## St Andrew's C of E School, Totteridge

- Group 1 Internationally adopted previously looked-after children (IAPLC), children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted, as well as looked-after children (LAC) and previously looked-after children (PLAC). Looked-after children see note (4).
- Group 2 Children of permanent members of staff employed for at least two years or who have been appointed to positions that have been hard to fill **at the time of application and at the time of admission.**
- Group 3 Children who will have a brother and/or sister, living at the same address, at the school at the **time of admission.** See note (8) over.
- Group 4 Children of parents/carers who are active members of St. Andrew's Church, Totteridge. Please see notes (5) & (6) over.
- Group 5 Children of parents/carers who are active members of another Anglican church. Please see notes (5) & (7) over.
- Group 6 Children of parents/carers who are active members of another Christian church. Please see notes (5) & (7) over.
- Group 7 All others living in the Parish (see map on school website).
- Group 8 All others

*The Governing Body welcomes all applications for admission from families who are in sympathy with the ethos of a Christian Church School as laid out in our Vision Statement: to become an outstanding school within a loving, Christian community.*



## St Andrew's C of E School, Totteridge

Please read the relevant Notes in Appendix 1 before Applying

### 8.5 *Late Applications*

Late applications received after the closing date will only be considered once offers have gone out to parents/carers who have been allocated places and will be considered by the same priority groups described in the oversubscription criteria at the discretion of the Governors.

### 8.6 *Waiting List*

In the event the School receives more Applications than available places, the Governors will maintain a continuing interest list (Waiting List). The child's name will be placed on this waiting list - if parents/carers request this in writing following the allocation of places. These names (together with any Late Applications) will be considered once offers have gone out to parents/carers who have been allocated places and will go onto this list in a position determined by the oversubscription criteria. If a place becomes available in the School, it will be offered to the child that best meets the published admissions rules at the discretion of the Governors.

### 8.7 *Appeals*

Offers are made in good faith and made based on submitted applications.

Anyone can object to Admissions arrangements. Should you wish to lodge an objection, please write to the Clerk of the Governors at the School. Parents/carers who have not been allocated a place for their child have the right of appeal to an Independent Panel. Parents/carers will be informed of their right to appeal in the offer email from their home LA. If they wish to appeal, parents/carers should contact the School in the first instance.

### 8.8 *In year Admission arrangements*

In-year Applications are accepted by LB Barnet and other home LAs throughout the year. If a place is available and there is no Waiting List, the Governors will offer a place to the family. If more Applications are received than there are places available, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria.

### 8.9 *Deferred entry*

Parents/carers offered a place may defer the date of their child's admission until later in the year or until the child reaches compulsory school age. **Summer born children may only have admission deferred until the start of the summer term.** Parents/carers can request part time attendance until the child



## **St Andrew's C of E School, Totteridge**

reaches compulsory school age. Where the parents/carers of a 'summer-born' child (1 April - 31 August) wishes their child to start school in the autumn term following their fifth birthday, the Governors will consider the request. If parents/carers do not take up the offered place before the start of the summer term of the school year of entry, then they would have to apply for a place in Year 1.

However, if parents/carers wish such a child to be educated 'out of year group' i.e. in the Reception year rather than in Y1, they may request this and should discuss it with the school as soon as possible. Such applications will be considered by the governors on a case by case basis. Each case will be judged on its individual merits but to admit out of year group would require exceptional and extenuating circumstances and professional evidence explaining why the child's needs cannot be met in the chronological year group.

All such parents/carers should apply for their child's normal age group at the usual time and may submit a request for admission out of the normal age group at the same time.

The governors will respond to this request prior to the offer of a place being made. If the request is agreed to, the application can be withdrawn for that year before the place is offered.

If the request is refused, parents/carers may decide whether or not to accept the offer of a place for the normal age group, or refuse it and make an in-year application for admission into Y1 for the September following the child's fifth birthday.

Where a parent/carer's request has been agreed, they must make a new application as part of the main admissions round the following year.

Parents/carers do not have the right of appeal against a decision not to place the child in a year group outside their normal age group.

**8.10** All LAs and Councils must operate a '**Fair Access Protocol**' in their area to make sure children considered hard to place and/or vulnerable are secured a School place and ensure no School is asked to admit a disproportionate number of children considered as hard to place.

**8.11 All staff will:**

- follow the Admissions process and support parents/carers through the process
- direct prospective parents/carers to the web pages of local LAs where applications can be made



## St Andrew's C of E School, Totteridge

### 8.12 The School Leadership will:

#### *Headteacher*

- ensure that the statutory duties regarding SEN, Disability and IAPLC/LAC/PLAC are met
- signpost prospective parents/carers to LA Admissions and the Common Application Form(CAF)
- provide prospective parents/carers with information about the School
- provide Open Evenings and sessions for prospective parents/carers, where possible
- Monitor and evaluate this Policy at regular intervals

#### *Governance*

- ensure that the statutory duties regarding SEN, Disability and IAPLC/LAC/PLAC (and Leaving Care) are met in the Admissions process
- follow the oversubscription criteria in priority order when dealing with Applications that are above the PAN, Late or on the Waiting List
- ensure Admissions Information is accessible on the website and in paper form available at the School



## St Andrew's C of E School, Totteridge

### Appendix 1

#### NOTES regarding Admissions Applications

**Note 1** Children with an EHC plan which names St. Andrew's School have an overriding priority to admission and should apply through the Local Authority.

**Note 2** As a Christian school, the Governors are mindful of the responsibility to protect the interests of vulnerable children and follow the in-year fair access protocol.

**Note 3** In the event of having to choose between equal claimants in any over-subscribed group, preference will be given to the child who lives nearest to the front door of the school, as measured using the straight line mapping system operated by the LA as described in their admissions literature and website. Where this distance measurement results in more than one child having an identical claim to the last available place as a result of living in flats, priority will be given to the lowest house number.

**Note 4** Looked-after Children - The definition of Looked-after Children is widened to include those children who have previously been looked after, meaning children who were adopted, or the subject of a residence order or special guardianship order, immediately following having been looked after.

**Note 5** The definition of "active member" is: 'an active member is where at least one parent/carer attends an Anglican/Christian church at least once per month for a minimum of twelve months prior to application'. 'Active member' also means that you will sign the attendance book at each visit and/or will make yourself known to the Vicar of St Andrew's, Totteridge/Reader (Lay Licensed Minister) in the absence of a substantive Vicar at each attendance

**Note 6** If applying under Group 4, the signature of the Vicar/Reader (Lay Licensed Minister) of St. Andrew's, Totteridge must be obtained, no matter how well you know them.

**Note 7** If you wish to be considered for Groups 5 or 6, the Church must be named and the Minister concerned must countersign to confirm that at least one parent/carer has been an active member of that



## St Andrew's C of E School, Totteridge

Church for the last twelve months prior to application.

**Note 8** A sibling refers to 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, or a child looked after or previously looked after, and in every case living permanently in a placement within the home as part of the family household from Monday to Friday at the time of application. For this category, the sibling must be in the school at the proposed date of entry.

**Note 9** Every effort will be made to accommodate twins and other multiple births applications. Where the last available place is offered to the first twin or a multiple birth child the governors will seek to admit the other twin or siblings as exceptions to the infant class size rule.

**Note 10** Objections/Appeals – Anyone can object to admissions arrangements. Should you wish to lodge an objection please write to the Clerk of the Governors at the school. Parents/carers who have not been allocated a place for their child have the right of appeal to an independent panel if they believe the admissions criteria were not followed for their child's application. Parents/carers will be informed of their right to appeal in the allocation letter from their home LA. If they wish to appeal parents should contact the school in the first instance.

**Note 11** Waiting List – in the event of more applications than available places the Local Authority will maintain a continuing interest list (waiting list). Your child's name will be placed on this waiting list if you request this in writing following the allocation of places. These names, together with any late applications (after the letters allocating places) will go onto this list in a position determined by the above criteria. If a place becomes available in the school, it will be offered to the child that best meets the published admissions rules. All in-year applications will be coordinated by the Local Authority, in collaboration with the school. Application forms are available on our website: [www.standrewstotteridge.co.uk](http://www.standrewstotteridge.co.uk)



# St Andrew's C of E School, Totteridge

## Appendix 2 Supplementary Information Form (SIF)

*Complete as appropriate*

**Supplementary Information for Admission to St Andrews CE Primary School, Totteridge, Barnet**

If applying under <b>GROUP 4</b> Criteria please obtain signature	Vicar of St Andrews's Signature ..... Date of Signature .....
If applying under <b>GROUPS 5 or 6</b> Criteria please obtain signature	Name of Church ..... Address..... ..... Telephone Number.....
<i>(Please use this space for          official stamps for any of          the above categories)</i>	Minister's Signature..... Date of Signature ..... <i>I certify that one parent/carer of this child has attended the above Church regularly          for the past twelve months.</i>

**Name of Child**..... (in CAPITALS please)

Boy / girl (delete as applicable)                      Date of Birth .....

Home Address .....

..... POST CODE .....

Telephone Number (home) ..... (mobile) .....

Email contact .....

Name(s) of those with Parental/Carer responsibility (in CAPITALS please) .....

.....

**Signature(s)** .....

.....

Date ..... **I/WE ARE APPLYING UNDER THE GROUP ..... CRITERIA** (put in number)



## St Andrew's C of E School, Totteridge

### 9 Sources of further information and support

Schools Admissions Code – Gov.UK updated September 2021

[https://www.gov.uk/government/publications/school-admissions-code--](https://www.gov.uk/government/publications/school-admissions-code--2)

[2](https://www.gov.uk/government/publications/school-admissions-code--2)

Application for in-year school admission – LB Barnet

<https://www.barnet.gov.uk/schools-and-education/school-admissions/year-admissions/primary-year-application>

School admission – LB Barnet

<https://www.barnet.gov.uk/schools-and-education/school-admissions/apply-primary-school>

Admissions appeals – LB Barnet

<https://www.barnet.gov.uk/schools-and-education/school-admissions/school-appeals>