

Admission Procedures

Applying for an In-Year Admission at Chase Side Primary School

What is an In-Year admission?

In-year admissions are those that take place at a time other than the beginning of the academic year in which children become five years old or when they transfer to secondary school at 11 years old.

Changing your child's school is a big step and the decision should not be taken without careful thought. Sometimes a change of school is difficult to avoid because a family move area and the journey is too far. Sometimes, a request is made because the family is not happy with the school.

Before you decide to ask for a transfer, consider whether this is the right option for your child. Often things that worry parents and children can be resolved without the need to change schools. A change of school may not resolve the concerns and can sometimes make the situation more difficult for the child concerned.

All admissions to Chase Side Primary School are managed by the London Borough of Enfield. If you wish to apply for an in-year school place for your child at our school, you will need to contact the Admissions Department at the London Borough of Enfield, Civic Centre on 020 8379 5501 to see if there are any spaces in your child's year group.

There is also a link on our website to Enfield Council's Schools Admission website.

You will need to provide the Admissions Department with your child's proof of birth and two proofs of address. Once a space becomes available for your child, the Admissions Department will write to you directly and once you accept the place and return your form, we will contact you to arrange an appointment with the Headteacher to view the school.

Applying for a Nursery or Reception School Place for September 2020

The Admissions Department are advising parents that all applications for Nursery and Reception places should be made online. The Online Application Portal will be available from 1 October 2019, and closes on 15 January 2020.

The Application Portal can be accessed via the link on our website to Enfield Council's Schools Admission website.

The benefits to applying online are:

- It is quick and easy
- You will get an email confirmation that your application has been received.
- The system helps you check for errors
- The system has a series of security procedures which will prevent anyone seeing information they are not entitled to.
- Available 24 hours a day, seven days a week until the closing date

- You are able to submit the documents to confirm your child's date of birth and address to your online application.

In exceptional cases parents may not be able to apply online - you can ask for a paper application by contacting the Enfield School Admissions Service.

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

- 2019/2020 Council Tax bill
- Utility bill less than 3 months old
- Driving licence/insurance documents
- Benefit letter i.e. housing benefit
- Tax credit documentation
- If you are not liable for Council Tax or Utilities you will need to provide official evidence that you are resident at the address (for example child benefit letter, tax credit documentation, child's medical card).

To confirm your child's date of birth you may provide his/her birth certificate, passport, medical card or personal child health record (red book).

Information booklets which give details on applying for Nursery or Primary School places in Enfield are available on our School Website.

How does the admission process work?

Your child will be considered for the school/schools nominated as a preference. If more applications are received than the number of places available, places will be allocated according to the admissions criteria (rules) listed below.

When deciding applications, admission authorities are under a legal duty to follow the arrangements described in the published information. Because of this, we can only consider information relevant to the published criteria.

Below are the admission criteria for the community schools in Enfield, schools which have their own admission authority will have their own admissions criteria which can be viewed on their website.

Admissions Criteria for Community Schools in Enfield

- Children in public care (looked after children) and children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after;
- 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;
- 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;
- 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.

- Children genuinely resident within the school's designated priority zone;
- 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).

Priority Admissions Zone

Chase Side Primary School has a priority zone. 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 away 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 Chase Side admissions during the 2019/2020 academic year are as follows:

Aragon Close
East Lodge Lane
Enders Close
Farona 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

If you require any further information regarding admission, please contact the Enfield Schools Admission Service on 020 8379 5501. You can also email them on esas@enfield.gov.uk