

Underhill School and Children's Centre



Admissions policy

Date Adopted: 4 September 2014

Last Ratified: 2/10/2020

Review Date: October 2022

Cycle: Annual

The school follows the guidelines adopted by London Borough of Barnet Community Schools. All admissions into **Reception, Years 1 through to Year 6** are currently administered by the London Borough of Barnet. There is one routine annual intake into our Reception class in September after a child is four years old. Children admitted after the routine intake are referred to as casual admissions. The order of priority for offers into these year groups for routine and casual intakes are:

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 whom the Director of Education and Skills accepts have an exceptional medical, social or other need that the school is particularly able to meet (see Note 2)
 3. Children who, at the time of admission, have a sibling (brother or sister) 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 'looked after' child 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 Section 12 of the Children and Families Act 2014. 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.
- Note 3 - A map showing a school's defined area may be viewed online at www.barnet.gov.uk/admissions. Distance is measured in a straight line between the address point for the child's home, supplied by Ordnance Survey, 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 using Barnet's computerised

system and places will be offered accordingly. Applications made on behalf of twins or triplets – 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.

If there are insufficient places available to offer to all pupils in any of the above categories, the remaining categories in the list are applied in order.

If a child is not offered a place initially a parent will be asked whether they wish their child's name to be held on a waiting list for consideration if any vacancies arise.

The length of time a child's name has been on a waiting list is not taken into account when vacancies occur. Instead everyone on the waiting list at the time is considered, including children who may have registered late because they have moved or for other reasons. The criteria given above are used to decide a child's position on the waiting list and later applications could result in a child's name moving down the waiting list on occasions.

Delayed entry

Children usually start school in the September following their fourth birthday.

If you feel that your child is not ready to start school you can ask to defer their start into Reception until later in the school year.

You can only do this once your child has been allocated a school place, you will need to contact the head teacher if you want to request deferred entry.

Part time attendance

Your child will be offered a full time place in a Reception class. However, you may wish to consider part time attendance until they reach compulsory school age.

This may be preferable to deferring your child's entry until later in the school year as this will give them the opportunity to settle in gradually and start to make friends at the same time as other children in the class.

Once your child has been allocated a school place, you will need to contact the head teacher if you want to request part time attendance.

Deferred entry for summer born children

Children reach Statutory School Age (SSA) in the term following their fifth birthday. This means that summer born children do not have to start school until the September a year after from when they could have first been admitted.

If your child was born between 1 April and 31 August and you choose to not to send them to school until the September after their fifth birthday, they will start in Year 1. However, you can request they are admitted to Reception rather than Year 1.

You must make your request by completing an [Out of Year Admission Request Form](#) from the London Borough of Barnet and submit it with any supporting evidence

Underhill School nursery

There are two intakes into our School Nursery class – soon after the start of the autumn and spring terms. Younger children will be admitted on a casual basis following their third birthday to fill any existing vacancies. Admissions into our Nursery class are administered by the school, adhering to London Borough of Barnet's admission criteria for part-time places in community Nursery schools:

- a. Children who are in the care of a Local Authority
- b. Children assessed by the Local Authority as being in need according to the terms of the Children Act 1989 or as having special educational needs likely to result in a Statement under the Education Act 1996, where the assessment concludes that their needs would be best met by the school.
- c. Children who have a sibling currently attending Underhill School and Children's Centre.
- d. Children who live in the London Borough of Barnet, giving priority on a geographical basis but taking account of the proximity and location of the child's home in relation to the school of preference and to all other community schools in the area that offer nursery provision.
- e. Any remaining places to be offered to children living outside the Borough, on a geographical basis giving priority to those living closest to the school when distance is measured in a straight line from the school gate to the front door of the home

If there are insufficient places available to offer all pupils in a particular category, the remaining categories in the list are applied in order. The total number of children admitted to the Nursery is designated as 52 part-time (26 FTE)