

# Applying for a Primary School in Enfield Information for Parents

September 2023

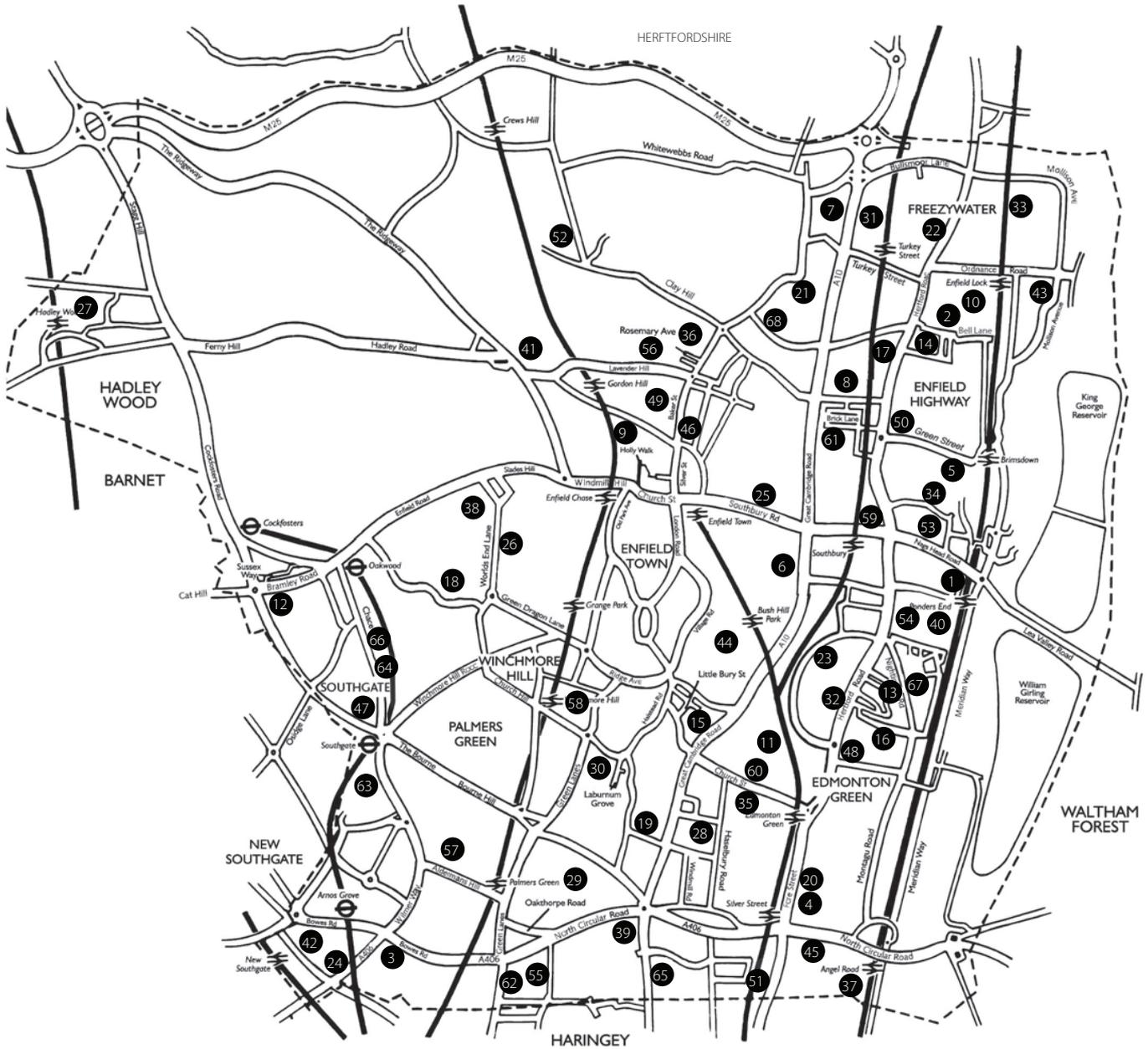


Apply online at  
[www.eadmissions.org.uk](http://www.eadmissions.org.uk)

[www.enfield.gov.uk/admissions](http://www.enfield.gov.uk/admissions)



# Primary Schools in Enfield



## KEY

- |                     |                              |                             |                            |                     |
|---------------------|------------------------------|-----------------------------|----------------------------|---------------------|
| 1. Alma             | 16. Eldon                    | 30. Highfield               | 45. Raynham                | 60. Starks Field    |
| 2. Ark John Keats   | 17. Enfield Heights Academy  | 31. Honilands               | 46. St. Andrew's Enfield   | 61. Suffolks        |
| 3. Bowes            | 18. Eversley                 | 32. Houndsfield             | 47. St. Andrew's Southgate | 62. Tottenhall      |
| 4. Brettenham       | 19. Firs Farm                | 33. Keys Meadow             | 48. St. Edmund's           | 63. Walker          |
| 5. Brimsdown        | 20. Fleecefield              | 34. Kingfisher Hall Academy | 49. St. George's           | 64. West Grove      |
| 6. Bush Hill Park   | 21. Forty Hill               | 35. Latymer All Saints      | 50. St. James'             | 65. Wilbury         |
| 7. Capel Manor      | 22. Freezywater St. George's | 36. Lavender                | 51. St. John & St. James   | 66. Wolfson Hillel  |
| 8. Carterhatch      | 23. Galliard                 | 37. Meridian Angel          | 52. St. John's             | 67. Woodpecker Hall |
| 9. Chase Side       | 24. Garfield                 | 38. Merryhills              | 53. St. Mary's             | 68. Worcesters      |
| 10. Chesterfield    | 25. George Spicer            | 39. Oakthorpe               | 54. St. Matthew's          |                     |
| 11. Churchfield     | 26. Grange Park              | 40. Oasis Academy Hadley    | 55. St. Michael at Bowes   |                     |
| 12. De Bohun        | 27. Hadley Wood              | 41. One Degree Academy      | 56. St. Michael's          |                     |
| 13. Delta           | 28. Hazelbury                | 42. Our Lady of Lourdes     | 57. St. Monica's           |                     |
| 14. Eastfield       | 29. Hazelwood                | 43. Prince of Wales         | 58. St. Paul's             |                     |
| 15. Edmonton County |                              | 44. Raglan                  | 59. Southbury              |                     |

# Contents



Enfield Schools Admission Service _____	2	Appeals _____	23
Letter to parents and carers _____	3	Priority Zones _____	24
Primary Schools in the London Borough of Enfield _____	4	Fact or fiction - Answers to playground questions _____	25
Primary Education in Enfield _____	11	Admissions to schools at other times _____	26
Applying for places _____	12	Special educational needs _____	27
How your application will be dealt with _____	16	Other information _____	28
Offer of Places _____	17	Are you looking after someone else's child? _____	30
<b>Facts and figures</b>		Useful addresses and contacts _____	32
■ Admission to Reception Classes 2021 Allocations at Community Schools, Academies* and Free Schools* _____	19	Term dates _____	33
■ Admission to Reception Classes 2022 Allocations at Community Schools, Academies* and Free Schools* _____	20	Key words _____	34
■ Admission Arrangements in Enfield _____	21		



# Enfield Schools Admission Service



## ENFIELD SCHOOL ADMISSIONS SERVICE

The Admissions Service is responsible for co-ordinating the allocation of reception places in Enfield to make sure that as many children as possible get places at schools of their parents' preference. We are part of the People Department.

Information about admissions and schools in Enfield is available on our website [www.eadmissions.org.uk](http://www.eadmissions.org.uk). You will also access the online portal at [www.eadmissions.org.uk](http://www.eadmissions.org.uk) where you can make your application for a reception place from September 2022. The closing date is 15 January 2023.

## RECEPTION ADMISSIONS

If your child was born between 1 September 2018 and 31 August 2019, you will need to apply for a reception place for September 2023. Even if you want your child to start school later you must still apply now within the timescales given in this booklet.

## NURSERY APPLICATIONS

If your child was born between 1 September 2019 and 31 August 2020 you can apply for a nursery class attached to a school. Information about this is included in the booklet 'Applying for a Nursery Class in Enfield'. This booklet is available to view at [www.enfield.gov.uk/admissions](http://www.enfield.gov.uk/admissions).

## JUNIOR APPLICATIONS

In some cases families will need to make an application to transfer from an Infant to a Junior school, details are given on page 85.

## IN-YEAR ADMISSIONS

If your child does not currently have a school place or you wish to consider a transfer to a different school, you will need to submit an in-year application. Further information is given about this on page 85.

The information in this booklet relates to the Academic Year 2023/2024 and was correct at 1st September 2022. The Authority reserves the right to amend the information contained in this booklet to take account of any important changes that may occur after this date.



# Letter to parents and carers



Enfield Schools Admission Service  
Civic Centre  
Silver Street  
Enfield  
Middlesex  
EN1 3XA  
Email: [esas@enfield.gov.uk](mailto:esas@enfield.gov.uk)  
Website: [www.enfield.gov.uk/admissions](http://www.enfield.gov.uk/admissions)  
Autumn 2022

Dear *Parents and Carers*,

Starting primary school is an exciting time for children and this booklet explains how to apply for a place in a reception class. We are committed to providing excellent learning opportunities and high quality education for all and are proud of all of our students and schools. Your child will have every opportunity to succeed at whichever school he or she attends in Enfield.

We are hoping that parents will be able to visit schools before making their application, please check a schools website to see if this will be possible and if you need to book to attend.

It is important that you read the admissions criteria for all of our schools and this will give you an idea of whether or not your child has a good chance of getting a place at a school you prefer. I would encourage you to make sure you use all your 6 preferences and consider your local schools in your application.

Please remember that unless you are certain your child will get a place at a particular school, you should apply for more than one school and list them in your order of preference.

We hope that you will find the information in this booklet helpful and would like to wish your child every success at their primary school. If you need any further information or advice, please visit our website at [www.enfield.gov.uk/admissions](http://www.enfield.gov.uk/admissions).

Yours sincerely,

Tony Theodoulou  
Executive Director People

*Submit your application online at  
[www.eadmissions.org.uk](http://www.eadmissions.org.uk)*

# Primary Schools in the London Borough of Enfield

SCHOOL NAME, ADDRESS AND TELEPHONE NUMBER	STATUS AND AGE RANGE	HEADTEACHER	SCHOOL NUMBER	ADDITIONAL INFORMATION	ADMISSION NUMBER SEPTEMBER 2023
<b>ALMA PRIMARY SCHOOL</b> Alma Road, Enfield, EN3 4UQ (020) 8804 3302 www.almaprimary.co.uk email: office@alma-primary.org.uk	Academy 2 – 11	Helen Thomas	308 2072	Nursery Class	60
<b>ARK JOHN KEATS ACADEMY</b> Bell Lane, Enfield, EN3 5PA (020) 8443 3113 http://arkjohnkeats.org/ email: info@arkjohnkeatsacademy.org	Academy 3 – 18 All Through	Mide Ola-Said	308 4001	Nursery Class	90
<b>BOWES PRIMARY SCHOOL</b> Bowes Road, London, N11 2HL (020) 8368 2552 www.bowesprimarieschool.org email: office@bowesprimary.org	Academy 3 – 11	Effie Demetriou	308 2081	Nursery Class - Opening September 2023	60
<b>BRETENHAM PRIMARY SCHOOL</b> Brettenham Road, London, N18 2ET (020) 8345 6055 www.brettenhamprimarieschool.co.uk email: office@brettenham.enfield.sch.uk	Academy 3 – 11	Mr Stewart Humphreys Headteacher	308 2086	Nursery Class School has a priority zone	60
<b>BRIMSDOWN PRIMARY SCHOOL</b> Green Street, Enfield, EN3 7NA (020) 8804 6797 www.brimsdowndenfield.sch.uk email: office@brimsdowndenfield.sch.uk	Academy 3 – 11	Matt Clifford	308 3508	Nursery Class	60
<b>BUSH HILL PARK PRIMARY SCHOOL</b> Main Avenue, Enfield, EN1 1DS (020) 8366 0521 www.bushhillpark.enfield.sch.uk email: office@bushhillpark.enfield.sch.uk	Community 3 – 11	Mrs Anna Theodosiou	308 2084	Nursery Class	60
<b>CAPEL MANOR PRIMARY SCHOOL</b> Bullsmoor Lane, Enfield, EN1 4RL (01992) 764087 www.capelmanor.enfield.sch.uk email: office@capelmanor.enfield.sch.uk	Community 4 – 11	Mrs M Enchill- Balogun	308 2009	-	60
<b>CARTERHATCH INFANT SCHOOL</b> Carterhatch Lane, Enfield, EN1 4JY (020) 8804 6886 www.carterhatchinfants.com email: office@carterhatch-inf.enfield.sch.uk	Community 3 – 7	Adrienne Barrell and Sarah Clements Co-Headteachers	308 2011	Nursery Class	90
<b>CARTERHATCH JUNIOR SCHOOL</b> Carterhatch Lane, Enfield, EN1 4JY (020) 8804 2101 www.carterhatchjunelt.org email: enquiries@carterhatchjunelt.org	Academy 8 – 11	Helen McGovern	308 2010	-	90
<b>CHASE SIDE PRIMARY SCHOOL</b> Trinity Street, Enfield, EN2 6NS (020) 8363 1120 www.chaseside.enfield.sch.uk email: office@chaseside.enfield.sch.uk	Community 3 – 11	Melanie Scull	308 2012	Nursery Class School has a priority zone	60
<b>CHESTERFIELD PRIMARY SCHOOL</b> Chesterfield Road, Enfield, EN3 6BG (01992) 760678 www.chesterfieldschool.co.uk email: office@chesterfieldprimaryelt.org	Academy 3 – 11	Zoe Hussain	308 3507	Nursery Class	60

# Primary Schools in the London Borough of Enfield

SCHOOL NAME, ADDRESS AND TELEPHONE NUMBER	STATUS AND AGE RANGE	HEADTEACHER	SCHOOL NUMBER	ADDITIONAL INFORMATION	ADMISSION NUMBER SEPTEMBER 2023
<b>CHURCHFIELD PRIMARY SCHOOL</b> Latymer Road, London, N9 9PL (020) 8807 2458 www.churchfield.school email: churchfield.office@churchfield.enfield.sch.uk	Academy 3 – 11	Natalie Lorkins	308 2079	Nursery Class	60
<b>DE BOHUN PRIMARY SCHOOL</b> Green Road, London, N14 4AD (020) 8441 7728 www.debohun.enfield.sch.uk email: l.younger@debohun.enfield.sch.uk	Community 2 – 11	Dominic Smart	308 2082	Nursery Class	60
<b>DELTA PRIMARY SCHOOL</b> 206a Nightingale Road, Edmonton, N9 8PT (020) 8351 1784 www.deltaprimarylet.org email: office@deltaprimarylet.org	Academy 4 – 11	Kate Stevens	308 2022	-	30
<b>EASTFIELD PRIMARY SCHOOL</b> Eastfield Road, Enfield, EN3 5UX (020) 8804 5013 www.eastfieldprimary.com email: office@eastfield.enfield.sch.uk	Academy 3 – 11	Mr B. Statham, Executive Headteacher Mrs R. Hussain, Acting Headteacher	308 2077	Nursery Class	60
<b>EDMONTON COUNTY PRIMARY SCHOOL</b> Bury Campus: Little Bury Street, Edmonton, N9 9JZ (020) 8360 3158 ext. 2550 www.edmontoncounty.co.uk email: primary@edact.org.uk	Academy 4 – 18 All Through	Mrs Erini Franciosa Head of Primary	308 4007	-	60
<b>ELDON PRIMARY SCHOOL</b> Eldon Road, London, N9 8LG (020) 8807 4763 Option 1-Jns Option 2-Infants www.eldonprimary.co.uk email: office@eldonprimary.enfield.sch.uk	Community 2 – 11	Dominic Smith	308 2025	Nursery Class	150
<b>ENFIELD HEIGHTS ACADEMY</b> Pitfield Way, Enfield, EN3 5BY (020) 8805 9811 www.enfieldheightsacademy.org.uk email: heights@northstartrust.org.uk	Academy 4 – 11	Ms Justyna Powrie	308 2016	-	30
<b>EVERSLEY PRIMARY SCHOOL</b> Chaseville Park Road, London, N21 1PD (020) 8360 5159 or (020) 8360 7370 www.eversley.enfield.sch.uk email: office@eversley.enfield.sch.uk	Community 4 – 11	Ms Samantha Williams	308 2085	-	90
<b>FIRS FARM PRIMARY SCHOOL</b> Rayleigh Road, London, N13 5QP (020) 8807 4292 www.firsfarm.enfield.sch.uk email: office@firsfarm.enfield.sch.uk	Community 4 – 11	Mrs Nuala Husband	308 2028	-	90
<b>FLEECEFIELD PRIMARY SCHOOL</b> Brettenham Road, London, N18 2ES (020) 8807 7899 www.fleecefield.enfield.sch.uk email: office@fleecefield.enfield.sch.uk	Academy 3 – 11	Antoinette Goldwater	308 2029	Nursery Class School has a priority zone	60
<b>FORTY HILL CE PRIMARY SCHOOL</b> Forty Hill, Enfield, EN2 9EY (020) 8363 0760 www.fortyhill.com email: office@fortyhill.enfield.sch.uk	Voluntary Aided 3 – 11	Ms Jonquil Izard	308 3304	Nursery Class A supplementary information form may need to be completed for this school	30

# Primary Schools in the London Borough of Enfield

SCHOOL NAME, ADDRESS AND TELEPHONE NUMBER	STATUS AND AGE RANGE	HEADTEACHER	SCHOOL NUMBER	ADDITIONAL INFORMATION	ADMISSION NUMBER SEPTEMBER 2023
<b>FREEZYWATER ST. GEORGE'S CE VA PRIMARY SCHOOL</b> Hertford Road, Enfield, EN3 6NR (01992) 764737 www.freezywaterstgeorges.org.uk email: office@freezywaterstgeorges.org.uk	Voluntary Aided 4 – 11	Mrs Michelle Sheehan	308 3309	A supplementary information form may need to be completed for this school	30
<b>GALLIARD PRIMARY SCHOOL</b> Galliard Road, London, N9 7PE (020) 8804 1818 www.galliardprimaryschool.co.uk email: office@galliard.enfield.sch.uk	Academy 2 – 11	Mrs C Clifford	308 2030	Nursery Class	90
<b>GARFIELD PRIMARY SCHOOL</b> Upper Park Road, London, N11 1BH (020) 8368 4500 www.garfield.enfield.sch.uk email: office@garfield.enfield.sch.uk	Community 3 – 11	Ms Karen Khwaja	308 2032	Nursery Class	90
<b>GEORGE SPICER PRIMARY SCHOOL</b> Southbury Road, Enfield EN1 1YF (020) 8363 1406 www.georgespicer.enfield.sch.uk email: office@georgespicer.enfield.sch.uk	Community 4 – 11	Mr D Spong	308 2033	-	120
<b>GRANGE PARK PRIMARY SCHOOL</b> Worlds End Lane, London, N21 1PP (020) 8360 1001 www.grangeparkprimaryelt.org email: office@grangeparkprimary.org	Academy 3 – 11	Tijen Hassan	308 2076	Nursery Class	120
<b>HADLEY WOOD SCHOOL</b> Courtleigh Avenue, Hadley Wood, EN4 0HT (020) 8440 4359 www.hadleywood.enfield.sch.uk email: office@hadleywood.enfield.sch.uk	Community 4 – 11	Mrs Fran Worby	308 2036	-	30
<b>HAZELBURY PRIMARY SCHOOL</b> Hazelbury Road, London, N9 9TT (020) 8807 3140 www.hazelbury-primary-school.co.uk email: office@hazelburyprimaryelt.org	Academy 2 – 11	Laura Pearce	308 2038	Nursery Class	150
<b>HAZELWOOD INFANT SCHOOL</b> Hazelwood Lane, London, N13 5HE (020) 8886 3216 www.hazelwoodschoools.org.uk email: office@hazelwood.enfield.sch.uk	Community 3 – 7	Josh Newham	308 2040	Nursery Class	90
<b>HAZELWOOD JUNIOR SCHOOL</b> Hazelwood Lane, London, N13 5HE (020) 8886 3216 www.hazelwoodschoools.org.uk email: office@hazelwood.enfield.sch.uk	Community 8 – 11	Josh Newham	308 2039	-	90
<b>HIGHFIELD PRIMARY SCHOOL</b> Highfield Road, London, N21 3HE (020) 8360 2149 www.highfieldprimary.co.uk email: office@highfield-pri.enfield.sch.uk	Community 3 – 11	Mr David Wilson	308 2092	Nursery Class	90
<b>HONILANDS PRIMARY SCHOOL</b> Lovell Road, Enfield, EN1 4RE (01992) 701012 www.honilands.co.uk email: office@honilands.enfield.sch.uk	Community 3 – 11	Mrs Nuala McNeely	308 2042	Nursery Class	60

# Primary Schools in the London Borough of Enfield

SCHOOL NAME, ADDRESS AND TELEPHONE NUMBER	STATUS AND AGE RANGE	HEADTEACHER	SCHOOL NUMBER	ADDITIONAL INFORMATION	ADMISSION NUMBER SEPTEMBER 2023
<b>HOUNDSFIELD PRIMARY SCHOOL</b> Ripon Road, London, N9 7RE (020) 8805 3406 www.houndsfieldprimary.co.uk email: office@houndsfield.enfield.sch.uk	Academy 2 – 11	Mrs Catherine Lane	308 2071	Nursery Class	90
<b>KEYS MEADOW PRIMARY SCHOOL</b> 84 Tysoe Avenue, Enfield, EN3 6FB (020) 8350 8200 www.keysmeadowprimarieschool.co.uk email: office@keysmeadow.enfield.sch.uk	Academy 3 – 11	Mrs Mandy Lawrence	308 2093	Nursery Class	60
<b>KINGFISHER HALL ACADEMY</b> 40 The Ride, Enfield, EN3 7GB (020) 8344 9890 www.kingfisherhallacademy.org.uk email: kingfisher@northstartrust.org.uk	Academy 3 – 11	Miss G Vincent	308 2013	Nursery Class	60
<b>LATYMER ALL SAINTS PRIMARY SCHOOL</b> 41 Hydethorpe Avenue, London, N9 9RS (020) 8807 2679 www.latymeralsaints.enfield.sch.uk email: office@latymeralsaints.enfield.sch.uk	Voluntary 3 – 11	Katy Brennan	308 3505	Nursery Class A supplementary information form may need to be completed for this school	90
<b>LAVENDER PRIMARY SCHOOL</b> Lavender Road, Enfield, EN2 0SX (020) 8363 1058 www.lavenderprimary.org email: office@lavender.enfield.sch.uk	Academy 3 – 11	Jodie Corbett	308 2075	Nursery Class School has a priority zone	60
<b>MERIDIAN ANGEL PRIMARY SCHOOL</b> Ladysmith Road, London, N18 2DX (020) 3773 3895 www.meridianangel.org.uk email: office@meridianangel.com	Academy 4 – 11	Mrs Sarah Shaughnessy	308 2017	-	30
<b>MERRYHILLS PRIMARY SCHOOL</b> Bincote Road, Enfield, EN2 7RE (020) 8363 1403 www.merryhills.net email: office@merryhills.org.uk	Community 4 – 11	Mr Richard Hudson	308 2048	-	90
<b>OAKTHORPE PRIMARY SCHOOL</b> Tile Kiln Lane, London, N13 6BY (020) 8807 4689 www.oakthorpe.enfield.sch.uk email: office@oakthorpe.enfield.sch.uk	Community 4 – 11	Mrs Judith Garrad	308 2090	-	60
<b>OASIS ACADEMY HADLEY</b> 143 South Street, Ponders End, Enfield, EN3 4PX (020) 8804 6946 www.oasisacademyhadley.org email: hadley.admissions@oasishadley.org	Academy 2 – 18 All Through	Zoe Thompson Principal	308 6906	Nursery Class	60
<b>ONE DEGREE ACADEMY</b> 1 Chace Village Road, Enfield, EN2 8GH (020) 3150 1144 www.onedegreeacademy.org email: admin@onedegreeacademy.org	2-11	Jo Addleton, Head of School	308 4002	A supplementary information form may need to be completed for this school	90
<b>OUR LADY OF LOURDES CATHOLIC PRIMARY SCHOOL</b> The Limes Avenue, London, N11 1RD (020) 8361 0767 www.ololschool.enfield.sch.uk email: office@ololschool.enfield.sch.uk	Voluntary Aided 4 – 11	Mrs Gillian Hood	308 3504	A supplementary information form may need to be completed for this school	30

# Primary Schools in the London Borough of Enfield

SCHOOL NAME, ADDRESS AND TELEPHONE NUMBER	STATUS AND AGE RANGE	HEADTEACHER	SCHOOL NUMBER	ADDITIONAL INFORMATION	ADMISSION NUMBER SEPTEMBER 2023
<b>PRINCE OF WALES PRIMARY SCHOOL</b> Salisbury Road, Enfield, EN3 6HG (01992) 762840 www.princeofwales.enfield.sch.uk email: office@princeofwales.enfield.sch.uk	Community 3 – 11	Mr Jan Bless	308 2053	Nursery Class	90
<b>RAGLAN INFANT SCHOOL</b> Wellington Road, Enfield, EN1 2NS (020) 8360 5121 www.raglanschools.org email: office@raglanschools.org	Community 3 – 7	Mr Martin Kelsey	308 2056	Nursery Class	120
<b>RAGLAN JUNIOR SCHOOL</b> Wellington Road, Enfield, EN1 2NS (020) 8360 5121 www.raglanschools.org email: office@raglanschools.org	Community 8 – 11	Mr Martin Kelsey	308 2055	-	120
<b>RAYNHAM PRIMARY SCHOOL</b> Raynham Avenue, London, N18 2JQ (020) 8807 4726 www.raynhamprimary.co.uk email: office@raynhamprimary.org	Academy 2 – 11	Anna Trott	308 2083	Nursery Class School has a priority zone	90
<b>ST. ANDREW'S CE PRIMARY SCHOOL</b> 116 Churchbury Lane, Enfield, EN1 3UL (020) 8363 5003 www.st-andrewsenf.co.uk email: admin@st-andrews-enfield.enfield.sch.uk	Voluntary Aided 4 – 11	Cathryn Mann - Executive Head Teacher Jude Statham - Head of School	308 3307	A supplementary information form may need to be completed for this school	60
<b>ST. ANDREW'S SOUTHGATE PRIMARY SCHOOL (CE)</b> 297 Chase Road, Southgate, London, N14 6JA (020) 8886 3379 www.st-andrews-southgate.enfield.sch.uk email: admin@st-andrews-southgate.enfield.sch.uk	Voluntary Aided 4 – 11	Mr Neil Mason	308 3308	A supplementary information form may need to be completed for this school	30
<b>ST. EDMUND'S CATHOLIC PRIMARY SCHOOL</b> Hertford Road, London, N9 7HJ (020) 8807 2664 www.st-edmunds.enfield.sch.uk email: office@st-edmunds.enfield.sch.uk	Voluntary Aided 4 – 11	Mr Daniel Abrahams	308 3501	A supplementary information form may need to be completed for this school	60
<b>ST. GEORGE'S CATHOLIC PRIMARY SCHOOL</b> Gordon Road, Enfield, EN2 0QA (020) 8363 3729 www.st-georges.enfield.sch.uk email: admin@st-georges.enfield.sch.uk	Voluntary Aided 4 – 11	Mr P O'Rourke	308 3502	A supplementary information form may need to be completed for this school	90
<b>ST. JAMES' CE PRIMARY SCHOOL</b> Frederick Crescent, Enfield, EN3 7HH (020) 8804 1987 www.stjamesenfield.org.uk email: admissions@st-james.enfield.sch.uk	Voluntary Aided 4 – 11	Mrs Michelle Sheehan - Executive Head Teacher Mrs Lisa Everard – Head of School	308 3311	A supplementary information form may need to be completed for this school	30
<b>ST. JOHN &amp; ST. JAMES CE PRIMARY SCHOOL</b> Grove Street, London, N18 2TL (020) 8807 2578 www.stjohnandjames.enfield.sch.uk email: office@stjohnandjames.enfield.sch.uk	Voluntary Aided 3 – 11	Mrs Patricia Cuncarr	308 3310	Nursery Class A supplementary information form may need to be completed for this school	30
<b>ST. JOHN'S CE PRIMARY SCHOOL</b> Theobalds Park Road, Enfield, EN2 9BD (020) 8363 4709 www.stjohnsprimariesch.org.uk email: office@stjohnsprimariesch.org.uk	Voluntary Aided 3 – 11	Mrs Susan Notley	308 3303	Nursery Class A supplementary information form may need to be completed for this school	15

# Primary Schools in the London Borough of Enfield

SCHOOL NAME, ADDRESS AND TELEPHONE NUMBER	STATUS AND AGE RANGE	HEADTEACHER	SCHOOL NUMBER	ADDITIONAL INFORMATION	ADMISSION NUMBER SEPTEMBER 2023
<b>ST. MARY'S CATHOLIC PRIMARY SCHOOL</b> Durants Road, Enfield, EN3 7DE (020) 8804 2396 www.stmarysenfield.co.uk email: office@stmarys.enfield.sch.uk	Voluntary Aided 3 – 11	Miss Maeve Creed	308 3500	Nursery Class A supplementary information form may need to be completed for this school	60
<b>ST. MATTHEW'S C of E PRIMARY SCHOOL</b> South Street, Enfield, EN3 4LA (020) 8804 1666 www.stmatthews-enfield.co.uk email: smichael9.308@lgfmail.org	Voluntary Aided 4 – 11	Mrs Rebecca Harris, Headteacher	308 5200	A supplementary information form may need to be completed for this school	30
<b>ST. MICHAEL AT BOWES CE JUNIOR SCHOOL</b> Tottenham Road, London, N13 6JB (020) 8888 6100 www.smab.enfield.sch.uk email: office@smab.enfield.sch.uk	Voluntary Aided 8 – 11	Mrs Debbie Butcher	308 3302	A supplementary information form may need to be completed for this school	90
<b>ST. MICHAEL'S CE PRIMARY SCHOOL</b> Brigadier Hill, Enfield, EN2 0NB (020) 8363 2724 www.st-michaels.enfield.sch.uk email: admissions@st-michaels.enfield.sch.uk	Voluntary Aided 3 – 11	Mrs Bacon	308 3312	Nursery Class A supplementary information form will need to be completed for this school	60
<b>ST. MONICA'S CATHOLIC PRIMARY SCHOOL</b> Cannon Road, London, N14 7HE (020) 8886 4647 www.st-monicas.enfield.sch.uk email: office@st-monicas.enfield.sch.uk	Voluntary Aided 4 – 11	Mrs Kate Baptiste	308 3503	A supplementary information form may need to be completed for this school	60
<b>ST. PAUL'S CE PRIMARY SCHOOL</b> Ringwood Way, London N21 2RA (020) 8360 3137 www.st-pauls.enfield.sch.uk email: office@st-pauls.enfield.sch.uk	Voluntary Aided 4 – 11	Cathryn Mann, Executive Headteacher Clare Cresswell, Head of School	308 3313	A supplementary information form may need to be completed for this school	60
<b>SOUTHBURY PRIMARY SCHOOL</b> Swansea Road, Enfield, EN3 4JG (020) 8804 1710 www.southbury.enfield.sch.uk email: office@southbury.enfield.sch.uk	Community 3 – 11	David Bryant	308 2074	Nursery Class	60
<b>STARKS FIELD PRIMARY SCHOOL</b> 167 Church Street, London, N9 9SJ (020) 8887 6060 www.starksfield.enfield.sch.uk email: office2@starksfield.enfield.sch.uk	Community 3 – 11	Melissa Davies Oliveck	308 2094	Nursery Class	60
<b>SUFFOLKS PRIMARY SCHOOL</b> Brick Lane, Enfield, EN1 3PU (020) 8804 1534 www.suffolks.enfield.sch.uk email: office@suffolks.enfield.sch.uk	Community 3 – 11	Mrs Andrea Cassius	308 2061	Nursery Class	30
<b>TOTTENHALL INFANT SCHOOL</b> Tottenham Road, London, N13 6HX (020) 8829 1100 www.tottenham.enfield.sch.uk email: office@tottenham.enfield.sch.uk	Community 3 – 7	Mrs Sian Mainwaring	308 2062	Nursery Class	90

# Primary Schools in the London Borough of Enfield

SCHOOL NAME, ADDRESS AND TELEPHONE NUMBER	STATUS AND AGE RANGE	HEADTEACHER	SCHOOL NUMBER	ADDITIONAL INFORMATION	ADMISSION NUMBER SEPTEMBER 2023
<b>WALKER PRIMARY SCHOOL</b> Waterfall Road, London, N14 7EG (020) 8886 3904 www.walker.enfield.sch.uk email: office@walker.enfield.sch.uk	Academy 4 – 11	Ms Raakhee Tailor	308 2063	-	60
<b>WEST GROVE PRIMARY SCHOOL</b> 218a Chase Road, London, N14 4LR (020) 8351 9200 www.westgrove.enfield.sch.uk email: office@westgrove.enfield.sch.uk	Community 3 – 11	Mrs Sophie Yaseen	308 2089	Nursery Class	60
<b>WILBURY PRIMARY SCHOOL</b> Wilbury Way, London, N18 1DE (020) 8807 5335 www.wilburyprimaryschool.org.uk email: office@wilbury.enfield.sch.uk	Academy 2 – 11	Mrs L Wise	308 2073	Nursery Class	120
<b>WOLFSON HILLEL PRIMARY SCHOOL</b> 154 Chase Road, London, N14 4LG (020) 8882 6487 www.wolfsonhillel.enfield.sch.uk email: schooloffice@wolfsonhillel.enfield.sch.uk	Academy 3 – 11	Alex Kingston	308 3506	Nursery Class A supplementary information form may need to be completed for this school. Please check closing date for this form	60
<b>WOODPECKER HALL PRIMARY ACADEMY</b> Cuckoo Hall Lane, London N9 8DR (020) 8804 4126 www.woodpeckerhallacademy.org.uk email: woodpecker@northstartrust.org.uk	Academy 4 – 11	Ms Nicky Ross	308 2000	Nursery Class	90
<b>WORCESTERS PRIMARY SCHOOL</b> Goat Lane, Enfield, EN1 4UF (020) 8363 7860 www.worcestersprimary.co.uk email: office@worcesters.enfield.sch.uk	Academy 3 – 11	Mrs Frances Ward	308 2080	Nursery Class	90



# Primary Education in Enfield



## WHEN CAN MY CHILD START SCHOOL?

Children begin school during the academic year in which they become five. The academic year begins in September. The place may be part-time to start with or full time depending on the arrangements made by the individual school concerned.

Some parents ask if their children can either start in reception part time or later than other children. This is called deferring admissions. If you are thinking about this for your child, you will still need to make an application in the normal way. When you have received an offer of a place, you will need to make contact with the school to let them know that you are considering this for your child. It would be helpful to discuss this with them before you make your final decision. 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.

In some cases, parents/carers of summer born children (children born between 1st April and 31 August) may request that their child's admission be delayed until the beginning of the next academic year – a younger year group. If you are thinking about this for your child, you will still need to make an application in the normal way. Further information is available on page 85 and on Enfield's website.



## APPLYING FOR A SCHOOL PLACE

The table below lets you know when your child can start in either a reception class or nursery class:

CHILDREN BORN BETWEEN	START NURSERY	START RECEPTION
1 Sept 2018 and 31 Aug 2019	-	September 2023
1 Sept 2019 and 31 Aug 2020	September 2023	September 2024
1 Sept 2020 and 31 Aug 2021	September 2024	September 2025

## VISITING SCHOOLS

We are hoping that parents will be able to visit schools before making their application, please check a schools website to see if this will be possible and if you need to book to attend.

# Applying for places



## HOW DO I DECIDE WHICH SCHOOL/S TO APPLY FOR?

Find out about schools	Look at school websites as they contain lots of information. You can also find out more details about schools on the <a href="http://www.gov.uk">www.gov.uk</a> website in the education and learning pages.
Check how many places are available – this is called the school’s published admission number (PAN)	The PANs for all Enfield schools are listed on pages 4-10
How likely is your child to be offered a place?	Read the admissions criteria for the schools you are interested in. Look at what happened last year especially if distance to school is used to prioritise applications. Check your home to school distance.
Consider your child’s journey to the schools you are interested in	
In most cases, no additional priority for admission is given to children who are attending the school’s nursery.	Check the admissions criteria.



# Applying for places

## *continued*



### COMPLETING YOUR APPLICATION

You have until 15 January 2023 to apply at [www.eadmissions.org.uk](http://www.eadmissions.org.uk).

#### IMPORTANT

**If your child already attends a nursery class you must still apply for a reception place in the same way as other applicants.** There is not an automatic right of transfer from the nursery class to the reception class in the same school.

Remember:

- Apply for up to six schools on your application. This will maximise the possibility of your child being offered a school you would like them to go to. The schools can be in Enfield or elsewhere.
- Make sure you list the schools in your true order of preference.
- Check if any of the schools you are applying for require a SIF (Supplementary Information Form) to be completed. The list of schools on pages 4 to 10 shows which Enfield schools require a SIF.

### HOW TO MAKE YOUR APPLICATION

- You need an email address to make an application. If you don't already have one links are provided from the eadmissions website for you to register for a free email address.
- If this is the first time you are using the eadmissions website you have to register before making your application. Do this before the deadline in case there are any problems.
- Once you have registered you will be sent an email to verify your email address.
- You will set your own password – please make a note of this. You will need it to see the outcome of your application in April.
- The eadmissions system will take you through the application step by step but the application process is summarised here:

1. Check your details are correct, particularly your address.
2. Add the details of the child you are making the application for.
  - Make sure your child's name is their legal name and spelt correctly.
  - Ensure your child's date of birth is input correctly.

3. If you have twins or triplets you must make a separate application for each child.
  4. Add the school you want to apply for in the order you prefer. You can apply for up to six schools.
  5. Make sure you have included the details of any children (siblings) who are already attending a school. If you don't tell us you may lose out on the sibling connection.
  6. Each time you fill in the information on a page make sure you select the 'Save and continue' button or the details will not be registered.
  7. Once you have completed your application select the submit button.
  8. If you need to attach any information to support your child application such as their birth certificate, proof of address or medical information this can be scanned or photographed and attached to the application.
  9. You will receive an email confirming the details of your online application. This will include your child's application reference number which will be similar to this: 308-2023-09-E-012345.
  10. Check this email carefully to make sure the information is as you expect it to be.
  11. If you do not receive a confirmation email your application has not been submitted. Login and select the 'submit application' button again. You could also check your spam folder on your email.
- It is your responsibility to check that your application is completed fully, all the details are correct for both you and your child and you have read and understood this booklet.

### YOUR CHILD'S ADDRESS

The address used in the application must be the child's ordinary place of residence, that is, the address where there is a settled intention by those with parental responsibility to live for the foreseeable future. You must not use a business address, child-minder's or other relatives' address or any address other than the child's ordinary place of residence.

The council does not accept short term accommodation addresses which appear to have been obtained to achieve proximity and therefore priority for admission to a school. In these cases, the council may require supplementary evidence to support that child's ordinary residence at the address stated.

The majority of applicants will not have to provide

# Applying for places

## continued



documentary evidence of your address. Please include your council tax reference number in your online application. We will then be able to cross reference your details with other internal council databases. If we are unable to verify your address, for example, if you are not registered to pay council tax, you will need to provide two documents to confirm your address such as a utility bill which is less than three months old or a tenancy agreement.

For evidence of your address you should provide two of the following:

- Recent Council Tax Bill
- Utility bill less than 3 months old
- Driving licence/insurance documents
- Benefit letter i.e. tax credits/housing benefit
- If you are not liable for Council Tax or Utility bills you will need to provide official evidence that you are resident at the address given.

If a parent or adult with parental responsibility is found to have knowingly given false information to improve their chances of obtaining a place at a particular school, any offer made on this basis will be withdrawn. This could happen even if a child has started at the school. If a parent is found to have knowingly given false information to obtain a school place, the actions will be investigated with a view to civil or criminal proceedings being taken against them under the Fraud Act 2006 or any other relevant enactment.

### CHANGE OF ADDRESS

If, after submitting your application, you move before September 2023 you must notify the Admissions Service of your new address. We will require proof of change of address from you.

**Note:** changes of address can only be accepted once they have taken place. Notice of planned future arrangements is not acceptable. Where there has been a change of address you will need to provide proof to the Admissions Service of the following:

Where you have sold one property and purchased another we will need:

- Confirmation that your property has been sold
- Confirmation of completion on the property purchased

Plus one of the following:

- Registration of council tax on the property purchased
- A utility bill for the property purchased
- If you are not liable for council tax or utilities you will need to supply official evidence that you are resident at that address, for example, driving licence or child's medical card.

Where you are moving between properties that you own you will need to supply proof of council tax for your residence and documentation detailing the use of the other property for consideration by the admissions service.

Where this information cannot be provided, the local authority will be unable to accept the new address and, for the purposes of your reception application and will continue to use the original address provided. Where there is a change of address, the change must have taken place before the end of January 2023 and the appropriate proofs provided to the Admissions Service in order for the change to be considered in relation to the initial allocations.

### SHARED CARE

When parents live separately the application must be based on the address at which the child usually lives and from which he or she attends nursery or pre-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 child tax credit. If you are not eligible for these benefits please supply a legal document to confirm your arrangements.

**In all relevant cases the allocation of a place at an Enfield school will be based on the address at which a child is living at the time of allocation. If a family moves before the allocation and if the new address falls outside the furthest distance it has been possible to offer a place, the place will be withdrawn.**

### PLEASE NOTE

Correspondence from the authority will be addressed to the parents at the address of the child. If parents are separated or divorced, the authority will assume that any application for admission to a school is the result of agreement between both parents. A parent making an application is therefore requested to consult with and obtain the agreement of the other parent before submitting the application for a school place.

### LOOKED AFTER CHILDREN AND PREVIOUSLY LOOKED AFTER CHILDREN

Looked after children who have been adopted or become subject to child arrangements or a special guardianship order immediately after having been looked after. And internationally adopted previously looked after children who were accommodated by a public authority, a religious organisation or any other provider

# Applying for places

## *continued*

of care whose sole purpose is to benefit society. A looked after child is a child who is in the care of an English local authority in accordance with section 22 (a) of the Children Act 1989

If you are making an application for a child who would come under this criterion, it is important that you attach information from the relevant social Services Department to confirm the legal status of the child. Important, please see the Key Words section at the end of this booklet for clarification of which children can be considered under this criterion.

### **MEDICAL**

Very few children are offered places under this criterion. In Enfield, medical priority is usually given to children who have an exceptional illness or disability, which means that one school is more appropriate than another for meeting the child's exceptional medical need. If you think that your child should be considered under the medical criterion you must at the time of making your application:

- Indicate which school you are asking your child to be considered for on medical grounds.
- Explain how the school concerned can meet your child's needs better than any other school.
- Supply a letter of support from a doctor with your application.

Further information is available on the website at [www.enfield.gov.uk/admissions](http://www.enfield.gov.uk/admissions).

For community schools your request for your child to be given priority on medical grounds will then be considered by a panel of senior local authority staff. Further advice may be sought at the discretion of the Director of Education or their representative.

**Please note** it is not usually possible to give a child priority on medical grounds after the allocations have been completed if medical information was not submitted at the time of application.

### **WHAT IF I MAKE MORE THAN ONE APPLICATION**

Parents must only submit one application. If two or more applications are submitted we will process the latest dated application and any earlier ones will be disqualified.

### **SIBLINGS**

If your child has a brother or sister already attending any of the schools you must tell us this in your application and give the relevant details. In Enfield a sibling is defined as a full brother or sister, a step/half brother or sister living at the same address, a child who is living as part of the

family by reason of a court order or a child who has been placed with foster carers as a result of being looked after by a local authority. Priority under the sibling criterion will only be given to children who will have a sibling at the school at the time of admission.

### **CAN MY CHILD GO TO A SCHOOL IN ANOTHER LOCAL AUTHORITY?**

Children living in Enfield can apply for schools in other areas. You must include any schools you are interested in on your Enfield application. Enfield will then submit an application to the relevant authority on your behalf.

Children who live outside Enfield can apply for a school within this area through their home authority.

### **CHANGE OF PREFERENCE**

You can make changes to your application up until midnight on 15 January 2023. You access your application online using your user name and password. Please remember to resubmit your application once you have made your changes.

After this date you can make further changes to your application by putting your request in writing to [esas@enfield.gov.uk](mailto:esas@enfield.gov.uk) making sure you include your child's name, date of birth and list the schools in order that you would now like your child to be considered for. The last date to make any changes to your application is 30 January 2023.

Any changes of preference received after this date will not be considered until after National Offer Day, 17 April 2023. The authority does, however reserve the right to accept a late change of preference where it considers there are exceptional reasons for the change to be considered.

### **CLOSING DATE**

You must submit your application by the evening of 15 January 2023. All applications submitted by this date are 'on time' application and will be considered together.

### **LATE APPLICATIONS**

It is important that you make an 'on time application'. If your application is late, consideration can only be given to this after 'on time' applicants have been allocated places. You can apply online as a late application up until the 16 August 2023. After this date you will have to complete a paper in-year application which will be available to download from the borough website [www.enfield.gov.uk/admissions](http://www.enfield.gov.uk/admissions).

# How your application will be dealt with



Applications will be processed from 16 January 2023. Each school you list is considered at exactly the same time, whether the school is in Enfield or another Borough. Places also have to be offered at schools based on the schools own admissions criteria. It is not possible for any other factors to be taken into consideration by Governors or the local authority in the case of community schools.

## STEP 1

The Admissions Service will let other local authorities know of any preferences you have made for schools in their areas. We will also let voluntary aided schools, academies and free schools in Enfield have information about your child if you have included any of these schools in your list of preferences. **It is important to remember that as well as including these schools on your application, you may also need to complete a supplementary information form to enable your child to be considered under the correct criterion.**

All of the schools you have asked for will then be considered against the school's oversubscription criteria (rules used to decide how to offer places). For community schools in Enfield, for example this would involve:

- Considering medical applications that have been made
- Checking that children are siblings living at the same address and that the older child is expected to still be at the school concerned in September 2023

- Measuring the distance from the home to the school applied for.

The full criteria for community schools are listed on page 21.

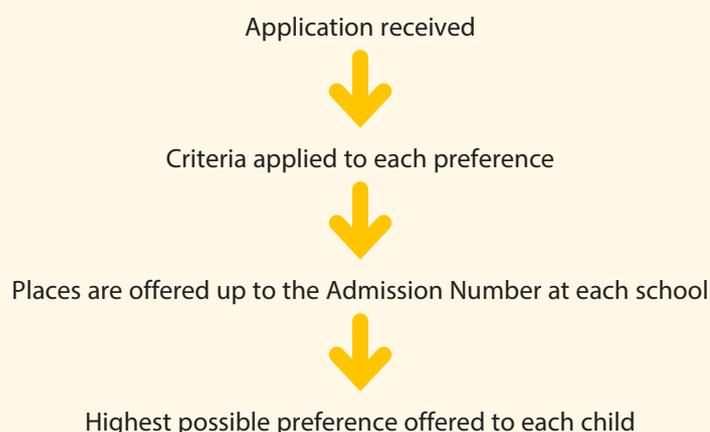
## STEP 2

When all the applications have been considered, proposed admission lists are drawn up for all the schools. The Enfield Schools Admission Service will then begin to co-ordinate the offer of places. Your child will then be offered a place at whichever school is the highest ranked on your list for which they have qualified under the admission criteria. **Lower preference schools are withdrawn at this stage.**

## STEP 3

If it is not possible to allocate a place at one of your preferred schools, your child will be allocated a place at a school with a vacancy. You are strongly advised to consider nominating a local school in your list of preferences, because you could be allocated a school some distance from your home if closer schools are oversubscribed.

## SUMMARY OF APPLICATION PROCESS



# Offer of Places

Online applicants will be able to find out the result of their application after 7pm on the evening of 17 April 2023. You will be asked to log onto your online account to let us know whether you intend to accept or reject any offer made by 1 May 2023.

**Please note** that you will only receive one offer of a school place regardless of the number of schools you have asked your child to be considered for. If you do not accept the place offered by 1 May 2023, the offer may be withdrawn.

If we cannot offer your child a place at one of your preferred schools we will let you know. However if there are vacancies at other schools and you are an Enfield resident, we will offer a place to your child at one of these, even if the school was not named as one of your preferences.

If you are offered a school place, even if it is at a school that you did not name as a preference, we would recommend you accept to ensure that your child has a school place for September 2023. Accepting an offer does not affect your waiting list positions for any other higher preference schools.

If you have not been offered a place at a school of your preference, or you would prefer your child to attend an alternative school, you will be given information about waiting lists and appeals procedures.

## WAITING LISTS APRIL 2023 – JULY 2023

Unless otherwise stated, from 18 April 2023 until 31 July 2023 your child's name will automatically be included on the waiting list for any Enfield school that was ranked as a higher preference than the school allocated. Your child's position on the waiting list is determined by the oversubscription criteria, not by the length of time spent on the waiting list and consequently their position may go down as well as up as other children are added. For example, the arrival of a new applicant in the area living closer to the school can cause a child's name to move down the waiting list. You will receive information about waiting lists with the result of your application.

## WAITING LISTS JULY 2023 – JULY 2024

If you wish your child's name to be retained on the waiting list for an Enfield school after the end of the summer term in July 2023, you will need to complete a Continuing Interest Form. Information will be available at [www.enfield.gov.uk](http://www.enfield.gov.uk) from 31 July 2023.

## FRAUDULENT APPLICATIONS

It is really important that the admissions system is fair for everybody. Nobody should be allowed to cheat by using a friend or relative's address, a business address or by temporarily renting a property near to a popular school. Each year a small number of parents try to get a school place by providing false information, which could result in them taking a place that should have gone to another child.

The Admissions Service investigate all instances where a parent is thought to have provided false or misleading information in order to gain admission to a school.

The vast majority of parents adhere to the rules we have in place, but if you have information about a family who you think are providing false information for the purpose of school admissions, you can let the Admissions Service know by letter, email or telephone. The information provided to the Admissions Service is always treated confidentially.

Any school offer that is found to have been made on the basis of a fraudulent or intentionally misleading application and so denying a place to a child with a stronger claim, will be withdrawn.

## WITHDRAWAL OF OFFERS

Places offered at oversubscribed schools may be withdrawn if:

- the offer was made in error
- the offer was made on the basis of information that cannot be corroborated to the satisfaction of the Admissions Service or later proves to be inaccurate. Offers may be withdrawn even after the child has started at a school
- the family has accepted more than one offer at the same time. If your child's place is withdrawn, you will have the right of appeal against this decision.

A sibling link will be withdrawn for any future siblings of any child who has started at a school and it was subsequently found that they have gained a place on the basis of a fraudulent application.



## MEASUREMENT INFORMATION

All distances will be calculated by our 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.

## DISCLAIMER

There are a number of websites that calculate distances to and from different addresses. The measurements on these websites can only serve as a guide and will provide approximate distances which are not used for admission purposes.

The London Borough of Enfield does not use these websites to calculate distances in relation to allocating school places.

DATE	INFORMATION
1 October 2022 to 15 January 2023	Please look at school websites for further information about the school
1 September 2022	<a href="http://www.eadmissions.org.uk">www.eadmissions.org.uk</a> opens for applications
15 January 2023	Closing date for the submission of an application
17 April 2023	Online applicants are able to access the outcome of their application during the evening
1 May 2023	Deadline for parents and carers to accept the school places offered
9 May 2023	Waiting list positions available for community schools and many of the own admission authority schools
19 May 2023	Closing date for lodging appeals for community schools
16 August 2023	Closing date for late online applications
June 2023-July 2023	Community school appeals heard by independent panels

## Admission to Reception Classes – September 2021 Allocations at Community Schools, Academies and Free Schools as at 16 April 2021

SCHOOL	TOTAL APPLICATIONS	ADMISSION NUMBER	EDUCATIONAL HEALTH AND CARE PLAN LOOKED AFTER/ MEDICAL	SIBLINGS	EMPLOYED AT THE SCHOOL	PRIORITY ZONE	DISTANCE	FURTHEST DISTANCE (MILES)	NO. OF REFUSALS
Ark John Keats	259	90	2	42	1	N/A	45	0.543	45
Bowes – Bowes Road	251	60	0	25	0	N/A	35	0.371	32
Brettenham	167	60	1	23	0	8	28	0.736	9
Enfield Heights Academy	134	30	0	11	0	N/A	19	0.690	10
Eversley	440	90	2	35	0	N/A	53	0.683	55
Hadley Wood	168	30	1	16	0	N/A	13	0.458	33
Hazelwood	290	90	0	34	0	N/A	56	0.459	45
Highfield	435	90	4	39	1	N/A	46	0.441	89
Lavender	324	60	3	25	0	1	31	0.359	35
Merryhills	373	90	0	36	2	N/A	52	1.874	5
Raglan	295	120	2	50	3	N/A	65	0.640	23
Walker	325	60	2	24	0	N/A	34	0.380	44

- It has been possible to meet the demand for places from on time applicants at the following schools: Alma, Brimsdown, Bush Hill Park, Capel Manor, Carterhatch, Chase Side, Chesterfield, Churchfield, Cuckoo Hall Academy, De Bohun, Delta, Eastfield, Edmonton County, Eldon, Firs Farm, Fleecefield, Galliard, Garfield, George Spicer, Grange Park, Hazelbury, Honilands, Houndsfield, Keys Meadow, Kingfisher Hall Academy, Latymer all Saints, Meridian Angel, Oakthorpe, Oasis Academy Hadley, One Degree Academy, Our Lady of Lourdes Catholic, Prince of Wales, Raynham, Southbury, St Andrew's Southgate CE, St George's Catholic, St James CE, St John and St James CE, St John's CE, St Mary's Catholic, St Matthew's CE, Starks Field, Suffolks, Tottenhall, West Grove, Wilbury, Woodpecker Hall Academy and Worcesters.

## Admission to Reception Classes – September 2022 Allocations at Community Schools, Academies and Free Schools as at 19 April 2022

SCHOOL	TOTAL APPLICATIONS	ADMISSION NUMBER	EDUCATIONAL HEALTH AND CARE PLAN LOOKED AFTER/ MEDICAL	SIBLINGS	EMPLOYED AT THE SCHOOL	PRIORITY ZONE	DISTANCE	FURTHEST DISTANCE (MILES)	NO. OF REFUSALS
Ark John Keats	264	90	0	49	0	N/A	41	0.504	40
Bowes	210	60	0	31	0	N/A	29	0.405	20
Brimsdown	204	60	2	27	1	N/A	30	0.503	12
Bush Hill Park	171	60	1	24	2	N/A	33	1.310	4
Churchfield	126	60	0	26	0	N/A	34	0.598	11
Enfield Heights Academy	107	30	1	9	0	N/A	20	0.723	10
Eversley	487	90	4	39	3	N/A	44	0.668	74
Grange Park	423	120	1	40	0	N/A	79	1.522	17
Hadley Wood	146	30	0	14	0	N/A	16	1.201	19
Hazelwood	264	120	2	49	0	N/A	69	0.501	13
Highfield	425	90	2	49	2	N/A	37	0.350	87
Lavender	277	60	2	31	1	1	25	0.474	18
Merryhills	381	90	0	43	2	N/A	45	1.189	27
Raglan	292	120	4	50	5	N/A	61	0.556	26
Walker	281	60	6	26	1	N/A	27	0.464	31

- It has been possible to meet the demand for places from on time applicants at the following schools: Alma, Brettenham, Capel Manor, Carterhatch, Chase Side, Chesterfield, De Bohun, Delta, Eastfield, Edmonton County, Eldon, Firs Farm, Fleecefield, Freezywater St George's CE, Galliard, Garfield, George Spicer, Hazelbury, Honilands, Houndsfield, Keys Meadow, Kingfisher Hall Academy, Latymer all Saints, Meridian Angel, Oakthorpe, Oasis Academy Hadley, One Degree Academy, Our Lady of Lourdes Catholic, Prince of Wales, Raynham, Southbury, St George's Catholic, St James CE, St John and St James CE, St John's CE, St Mary's Catholic, St Matthew's CE, Starks Field, Suffolks, Tottenham, West Grove, Wilbury, Woodpecker Hall Academy and Worcesters.

# Admission Arrangements in Enfield

## ADMISSIONS CRITERIA

Different types of schools have different admissions criteria:

- Community schools in Enfield have the same admissions criteria. The criteria is listed on this page;
- Voluntary aided schools have their own admissions criteria and priority is often given to church or faith members. In most cases parents/carers need to complete a supplementary form. If you are applying for a voluntary aided school please look at the school's full admission arrangements on their website before completing your application;
- Academies and Free Schools are publicly funded independent schools and have their own admissions criteria. If you are applying for an academy or free school please make sure you look at the full admission arrangements for the school on their website before completing your application.
- The admissions criteria for all infant, junior and primary schools are published online in the leaflet 'Primary Schools in Enfield - Admissions Criteria' which can be found at [www.enfield.gov.uk/admissions](http://www.enfield.gov.uk/admissions).



## ADMISSIONS CRITERIA FOR COMMUNITY PRIMARY, INFANT AND JUNIOR SCHOOLS, ENFIELD LEARNING TRUST SCHOOLS, EDMONTON COUNTY, IVY LEARNING TRUST, ATTIGO LEARNING TRUST AND CHILDREN FIRST ACADEMY TRUST

If there are fewer applications for a school than there are places available everyone is offered a place.

After the admission of pupils with an Education, Health and Care Plan, the following criteria is 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) A looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement or special guardianship order including those 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. A looked after child is a child who in (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 function (see the definition in Section 21 (1) of the Children Act 1989). Please see page 14.
- 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. Please see page 15;
- c) Children with a brother or sister who will be attending the school or linked junior 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 genuinely resident within the school's designated priority zone (for schools with an identified priority zone);

- f) 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. (Travel by private car or public transport is not taken into account).

All distances will be calculated by our 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 metres (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 applicants whose door number is the lowest numerically or alphabetically;

- When it is not possible to admit all applicants to a particular school within any criterion, priority will be given to those living near the school measured as in 'f' in the admissions criteria; The Local Authority defines siblings as a brother or sister living at the same address on the date when the applicant would be admitted. The term "sibling" means a full, step, half, adopted or fostered brother or sister, but not cousins. The sibling link will be withdrawn for any future siblings of any child who has started at a school and it was subsequently found that they had gained a place on the basis of a fraudulent application;
- The Local Authority may exceptionally direct schools to admit children in excess of the admission number or above other children on a school's waiting list, in order to fulfil its statutory responsibilities or to comply with decisions taken by the LA's Primary Fair Access Panel;
- Some of our schools have Additional Resource Bases (ARB) and specialist classes. These are allocated by Enfield's SEN Team. Applications made under criterion b (medical) will not give children access to this provision;
- Although childminding and childcare arrangements are very important to a working parent, we cannot take account of these arrangements when offering school places.

#### PLEASE NOTE:

- i) Children who have an Education, Health and Care Plan will be offered a place at a school if it is named in accordance with the Education Act 1996, Children and Families Act 2014 and the Special Educational Needs Code of Practice.
- ii) In the case of infant to junior school transfer, priority is given to looked after children. Thereafter, priority is given to children who are registered pupils at the link infant school before any other children are considered for admission in accordance with the published criteria.
- iii) Tottenham Infant School, Tottenham Road, N13 is a community infant school and is the feeder school for St. Michael-at-Bowes C.E. Junior School, Tottenham Road, N13. St. Michael-at-Bowes C.E. Junior School is a voluntary aided school. There is no designated linked community junior school to Tottenham Infants School. St. Michael-at-Bowes C.E. Junior School has its own criteria for admission.  
  
A child attending Tottenham Infants School is not guaranteed a place at St. Michael-at-Bowes Junior School. Therefore:
  - a) if a child is not offered a place at St. Michael-at-Bowes Junior School; or
  - b) a place is not wanted at St. Michael-at-Bowes Junior School, a place will be offered to the child at the nearest school with a vacancy.

#### PLEASE NOTE:

Bowes, Delta, Carterhatch Junior, Chesterfield, Grange Park and Hazelbury are part of the Enfield Learning Trust.

Brimsdown, Churchfield, Eastfield, Lavender and Walker are part of the Ivy Learning Trust.

Alma, Keys Meadow and Worcesters are part of the Attigo Learning Trust.

Brettenham, Fleecefield, Galliard, Raynham and Wilbury are part of the Children First Academy Trust.

Enfield Heights Academy, Kingfisher Hall Academy and Woodpecker Hall Academy are part of the Northstar Academy Trust.

# Appeals

If you are not offered a school of your preference you have the right to appeal to an independent appeals panel. Information and advice is available from the Enfield Schools Admission Service or the School Appeals Service.

It is important to remember:

- If you decide to appeal you can still accept a place at an alternative school;
- All available places at any school will have been offered and accepted before the appeals are heard.

## APPEALS WHEN THE CLASS ALREADY HAS 30 PUPILS

The law states that there must not be more than 30 pupils in an infant class. If your child has been refused a place in a reception, year 1 or year 2 class and there are already 30 children in the class an appeal can only be successful in very limited circumstances. These are:

- The admissions arrangements were not followed correctly;
- The decision not to offer a child a place was not one which a reasonable admissions authority would make in the circumstance of the case.

If your child has been refused a place in an infant class which does not already have 30 pupils or in any junior class, the appeals panel is not restricted to the circumstance set out previously.

## APPEAL STATISTICS

NAME OF SCHOOL	APPEALS HEARD	APPEALS ALLOWED	APPEALS REFUSED
Eversley	1	0	1
Merryhills	1	0	1
Highfield	3	0	3
Raglan	3	0	3



# Priority Zones

## WHAT IS A PRIORITY ZONE?

Some primary schools have priority zones. The children living within these zones have priority of admission to a particular school. Priority zones are normally areas in which families who ask for admission live some distance from the school concerned but who cannot reasonably be offered an alternative community primary school. These zones may vary from year to year.

The priority zones relating to admissions during the 2023/24 academic year are as follows:

BRETENHAM	CHASE SIDE	FLEECEFIELD	LAVENDER	RAYNHAM
Becket Road Cameron Close Cavendish Close Cavendish Road Cheshire House Craig Park Road Daniel Close Dodsley Place Ellanby Crescent Hereford House Jeremy's Green Leicester House Montagu Crescent Montagu Gardens Montagu Road (numbers 1-237 odd, 2-226 even) Rays Avenue Rays Road Second Avenue, N18 Shropshire House Swaythling Close	Aragon Close East Lodge Lane Enders Close Farorna Walk Hadley Road Harefield Close High Oaks Hunters Way Lavender Hill (numbers 200 up) Mount View Oak Avenue Ridge Crest Roundhedge Way Spring Court Road The Ridgeway (odd numbers from 191 up, even numbers from 82 up) William Covell Close Weller Mews	Brook Crescent Brookfield Road Brookside Road Felixstowe Road Fraser Road Grilse Close Parr Close	Ash Ride Beech Avenue Beggars Hollow Burnt Farm Ride Cattlegate Road Clay Hill (numbers 180 up & numbers 181 up) Cypress Avenue Flash Lane Golf Ride Rosewood Drive Rossendale Close Strayfield Road Theobalds Park Road Tingeys Top Lane Whitewebbs Road Wroxham Garden	Albany Road, N18 Culpepper Close Dysons Road Genista Road Kimberley Road Ladysmith Road, N18 Leopold Road Willoughby Lane (numbers 179-209)



# Fact or fiction - Answers to playground questions

**Fiction – My child has a right to a place at one of my choices**

**Fact** – The schools listed on your application are preferences. We will offer your child the highest preference possible but if your child does not qualify for a place at any of your preferred schools, we will allocate a place at the nearest school that still has a vacancy.

**Fiction – It does not matter if my application is late**

**Fact** – Most applications submitted after 15 January will not be processed until after all those submitted on time. It is very unlikely that your child will be offered one of your preferred schools.

**Fiction – Listing one school will give me a better chance of getting that school.**

**Fact** – If you only list one school and your child does not qualify for a place we will offer a place at the nearest school with a vacancy.

**Fiction – I can only apply for Enfield Schools**

**Fact** – You can apply for schools in Enfield and out of borough schools by listing them on your online application.

**Fiction – Children in my road go to the school so my child will too**

**Fact** – The number of children offered a place under each criterion changes every year so just because you know children living near you go to a certain school, this does not mean that your child will be offered a place.

**Fiction – If I apply to a school in another borough, their residents will have priority over my child**

**Fact** – An admissions authority cannot give priority to its own residents.

**Fiction – I have an older child already at the school so my other child will automatically get a place**

**Fact** – Everyone must apply for a school place even if there is an older child at the school. Many schools give priority to siblings, but this does not guarantee a place if there are other children who qualify under a higher criterion.

**Fiction – Listing the same school six times will improve my chances of being offered a place**

**Fact** – Your child can only be considered once for a school and any duplicate preferences will be deleted.

**Fiction – I live nearer to the school than the last child offered under the distance criterion last year, so my child is guaranteed a place**

**Fact** – Information is published to let you know the furthest distance that has been offered in the past, but the furthest distance changes every year. We cannot guarantee that any child will be offered a place at any school.



# Admissions to schools at other times

## REQUESTS FOR ADMISSION TO PRIMARY

### Delayed Admission of Summer Born Children to Reception the following year

Children will normally be admitted to the reception year in the September following their fourth birthday. The majority of children will be educated in their normal chronological age group but in the case of summer born children (those born between 1st April and 31st August) there are circumstances where parents/carers feel it would be appropriate to delay their child's admission until the following September (2024).

If you are considering this, we would recommend that you discuss this with your preferred schools before making a request. This will give parents/carers an opportunity to discuss how a school would meet the needs of their child and any impact there may be of educating your child out of their chronological year group.

The admission authority for each of the schools you are interested in will be responsible for making the decision about delayed admission. The Local Authority is the admission authority for all of the community schools in Enfield and will be responsible for making the decision. For academies, free schools, foundation and voluntary aided schools, the decision is the responsibility of the school itself. If you are considering schools outside the London Borough of Enfield, you will need to check who is responsible for decisions about delayed admissions and approach the appropriate body.

If you wish to proceed with your request, we would ask that you do this by completing and submitting the "Request for Delayed Admission" form available on Enfield's website in relation to community schools in Enfield and approach the admission authorities directly for all other schools.

You should still make an application for a school place in your child's actual year group by 15th January 2023, the closing date for reception applications. If your request is agreed, you can withdraw your application and you will need to make an application the following year. It is important to remember there is no guarantee that there will be places available in the schools you are interested in as it will depend on the number of applications received for the school.

Further information about delayed admission for summer born children is available on Enfield's website.

## TRANSFER FROM INFANT TO JUNIOR SCHOOLS

### Carterhatch, Hazelwood, Raglan and St Michael-at-Bowes CE

Children normally transfer to the junior school linked to the infant school they attend. Application forms are available from the junior school concerned. The form will need to be completed and returned to the link junior school.

Other children who do not attend the link infant school can obtain an application form from the relevant junior school. Completed forms must be returned to the school or your home local authority concerned by 15 January 2023.

In the case of oversubscription, priority will be given first to looked after children and then to all children attending the linked primary school. Any remaining places will then be offered using the oversubscription criteria detailed on page 21.

### Applying for Junior Schools outside of Enfield

If you live in Enfield and your child attends an infant school outside of Enfield you will need to make an online application for a junior school place in the relevant borough. You can do this at [www.eadmissions.org.uk](http://www.eadmissions.org.uk). Your child's current school will let you know when you need to make this application but the closing date is 15 January 2023.

### In-Year Admissions

If you have moved into the area and need a primary place in Enfield for an older child, you will need to make an in year application. The in-year application form, together with further information about the application process is available on Enfield's website, [www.enfield.gov.uk/admissions](http://www.enfield.gov.uk/admissions). If you are interested in schools outside Enfield, you will need to contact the relevant local authority for further information.

If your child is already at a school in Enfield and you want to ask for your children to transfer to another school, you should talk to the Headteacher of the current school before making an application.

# Special educational needs

## CHILDREN AND YOUNG PEOPLE WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

Enfield Council is committed to ensuring that all children with special educational needs and disabilities (SEND) are provided with the opportunity to learn, play and develop alongside their peers within their local community of mainstream schools so they may have similar opportunities and life chances.

Enfield's Local Offer provides information about services and support for families in Enfield with children/young people aged 0-25 years with special educational needs and/or a disability. For more information, please visit [www.enfield.gov.uk/SEND](http://www.enfield.gov.uk/SEND)

All mainstream schools maintained by Enfield Council have the necessary resources allocated to them specifically to support children with SEND. All schools/settings have a special educational needs coordinator (SENCO) who is responsible for supporting and monitoring children with SEND. Advice and support can be obtained by the school from a range of professionals including educational psychologists, therapists or specialist teachers, when required.

Every school is required to publish their own SEN Information Report on their website, which must:

- make clear to parents how they meet the needs of children with SEN and disabilities
- provide more detailed information about how they identify, assess and make provision for children and young people with SEN and disabilities. This may include additional specialist teaching and support for children and young people with SEN and/or disabilities and how they change the curriculum to support your child's learning needs.

Details of how each school supports children with SEND can be provided by the school or viewed on their website.

There are a small number of children with SEND who may require additional support above what a mainstream school can offer. In these cases a statutory assessment of their special educational needs may need to be undertaken in order to determine whether additional resources are required and what these resources should be.

Eligibility for a statutory assessment will be assessed by Enfield Council's Special Education Needs (SEN) Service, in conjunction with professional colleagues.

If eligible, the SEN Service will undertake the statutory assessment process. On completion of this process, the child may be issued with an Education, Health and Care Plan (EHCP). This assessment may not always lead to additional resources. It may indicate ways in which the school, college or setting can meet the needs of the child or young person without the need for any special educational provision being resourced. In some cases a child or young person will be placed by the SEN Service in an appropriate educational setting.

An EHCP will describe all of a child's special educational needs and the additional resources the child requires over and above the school's own resources. Unless a child has a Proposed or Final EHCP, parents or carers with children who have SEND are required to apply for a school place through the coordinated admissions process on the common application form provided by the local authority where the child is living.

# Other information

## ENFIELD EARLY YEARS

- Informed Families - Enfield's Family Information Team
- Childcare Team – Childcare

### Informed Families Team (IF)

We are an impartial and confidential service promoting and supporting families and providers with all aspects of quality childcare and Early Years Education.

Priority is: Quality Childcare and Education

- Terrific Twos – Funded Early Education and Childcare (if eligible)
- Free Entitlement – Funded Early Education and Childcare for 3&4 year olds
- 30 Hours – for 3&4 year olds in working families (if eligible)

Funded childcare starts the 'term after' a child reaches:

- 2 years old for the Terrific Twos
- 3 years old for the Free Entitlement and 30 Hours
- Family Information Directory (FID) (to locate Ofsted registered childcare providers)

### Childcare Team

In-depth support, training and guidance for Ofsted registered and proposed Early Years providers.

### Contact details:

**Email:** [if@enfield.gov.uk](mailto:if@enfield.gov.uk)

**Tel:** 0800 694 1066

[www.enfield.gov.uk/if](http://www.enfield.gov.uk/if)

[www.enfield.gov.uk/fid](http://www.enfield.gov.uk/fid)

 **InformedFamilies**

## INSTRUMENTAL TUITION

This can be requested at any school but, as it is not part of the school curriculum, a charge is normally made. In certain circumstances this charge is reduced or removed altogether.

For more information on instrumental tuition, please contact Enfield Music Service (020) 8807 8881.

## TAKING FAMILY HOLIDAYS DURING TERM TIME

Family holidays should not be taken during term time. Guidance from the DfE (Department for Education), states that amendments to the **Education (Pupil Registration) (England) Regulations 2006**, which came into force on the 1st September 2013, has

removed references to family holiday, extended leave and Headteacher's discretionary 10 days threshold.

Headteachers can only authorise a **"leave of absence"** in **"exceptional circumstances"**. If a Headteacher grants a leave of absence request, it will be for the Headteacher to determine the length of time that the child can be away from school.

## SPECIAL NOTICE TO PARENTS

Parents should be mindful that taking a child of statutory school-age on holiday without the school's permission, or staying longer than agreed, will result in the school marking your child's absence as unauthorised and that you will be breaking the law. This may result in the Education Welfare Service involvement, the issue of a Penalty Notice fine, a criminal record if the case is proven in the Magistrates Court and even loss of school place.

## RELIGIOUS PREFERENCE

There is no provision in community schools for the particular needs of any religious group. Parents who, because of their religious convictions, wish to withdraw their child from assembly or from Religious Education, need to discuss this with their Headteacher. The religious preferences of parents as they may affect the education of their child will not be taken into account when considering applications for non-denominational schools.

## CHILD HEALTH

For your child to get the most out of their time at school it is important that they're as healthy as possible. Within school, children play and work closely together and this helps germs pass quickly from one child to another. There are some simple steps you can take to protect your child; this includes encouraging them to eat healthy diet, being active, getting enough sleep and being up to date with their vaccinations.

## IS YOUR CHILD FULLY PROTECTED?

Vaccines are the best way to make sure that a range of diseases are wiped out. Diseases such as measles still occur in Enfield and can lead to serious illness, disability and unfortunately even death. Vaccines against such diseases are available free to all children.

Before your child starts school, check their red book to make sure they are up-to-date with all their vaccinations, including their pre-school booster and

second MMR immunisation. Please note that vaccination schedules are changed every few years to take account of the diseases occurring in this country, this may mean that different children in the family have had different numbers of vaccinations – different countries also have different schedules.

If you are not sure whether your child has had all their vaccinations, please contact your GP as soon as possible to make an appointment. It is important that you are registered with a GP so that you can access a range of health care services. However, if you have difficulty accessing a GP your health visitor or school nurse will be able to check if your child has missed any vaccinations.

### STATEMENT OF EQUAL OPPORTUNITIES

The London Borough of Enfield believes in equality of opportunity for all its citizens regardless of class, age, colour, creed, religion, gender and sexual orientation. Multi-cultural education is just one of the many aspects in its implementation and accordingly the London Borough of Enfield will treat all its residents on an equal and fair basis.

### YOUR INFORMATION AND DATA PROTECTION

The Admissions Service is the coordinator body for the application process for schools and academies and is often the initial contact point for enquiries about school places. We need to collect and share information in order to deliver our services. The information you

provide will be used in line with the provisions of the General Data Protection Regulations (GDPR).

This information includes: name of child, date of birth, address, parent/carers full name and address, contact details, Council Tax number, current or previous education provision, supporting documentation, educational background for in year applications, information specific to the admission criteria (eg sibling), country of origin if a new arrival to the country.

We collect this information through an application that is either submitted on line or a hard paper copy. Additional information can be requested by letter, email, telephone or face to face.

As well as using your information to determine a school application, we may also use your information for other legitimate purposes and, where necessary, share this with other Council departments and external bodies.

Reasons for sharing information with the internal and external bodies will be: processing school applications including sharing information with other local authorities and schools, other teams within the Local Authority to verify the information provided so that the admission process can be accurately administered, to fulfil the Council's safeguarding duty, Central government bodies in relation to mandatory data returns, admission appeal panels, the Schools Adjudicator and the Local Government Ombudsman. Information may also be shared with any organisation legitimately investigating allegations of fraud or criminal offences.



# Are you looking after someone else's child?

If you are caring for a child under the age of 16 (or 18 if disabled) for 28 days or more, and you are not a close relative, this is called a 'private fostering' arrangement. A close relative is defined as either a grandparent, sibling, aunt or uncle (whether blood relative or by marriage) or a stepparent.

## Some examples of private fostering:

- Children sent from abroad to live with other families, or extended family members, in the UK;
- Children whose parents have paid someone to care for them whilst they are away working or studying;
- Unaccompanied minors who are living with friends or strangers;
- Teenagers living with the family of a boyfriend or girlfriend;
- Children who are attending boarding schools and who live with a host family during the holidays;
- Children brought to the UK for adoption;
- Children and young people who have to live away from their own family as a result of parental separation, divorce or arguments at home.

All private fostering arrangements have to be registered with the local authority because local authorities have a duty to safeguard and promote the welfare of all children in their borough, and to ensure that those in private fostering arrangements are safe and secure.

## What the law says:

- By law, all private fostering arrangements have to be registered with the local authority where the private foster carer lives;
- If you intend to look after someone else's child for more than 28 days you must inform Enfield Children and Families Social Care at least 6 weeks before the child comes to live with you;
- Where an emergency arrangement has been made you must inform Enfield Children and Families Social Care within 48 hours of the child's arrival;
- It is an offence not to inform your local authority about a private fostering arrangement unless there is a reasonable explanation.

Private fostering is based on parental consent for the duration of the arrangements, and birth parents retain parental responsibility all of the time.

Birth parents should inform Enfield Children and Families Social Care of their intention to have someone else look after their child.

Private foster carers become responsible for the day-to-day care of the child they are looking after. They are responsible for carrying out any duties agreed with the parents and must allow a social worker to visit the child being looked after at the carer's home. Birth parents should provide the carer with details of their child's school and health, information about their history, language, religion, interests, dietary needs, hobbies, likes and dislikes etc.

It is a good idea for parents to have a written agreement with the carer so that everyone is clear about how the child should be cared for. This should include consent to medical treatment, educational issues and financial arrangements. It is important that birth parents keep in regular contact with their children and with the carers. If they do not, the child may be considered to have been abandoned.

## What are the responsibilities of Enfield Children and Families Social Care?

In order to fulfil their duty to safeguard and promote the welfare of all children in their borough, Enfield

Children and Families Social Care will:

- Act on information given by parents, carers and anyone else about private fostering arrangements and visit to assess the suitability of the arrangement. This includes making checks on the carer and their home;
- Speak to the child alone and speak to the carer;
- Make regular visits in line with the law to ensure the child remains safe and is well cared for. This is within 1 week of being told about a private fostering arrangement and not more than every 6 weeks after that for the first year;

*All private fostering arrangements have to be registered with the local authority where the private foster carer lives*



- Offer advice and support to the birth parents or carers to try to keep the child at home.
- If the child is deemed to be at risk of suffering harm or has suffered harm, the child may be removed from the carer by Enfield Children and Families Social Care.

### **Who do I tell if I am involved in, or aware of, a private fostering arrangement?**

If you know of a private fostering arrangement then you must contact Enfield Children and Families Social Care.

They will be pleased to hear from you. It is not their intention to disrupt the arrangements you have made, they just need to know about them and check that the child is safe and being properly cared for.

You can call or write using the details below:

Enfield Children and Families Social Care  
Assessment Team  
Designated Person: Duty Manager  
Charles Babbage House  
1 Orton Grove  
Melling Drive  
Enfield EN1 4TU

Tel: 020 8379 2507

Email: [ChildreninNeedService@enfield.gov.uk](mailto:ChildreninNeedService@enfield.gov.uk)

Or: [CPRQADMIN@enfield.gov.uk](mailto:CPRQADMIN@enfield.gov.uk)



# Useful addresses and contacts

## EVERY PARENT AND CHILD

Every Parent & Child (formerly Enfield Parents & Children) is a registered charity working for the benefit of children, young people and families in the London Borough of Enfield and surrounding areas. We offer services to children, young people and their families to support with advising on accessing educational provision for Special Educational Needs and Disabilities, applying for school places, young people's mental health and wellbeing and skills and confidence building.

Their address is:

Community House  
311 Fore Street  
London  
N9 0PZ

Tel: 020 8373 6243  
[www.epandc.org.uk](http://www.epandc.org.uk)  
Email: [enquiries@epandc.org.uk](mailto:enquiries@epandc.org.uk)

## CORAM CHILDREN'S LEGAL CENTRE

Coram Children's Legal Centre provides free legal information, advice and representation to children, young people, their families, carers and professionals, as well as international consultancy on child law and children's rights.

Coram Children's Legal Centre  
Coram Community Campus  
48 Mecklenburgh Square  
London  
WC1N 2QA

Tel: 020 7713 0089  
[www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)  
Email: [info@coramala.org.uk](mailto:info@coramala.org.uk)

## OFSTED

Ofsted is the Office for Standards in Education, Children's Services and Skills. They inspect and regulate services that care for children and young people, and services providing education and skills for learners of all ages.

Ofsted reports are published on the Ofsted website: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

## CHILD LAW ADVICE

Family or Child Law – 0300 330 5480  
Education Law – 0300 330 5485  
[www.childlawadvice.org.uk](http://www.childlawadvice.org.uk)

## DEPARTMENT FOR EDUCATION (DFE)

The Department for Education is responsible for children's services and education.

Tel: 0370 000 2288  
[www.education.gov.uk](http://www.education.gov.uk)

## DETAILS OF OTHER LOCAL AUTHORITIES

### London Borough of Barnet

Tel: 020 8359 7651  
Website: [www.barnet.gov.uk/school-admissions](http://www.barnet.gov.uk/school-admissions)  
Email: [school.admissions@barnet.gov.uk](mailto:school.admissions@barnet.gov.uk)

### London Borough of Haringey

Tel: 020 8489 1000  
Website: [www.haringey.gov.uk/schooladmissions](http://www.haringey.gov.uk/schooladmissions)  
Email: [schooladmissions@haringey.gov.uk](mailto:schooladmissions@haringey.gov.uk)

### Hertfordshire County Council

Tel: 0300 123 4043  
Website: [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions)  
Email: [admissions.central@hertfordshire.gov.uk](mailto:admissions.central@hertfordshire.gov.uk)



# Term dates

## ACADEMIC YEAR 2022/23

### AUTUMN TERM 2022

Thursday 1 September to Friday 16 December

Half Term – Monday 24 to Friday 28 October

### SPRING TERM 2023

Tuesday 3 January to Friday 31 March

Half Term – Monday 13 to Friday 17 February

### SUMMER TERM 2023

Monday 17 April to Friday 21 July

Half Term – Monday 29 May to Friday 2 June

## ACADEMIC YEAR 2023/24

### AUTUMN TERM 2023

Friday 1 September to Wednesday 20 December 2023

Half Term – Monday 23 to Friday 27 October 2023

### SPRING TERM 2024

Monday 8 January to Thursday 28 March 2024

Half Term – Monday 12 to Friday 16 February 2024

### SUMMER TERM 2024

Monday 15 April to Wednesday 24 July 2024

Half Term – Monday 27 May to Friday 31 May 2024



# Key words

## Academies

Publicly funded independent schools.

## Admissions Authority

The admissions authority of a school determines the admissions policy for the school. The admissions authority for community primary schools in Enfield is the London Borough of Enfield and the admissions authority of a voluntary aided school, academy and free school is the Governing Body of the individual school.

## Community Schools

This type of school is funded entirely by the Local Authority. The admissions to the School are controlled by the Local Authority. If the School is oversubscribed the Local Authority's published criteria for admission will be used.

## Criteria

The rules used to decide a child's priority for admission to a particular school.

## Curriculum

The total programme of planned work and activities of a school to meet its pupils' needs.

## Free School

Free schools are non profit-making, all ability, state-funded schools, either in primary or secondary, set up by a wide range of proposers in response to local demand.

## Key Stage

A period of study relating to a particular age group. Key Stage 1 covers school years reception and years 1-2, and Key Stage 2 covers school years 3-6.

## Looked After Children and previously Looked After Children

A child looked after is a child in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children's Act 1989.

An adopted child is defined by section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1996.

A residence order is defined by section 8 of the Children's Act 1989.

A child arrangement order is defined by section 8 of

the Children Act 1989 as amended by section 14 of the Children and Families Act 2014.

A special guardianship order is defined by section 14A of the Children Act 1989.

Internationally adopted previously looked after children who were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

If the conditions above apply to your child, you must give details in the application and provide a letter from the relevant Local Authority Social Services. This letter must state the following:

- Confirmation that the child is currently 'looked after' or was previously looked after in accordance with the definition provided in the first paragraph of this section.
- If the child was previously 'looked after', then the letter must also confirm the date at which the child ceased to be 'looked after' and the date of the adoption order, residence order, child arrangement order or a special guardianship order which led to the cessation of 'looked after status'.

Any court orders must be accompanied with a letter from Social Services as described above to be considered for this admissions criterion. Please note the letter and court orders will be forwarded to your preferred schools and/or the council in whose area the school is located.

## National Curriculum

The core and foundation subjects as set out in the 1988 Education Act: English, Maths, Science, History, Geography, Art and Design, Design and Technology, Music, Physical Education and Information and Communication Technology (ICT).

## Ofsted

Office for Standards in Education. Ofsted is responsible for the inspection of schools and local authorities.

## PAN (Published Admission Number)

The number of places.

## Priority Zones

Priority zones are normally areas in which families who ask for admission live some distance away from the school concerned, but who cannot reasonably be offered an alternative community primary school. These zones may vary from year to year.



# Notes

**FREE**

# School Meals



## What you need to know

All children in Reception, Year 1 and Year 2 are able to receive a school meal at no cost to the parent or carer. School meals in Enfield are healthy, tasty, social and fun. Choosing a school lunch for your child/children will help save

approximately **£400** a year, if you take up the offer.

In addition to this schools can claim additional funding from central government, called the 'Pupil Premium' for every child whose parent receives certain benefits.

Therefore, it is important to register your child for free school meals, so that your child's school can claim as much funding as possible.

Registration forms are available from your child's school.



**Enfield Catering Services**  
Dedicated to food, health and education

 Enfield School Meals

 Enfield Catering

[www.myschoollunch.co.uk/enfield](http://www.myschoollunch.co.uk/enfield)



## Enfield Schools Admission Service

Civic Centre  
Silver Street  
Enfield EN1 3XA

[www.enfield.gov.uk/admissions](http://www.enfield.gov.uk/admissions)  
email: [esas@enfield.gov.uk](mailto:esas@enfield.gov.uk)

*When emailing please include your child's name and date of birth.  
To avoid missing an email from us, please add our email to your address book.*