

## Appendix A

### **Proposed Oversubscription Criteria for Admission to Community Infant and Primary School Reception Classes in 2018**

Offers of places at the preferred community school(s) will be made unless the number of applicants for the school(s) in question exceeds the relevant admission limit(s). When a particular school is oversubscribed, the following criteria would be applied, in order, to allocate the places available.

1. 'Looked after children' and children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been 'looked after' (see Note 1)
2. Children who the Director of Education & Skills accepts have an exceptional medical, social or other need which the school is particularly able to meet (see Note 2)
3. Children who, at the time of admission, have a sibling living at the same address who already attends the school, or the linked school in the case of separate infant and junior schools. Siblings would include half, step, adoptive and foster siblings provided they also live at the same address as the applicant
4. Children of teaching staff of the school where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and will be in employment as a teacher at the school when the child starts school.
5. Children living within the individual school's defined area, with priority given to those who live closest to the school when measuring distance in a straight line (See Note 3)
6. Children living outside the individual school's defined area, with priority given to those who live closest to the school when measuring distance in a straight line (See Note 3)

### **Note 1**

A child looked after is a child in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. An adopted child is defined by section 46 of the Adoption and Children Act 2002. Child arrangements orders are defined in Section.8 of the Children Act 1989, as amended by Section12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. A special guardianship order is defined by section 14A of the Children Act 1989.

### **Note 2**

Applications made under this criterion must be supported by a current letter from a doctor, social worker or other appropriate professional. The letter must name the school and specify the reasons why the particular school is most suitable for the child and the difficulties that would be faced if the child attends an alternative school. Information not provided at the time the application is submitted may not be considered at a later date.

### **Note 3**

A map showing a school's defined area may be viewed at the school. Distance is measured in a straight line between the address point for the child's home, supplied by the Royal Mail, to the school's main gate (unless specified otherwise) using the Council's computerised geographical information system.

### **Tie Breaker**

Distance will be used as a tie-breaker within each category.

### **Final Tie Breaker**

Applicants from the same block of flats, or applicants who live the same distance from the school will be selected in random order and places will be offered accordingly.

### **Applications on behalf of Twins or Triplets (Multiple Births)**

If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, we will ask community schools to go over their published admission number to support the family. These children will be deemed as 'excepted' pupils under infant class size legislation.

### **Request to delay entry to school (known as deferred entry)**

Children reach compulsory school age at the beginning of the term following their fifth birthday. Parents of children below compulsory school age may defer their child's entry to a Reception class school until the later in the school year. However, a Reception class place should be taken up by the start of the summer term. If parents want their child to take up a Year 1 place in the following academic year a fresh application must be made.

### **Requests for admission outside a child's age group**

Children are educated in school with others of their age group. However, parents may request that their child is exceptionally admitted outside their age group. The head teacher will decide whether or not the individual child's circumstances make this appropriate on educational grounds. Such requests will only be agreed in exceptional circumstances.

Parents seeking admission to an age group below the child's actual age should submit their request in the September of the year before the year when children of the same age are due to start school **and** submit a 'Request for Deferred Entry' form.

### **Summer-born children**

If parents wish to apply for their summer-born child to join a Reception class, instead of Year 1, in September 2019, they must complete an application for Reception 2018 **and** submit a 'Request for Deferred Entry' form. Summer-born children are those born between 1 April and 31 August.

### **Fair processing and Sharing Information**

The information provided with an application for a school place will be used in line with the provisions of the **Data Protection Act 1998**. Barnet has a duty under the Children's Act 2004 to work with partners to provide and improve services to children and young people in the area. Therefore, Barnet may also use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people. Barnet also has a duty to protect the public funds it administers, and to this end, it may use the information you have provided on this form for the prevention and detection of fraud.

The people who may receive this information are:

- o the current school
- o the school to which the child is to be admitted
- o other Admission Authorities so as to ensure that parents have provided consistent information and do not hold on to more than one school place
- o any organisation legitimately investigating allegations of fraud, criminal offences or child protection.

## **Oversubscription criteria for In-Year Admission to Community Schools 2018-19**

(Please note: In-year admission oversubscription criteria are applied to applications that are made outside of the annual admission rounds for Reception and Year 7 school places.)

Offers of places up to the admission limit will be made to all those who apply unless the particular school is over-subscribed. When this occurs places will be allocated in the following order:

1. 'Looked after children' and children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been 'looked after' (see Note 1)
2. Children without a school place who the Director of Education & Skills accepts have an exceptional need which the school is particularly able to meet (see Note 2)
3. Children without a school place who live within the school's associated geographical area\* and will have a sibling\*\* at the school at the time of admission
4. Children without a school place who live outside the school's associated geographical area\* and will have a sibling\*\* at the school at the time of admission
5. Children of teaching staff of the school where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and will be in employment as a teacher at the school when the child starts school
6. Children who live within the school's associated geographical area\* and who are without a school place because they have moved
7. Children without a school place who live within the school's associated geographical area\*, who are a former pupil of the school and who have attended the school in the 12 months prior to the date of the application
8. Other children without a school place who live within the school's associated geographical area\*
9. Children who live outside the school's geographical area\* and will have a sibling\*\* in the school at the time of admission
10. Other children who live within the school's associated geographical area\*
11. Remaining places are offered to children living outside the individual school's defined area, giving priority to those living closest to the school when distance is measured in a straight line.

\*For our community secondary school (Friern Barnet School), the associated geographical area is defined as the largest area to which places have been offered at secondary transfer during the last three years.

For our community primary schools, a map showing a school's defined area may be viewed at the school. Distance is measured in a straight line between the address point for the child's home, supplied by the Royal Mail, to the school's main gate (unless specified otherwise) using the Council's computerised geographical information system.

\*\* A sibling would include a half, step, adoptive or foster sibling provided they also live at the same address and who is a pupil or has been offered a place at the school in years Reception – 11 (or in years 12-13 at Woodhouse College, provided they also attended in years 7-11 for at least one year), or at the linked school in the case of separate infant and junior schools.

#### **Note 1**

A child looked after is a child in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. An adopted child is defined by section 46 of the Adoption and Children Act 2002. Child arrangements orders are defined in Section.8 of the Children Act 1989, as amended by Section12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. A special guardianship order is defined by section 14A of the Children Act 1989.

#### **Note 2**

Applications made under this criterion must be supported by a current letter from a doctor, social worker or other appropriate professional. The letter must name the school and must specify the reasons why the particular school is most suitable for the child and the difficulties that would be faced if the child attends an alternative school.

#### **Distance**

Distance is measured in a straight line between the address point for the child's home, supplied by the Royal Mail, to the school's main gate (unless specified otherwise) using the Council's computerised geographical information system.

#### **Tie Breaker**

Distance will be used as a tie-breaker within each category.

### **Final Tie Breaker**

Applicants from the same block of flats, or applicants who live the same distance from the school will be selected in random order and places will be offered accordingly.

### **Applications made on behalf of twins or triplets (Multiple Births)**

If only one place is available at the school and the next child who qualifies for an infant class place is one of multiple birth siblings, we will ask community schools to go over their published admission number to support the family. These children will be deemed as 'excepted' pupils under infant class size legislation. When the over-subscription criteria are applied to other applications made on behalf of twins or triplets, they will be selected in random order and places will be offered accordingly. This could result in one (or two) children in a family being offered a place but not the other(s). Where relevant, the remaining child(ren) would be retained automatically on the particular school's waiting list and would have priority should any vacancies arise at that school.

### **Fair processing and Sharing Information**

The information provided with an application for a school place will be used in line with the provisions of the **Data Protection Act 1998**. Barnet has a duty under the Children's Act 2004 to work with partners to provide and improve services to children and young people in the area. Therefore, Barnet may also use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people. Barnet also has a duty to protect the public funds it administers, and to this end, it may use the information you have provided on this form for the prevention and detection of fraud.

The people who may receive this information are:

- o The current school
- o The school to which the child is to be admitted
- o Other Admission Authorities so as to ensure that parents have provided consistent information and do not hold on to more than one school place
- o Any organisation legitimately investigating allegations of fraud, criminal offences or child protection.

## **Proposed Oversubscription Criteria for Transfer to Community Junior School in 2018-19**

Offers of places at the preferred community school(s) will be made unless the number of applicants for the school(s) in question exceeds the relevant admission limit(s). When a particular school is oversubscribed, the following criteria would be applied, in order, to allocate the places available.

1. 'Looked after children' and children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been 'looked after' (see Note 1)
2. Children who, when the applications are processed, attend the linked infant school.
3. Children who the Director of Education & Skills accepts have an exceptional medical, social or other need which the school is particularly able to meet (see Note 2)
4. Children who live within the individual school's defined area and who are without a school place because they have moved
5. Children who, at the time of admission, have a sibling living at the same address who already attends the school, or the linked school in the case of separate infant and junior schools. Siblings would include half, step, adoptive and foster siblings provided they also live at the same address as the applicant.
6. Children of teaching staff of the school where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and will be in employment as a teacher at the school when the child starts school
7. Children living within the individual school's defined area, with priority given to those who live closest to the school when measuring distance in a straight line (See Note 3)
8. Children living outside the individual school's defined area, with priority given to those who live closest to the school when measuring distance in a straight line (See Note 3)

### **Note 1**

A child looked after is a child in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. An adopted child is

defined by section 46 of the Adoption and Children Act 2002. Child arrangements orders are defined in Section.8 of the Children Act 1989, as amended by Section12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. A special guardianship order is defined by section 14A of the Children Act 1989.

### **Note 2**

Applications made under this criterion must be supported by a current letter from a doctor, social worker or other appropriate professional. The letter must name the school and specify the reasons why the particular school is most suitable for the child and the difficulties that would be faced if the child attends an alternative school. Information not provided at the time the application is submitted may not be considered at a later date.

### **Note 3**

A map showing a school's defined area may be viewed at the school. Distance is measured in a straight line between the address point for the child's home, supplied by the Royal Mail, to the school's main gate (unless specified otherwise) using the Council's computerised geographical information system.

### **Tie Breaker**

Distance will be used as a tie-breaker within each category.

### **Final Tie Breaker**

Applicants from the same block of flats, or applicants who live the same distance from the school will be selected in random order and places will be offered accordingly.

### **Applications made on behalf of twins or triplets**

When the over-subscription criteria are applied to applications made on behalf on twins or triplets, they will be selected in random order and places will be offered accordingly. This could result in one (or two) children in a family being offered a place but not the other(s). Where relevant, the remaining child(ren) would be retained automatically on the particular school's waiting list and would have priority should any vacancies arise at that school.

### **Fair processing and Sharing Information**

The information provided with an application for a school place will be used in line with the provisions of the **Data Protection Act 1998**. Barnet has a duty under the Children's Act

2004 to work with partners to provide and improve services to children and young people in the area. Therefore, Barnet may also use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people. Barnet also has a duty to protect the public funds it administers, and to this end, it may use the information you have provided on this form for the prevention and detection of fraud.

The people who may receive this information are:

- o The current school
- o The school to which the child is to be admitted
- o Other Admission Authorities so as to ensure that parents have provided consistent information and do not hold on to more than one school place
- o Any organisation legitimately investigating allegations of fraud, criminal offences or child protection.

## **Proposed Oversubscription Criteria for Friern Barnet Community Secondary School at Secondary Transfer 2018**

Potential offers of places up to the admission limit of 162 will be made to all those who apply unless the school is over-subscribed. When this occurs places will be allocated in the following order:

1. 'Looked after children' and children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been 'looked after' (see Note 1)
2. Children who, at the time of admission, have a sibling living at the same address who is a pupil in years 7 - 11 of the school, or who is attending the linked 6<sup>th</sup> Form College, Woodhouse College, if they previously attended in years 7 – 11 for at least one year. Siblings would include half, step, adoptive and foster siblings provided they also live at the same address as the applicant.
3. Children of teaching staff of the school where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and will be in employment as a teacher at the school when the child starts school
4. Priority will be given to a maximum of 16 pupils who show performing arts potential in dance, drama or music
5. Remaining places are offered on a geographical basis, with priority given to those who live closest to the school when measuring distance in a straight line (see Note 2).

### **Note 1**

A child looked after is a child in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. An adopted child is defined by section 46 of the Adoption and Children Act 2002. Child arrangements orders are defined in Section.8 of the Children Act 1989, as amended by Section12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. A special guardianship order is defined by section 14A of the Children Act 1989.

## **Note 2**

Distance is measured in a straight line between the address point for the child's home, supplied by the Royal Mail, to the school's main gate (unless specified otherwise) using the Council's computerised geographical information system.

## **Tie Breaker**

Distance will be used as a tie-breaker within each category.

## **Final Tie Breaker**

Applicants from the same block of flats, or applicants who live the same distance from the school will be selected in random order and places will be offered accordingly.

## **Applications made on behalf of twins or triplets**

When the over-subscription criteria are applied to applications made on behalf of twins or triplets, they will be selected in random order and places will be offered accordingly. This could result in one (or two) children in a family being offered a place but not the other(s). Where relevant, the remaining child(ren) would be retained automatically on the school's waiting list and would have priority should any vacancies arise at the school.

## **Fair processing and Sharing Information**

The information provided with an application for a school place will be used in line with the provisions of the **Data Protection Act 1998**. Barnet has a duty under the Children's Act 2004 to work with partners to provide and improve services to children and young people in the area. Therefore, Barnet may also use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people. Barnet also has a duty to protect the public funds it administers, and to this end, it may use the information you have provided on this form for the prevention and detection of fraud.

The people who may receive this information are:

- o The current school
  - o The school to which the child is to be admitted
  - o Other Admission Authorities so as to ensure that parents have provided
  - o consistent information and do not hold on to more than one school place
  - o Any organisation legitimately investigating allegations of fraud, criminal offences or child protection.
6. Priority will be given to a maximum of 16 pupils who show performing arts potential in dance, drama or music
4. Remaining places are offered on a geographical basis, with priority given to those who live closest to the school when measuring distance in a straight line (see Note 2).

### **Note 1**

A child looked after is a child in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. An adopted child is defined by section 46 of the Adoption and Children Act 2002. Child arrangements orders are defined in Section.8 of the Children Act 1989, as amended by Section12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. A special guardianship order is defined by section 14A of the Children Act 1989.

### **Note 2**

Distance is measured in a straight line between the address point for the child's home, supplied by the Royal Mail, to the school's main gate (unless specified otherwise) using the Council's computerised geographical information system.

### **Tie Breaker**

Distance will be used as a tie-breaker within each category

### **Final Tie Breaker**

Applicants from the same block of flats, or applicants who live the same distance from the school will be selected in random order and places will be offered accordingly.

### **Applications made on behalf of twins or triplets (Multiple Births)**

When the over-subscription criteria are applied to applications made on behalf on twins or triplets, they will be selected in random order and places will be offered accordingly. This

could result in one (or two) children in a family being offered a place but not the other(s). Where relevant, the remaining child(ren) would be retained automatically on the school's waiting list and would have priority should any vacancies arise at the school.

### **Fair processing and Sharing Information**

The information provided with an application for a school place will be used in line with the provisions of the **Data Protection Act 1998**. Barnet has a duty under the Children's Act 2004 to work with partners to provide and improve services to children and young people in the area. Therefore, Barnet may also use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people. Barnet also has a duty to protect the public funds it administers, and to this end, it may use the information you have provided on this form for the prevention and detection of fraud.

The people who may receive this information are:

- o The current school
- o The school to which the child is to be admitted
- o Other Admission Authorities so as to ensure that parents have provided consistent information and do not hold on to more than one school place
- o Any organisation legitimately investigating allegations of fraud, criminal offences or child protection.

## Admission limits to Barnet community primary schools 2018/19

Community primary schools	Admission limit
Barnfield Primary	60
Bell Lane Primary	60
Brookland Junior	90
Brookland Infant	90
Brunswick Park Primary	60
Chalgrove Primary	30
Childs Hill Primary	60
Church Hill Primary	30
Claremont Primary	60
Colindale Primary	90
Coppetts Wood Primary	30
Courtland Primary	30
Cromer Road Primary	60
Danegrove Primary	90
Deansbrook Infant	90
Dollis Infant	90
Edgware Primary	90
The Fairway Primary	30
Foulds Primary	45
Frith Manor Primary	90
Garden Suburb Junior	90

Community primary schools	Admission limit
Garden Suburb Infant	90
Goldbeaters Primary	60
Holly Park Primary	60
Livingstone Primary	30
Manorside Primary	30
Martin Primary	90
Monkfrith School	60
Moss Hall Junior	120
Moss Hall Infant	120
Northside Primary	30
The Orion Primary	120
Queenswell Junior	90
Queenswell Infant	90
Summerside Primary	60
Sunnyfields Primary	30
Tudor Primary	30
Underhill Primary	60
Wessex Gardens Primary	60
Whitings Hill Primary	60
Woodcroft Primary	60
Woodridge Primary	30

