connecteducationtrust.org

CONNECT EDUCATION TRUST

Admissions Policy

Academic Year 2027-2028

Version and Date		Action/Notes	Date Written	Date to be Reviewed
13.1	06.05.2025	Approved by the Trust Board	Updated May 2025	1 Year 2026
14.0	30.06.2026	Approved by the Trust Board	Updated June 2026	1 Year 2027
14.1	08.07.2026	Approved by the Trust Board	Updated July 2026	1 Year 2027

Aims and scope

The Trust Board the Connect Education Trust is responsible for the admission of pupils into its schools. It will do so in accordance with the Department for Education's School Admission Code and School Admission Appeals Code and participate in Enfield Local Authority's co-ordination of admissions processes and its Fair Access Protocol.

This document provides guidance on how to apply for In-Year places at any time, and how to apply for Nursery and Reception places for September of each year. It sets out the administrative arrangements to prepare a child for entering the school once a school place has been offered and accepted.

The Connect Education Trust is committed to providing a welcoming, safe and friendly environment for all children and their families in every one of its schools. It welcomes children of all religions and none and supports children of all abilities to reach their full potential. Equally, the Connect Education Trust expects that the children and their parents/carers will endeavour to play their part in developing and maintaining a positive school community. The Behaviour Policy sets out in detail what is expected of both parents and children at the school. On admittance parents and pupils where appropriate will be asked to sign a home/school agreement.

Nursery Admissions

Some of the Connect Education Trust schools offer part-time Nursery places. If you wish to apply for a Nursery place, please complete an Application Form online at https://www.enfield.gov.uk/services/children-and-education/school-admissions-and-information/admissions-applications. If you need assistance to do this please speak to the school concerned.

Reception Admissions/ Junior Admissions September

If you wish to apply for a Reception place for a child, please complete an Application Form online at https://www.enfield.gov.uk/services/children-and-education/school-admissions-and-information/admissions-applications#admission-to-primary-school-in-september-2022. If you need assistance to do this please speak to the school concerned.

School	Nursery Places	Reception Places	Junior Places (Junior School Only)
Bowes Primary School	60	60	NA
Carterhatch Junior School	0	0	90
Chesterfield Primary School	0	60	NA
Delta Primary School	0	30	NA
Eversley Primary School	0	90	NA
Fern House School	Special School	Special School	Special School
Grange Park Primary School	60	120	NA
Hazelbury Primary School	90	150	NA

Enfield Local Authority process all applications from Enfield residents. Full details of the supporting documents required, such as proof of address, are given online. Out of Borough applicants need to apply via the local authority where they live. You cannot apply directly to Connect Education Trust schools for a place.

It is important to note that even if your child attends the Nursery you must still apply for a place in a Reception class in the same way as other applicants. If your child attends an Infant school you must also apply for a junior school place. Arrangements are in place for pupils at Carterhatch Infant School to have a priority for an admission at Carterhatch Junior School but an application will need to be made.

If there are equal or fewer applications than the number of places available everyone will be offered a place. It is important that you formally accept or decline a place if it is offered, so that the school can plan ahead.

If you have been offered and accept a place at an Connect Education Trust School, you will be asked for further information about your family circumstances and be given full details of how your child will be helped to prepare for starting Nursery or Reception.

If there are more applications than the number of places available the following criteria will be used to determine who is offered a place.

Deferred Reception Admission

The Connect Education Trust provides for the admission of all children in the September following their fourth birthday. Parents of non-compulsory school age children *(four-year olds)* may request a pattern of part-time attendance or delay if that best suits the needs of their child. Parents will be offered the opportunity for their child to:

- Start Reception in September on a full-time basis from their first day of attendance or on a part-time basis up to the point of reaching compulsory school age
- Delay the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the summer term of the school year for which the offer of the school place was made.

And for **summer born children** (those born between 1 April and 31 August) only:

Defer their child's entry to school by a whole year until they reach compulsory school age and be admitted to Reception rather than Year 1 with their chronological peers. This means that a summer born child would not start school at all during the academic year after their fourth birthday.

Before deciding to ask to defer your child's admission, you should contact the school(s) you are interested in applying for. They will be able to explain the provision on offer to children in the Reception Year, how it is tailored to meet the needs of summer born children and how those needs will continue to be met as the children move up through the school. They may also be able to allay any concerns that you may have about your child's readiness for school.

If you still wish to defer your child's admission to school, you must seek approval from the admission authority. As well as asking for approval for your request to defer, you should make an application as part of the main admission round for the year group that your child would normally be admitted to school. This must be submitted by the closing date of 15th January, until a decision on your request to defer has been reached. Wherever possible,

you should also make your application for deferment by 15th January. A form is available on the Connect Education Trust website to enable you to do this.

Admission Criteria for the Connect Education Trust Schools

After the admission of pupils with an Education, Health and Care Plan or Statement of Special Education Needs, the following criteria are used to decide which children should be offered places when there are more children wanting to go to a school than there are places available. The following criteria will be followed:

a) Children in public care (looked after children) and all previously looked after children, 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 or subject to residence orders or special guardianship orders immediately following having been looked after.

b) Children for whom a particular school is appropriate on exceptional medical grounds. Such applications will be considered under this criterion only if they are supported by an attached written 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 at the time of proposed 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 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. These calculations are done by the LA admissions service according to a standard formula. (Travel by private car or public transport is not considered).

Admission Criteria for the Connect Education Trust Nurseries

Nursery places are allocated subject to availability. Where applications exceed the number of places available, priority will be given in the following order:

a) Children of staff employed at the relevant school for two years or more;

b) Children with a sibling attending the school nursery at the time of admission;

c) Children approaching nursery age who are likely to transition into our school nursery provision;

d) Families that require the maximum number of wraparound hours;

e) Children living within the local community;

f) Date the completed application was received.

Academy Admission Appeals

Any applicant refused a place has a right of appeal to an independent appeal panel established by the Connect Education Trust which will publish its appeals information on its website.

Admission Appeals Complaints

The DfE receives any complaint made by an applicant about the way admissions appeals are carried out at academies.

Waiting Lists

In addition to the right of appeal, unsuccessful applicants may be offered the opportunity to be placed on a waiting list. This list will be maintained by Enfield Local Authority in an order determined by the admission criteria set out above and not in the order in which applications were received or added to the list. Unsuccessful applicants will be consulted at intervals on whether they wish to remain on the waiting list, which will be maintained until the end of the academic year in question.

In-Term Applications and Admissions

Applications should be made on-line to the Enfield Local Authority and not directly to the school.

The Connect Education Trust schools are committed to taking their fair share of children and young people who are vulnerable and/or hard to place, as set out in Enfield's fair access protocol. Accordingly, outside the normal admissions round, priority can be given to a child or young person where admission is requested under any local protocol even when this would mean exceeding the published admission number.

Play Sessions

Play session/s takes place in the School during the Summer term which eases the transition into school. The sessions are for pre-school children, their parents/carers and siblings who have been allocated a place at the school. Parents/carers will receive a letter inviting them to attend the play session/s. Play Session/s help children and their parents/carers to get know school staff and the building – the children make friends with other children who will be in their class prior to starting school. The Play Session is an opportunity to demonstrate the value of play in the learning experience of young children – the activities provided are planned to offer aspects of the Foundation Stage curriculum

This policy will be reviewed on an annual basis by the Board of Trustees.