

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 1st September 2013 and you want to apply for a place at the majority of primary schools in Enfield. You will need to approach the following schools directly if you want to apply for a place at one of these – Ark John Keats Academy, Cuckoo Hall Academy, Kingfisher Hall Academy, One Degree Academy and Woodpecker Hall Academy.

Do not complete this form if your child has an Education, Health and Care Plan (EHCP) or a Statement of Special Educational Needs. If this is the case, you will need to contact the Special Needs Team in your home authority.

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 make an application, look at school websites for more detailed information and where possible, contact the school(s) you are interested in to arrange to visit. If you are interested in a school outside Enfield, look at other local authority websites for further details about the schools and how to apply.

How do I apply for a primary school place?

Complete this form and return it to the Enfield Schools Admission Service (ESAS). You can either: email the form to 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 address. Also include any information you think may 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 this application form. These are available from the schools concerned or from Enfield's website, www.enfield.gov.uk/admissions.

You can ask 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 asking for. The sibling 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 admissions criteria for Enfield community schools are included in this leaflet. The admission criteria for voluntary aided schools and academies are available on Enfield's website or from the schools concerned.

You will be advised 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 being advised of this. If you don't respond, 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'm not offered a place I want?

If we can't offer you a place at one of the schools you ask for 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 not on a school roll, we will then see if we can offer your child a place at an alternative school with a vacancy. If you are offered a place at another school, you can accept this and your child can still stay on waiting lists for your preferred schools.

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 2017 and you will need to make a new in year application if you still want your child to be considered for an alternative school. Details of how to make a new application will be on the Council's website, www.enfield.gov.uk/admissions from mid July 2018.

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 move area and the journey is too far. Sometimes, a request is 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 parents and children can be resolved without the need to change schools. A change of school may not resolve the concerns and can sometimes make the situation more difficult for the child concerned.

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, but 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.

Enfield Schools Admission Service, Civic Centre, Silver Street, Enfield, EN1 3XA

Telephone: 020 8379 5501, Email: esas@enfield.gov.uk

APPENDIX 1

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 for community schools in Enfield will be used to decide which child should be offered the place:

- a) Children in public care (looked after children) and children who were adopted (or subject to residence or special guardianship orders) immediately following 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 an attached medical statement from a doctor. This must demonstrate that there is a very specific connection between the child's medical need and the school requested.
- 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, in 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 addresses building. In the case of multi-occupancy buildings such as flats where there may only be one address point, priority will be given to the applicants whose door number is the lowest numerically/or 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 school's waiting list, in order to fulfil its statutory responsibilities or to comply with decisions taken by the LA's Fair Access Panel.

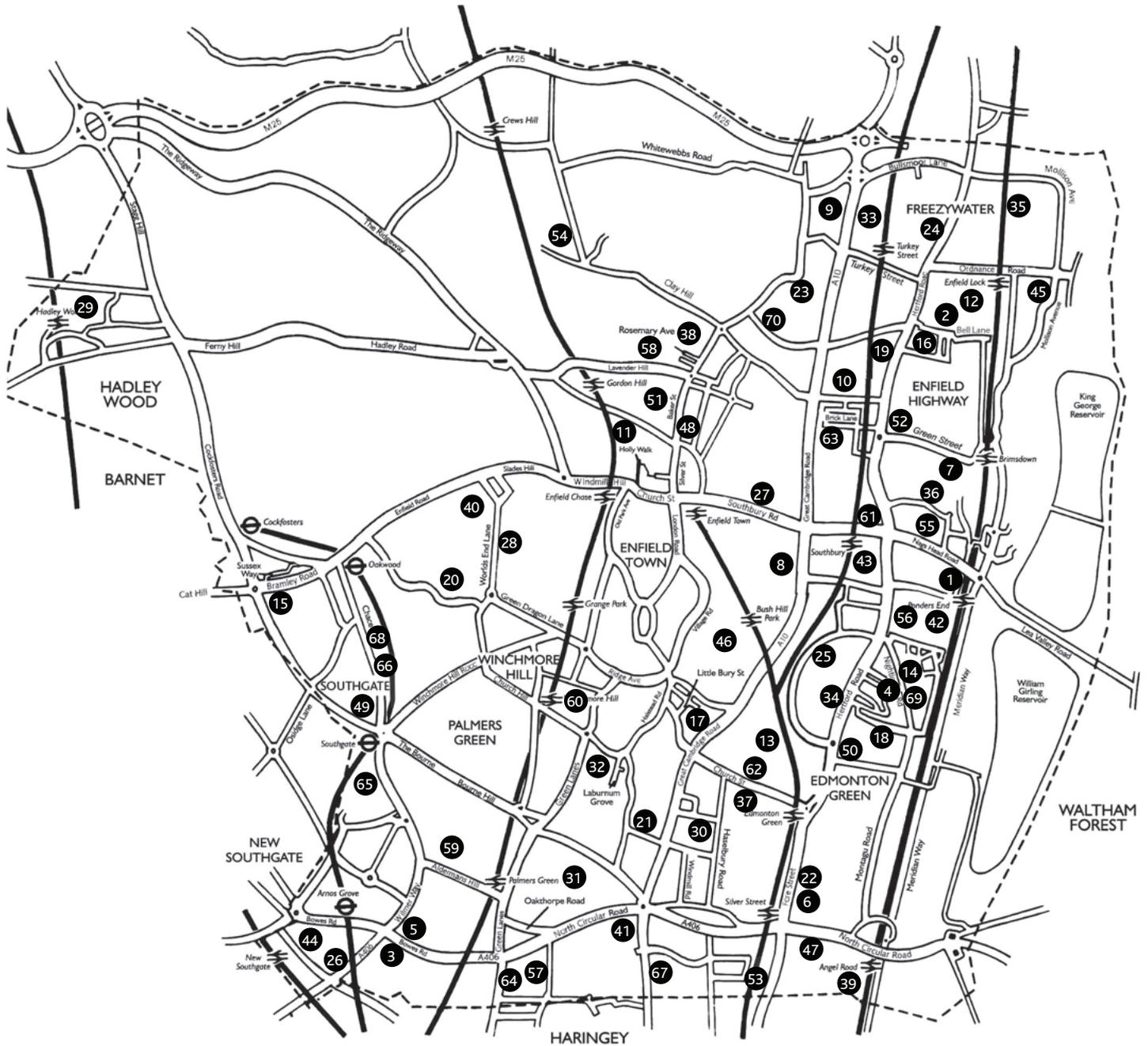
Please note:

Children who have an Education, Health and Care Place or a Statement of Special Educational Needs 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.

July 2017

A full list of the names and addresses of the schools in Enfield are available on the council website www.enfield.gov.uk/admissions

Primary Schools in Enfield



KEY

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

*Schools you approach directly