

### **Admission to Year 3**

Pupils normally transfer from Year 2 of Garden Suburb Infant school into Year 3 of Garden Suburb Junior School, through a formal admission procedure at the age of 7.

All parents with pupils in Year 2 at Infant Schools in the borough will be asked to complete a Common Application Form (CAF) to apply for transfer to a Junior School in the September. This can be accessed online through the Barnet website at:

<https://www.barnet.gov.uk/citizen-home/schools-and-education/school-admissions/primary-school-admissions.html>

When the school is oversubscribed, the following London Borough of Barnet criteria would be applied, in order, to allocate the places available.

#### **London Borough of Barnet Admissions Criteria**

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. Children without a local school place who are 'looked after' by a local authority under the provision of the Children Act 1989.
2. Children who, when the applications are processed, attend the linked Infant School.
3. Children whom the Director of Children's Service accepts have an exceptional medical, social or exceptional need that the school is particularly able to meet.

Note: Applications in this category will be considered only if they are supported by an attached written statement from a doctor, social worker or other appropriate professional. Parents must demonstrate that there is a very specific connection between the child's need and the particular school. The medical condition of parents or other family members, or difficulties with child care arrangements because of work or other commitments would not be grounds for priority under this category. Information not provided at the time the application is submitted may not be considered at a later date.

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 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.

7. Children living outside the individual school's defined area, with priority given to those living closest to the school when measuring distance in a straight line.

A map showing a school's defined area may be viewed at the school. Distances are measured between the front door of the child's home and the main school gate.

Parents do have the right of appeal for a school place. In July any appeal hearings for community junior schools will be arranged and heard, while voluntary aided junior schools will organise their own appeal process.

### **Specific arrangements for the transition from Garden Suburb Infant School to Garden Suburb Junior School**

- Children from the Garden Suburb Infant School are not regrouped for this transition
- Year 2 parents are invited to an introductory evening in the Junior School
- Children in Year 2 make one morning visit to the Year 3 teacher
- Children in Year 2 have a story visit in the Junior School with the Junior School Head Teacher
- Year 2 and Year 3 staff have an inclusion meeting to discuss individual pupils
- A 'buddy' system is in place; Year 2 children and their Year 3 "Buddies" correspond
- The SENCo's of both schools meet to discuss relevant children. I.E.P's and SEN information is passed to the Junior School SENCO
- Records of pupils who have received support for having English as an additional language are transferred to the Junior School
- Children's records, including SATS information are passed to the Junior School.

### **Arrangements for the transition from other schools**

- The head teacher meets with all parents of children new into the school to obtain all relevant information to enable a happy and successful transition
- Year 2 parents are invited to an introductory evening in the Junior School
- Children in Year 2 make one morning visit to the Year 3 teacher
- In September a 'buddy' is set up
- Where relevant the I.E.P's and SEN information is obtained from the feeder schools
- Where possible all records of pupils are requested from feeder schools.

### **Arrangements for mid-year admissions**

Parents seeking places for their children mid-year in any year group have to apply using the online application which can be accessed at:

<https://www.barnet.gov.uk/citizen-home/schools-and-education/school-admissions/primary-school-admissions.html>

If the Year group is full then their children's names will be added to the waiting lists. These waiting lists build up over months but the length of time spent on a waiting list is not taken into account when vacancies arise. Places are offered according to the following criteria, considered in the given order:

1. Children for whom a statement of special educational needs has been made under the Education Act 1996 or is likely to be made, and for whom the school has been named in that statement or is likely to be named.

2. Children 'looked after' by the London Borough of Barnet.
3. Children whom the Chief Education Officer accepts have an exceptional medical need which the school is particularly able to meet.
4. Children who have been permanently excluded from another school and for whom this school has been designated by the Chief Education Officer as the most appropriate school.
5. Children for whom this is the nearest available school by walking distance and who are without a school place because they have moved.
6. Children who have already been a pupil at the school.

If there are insufficient places available to offer to all pupils in a particular category, the remaining categories in the list are applied in order. Children who have a sibling living at the same address who is a pupil or who has been offered a place at the school, or at the linked school in the case of separate junior and infant schools. Siblings would include half, step, adoptive and foster siblings provided they also live at the same address.

Remaining places are offered on a geographical basis 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.

### **Induction**

To ensure that the well-being of all new admissions is supported, the school undertakes a number of procedures: These include:

- Gathering information on the background of each child and on any previous educational experiences
- Tour of the school for parents
- A welcome pack which will outline relevant information
- Monitoring to alert staff to potential difficulties
- Identifying a friend to "buddy" up with new pupils in class and during breaks.