

Admissions Policy

Version 8.5

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September 2023
Annually

Reviewer:
Governor Link:

L. Coffill
Chair of Governors

ADMISSIONS POLICY

East Barnet School, Chestnut Grove, East Barnet, Herts EN4 8PU

A. Statement of Principle

East Barnet School is committed to allocating and offering school places in an open and fair way. The practices and the criteria used to decide the allocation of school places will be fair, clear and objective. If there are more applications than places available, the school will apply its admission criteria in order to decide who should have a place.

East Barnet School's oversubscription criteria will be reasonable, clear, objective, procedurally fair, and comply with all relevant legislation, including equalities legislation. The Academy Trust will ensure that admission arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs.

East Barnet School is an Academy School where no fees are charged and is funded directly by the UK Government. The Academy Funding Agreement requires the School to comply with **'The School Admissions Code' (The code) 2021** and any law relating to admissions. East Barnet School's Academy Trust is the Admission Authority and is responsible for ensuring that admission arrangements are compliant with this Code. *In this policy and admission criteria, the word parent is used for the person or authority with legal responsibility for the care of a child.*

B. Requirements and Procedures

1. The Academy Trust has delegated to the Governing Body of East Barnet School all responsibility for the Admissions Policy and any decision making relating to individual admissions. The Governing Body will report back any changes in policy to the Academy Trust.
2. The Governing Body will have an Admission Committee to oversee the Admission Policy. This committee will report back to the Governing Body. All changes in this policy must be agreed by the Governing Body.
 - 2.1. The members will consist of at least **five governors** and may include the Headteacher.

- 2.2. A quorum will be three members.
- 2.3. Any governor can serve on the committee unless they have a child in the application process or on the waiting list. Employees of the school cannot chair meetings.
- 2.4. To maintain impartiality, the membership must consist of a majority of governors who are not employed by the school.
- 2.5. Membership will be agreed by the Governing Body before the start of the academic year and Governors will serve for the whole year. They can serve in consecutive years if required.
- 2.6. The member of staff with responsibility for Admission will be a non-voting member.
3. East Barnet School will set admission arrangements annually. Where changes are proposed, the school will publicly consult on those arrangements. If no changes are made to admission arrangements, they must be consulted on at least **every seven years**. Consultation must be for **eight weeks** and must take place between 1 November and 1 March of the year before those arrangements are to apply. If changes are proposed after the criteria have been set, then the approval of the Secretary of State must be obtained. If agreed, the changes must be published on the school website.
4. In the case of secondary transfer, 'time of application' will be taken as the closing date of the application process.
5. Published Admission Number (PAN): East Barnet School will set and publish the admission number for each 'relevant age group'.
6. If the School has a Published Admission Number (PAN) that is higher than in previous years, the local authority will be notified of the new number, and specific reference will be made to the change on the school website.
7. Admission arrangements will be notified to the appropriate bodies and made available on the school website for the whole academic year in which offers for places are made. The school will send a copy of the full, determined arrangements to the local authority as soon as possible before **1st May each year**.

8. The Local Authority will be informed by the **1st August each year** with regard to whether the school intends to be part of the local authority co-ordinated scheme.
9. School will send a copy of the full, determined arrangements to the local authority as soon as possible before **1st May** each year.
10. The school is required to publish its admission criteria and admission policy on its website by the **1st August each year** at the latest. The information must set out how parents can apply for a school place, (and, if it decides to manage its own in-year admissions, provide a suitable application form for parents to complete, and a supplementary information form where necessary), and set out when parents will be notified of the outcome of their application and details about the right to appeal if a place is refused. If the school is a part of the local authority's in-year co-ordination scheme, the school must also provide information on where parents can find details of the relevant scheme. The school, as admission authority, or the local authority is required to provide a hard copy of the information about in-year applications on request.
11. The Local Authority will publish a composite prospectus for parents by **12th September each year**. This will contain admissions arrangements for each of the state-funded schools in the local authority area, including East Barnet School, to which parents can apply.
12. If the school is not oversubscribed, all applicants will be offered a place.
13. On receipt of an **in-year application**, the School should aim to notify the parents of the outcome of their application in writing within **ten school days**; they must be notified in writing within **fifteen school days**. Where an application is refused, the School must set out the reason for this and also provide details of the right to appeal. The School must also inform the local authority of every application and its outcome as soon as reasonably practicable; *the Code* provides that the aim should be to provide this notification within **two school days**. Where an applicant is offered a school place following an in-year application, and the offer is accepted, arrangements should be made for the child to start school as soon as possible.
14. The school must provide the local authority with details of the number of places available at the school whenever this information is requested. Such details should be provided no later than **two school days** following receipt of a request from the local authority

15. Any decision of the School's Adjudicator will be binding on the Academy Trust and decisions will be implemented without undue delay.
16. Prescribed time periods for dealing with vulnerable children, both for In-year admissions and those subject to Fair Access Protocols, are detailed in *The Code* and must be followed.

C. Admission Criteria *Appendix 1 shows the published Admission Criteria document.*

1. The school's admission criteria apply to the Secondary Transfer Process and for allocation of spare places made during the school year because children have just moved into the area or wish to transfer from another secondary school ('In-Year Joiners'). The criteria are set out below and listed in order of priority:
 - 1.1. A child whose Education, Health and Care (EHC) Plan names East Barnet School.
 - 1.2. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.
'A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions, or (c) a child who appears to the admission authority to have been in state care outside of England and was adopted. Pursuant to paragraph 2.5 of the School Admissions Code, admission authorities are permitted to request evidence that demonstrates that the child was in state care outside of England prior to being adopted.
 - 1.3. A child with a sibling attending the school at the time of application. *Sibling is defined in these arrangements as a child who lives as brother or sister in the same house, including natural, adopted, step and foster brother and sister.*
 - 1.4. A child of an East Barnet School member of staff, providing that the member has been employed for a minimum of two years at the time of application or is recruited to fill a vacant post for which there is a demonstrable skill shortage. *'Staff Child' is defined in these arrangements as a child who lives as the staff member's son or daughter in the same house, including natural born, adopted, step and foster son or daughter.*

1.5. Other children by distance from the school, with priority for admission given to children who live nearest to the school. Distances are measured in a straight line from the main gate of the school to the address point of the child's main home, as supplied by the Ordnance Survey. The distance between these points is calculated using Barnet Council's computerised geographical information system (GIS); those living closest to East Barnet School having the highest priority.

1.6. 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 Council's computerised system and places will be offered accordingly.

2. Applications made on behalf of families of service personnel or crown servants:

When the over-subscription criteria are applied to applications made on behalf of children from families of service personnel with a confirmed posting, or crown servants returning from overseas, a place must be allocated in advance of the family arriving in the area (as long as one is available and they meet all other criteria), provided the application is accompanied by an official letter that declares a relocation date. Applications from these families must be processed and places must not be refused solely because the family do not yet have an intended address, or do not yet live in the area, but the address at which the child will live will be used when applying oversubscription criteria, as long as the parents provide some evidence of their intended address. A Unit or quartering address can be used as the child's home address when considering the application against oversubscription criteria, where a parent requests this.

3. Applications made on behalf of twins, triplets and other multiple births:

When the over-subscription criteria are applied to applications made on behalf of twins, triplets and other multiple births, they will be selected in random order and places will be offered accordingly. This could result in not all children in a family being offered a place. 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.

4. Applications where the child lives at more than one address:

Where parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent, the application must be based on the address at

which the child usually lives (and in the case of the secondary transfer process, from which s/he attends primary school). When parents live separately but the child lives equally with both parents at different addresses, the child's home address will be taken to be the address of the main parent/carer eligible to receive Child Benefit and/or Child Tax Credit.

5. Applications where there is a change of address:

Where there is a change of address during the secondary transfer process, the change must have occurred by the second Friday before 25th December in the year before admission, and the appropriate proof provided, in order for the change to be considered in the initial allocation of school places.

If you are offered a place at the school under a 'distance from the school' criterion based on the address where you are living at the time of application, but you then move outside the school's allocation area (i.e. further away from the school than the closest person on the waiting list) before the child is due to start at the school, the place will be withdrawn.

6. Applications made on behalf of the child of a member of staff:

Where a member of staff ceases to be employed at the school after a place is offered, but before the child is due to start at the school, the place will be withdrawn unless the child would have qualified automatically at the time of application using any of the other criteria.

D. Application to the Sixth Form

Admission to the Sixth Form at East Barnet School is not automatic and students will need to have attained the academic requirements for the proposed course of study. Further information about Sixth Form Admissions; the courses on offer; and particular requirements to study will be published in the Autumn Term each year.

The Sixth Form has an agreed PAN of 350. Places are offered to both internal and external applicants. Current Y11 students, if they are predicted to achieve grades in line with the Sixth Form prospectus, are offered provisional places in January. Firm places are offered to students following the publication of summer results.

Applications received by the closing date from **external students** will be considered on the following basis:

1. Students with an EHCP naming the school, who meet the entry requirements for the courses they wish to pursue.
2. Looked-after children and previously looked-after children who meet the academic entry criteria.
3. Students whose predicted grades are in line with the Sixth Form admissions criteria and who have a sibling in attendance at East Barnet School at the time of application.
4. Students whose predicted grades are in line with the Sixth Form admissions criteria and who are the child of an East Barnet School member of staff, providing that the member has been employed for a minimum of two years at the time of application or is recruited to fill a vacant post for which there is a demonstrable skill shortage
5. Students who live within a reasonable distance of the school and who are predicted the grades in line with the sixth form admissions criteria.

The school has a maximum of 30 places available for external students (dependent on the number of internal students). In the case of oversubscription, the above priority criteria will be used to allocate places.

All offers are subject to students achieving the grades required by subject areas as detailed in the prospectus. The closing date for external applications is the **31st of December**. Provisional offers should be made **by 1st February**.

Subjects will consider taking students that narrowly miss the criteria in exceptional circumstances. Evidence of which will be asked for.

Students who apply later than the closing date or who are not offered a place on the grounds of distance may request to be placed on a waiting list which will be reviewed following the publication of results when some places may become available.

E. Application Procedure

For applications in the normal admission round, Barnet Council will provide a common application form (CAF) that enables parents to express their preference for a place at any state funded school, including East Barnet School. Parents can list a maximum of **six schools** in the order of preference with space allowing them to give reasons for their preferences.

The London Borough of Barnet encourages parents to use the online application process.

The usual timescale is the application process opens online on **1st September with the closing date for applications on 31st October of the year proceeding transfer** e.g. 31st October 2023 for entry to East Barnet School in September 2024.

A letter will be posted on **1st March** of the year of entry, notifying parents of the outcome. Online results will be published on the Barnet website in the evening of 1st March.

For applications 'In-Year', parents should contact the school and for entry to the Sixth Form, parents and/or students should apply directly to the school.

F. Waiting List

1. The School will maintain a clear, fair and objective waiting list for at least the first term of the academic year of admission.
2. Children who come within the school's admission criteria (a) and (b) (those with EHC plans and 'looked after children') will take precedence over those on the waiting list.
3. The remaining sibling/s of twins, triplets and other multiple-births, where one or more, but not all have been offered a place, would have the next highest priority.
4. If another child is added, the list will be ranked again in line with the oversubscription criteria. Priority will not be given to children based on the date their application was received or their name was added to the list.
5. The local authority will contact families on the waiting list to ascertain if they want to remain on the list.

G. Withdrawal of Places

East Barnet School will not withdraw a place once a child has started at the school, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child had been at the school will be taken into account. For example, it might be considered appropriate to withdraw the place if the child has been at the school for less than one term.

The offer of a place will be withdrawn in the case of:

1. A 'Staff child' if a member of staff ceases to be employed at the school after a place is offered, but before the child is due to start at the school. The only exception is if the child would have qualified automatically at the time of application using any of the other criteria;
2. Applicants who have moved outside the school's allocation area (i.e. further away than the first person to miss a place because of living too far from the school) before the child is due to start at the school and who were offered a place under a 'distance from the school' criterion based on the address where they were living at the time of application.
3. Discovered that a place has been obtained fraudulently by giving false, or misleading details at the time of application.

H. Application for Children from Overseas

East Barnet School will treat applications for children coming from overseas in accordance with Home Office rules for non-European Economic Area nationals. Checks will be made to ensure that a child has a right to be in the country and to receive state education.

I. Requests for admissions outside of age group

Children are educated in school with others of their age group, with the curriculum differentiated as necessary to meet the needs of individual children. However, parents may request that their child is exceptionally admitted outside their age group, for example if their child is gifted or talented or has experienced problems such as ill health. The Headteacher will decide whether or not the individual

circumstances make this appropriate on educational grounds and in the best interests of the child. This will include taking account of the parent's views; student's views; school's view in terms of what would benefit the young person most; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely

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.

J. Fair Access Protocol

East Barnet School will participate in the Barnet 'Fair Access Protocol' in order to ensure that unplaced children are allocated a school place quickly. There is no duty for the School to comply with parental preference when allocating places through the Fair Access Protocol.

Where the School does not wish to admit a child with challenging behaviour as an 'In-Year' applicant, even though places are available, it must refer the case to the local authority for action under the Fair Access Protocol.

The *Code* provides that the Fair Access Protocol must be consulted upon and developed in partnership with all schools in its area. Once the Protocol has been agreed by the majority of schools in its area, all admission authorities must participate in it. Participation includes making available a representative who is authorised to participate in discussions, make decisions on placing children via the Protocol, and admitting pupils when asked to do so in accordance with the Protocol, even when the school is full.

The Code makes clear that the Protocol should only be used to place specified groups of children (Paragraph 3.17) where they are having difficulty in securing a school place in-year, and it can be demonstrated that reasonable measures have been taken to secure a place through the usual in-year admission procedures.

Where it has been agreed that a child will be considered under the Fair Access Protocol, a school place must be allocated for that child within **20 school days**. Once they have been allocated a school place via the Fair Access Protocol, arrangements should be made for the child to start at the school as soon as possible.

K. Secretary of State Power of Direction

If Barnet Local Authority considers that East Barnet School will best meet the needs of a child, it can ask the School to admit that child but has no power to direct it to do so. If no agreement can be reached, Barnet Local Authority can ask the Secretary of State to intervene. The Secretary of State has the power under an Academy's Funding Agreement to direct the School to admit a child.

L. Appeals Procedure

Parents who want to appeal against the governors' decision not to offer their child a place at the school must appeal directly to the school, not through the local authority. The appeals timetable will be published on the school's website by **28th February** each year. The appeals will be heard by an Independent Appeals Panel.

The timescale for lodging appeals will allow appellants at least **twenty school days** from the date of notification that their application was unsuccessful, to the time of preparing and lodging their written appeal. Appellants will receive at least ten school days' notice of their appeal hearing date. There will be the opportunity for appellants to submit additional evidence after this date; however, the Appeal Panel will decide whether any material not submitted by the specified deadline is to be considered.

The Clerk to the Appeals Panel will send appeal papers to the panel and parties by the necessary deadlines.

After the appeal has taken place, Decision Letters will be sent within **five school days** of the hearing wherever possible by the Clerk to the Appeals Panel.

M. Further information

East Barnet School Admission Office

Tel: 020 8344 2100

Fax: 020 8449 9862

Email: enquiries@eastbarnetschool.com

or

Barnet Schools Admissions Team

Tel: 020 8359 7651

Fax: 0870 8896799

Email: school.admissions@barnet.gov.uk

Admission Criteria for Secondary School Transfer (September 2021 entry onwards) and for allocation of Spare Places made during the school year:

The school has an agreed admission number of **220 pupils** for the Year 7 cohort 2024/25 and all Year 7 thereafter. For years 8-11 it is 210. There are an agreed **350 places in years 12+13**.

When the school is oversubscribed, priority for admission will be given to those children who meet the criteria set out below, in order:

- a. A child whose Education, Health and Care (EHC) Plan names East Barnet School.
- b. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.
'A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions, or (c) a child who appears to the admission authority to have been in state care outside of England and was adopted. Pursuant to paragraph 2.5 of the School Admissions Code, admission authorities are permitted to request evidence that demonstrates that the child was in state care outside of England prior to being adopted.
- c. A child with a sibling attending the school at the time of application. *Sibling is defined in these arrangements as a child who lives as brother or sister in the same house, including natural, adopted, step and foster brother and sister.*
- d. A child of an East Barnet School member of staff, providing that the member has been employed for a minimum of two years at the time of application or is recruited to fill a vacant post for which there is a demonstrable skill shortage. *'Staff Child' is defined in these arrangements as a child who lives as the staff member's son or daughter in the same house, including natural born, adopted, step and foster son or daughter.*
- e. Other children by distance from the school, with priority for admission given to children who live nearest to the school. **Distances are measured in a straight line from the main gate of the school to the address point of the child's main home, as supplied by the Ordnance Survey.**

The distance between these points is calculated using Barnet Council's computerised

geographical information system (GIS); those living closest to East Barnet School having the highest priority.

- f. 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 Council's computerised system and places will be offered accordingly.

Note: When the over-subscription criteria are applied to applications made on behalf of twins, triplets and other multiple-births, they will be selected in random order and places will be offered accordingly. This could result in not all children in a family being offered a place. 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.

Procedures for applications from a member of staff

When an application for a place at East Barnet School is received under the 'member of staff' criteria one or other of the following must be fulfilled in order for the application to be approved:

1. the member of staff must have been employed for a minimum of two years at the time of application;
2. the member of staff must have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

In the case of criterion 2, the Chair of the Admissions Committee will request the following information from the Headteacher:

1. Was the member of staff recruited to fill a vacant post?
2. If yes...
 - a. For how long had the post been vacant?
 - b. How many times was the post advertised?
 - c. How many candidates were interviewed?
 - d. Has the School found it difficult to fill vacancies of this nature in the past?

The Committee will use the information in reaching a decision to accept or reject the application.