



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

### **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:

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. Due to Covid- 19, church attendance will be calculated only for the period when churches were open for public worship. Please see notes (5) & (6) over.

Group 5 Children of parents/carers who are active members of another Anglican church. Due to Covid-19, church attendance will be calculated only for the period when churches were open for public worship. Please see notes (5) & (7) over.

Group 6 Children of parents/carers who are active members of another Christian church. Due to Covid-19, church attendance will be calculated only for the period when churches were open for public worship. Please see notes (5) & (7) over.

Group 7 All others living in the Parish (see map on school website).

Group 8 All others



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### **NOTES regarding Admissions Applications**

**Note 1** Statemented children/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 oversubscribed 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 attends an Anglican/Christian church at least once per month for a minimum of twelve months prior to application'. Due to Covid-19, church attendance will be calculated only for the period when churches were open for public worship. '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 at each attendance

**Note 6** If applying under Group 4, the signature of the Vicar of St. Andrew's, Totteridge must be obtained, no matter how well you know her. Due to Covid-19, church attendance will be calculated only for the period when churches were open for public worship. In the event that the Vicar of St Andrew's, Totteridge is unavailable to sign, signatures should be sought from Margaret Peart or Dixie Locke – both active members of St Andrew's PCC.

**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 has been an active member of that Church for the last twelve months prior to application. Due to Covid-19, church attendance will be calculated only



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for the period when churches were open for public worship.

**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 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 was not followed for their child's application. Parents 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 co-ordinated 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

### Supplementary Information Form (SIF)

#### 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.....
(Please use this space for official stamps)	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)



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