



St Matthew's Church of England Primary School

South Street, Ponders End, Enfield, EN3 4LA

School Admissions Policy for September 2026 admissions

1. GENERAL PRINCIPLES

St Matthew's CE Primary School is a 1-form primary school, in the London Borough of Enfield, with 30 places for each academic year group.

We also have a nursery for children aged 3-4 (in their last year before reception). If you would like to apply for a nursery place, please contact our school directly. These places can be full-time or half-time.

This policy is for admission to the school from reception upwards.

Our vision is to 'let your light shine' and for every child to know they are valued and supported to reach their full potential.

We welcome children from local churches, children from other faiths and those not connected to any faith group. Our school is wonderfully diverse, inclusive and well connected to the local community.

Children whose Education, Health and Care (EHC) plan names St Matthew's School will always be offered places. We also allocate places first to children who are or have been in the care of their local authority.

We offer the remaining places as **Foundation** or **Open** places in the following way:

- We have **Foundation places** if you want to apply on the basis of attending a local church. If you want to apply for one of these Reception Places, please complete **both** the **Common Application Form, completed through your home Local Authority** (ie the local authority where you live) and our school's own **Supplementary Information Form**
- Our **Open places** are open to everyone. You can apply for these, simply by completing the **Common Application Form through your home Local Authority**. That is all you need to do.

Our policy explains how we allocate places if we don't have enough places for all the children who apply:

- For both Foundation and Open places, we give priority to brothers and sisters (siblings) of children already attending the School and who will be still attending the School when the child now applying for the school would be joining us.
- For both Foundation and Open places, we then give priority to those living closer to the school (measured by the distance between the child's home and the Allens Road school gate).

If we don't use up all the Foundation places, we release the spare ones to create more Open places.

More information is provided below.

2. ADMISSIONS CRITERIA

Children with an Education and Health Care Plan (EHCP), where the EHCP names St Matthew's CE Primary School, will always be offered a place.

Remaining places, up to the maximum intake (30 places) will then be offered under the following criteria:

1. Looked after children and all previously looked after children, including those children who appear (to the Admission Authority) to have been in state care outside of England and children who ceased to be in state care following an adoption, special guardianship or child arrangements order, will always be offered a place.

Foundation places

50% of the remaining places are available for **Foundation Places**. We allocate these under the following criteria:

2. Children whose parents / guardians are regular worshippers at the Parish Church of St Matthew, Ponders End

2a – Sibling

2b – New applicant

3. Children whose parents / guardians are regular worshippers at any other Church of England Parish within the Enfield Deanery

3a – Sibling

3b – New applicant

4. Children whose parents / guardians are regular worshippers at any other Church of England church, or any church belonging to a listed member of Churches Together in England or of the Evangelical Alliance

4a – Sibling

4b – New applicant

Open Places

All remaining places are available as **Open Places**. **All children can apply – there are no requirements.**

Any spare, unused Foundation Places will become Open Places – so we may have more than 50% of places being Open Places. Also, any children who are unsuccessful in their application for a Foundation place will automatically be considered for an Open Place.

Open Places are allocated on the following basis:

5. Any children (*priority will be given on the least distance between the child's home and the school*)

5a – Sibling

5b – New applicant

Notes:

(a) **“Siblings”** in this policy means children who share a parent through a blood relationship, legal adoption or legal fostering.

(b) **“Regular worshipper”** in this policy means attendance at Sunday worship by at least one parent or guardian, at least twice a month for a continuous period of at least twelve months before the date on which the application is due. If your church was closed for public worship during that period and was not using a different building at the time, you will need to demonstrate attendance at another church.

3. APPLICATION CYCLES AND CHILDREN'S AGES

- (a) Legally, children must enter full-time education by the beginning of the school term (1 September, 1 January or 1 April) following their 5th birthday. This is called Compulsory School Age. Children may, however, enter schooling at the beginning of the school year following their 4th birthday.
- (b) Applications in any year are for a full-time place from the September following a child's 4th birthday.
- (c) Taking up the place offered may be deferred until later in the school year (January or April), but full-time education must start at the beginning of the term when the child reaches Compulsory School Age.
- (d) It is acceptable for children offered a place to attend part-time until they reach Compulsory School Age.
- (e) **Summer Born Children** are those born between 1 April and 31 August (both dates inclusive) in any year. They must, as above, enter full-time education when they attain Compulsory School Age (ie, 1 September following their 5th birthday), but may enter schooling (on either a full- or part-time basis) at the beginning of one of the terms following their 4th birthday.

Admissions out of the normal age range group

- (f) For children whose fifth birthday falls between 1 April 2027 and 31 August 2027 ("Summer Born children" as above), whose parents who do not wish them to start school in school year 2026-27, but to be admitted in September 2027 for school year 2027-28, should discuss this with the School at an early stage. Decisions will be made on the circumstances of each case and the best interests of the child. Parental views, academic achievement, social and emotional development and where relevant, medical views will be taken into consideration. The views of the Headteacher will also be considered and the reasons will be clearly set out in each case.
- (g) Parents may decide not to apply for a Reception place in the school but to apply for a Year 1 place in September 2027. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2026-27 Reception Year group. Alternatively, they may decide to apply in the normal round (no later than 15th January 2027) for a Reception Year place in September 2027, but would need to provide strong supporting reasons for seeking a place outside the normal year group and apply via the protocol outlined above.

4. NOTES

Criteria 1

Looked after children and all previously looked after children, including those children 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. (Para 2 [1] above)

By a looked after child, we mean children in the care of a local authority or being provided with accommodation by a local authority in the exercise of its children's social care function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A "child arrangements order" is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A "special guardianship order" is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A).

(b) Applications under Criterion 1 should be accompanied by evidence to show that the child is looked after or was previously looked after (*e.g. a copy of the adoption, child arrangements or special guardianship order*).

Criteria 2-4

(c) **If applying for a Foundation place under criteria 2, 3, or 4**, please complete the Supplementary Information Form available from school or our website and ask the Priest/Minister to complete and sign too. Please submit this form to the school by the application deadline. We need this form to consider all applications for a Foundation Place. Without it, we will consider your application as seeking an Open Place under Criterion 5.

Multiple birth siblings (eg twins, triplets)

(d) If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, the school will go over their published admission number to support the family. These children will be deemed as "excepted" pupils under infant class size legislation.

5. APPEALS, LATE ADMISSIONS TO RECEPTION AND APPLICATIONS FOR CASUAL ADMISSION TO OTHER YEAR GROUPS

(a) The Governors consider each application strictly in line with the Admissions Criteria. In the event that a child is not offered a place, it is suggested that each criterion is studied carefully before appealing. Parents wishing to appeal should obtain an Appeal Form from the School. The form should be sent to reach the Clerk of the Appeals Panel, c/o the school, within 20 school days of the date of the letter confirming the Governors' decision.

(b) If you have moved to the area and wish to check if there are any vacancies at St Matthew's School, please contact the School Office. An appointment may be made for you to visit the School and discuss the matter with the Head Teacher.

(c) If the Governors are unable to offer your child a place, their name will automatically be added to the School waiting list, which will be ranked at all times in accordance with the Admissions Criteria in Section 2. In the event of a place becoming available, it will be offered to the next child at the top of the waiting list. A new waiting list will be started each school year.

6. MEASURING DISTANCE FROM THE SCHOOL

When reference is made to distance from the school, it must be the parents'/guardians' address where the child is permanently resident. No other address will be considered. The Governing Body has been advised that the distances provided are calculated by the admissions IT system using ADDRESS-POINT. 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 0.1metres (10cm). The accuracy of each ADDRESS-POINT is such that each point will fall within the addressed building. Where more than one child has the same address (including addresses in multi-occupancy buildings) a decision will be made using random allocation, independently monitored.

Agreed by Governors: Summer 2024

Next review: Autumn/Winter 2025