

In-Year Admissions to Secondary Schools

This leaflet explains the process for in-year admissions into secondary schools. In-year admissions are those that take place at a time other than the beginning of Year 7.

IN-YEAR SECONDARY SCHOOL APPLICATION GUIDANCE

WHO SHOULD COMPLETE AN ENFIELD IN-YEAR APPLICATION FORM?

The Enfield 'in-year' application form should only be used to apply for schools/academies within the London Borough of Enfield.* Details of all Enfield schools can be found in the chart at the back of this leaflet.

*If you wish to apply for Ark John Keats or Heron Hall Academy you should make your application directly to the school concerned. You do not apply for this school through the local authority.

If you are an Enfield resident but you wish to apply for schools/academies in another borough you will need to contact that authority directly for information about their admission procedures. If you live outside the borough of Enfield and wish to apply for schools/academies within Enfield, you should complete the Enfield 'in-year' application form.

If your child has an Education, Health and Care Plan (EHCP) you must contact the Special Needs Department of your home local authority and make your application through them.

HOW DO I APPLY FOR A SECONDARY SCHOOL PLACE IN ENFIELD?

You can make an in-year application online at www.enfield.gov.uk/admissions. You will need to provide documentation confirming your child's date of birth and your home address, this can be emailed to esas@enfield.gov.uk.

You may nominate up to six schools. These schools should be ranked in preference order. You should include any Enfield schools that you wish your child to be considered for, irrespective of the status of the school. If you are applying for a place at an Enfield voluntary aided school, foundation school, academy or a free school, you may need to complete the school's own supplementary information form. These are available from the schools concerned website. Forms must be returned directly to the school concerned.

A Student Transfer Form (part 2 of the application) must be completed by the child's current or most recent school. The form will need to be printed and returned with a school stamp or returned directly by the school. An individual form can be downloaded from the Enfield Council website. Failure to complete a Student Transfer Form will delay consideration of your child's application.

Please make sure your child is entitled to a place in a state school before you apply. You can check your visa status at www.gov.uk/check-uk-visa if your not a European Economic Area Citizen.

HOW WILL THE APPLICATION BE CONSIDERED?

Once your application is received, ESAS will process the information. If you have asked for your child to be considered for a voluntary aided school, foundation school or academy, we will forward the information to the appropriate school/s. Your application will then be considered against the relevant admission criteria. ESAS will consider your application for any Enfield community schools you have nominated. If there is a vacancy at the school you have nominated, your child will be offered a place. If the school is full or there are more applications than there are places available, the admission criteria will be applied to decide which child is offered the place (the admission criteria for community schools in Enfield is given later in this leaflet). Details of the admission criteria for voluntary aided schools, foundation schools, academies and free schools is available on the Enfield website at www.enfield.gov.uk/admissions and on the schools own websites. For information about schools in other boroughs you should contact the relevant authority.

If it is possible to offer a place at more than one of the schools you have nominated, the allocation will be to the highest ranked school for which your child has qualified under the admission criteria. All lower ranked schools will be withdrawn at this stage. Your child's details will then be referred to the school and they will contact you to make admission arrangements. This will usually be within 10 school days.

In order to comply with Fair Access Protocols it may be necessary in some circumstances to request information from your child's previous school.

Please note the school has 3 school days from the date they are notified of this offer, in which to advise us if they feel they are not able to meet any needs your child may have. If this is the case your child's application will be referred to Enfield's Fair Access Panel.

WHAT WILL HAPPEN IF A PLACE CANNOT BE OFFERED AT A SCHOOL OF MY PREFERENCE?

If it is not possible to offer your child a place at one of the schools you have asked for you will be advised in writing. Your child's name will then be included on the waiting list for the school/s you asked for. A child's position on a waiting list is determined by the admission criteria and not by the length of time they have been waiting. You will also be advised of schools with possible vacancies in your child's year group at this stage.

If your application is unsuccessful you do have the right of appeal as established under the terms of the School Standards and Framework Act 1998. Information about the independent appeal process can be obtained from the Enfield website at www.enfield.gov.uk/admissions or from The School Appeal Service.

THINGS TO CONSIDER BEFORE REQUESTING A TRANSFER

Changing your child's school is a big step and the decision to do so should not be taken without careful consideration. Before you decide to proceed with a request to transfer, it is important that you consider whether this is definitely the right option for your child. You should take into account:

1. Differences in teaching and the ways schools are organised. Schools deliver their curriculum in different ways and at different times. You need to think about how your child will cope with:
 - Doing things in a different way.
 - A situation where a particular area of work has already been covered during the time at your child's previous school or possibly missing work because it has already been covered at the new school.
 - Learning new rules.
2. If your child is in Key Stage 4, examination subjects may have already been chosen and you should therefore consider:
 - That it may not be possible to follow the same option choices at the new school.
 - Exam boards and courses are likely to be different.
3. Other family member. If you have other children attending the same school, transferring one child may affect the others. You need to consider:
 - The difficulties of having children attending different schools.
 - If one child is offered a place at an alternative school there is no automatic right for your other children to transfer there.
 - You should consider the costs of new school uniform.

Please remember:

Often things that worry parents and children can be sorted out 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. If your child can continue to attend their current school you should always try to do the following before applying for a transfer:

- Talk to your child about how he/she really feels about moving to a new school.
- Try to establish the reason why your child is asking to move school.
- Speak to subject teachers if there are concerns about a particular subject area
- Discuss any concerns with your child's Head of Year or other senior teaching staff.

PLEASE NOTE

If you are enquiring about a school for someone else's child who is in your care for 28 days or more and you do not have parental responsibility for the child, you should contact Enfield Children and Families Social Care with regard to 'Private Fostering'. Further information is available by contacting 020 8379 2507.

HOW TO CONTACT ENFIELD SCHOOL ADMISSION SERVICE

**Enfield Schools Admission Service, D Block, Civic Centre, Silver Street, Enfield, EN1 3XA
Email: ESAS@enfield.gov.uk when emailing please include your child's name and date of birth.
Telephone: 020 8379 5501 Mondays and Tuesdays 2.30pm to 5.00pm or Wednesdays, Thursdays and Fridays 9.00am to 11.30am.**

CRITERIA FOR ADMISSION TO COMMUNITY SCHOOLS IN ENFIELD

Children who have an Education, Health and Care Plan (EHCP), will be offered a place at the school named on their plan in accordance with the relevant legislation.

This criteria applies to:

Chace Community School, Enfield County School, Highlands School and Winchmore School.

If there are more applications than places available, priority will be given to applicants in the following order:

1. 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 adopted without having been previously looked after are not included in this criterion.)
2. 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.
3. Children with a brother or sister (sibling) who will be attending the school at the time of proposed admission. The children concerned must be living at the same address.
4. 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.
5. Children genuinely resident within the school's designated priority zone. This criterion only applies to Chace Community School. See details of the roads concerned below.
6. 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 will not be taken into account).
 - When it is not possible to admit all applicants to a particular school within any criterion, priority will be given to those living closest to the school measured as in criterion 6 above.
 - For Enfield County School, which is situated on two sites, the distance measured will be in a straight line from the child's home to the site where the child would be attending (Years 7, 8 & 9 – Lower School, Years 10 & 11 – Upper School).

**CHACE COMMUNITY SCHOOL
DESIGNATED PRIORITY ZONE:**

Ash Ride

Beech Avenue

Beggars Hollow

Burnt Farm Ride

Cattlegate Road

Clay Hill (nos. 180 up and 181 up)

Cypress Avenue

East Lodge Lane

Enders Close

Flash Lane

Golf Ride

Rosewood Drive

Rosendale Close

Strayfield Road

The Ridgeway (odd numbers 235 upwards, even numbers 230 upwards)

Theobalds Park Road

Tingeys Top Lane

Whitewebbs Road

Wroxham Gardens

DEFINITION OF SIBLING

The local authority defines siblings as a brother or sister living at the same address on the date when the applicant would be admitted. For primary to secondary transfer, sibling priority will only be given where the older sibling will still be attending the school in the September that the younger child joins. The term 'sibling' means a full, step, half, adopted or fostered brother or sister, but not cousins. The children concerned must be living at the same address. Proof of the relationship may be requested.

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.

DISTANCE MEASUREMENT

All distances are calculated by our admissions IT system using ADDRESSBASE 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 ADDRESSBASE 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.

To comply with DfE Fair Access Protocols the local authority may, in exceptional circumstances, override the admissions criteria in order to protect the interests of vulnerable children, children missing education or those with challenging behaviour. These children may be admitted even when schools are full and ahead of other children on the waiting lists. **This only applies to children whose applications are being considered outside the normal admission round, and decisions will be taken by the local authority's Fair Access Panel.**

IN YEAR WAITING LISTS

If we are unable to offer your child a place at one of your preferred schools, your child will automatically be placed on the waiting list for that school.

Where a place is offered at a lower preference school, you must tell us on the reply slip provided with your offer letter if you wish your child to remain on the waiting list for any higher preference schools. If you do not indicate this on the reply slip, your child will be removed from the waiting lists for all higher preference schools named on your original application.

CONTINUING INTEREST IN WAITING LISTS

At the end of each academic year, (late July), we will email a Continuing Interest Form to the email address registered on your child's application. This form allows you to:

- Confirm that you wish your child to remain on one or more waiting lists;
- Request that additional schools are considered, where appropriate;
- Update your preferences for the new academic year.

ENFIELD SECONDARY SCHOOLS

	Address	Type of School	Boys / Girls	Website
AIM NORTH LONDON	Turin Road, Edmonton, N9 8DQ	Academy	Mixed	www.aimnorthlondon.org.uk
ARK JOHN KEATS ACADEMY	Bell Lane, Enfield, EN3 5PA	Academy	Mixed	www.arkjohnkeatsacademy.org
BISHOP STOPFORD'S CE	Brick Lane, Enfield, EN1 3PU	Voluntary Aided	Mixed	www.bishopstopfords.enfield.sch.uk
CHACE COMMUNITY SCHOOL	Churchbury Lane, Enfield, EN1 3HQ	Community	Mixed	www.chace.enfield.sch.uk
EDMONTON COUNTY SCHOOL	Bury Campus: Little Bury Street, N9 9HZ Cambridge Campus: Great Cambridge Road, EN1 1HQ	Academy	Mixed	www.edmontoncounty.co.uk
ENFIELD COUNTY SCHOOL FOR GIRLS	Lower site: Rosemary Avenue, EN2 0SP Upper site: Holly Walk, EN2 6QG	Community	Girls	www.enfieldcs.enfield.sch.uk
ENFIELD GRAMMAR SCHOOL	Lower site: Baker Street, EN1 3EX Upper site: Market Place, EN2 6LN	Academy	Boys	www.enfieldgrammar.org
HERON HALL ACADEMY	Queensway, Ponders End, EN3 4SA	Academy	Mixed	www.heronhallacademy.org.uk
HIGHLANDS SCHOOL	Worlds End Lane, Winchmore Hill, N21 1QQ	Community	Mixed	www.highlands.enfield.sch.uk
KINGSMEAD SCHOOL	Southbury Road, Enfield, EN1 1YQ	Academy	Mixed	www.kingsmeadschool.org
LAUREL PARK SCHOOL	Wilmer Way, Southgate, N14 7HY	Foundation	Mixed	https://www.laurelparkschool.co.uk
LEA VALLEY ACADEMY	Bullsmoor Lane, Enfield, EN3 6TW	Academy	Mixed	www.lvhs.org.uk
LIFT AYLWARD	Windmill Road, Edmonton, N18 1NB	Academy	Mixed	www.aylwardacademy.org
OASIS ACADEMY ENFIELD	Kinetic Crescent, Innova Park, Mollison Avenue, Enfield, EN3 7XH	Academy	Mixed	www.oasisacademyenfield.org
OASIS ACADEMY HADLEY	South Street, Ponders End, EN3 4PX	Academy	Mixed	www.oasisacademyhadley.org
ST ANNE'S CATHOLIC HIGH SCHOOL	Enfield Campus, London Road, EN2 6EL Palmer's Green Campus, Oakthorpe Road, N13 5TY	Voluntary Aided	Girls	www.st-annes.enfield.sch.uk
ST IGNATIUS COLLEGE	Turkey Street, Enfield, EN1 4NP	Voluntary Aided	Boys	www.st-ignatius.enfield.sch.uk
SOUTHGATE SCHOOL	Sussex Way, Cockfosters, EN4 0BL	Academy	Mixed	www.southgate.enfield.sch.uk
THE LATYMER SCHOOL	Haselbury Road, Edmonton, N9 9TN	Voluntary Aided	Mixed	www.latymer.co.uk
WINCHMORE SCHOOL	Laburnum Grove, Winchmore Hill, N21 3HS	Community	Mixed	www.winchmore.enfield.sch.uk
WREN ACADEMY	3 Chace Village Road, Enfield, EN2 8GH	Academy	Mixed	www.wrenacademyenfield.org

Secondary Schools in Enfield

ENFIELD SCHOOLS ADMISSION SERVICE

KEY:

1. AIM North London
2. ARK John Keats Academy
3. Bishop Stopford's School
4. Chace Community School
5. Edmondton County – Bury Campus
6. Edmondton County – Cambridge Campus
7. Enfield County – Lower School
8. Enfield County – Upper School
9. Enfield Grammar – Lower School
10. Enfield Grammar – Upper School
11. Heron Hall Academy
12. Highlands School
13. Kingsmead School
14. Laurel Park School
15. Lea Valley Academy
16. Lift Aylward
17. Oasis Academy Enfield
18. Oasis Academy Hadley
19. St. Anne's Catholic High School for Girls – Enfield Site
20. St. Anne's Catholic High School for Girls – Palmers Green Site
21. St. Ignatius College
22. Southgate School
23. The Latymer School
24. Winchmore School
25. Wren Academy Enfield

