

# In-year application for a place in a primary school



## Who should use this application form?

- You should only complete this form if your child was born before 1 September 2014 and you want to apply for a place at the majority of primary schools in Enfield\*.
- Do not complete this form if your child has an Education, Health and Care Place (EHCP), you will need to contact the Special Needs Team in your home authority to find out what you need to do.

## How do I find out information about schools?

- A list of Enfield schools and a map showing their location is in this leaflet.
- Before you apply look at the school(s) website for more information and where possible arrange a visit.
- \* Some schools deal with their own in-year admissions and you do not list them on the form; Ark John Keats Academy, Cuckoo Hall Academy, Enfield Heights Academy, Kingfisher Hall Academy, One Degree Academy and Woodpecker Hall Academy. Information is on each schools website about how you can apply for a place. Once you have submitted an application the school(s) will let you have an outcome and, if a place cannot be offered you will be advised about how you can appeal for a place.
- If you are interested in a school(s) outside of Enfield, look at the local authority's website for details about the school and how you can make an application.

## How do I apply for a primary school place?

- Complete the in-year primary application form and return it to Enfield Schools Admission Service (ESAS). You can either: email the form to [esas@enfield.gov.uk](mailto:esas@enfield.gov.uk), post it to the address given or hand it in to one of the primary schools you have requested. You **must** provide documentation with the form to confirm your child's date of birth and your address. Also include any information you think would be important for us to know so that we can consider your application fully.
- If you are applying for a voluntary aided school or academy you may need to complete a supplementary form as well as the in-year application form. These are available from the schools concerned or from the Enfield website [www.enfield.gov.uk/admissions](http://www.enfield.gov.uk/admissions)
- You can request up to six Enfield primary schools on the form. Please remember to give details of any siblings (brother/sister) including step or foster siblings attending the schools you are requesting. The siblings must be living at the same address.
- It can take up to 20 school days for your application to be determined.

## What happens after the form has been sent to ESAS?

- All of your preferences will be considered at the same time, regardless of how you ranked them.
- The relevant admissions criteria will be used to decide your application. The admission criteria for Enfield community schools are included in this leaflet. The criteria for voluntary aided schools and academies are available from the schools concerned.
- We will write to let you know if it is possible to offer a place. All lower preference schools will be withdrawn at this stage. You will also be asked if higher preference schools can be withdrawn.
- You will need to tell us if you are going to accept the place offered within 7 days of the date you receive your letter. If you do not respond to our letter or the contact the school tries to make with you, the place is likely to be withdrawn and offered to another child. If you accept the place the school will contact you to arrange admission.

## What if I am not offered a school place I want?

- If we cannot offer you a place at one of the schools you have requested because they are full, we will write to tell you this.
- Your child's name will be kept on a waiting list and you will also be given information about your right of appeal.
- If you live in Enfield and your child is on a school roll, we will see if we can offer a place at an alternative school with a vacancy. You can accept this place and your child's name can stay on the waiting lists for your preferred school(s).

## Waiting lists

- Waiting lists are held until July of the Summer Term of the academic year applied for. This means waiting lists will stop in July 2019. You will need to make a new in-year application for the next year.
- Details of how to make a new application will be on the Council's website [www.enfield.gov.uk/admissions](http://www.enfield.gov.uk/admissions) from July 2019.

## Thinking of changing your child's school?

Changing your child's school is a big step and the decision should not be taken without careful thought. Sometimes a change of school is difficult to avoid because a family moves area and the journey is too far. A change of school may also be made because the family is not happy with the current school.

Before you decide to ask for a transfer, consider whether this is the right option for your child. Often things that worry parent and children can be resolved without the need to change schools. A change of school may not resolve the concerns and can sometime make the situation more difficult for your child.

If you are concerned about something that has happened at your child's school, you should speak to your child's class teacher or a member of the Senior Leadership Team in the school. Most issues can be resolved in this way. If the issue you are concerned about cannot be resolved by speaking to staff, all schools have a complaints procedure and you should ask at the school office for a copy.

## Your information

The Admissions Service is the coordinator for the application process for schools and academies and is often the initial contact point for enquiries about school places. We need to collect and share information in order to deliver our services.

This information includes: name of child, date of birth, address, parent/carers full name and address, contact details, current or previous education provision, supporting documentation, educational background for in year applications, information specific to the admission criteria (eg sibling), country of origin if a new arrival to the country.

We collect this information through an application. Additional information can be requested by letter, email, telephone or face to face.

As well as using your information to determine a school application, we may also use your information for other legitimate purposes and, where necessary, share this with other Council departments and external bodies.

Reasons for sharing information with the internal and external bodies will be: processing school applications including sharing information with other local authorities and schools, other teams within the Local Authority to verify the information provided so that the admission process can be accurately administered, to fulfil the Council's safeguarding duty, Central government bodies in relation to mandatory data returns, admission appeal panels, the Schools Adjudicator and the Local Government Ombudsman. Information may also be shared with any organisation legitimately investigating allegations of fraud or criminal offences.

## **Oversubscription criteria for community primary schools in Enfield**

If more children want to go to the school you have requested and there are not enough places available the criteria below will be used to decide which child should be offered the place(s):

- (a) Children in public care (looked after children) and children who were adopted (or subject to residence or special guardianship orders) immediately having been looked after.
- (b) Children for whom a particular school is considered by the LA to be appropriate on exceptional medical grounds. Such applications will only be considered under this criterion if they are supported by information from a professional. The information provided must demonstrate that there is a very specific connection between the child's medical need and the school requested. Further information is on the council website at [www.enfield.gov.uk/admissions](http://www.enfield.gov.uk/admissions).
- (c) Children with a brother or sister who will be attending the school or linked junior school at the time of admission. The children concerned must be living at the same address.
- (d) Children whose parent is a member of staff who has been employed at the school concerned for two or more years at the time of application and/or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage.
- (e) Children genuinely resident within the school's designated priority zone (for schools with an identified priority zone).
- (f) Children living nearest to the school measured as the crow flies, that is a straight line from the child's home to the main entrance of the school. (Travel by private car or public transport is not taken into account).

All distances will be calculated by our admissions IT system using ADDRESS-BASE PREMIUM®. This provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metres (10 cm). The accuracy is such that each point will fall within the addressed building. In the case of multi-occupancy building such as flats where there may only be one address point, priority will be given to the applicant whose door number is the lowest alphabetically.

When it is not possible to admit all applicants to a particular school within any criterion, priority will be given to those living near the school measured as in (f) above.

The Local Authority defines siblings as a brother or sister living at the same address on the date when the applicant would be admitted. The term sibling means a full, step, half, adopted or foster brother or sister but not cousins.

The Local Authority may exceptionally direct schools to admit children in excess of the admission number or above other children on a schools waiting list, in order to fulfil its statutory responsibilities or to comply with decision taken by the LA's Fair Access Panel.

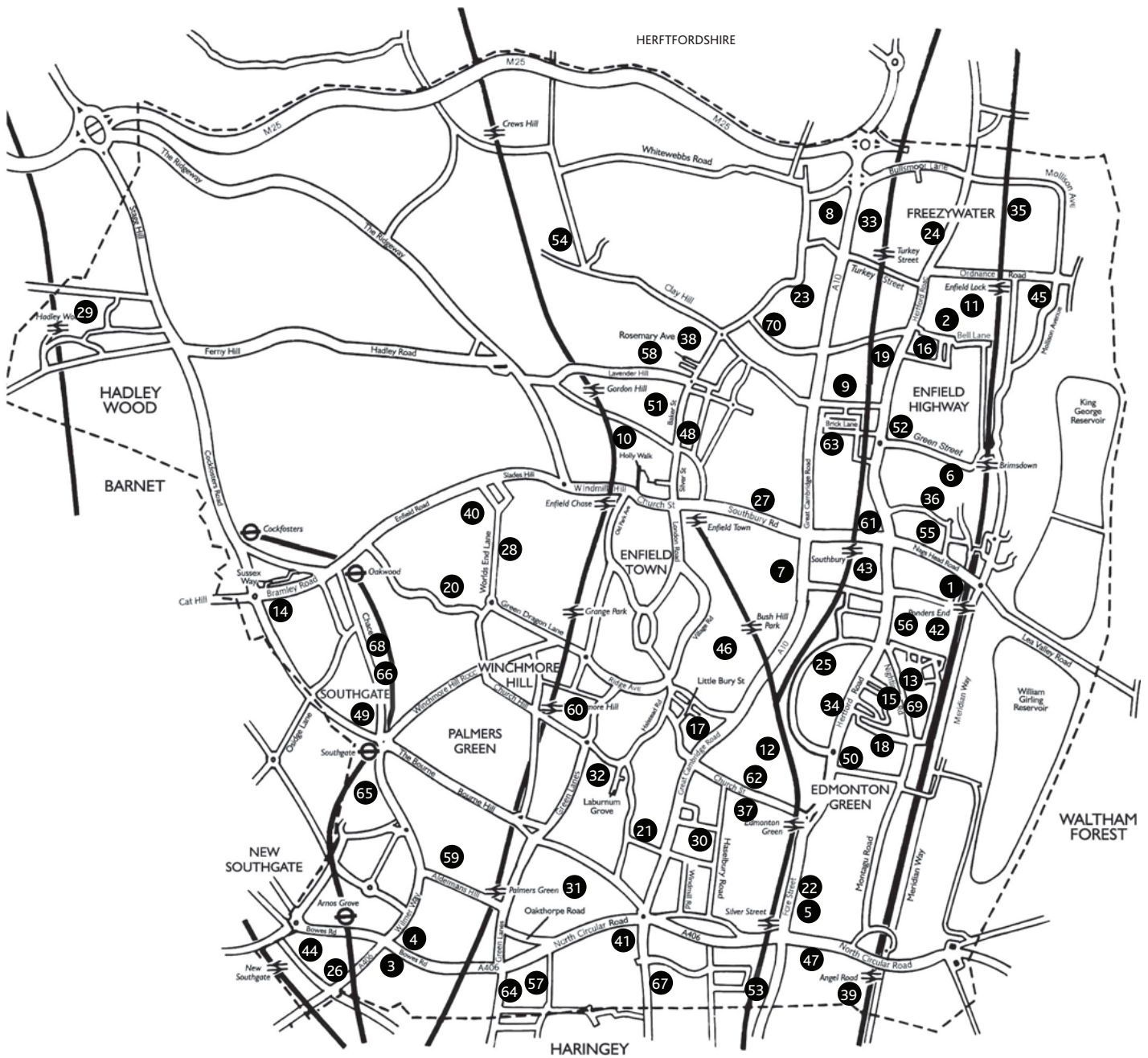
### **Please note:**

Children who have an Education Health and Care Plan will be offered a place at a school if it is named in accordance with the Education Act 1996 and the Special Educational Needs Code of Practice. These applications are dealt with by the SEN Team.

A full list of the names and address of the schools in Enfield are available on the council website at [www.enfield.gov.uk/admissions](http://www.enfield.gov.uk/admissions)

**August 2018**

# Primary Schools in Enfield



## KEY

- |                            |                              |                             |                            |                     |
|----------------------------|------------------------------|-----------------------------|----------------------------|---------------------|
| 1. Alma                    | 15. Delta                    | 29. Hadley Wood             | (temporary location)       | 59. St. Monica's    |
| 2. Ark John Keats          | 16. Eastfield                | 30. Hazelbury               | 44. Our Lady of Lourdes    | 60. St. Paul's      |
| 3. Bowes - Bowes Road Site | 17. Edmonton County          | 31. Hazelwood               | 45. Prince of Wales        | 61. Southbury       |
| 4. Bowes - Wilmer Way Site | 18. Eldon                    | 32. Highfield               | 46. Raglan                 | 62. Starks Field    |
| 5. Brettenham              | 19. Enfield Heights Academy  | 33. Honilands               | 47. Raynham                | 63. Suffolks        |
| 6. Brimsdown               | 20. Eversley                 | 34. Houndsfield             | 48. St. Andrew's Enfield   | 64. Tottenhall      |
| 7. Bush Hill Park          | 21. Firs Farm                | 35. Keys Meadow             | 49. St. Andrew's Southgate | 65. Walker          |
| 8. Capel Manor             | 22. Fleecefield              | 36. Kingfisher Hall Academy | 50. St. Edmund's           | 66. West Grove      |
| 9. Carterhatch             | 23. Forty Hill               | 37. Latymer All Saints      | 51. St. George's           | 67. Wilbury         |
| 10. Chase Side             | 24. Freezywater St. George's | 38. Lavender                | 52. St. James'             | 68. Wolfson Hillel  |
| 11. Chesterfield           | 25. Galliard                 | 39. Meridian Angel          | 53. St. John & St. James   | 69. Woodpecker Hall |
| 12. Churchfield            | 26. Garfield                 | 40. Merryhills              | 54. St. John's             | 70. Worcesters      |
| 13. Cuckoo Hall            | 27. George Spicer            | 41. Oakthorpe               | 55. St. Mary's             |                     |
| 14. De Bohun               | 28. Grange Park              | 42. Oasis Academy Hadley    | 56. St. Matthew's          |                     |
|                            |                              | 43. One Degree Academy      | 57. St. Michael at Bowes   |                     |
|                            |                              |                             | 58. St. Michael's          |                     |