



# Admissions Policy

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**School Name**

St. Andrew's Southgate

**Updated**

October 2025

**Review Date**

October 2027



Do justice,  
love kindness  
and walk humbly  
with your God Micah 6.8

# St Andrew's Southgate Primary School (Church of England) admission arrangements for 2027/28

## Introductory statement

'Do justice, love kindness and walk humbly with your God' (Micah 6:8) is our vision and breathes inspiration into the heart of our school community. Do justice: committing ourselves to equal opportunities for every pupil, treating our staff with equity and seeking fairness in the world through charitable giving both near and far. Love kindness: making compassion our priority, finding joy in encouraging one another, forgiving and showing respect at all times. Walking humbly with your God: understanding our environment and recognising our ecological impact, worshipping together whilst recognising the growing diversity of our pupils and their beliefs and practice.

St Andrew's Southgate is a one form entry primary school. We are a Church of England school who pride ourselves on providing a broad and stimulating curriculum whilst developing spiritual, moral and cultural understanding in our pupils. We have a strong link with St Andrew's Church on Chase Side. St Andrew's School has been providing education for local children since 1863. There are currently 210 pupils on roll aged from 4-11.

Parents who are considering sending their child to St Andrew's are invited to make an appointment to visit the school by telephoning 020 8886 3379. This is not part of the admission process but simply so that parents may see the school at work.

## Admission number

The admission number for entry in Reception is 30. Governors will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, Governors will offer places to all those who have applied.

## Admissions process

Parents must complete the local authority common application form (via eAdmissions) naming the school and return this by the published Local Authority closing date in January. Parents should also complete the St Andrew's Supplementary Admission Form (Appendix 1), which can be obtained from the school office or website, if applying under Criterion 3 or 5 (below) so that the Governors can consider the application fully. Completed Supplementary Admission Forms should be returned to the school.

Any application received after the closing date will only be considered after those received on time.

## Oversubscription

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.<sup>1</sup>
2. Children having brothers or sisters (this includes step/half/foster siblings living at the same address) already at the school at the time of attendance.
3. Children whose parent(s) frequently worship at the churches of St Andrew's Southgate, Christ Church Southgate or St Thomas's Oakwood. Frequently worship is defined as at least 12 times

within the 12 months prior to application.

4. Children of staff 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.
5. Children whose parent(s) frequently worship at churches that are members of Churches Together in England or of the Evangelical Alliance UK AND who live within the following postcodes: N14, N13 and N21, priority being given to those who live closest to the school (see section below on tie break). Frequently worship is defined as at least 12 times within the 12 months prior to application.
6. Children who do not fall into the categories above but who live in close proximity to the school, priority being given to the closest (see section below on tie break).

If you need help to decide which criterion applies to you, please mention this when you contact the school and we will advise you. A reference from a church minister will be required before an application is accepted as falling within criterion 3 or 5. The term "frequently worship" means attending church at least 12 times within the 12 months prior to the application being considered. If a family has recently moved and is worshipping frequently (according to the definition) at one of the above named churches, consideration will be given to evidence of frequent worship at a CofE church in their previous location.

If you are offered a place for your child, you will be required to provide proof that you live at the address given on the application (e.g. a council tax bill). If you are unable to do this, or the information provided is fraudulent, any offer of a place will be withdrawn. The term "parents" includes foster parents and guardians.

### **Tie-break**

In the case of over-subscription when there has to be selection within one of the criteria, priority will be given to those living closest to the school. All distances will be calculated by the London Borough of Enfield admissions IT system using ADDRESS-POINT ®. 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 metre (10cm). The accuracy of each ADDRESSPOINT ® is such that each point will fall within the addressed building.

In the case of a multi-occupancy building such as flats where there may only be one address point, or where more than more than one applicant has the same distance from the school, a decision will be made using random allocation, which will be independently verified.

Where children spend part of the week with one parent/guardian and part with the other the Governors will consider the address where the child spends the most time per week to be the home address.

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

### **Deferred entry for infants**

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. A child must be attending school on a full-time basis when they reach statutory school age, that is, at the start of the school term AFTER the child turns five. For children born between 1<sup>st</sup> April and 31<sup>st</sup> August, this must be before the end of the school year.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is born between 1<sup>st</sup> April and 31<sup>st</sup> August (summer born), highly able children, or where a child has suffered from particular social or medical issues impacting his or her

schooling. All such requests will be considered on their merits and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parents. If a request is refused, the child will still be considered for admission to their normal age group. The process for requesting such an admission is as follows: With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents may submit any evidence in support of their case with the application, for instance from a medical practitioner<sup>2</sup>. The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. If the request is agreed, parents must still make a new application as part of the main admissions round the following year. If the request is refused, they will have the option of the offer of a place for the normal age group.

## **Waiting lists**

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by Enfield Council Admission and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## **In-Year Admissions**

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. If a place is available and there is no waiting list then the Local Authority will communicate the Governors' offer of a place to the family.

## **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Further details on how to appeal are available on the school website.

## **Notes on the Criteria of Admission**

1. For the purposes of Criterion 1 a "looked-after child" means one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An 'adoption order' is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).
2. Some of the evidence a parent might submit could include: • whether the child is 'summer born' and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1); • 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.



## St Andrew's Southgate Primary School (CE) Supplementary Admission Form



**Use of your data:** St Andrew's Southgate Primary School (CE) places a great importance on your privacy and we want you to have a clear understanding about the data we collect, store and process, and the rights you have to control that data. Our Privacy Notice is available from the School Office or on our school website via this link: <http://www.st-andrews-southgate.enfield.sch.uk/gdpr-general-data-protection-regulations/>.

Please complete this form if you wish to apply under criterion 3 or 5 of our admissions criteria. The information given in this form will be reviewed by the School's Governors responsible for school admissions and will be retained on your child's file. Forms of unsuccessful applicants will be retained as per our School's document retention policy which is available from the School Office.

Child's Surname:	Child's Christian Name:	Child's DOB:
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Year group required: Please circle: Reception, Y1, Y2, Y3, Y4, Y5, Y6

### **Name and Addresses of Parent or Guardian**

Full name:	
Address:	
Home Telephone number:	
Mobile Telephone number:	

### **Church Worship**

If you regularly attend a church, please state which one and give the name, address and telephone number of the Priest or Minister

Name of Church:	
Name of Priest or Minister:	
Address:	
Telephone:	

Please read the Governors' admission criteria on the form St Andrew's Southgate Admissions Arrangements and circle the category under which you consider this application is made

1      2      3      4      5      6

Signed by parent/guardian:	Date application sent:	
	Date received at school:	

**Please meet with your Priest/Minister to complete the reference form on the next page:**



St Andrew's Southgate Primary School  
(CE)  
Supplementary Admission Form



I confirm that:

Name of Child:

Attends Church at least 12 times within the 12 months prior to application.

Signed:

Name of Priest/Minister

Date: