



Admissions Policy

Last Reviewed	January 2025
Date Reviewed	January 2026
Next Review	January 2027
Reviewed by	Education & Standards

The review date is a guide and the policy remains in place until such time as it has been reviewed or superseded by updated relevant statutory guidance.

Admissions Policy

Aims and scope

The Board of Trustees of Children First Academy 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.

Applications must be made for the individual school within the Trust which you wish your child to attend since each school is its own admissions authority.

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.

Children First Academy 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, Children First expects that the children and their parents/carers will endeavour to play their part in developing and maintaining a positive school community.

Nursery Admissions

All of the Children First schools offer part-time Nursery places. If you wish to apply for a Nursery place for a child please complete an Application Form online at <https://www.eadmissions.org.uk/> If you need assistance to do this please speak to the school concerned.

Reception Admissions

If you wish to apply for a Reception place for a child please complete an Application Form online at: <https://www.eadmissions.org.uk/> If you need assistance to do this please speak to the school concerned.

School	Nursery	Reception
Brettenham	0	60
Fleecefield	60	30
Galliard	90	90
Raynham	90	90
Wilbury	90	120
Eldon	150	150
Honilands	42	90

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 Children First 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 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 Children First 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.

The Admissions Criteria for each individual school

The Admission Criteria for each School in the Children First Academy Trust mirrors the Enfield Local Authority Admissions Criteria.

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.

- a) Children in public care (looked after children) and children who were adopted, or subject to residence orders or special guardianship orders immediately following having been looked after. This does not include children who were adopted or fostered without having been previously 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).

**All distances will be calculated by the admissions IT system using ADDRESS-BASE PREMIUM®. 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 ADDRESS-BASE PREMIUM® 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, priority will be given to the applicant whose door number is the lowest numerically or alphabetically. Where the Authority provides home to school distances for own admission authority schools the same system will be used.*

Deferred Reception Admission

The Children First Academy 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 individual school. 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 14 January, until a decision on your request to defer has been reached. Wherever possible, you should also make your application for deferment by 14 January.

Admission appeals

Any applicant refused a place has a right of appeal to an independent appeal panel. Children First will use the Enfield appeal panel to manage and hear any appeals. The form to complete is on the Enfield Council website [Appeal Form](#)

Admission appeals complaints

The Department for Education receives any complaints made by an applicant about the way admissions appeals are carried out at academies.

[Academy appeal panel complaint form](#)

Using the online form is the quickest way to make a complaint. If you need a paper form instead, contact:

Department for Education helpline

Telephone: 0370 000 2288

Monday to Friday, 9:30am to 5pm

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. Children First 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 most of the schools 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.