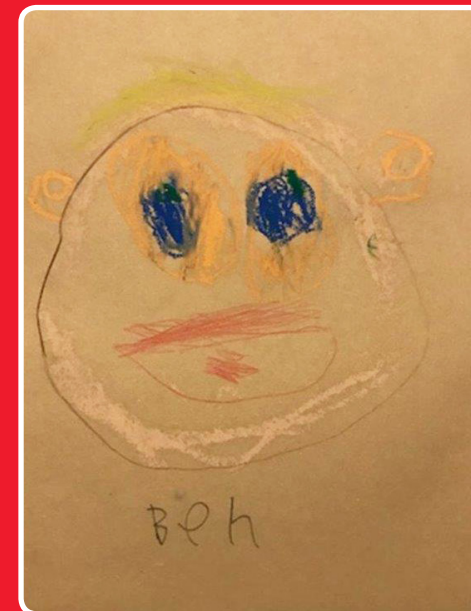
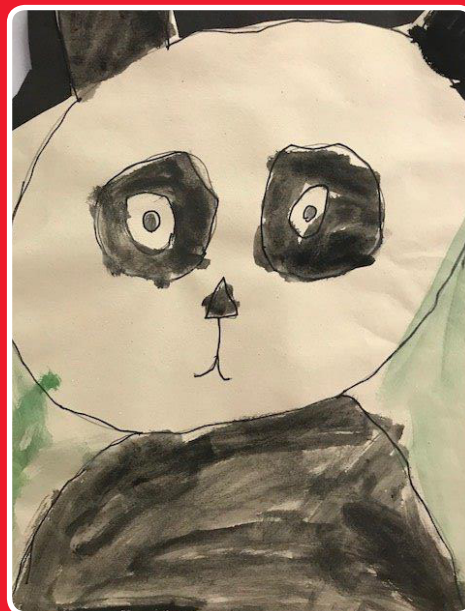


# Applying for a Nursery School in Enfield Information for Parents



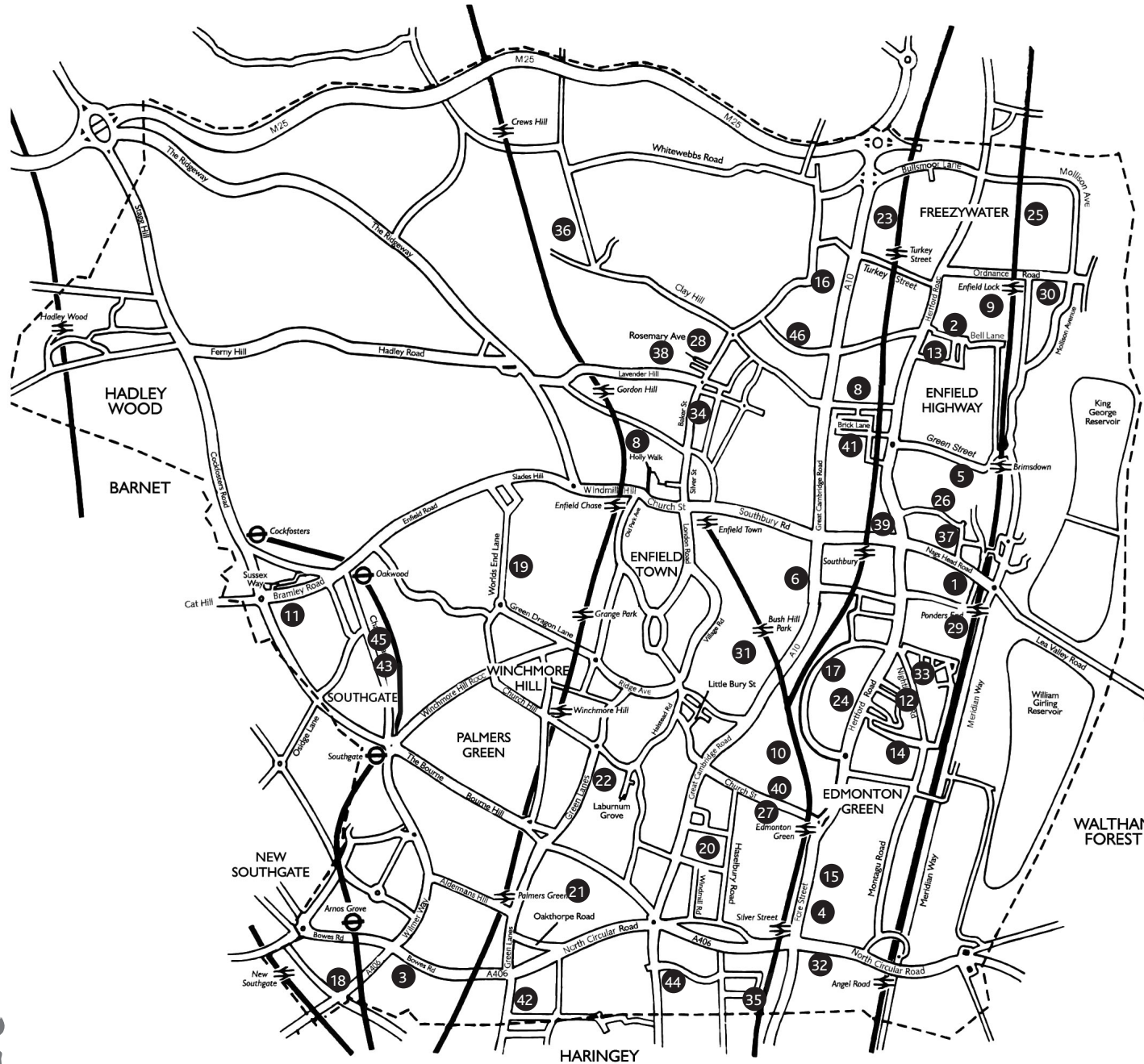
September 2019



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 with a Nursery Class



## KEY

1. Alma
2. Ark John Keats
3. Bowes - Bowes Road Site
4. Brettenham
5. Brimsdown
6. Bush Hill Park
7. Carterhatch
8. Chase Side
9. Chesterfield
10. Churchfield
11. De Bohun
12. Delta
13. Eastfield
14. Eldon
15. Fleecefield
16. Forty Hill
17. Galliard
18. Garfield
19. Grange Park
20. Hazelbury
21. Hazelwood
22. Highfield
23. Honilands
24. Houndsfield
25. Keys Meadow
26. Kingfisher Hall
27. Latymer All Saints
28. Lavender
29. Oasis Academy Hadley
30. Prince of Wales
31. Raglan
32. Raynham
33. Robin Hall
34. St. Andrew's Enfield
35. St. John & St James
36. St. John's
37. St. Mary's
38. St. Michael's
39. Southbury
40. Starks Field
41. Suffolks
42. Tottenhall
43. West Grove
44. Wilbury
45. Wolfson Hillel
46. Worcester

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## PLEASE NOTE:

Please remember that staff in the Enfield Schools Admission Service are dealing with the placement of many children at the same time. We will respond to you as quickly as we can.

The information in this leaflet relates to the Academic Year 2019/2020 and was correct at 1 September 2018. 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. Further information may be obtained from the Enfield Schools Admission Service.



# Letter

## THIS BOOKLET

This booklet is for parents with a child born between **1 September 2015 and 31 August 2016** (inclusive). It explains how you apply for a part time place in a nursery class attached to a primary school in Enfield. If it is possible to offer your child a part time place at a nursery, they will start in September 2019.

Some schools may offer up to 30 hours free entitlement. You will need to contact schools directly for further information.

**Children who attend a nursery class attached to a school are not guaranteed a place in the reception classes of the same school. All parents have to re-apply for admission for the following year. This is to ensure that parents who do not to send their children to nursery will not be disadvantaged when applying for a school place.**

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 2018

*Dear Parents and Carers,*  
Admission to Nursery Classes, 2019

This booklet gives parents and carers information about how to apply for a school nursery place in Enfield.

As well as nursery classes attached to schools in Enfield, there are a number of other preschools, day nurseries and playgroups in the area. Informed Families – Enfield's Family Information Service has details of the provision available and you will find further information about this Service in this booklet.

We hope you will find this booklet helpful.

Yours faithfully,



Tony Theodoulou  
Acting Executive Director People



# Applying for a nursery class place (part time)



## APPLYING FOR A PLACE IN A NURSERY CLASS AT A SCHOOL

If you have a child born between 1 September 2015 and 31 August 2016 you can apply for a nursery class for September 2019. This will be the September before their 4th birthday. Children who are offered a place, either mornings or afternoons, usually attend the nursery class for a year before starting in a reception class at a primary school. **The place will be part time.**

## WHAT KIND OF SCHOOLS ARE THERE?

There are three different types of primary schools that may have nursery classes.

- **Community schools.** The admission arrangements are the responsibility of the Local Authority.
- **Voluntary Aided schools.** The Governors are the admission authority for these schools.
- **Academies and Free schools.** The Governors are the admission authority for these schools.

The following schools have nursery classes and you apply online at [www.eadmissions.org.uk](http://www.eadmissions.org.uk):

<b>Alma</b>	<b>Eastfield</b>	<b>Lavender</b>
<b>Bowes - Bowes Road Site</b>	<b>Eldon</b>	<b>Prince of Wales</b>
<b>Brettenham</b>	<b>Fleecefield</b>	<b>Raglan</b>
<b>Brimsgate</b>	<b>Galliard</b>	<b>Raynham</b>
<b>Bush Hill Park</b>	<b>Garfield</b>	<b>Southbury</b>
<b>Cartherhatch</b>	<b>Grange Park</b>	<b>Starks Field</b>
<b>Chase Side</b>	<b>Hazelbury</b>	<b>Suffolks</b>
<b>Chesterfield</b>	<b>Hazelwood</b>	<b>Tottenham</b>
<b>Churchfield</b>	<b>Highfield</b>	<b>West Grove</b>
<b>De Bohun</b>	<b>Honilands</b>	<b>Wilbury</b>
<b>Delta</b>	<b>Houndsfield</b>	<b>Worcesters</b>
	<b>Keys Meadow</b>	

Further details are given on the next page and there is also a step by step guide on the website to help parents.

All applications are treated in accordance with the published admissions arrangements. **Applications are not dealt with on a first come first serve basis.**



*Pre-schools and Day Nurseries in the private and voluntary sector are registered by Ofsted*

# Arrangements for visiting schools

NAME OF SCHOOL	ARRANGEMENTS
Alma	If you would like to arrange a visit to the school or would like any further information please contact the school office on 0208 804 3302. Alma is proud to be part of Attigo Academy Trust. For the academic Year 2019/20 Admissions arrangements for the Trust will be in line with the Enfield LA Policy.
Bowes – Bowes Road Site	We will be offering new parent tours in the new academic year – dates will be published on our website. To book onto a tour, please telephone the respective site.
Brettenham	Please phone the school to arrange a visit.
Brimsdown	Please feel free to call and we are happy to show parents and children around.
Bush Hill Park	Our school will hold open days/ evenings where parents can visit the school by appointment only. You can contact us directly to ask when they are or alternatively check our website from September 2018.
Carterhatch Infants	1st Tuesday in month from October – December. 2nd October 2018 6th November 2018, 4th December 2018 and also 8th January 2019 at 10am. Please telephone the school to book a place.
Chase Side	30th October 9:30am. 6th November 9:30am. 22nd November 9:30am. 29th November 9:30am. 4th December 9:30am. 10th January 9:30am.

NAME OF SCHOOL	ARRANGEMENTS
Chesterfield	We welcome visits to Chesterfield Primary School. Tours are held on the first Monday of the month. Please contact the office to make an appointment.
Churchfield	Please phone the school office to arrange a visit. We are always happy to meet prospective parents.
Cuckoo Hall	Our school will hold open days/ evenings where parents can visit the school by appointment only. You can contact us directly to ask when they are or alternatively check our website from September 2018.
De Bohun	Every Tuesday morning at 9:30am throughout October and November.
Delta	Please call the school to arrange a visit.
Eastfield	Tours of the School will take place during November, December and Early January. Please contact the School office to book a place.
Eldon	To arrange a visit to the school please contact Mrs Debbie Coles.
Fleecefield	Please call the school to arrange a visit.
Forty Hill	We encourage all parents interested in a place to visit the school for a tour and background information. Visits are held fortnightly from September to December. Please contact the office to book an appointment Tel: 020 8363 0760.

NAME OF SCHOOL	ARRANGEMENTS
Galliard	School visits to Galliard Primary School are on the following dates: Thursday 11th October 2018 10:00am or 2:00pm, Wednesday 14th November 2018 10:00am or 2:00pm, Friday 7th December 2018 10:00am or 2:00pm. Please contact Mrs Kim Berman to arrange an appointment to view the school. Direct line: 020 8443 9539
Garfield	Visit dates will be available from the school from October 2018. Please call or email the school office to arrange a visit.
Grange Park	We warmly welcome parents to visit our school to find out more about us. School tours take place every Thursday during the autumn term. Please ring the school office on 020 8360 1001 to arrange a visit.
Hazelbury	Visits to the school are warmly welcome and provide an opportunity to see where your child will learn and for you to meet with school staff. Please phone the school office and we will arrange a convenient appointment for you.
Hazelwood Infant	The schools will be holding tours on various dates between October and January. The school office will be pleased to advise you of these dates and book you a place on one of the tours.
Highfield Primary	Please call to book a visit for one of the following dates/times: Tuesday the 20th November 9.30am or 2pm Friday 23rd November 9.30am or 2pm
Honilands	Please call the school office if you wish to arrange a visit to the school.

# Arrangements for visiting schools

NAME OF SCHOOL	ARRANGEMENTS
Houndsfield	Please call the school office if you wish to arrange a visit to the school.
Keys Meadow	Keys Meadow is proud to be part of Attigo Academy Trust. For the academic Year 2019/20 Admissions arrangements for the Trust will be in line with the Enfield LA Policy. Please contact school to arrange a visit.
Kingfisher Hall	Our school will hold open days/evenings where parents can visit the school by appointment only. You can contact us directly to ask when they are or alternatively check our website from September 2018.
Latymer All Saints	Please call the school office on 020 8807 2679 to arrange a visit.
Lavender	We welcome visits from prospective parents. Please call the school office to make an appointment.
Oasis Academy Hadley	Wednesday 28th November 2018 09:00 to 10:30 Thursday 6th December 2018 09:00 to 10:30 Friday 11th January 2019 09:00 to 10:30
Prince of Wales	We will be holding a session on Thursday 4th October 2018 for you to visit Prince of Wales Primary School and have a show around and meet with the Head of Early Years to answer any questions you have. The times will be 10am and 2pm. If you would like to attend please give your name to Miss Adams in the school office so a space can be held for you.

NAME OF SCHOOL	ARRANGEMENTS
Raglan Infant	The school organises a number of tours of the school, which take place between October and December. You can be book a tour online via the school website.
Raynham	We encourage parents to visit.
Robin Hall	Robin Hall is the combined nursery of Cuckoo Hall Academy and Woodpecker Hall Academy. Our school will hold open days/evenings where parents can visit the school by appointment only. You can contact us directly to ask when they are or alternatively check our website from September 2018.
St. Andrew's Enfield	Prospective parents are welcome to visit on the following dates. Please telephone the school office to book a place. Thursday 1st November at 1.30 pm for Reception places Tuesday 6th November at 9.30 am for Reception places Tuesday 13th November at 9.30 am for Nursery places
St. John's	Prospective parents are welcome to visit on Tuesday 16 October at 9.10am and Thursday 8 November at 9.10am. Please telephone the school office on 020 8363 4709 to arrange an appointment.
St. Michael's	Please phone the school office to book a visit (020 8363 2724) on one of the following dates: Thursday, 1st November 2018 at 10:00am Tuesday, 6th November 2018 at 1:45pm Thursday, 8th November 2018 at 10:00am Wednesday, 9th January 2019 at 10:00am

NAME OF SCHOOL	ARRANGEMENTS
Southbury	Please contact the school office to arrange.
Starks Field	Wednesday, 3rd October, 2018, at 2pm Wednesday, 7th November, 2018, at 9.30am Friday, 30th November, 2018, at 2pm
Suffolks	Please call the school office to arrange an appointment.
Tottenham Infant	Parents are best able to visit Wednesday mornings during term time. Please phone school for an appointment.
West Grove	School visits take place every Tuesday at 9.30am from October – June. Parents can book an appointment by calling the school.
Wilbury	Open days 2018/19: 11 Oct 18: 9.30-11am 15 Nov 18: 1.30-3pm 10 Jan 19: 9.30-11am Visits welcome at any time – please call the office to arrange.
Worcesters	Parents are able to visit on the following dates; please call the school to book yourself in. 01/10/18 2.00pm; 06/11/18 9.30am 29/11/18 2.00pm; 04/01/19 2.00pm Worcesters is proud to be part of Attigo Academy Trust. For the academic Year 2019/20 Admissions arrangements for the Trust will be in line with the Enfield LA Policy.

# Academies and Voluntary Aided Schools – Admission Arrangements

The following schools are responsible for admission to their own nursery classes. If you want to apply for a place in the nursery at any of these schools, you must approach the schools directly for further information.

Ark John Keats Academy (Academy)

Forty Hill CE Primary School (Voluntary Aided)

Kingfisher Hall Academy (Academy)

Latymer All Saints CE Primary School (Voluntary Aided)

Oasis Academy Hadley (Academy)

Robin Hall Nursey (combined nursery of Cuckoo Hall Academy & Woodpecker Hall Academy)

St. Andrew's CE Primary School, Enfield (Voluntary Aided)

St. John & St. James CE Primary School (Voluntary Aided)

St. John's CE Primary School (Voluntary Aided)

St. Mary's Catholic Primary School (Voluntary Aided)

St. Michael's CE Primary School (Voluntary Aided)

Wolfson Hillel Primary School (Voluntary Aided)

**Details of their admission criteria and admission arrangements are available from the schools directly and will also be available on their websites.**

**Parents should check the closing date for applications with the school(s) directly.**





# Applying online



From 1 October 2018 until 15 February 2019 you will be able to apply online for the nursery classes on page 3. Online applications process is managed by the London Grid for Learning. You can access this at [www.eadmissions.org.uk](http://www.eadmissions.org.uk)

Applying online:

- Is quick and easy to do
- 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
- You are able to submit the documents to confirm your child's date of birth and address to your online application. If you are unable to do this hard copies can be sent to the Admission Service at the Civic Centre
- Available 24 hours a day, seven days a week until the closing date
- You will be able to find out the outcome of your application during the evening of 26 April 2019.
- You can accept or decline the offer online.

You must have an email address to make an online application. To help you, links are provided from the eAdmissions website to enable you to register for a free email address.

The closing date for applications is 15 February 2019.

If you don't have access to the internet at home, you can always visit your local library and get access there. The first hour is free but demand can be heavy so to avoid disappointment we strongly recommend that you book a session in advance. For further details telephone 020 8379 1000.



You may wish to make a note of your user name and password here:

USER NAME:	
PASSWORD:	

# Completing the application

## WHAT DOCUMENTS DO I NEED TO SUBMIT WITH MY APPLICATION?

You have to provide documentation to confirm your child's date of birth. This can be scanned or photographed and attached to your online application. You can also include medical letters to confirm any medical condition your child may have or information to confirm that your child is looked after or previously looked after.

The majority of applicants will not have to provide documentary evidence of your address. Please include your council tax reference number in your 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 for council tax, you will need to provide evidence of your child's home address - for example:

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

You can attach the proofs to your online application once it has been submitted. If you are unable to do this, you can scan the proofs or take a photograph and email them to [esas@enfield.gov.uk](mailto:esas@enfield.gov.uk). Please make sure the documents sent are clearly marked 'Nursery 2019 Admissions'.

When you submit an Enfield application, you are asked to confirm you have read and understood this booklet. You are also confirming the information you have given is accurate and complete and that you understand that if there is false information, the authority has the right to withhold or withdraw the offer of a place.

## WHAT IF I MAKE MORE THAN ONE COUNCIL APPLICATION FOR SCHOOLS IN ENFIELD?

Parents should complete only one Council application. You may nominate up to two schools as preferences. If you submit more than one application, the Authority will take the application with the latest date as the valid application and will withdraw any earlier applications. If two or more applications are completed on the same day, the Authority reserves the right to decide which application to accept and which to disqualify.

## HOW WILL YOUR APPLICATION BE DEALT WITH?

Your child will be considered for the schools requested. If more applications are received than the number of places available, places will be allocated according to the

criteria (rules) listed on page 9.

When considering 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. These are listed in priority order.

You will receive an email during the evening of 26 April 2019 advising you of the outcome. You will be asked to accept or decline an offer made within 10 days. **If you do not reply by the date given, the place may be withdrawn and offered to another child**

If it is not possible to offer your child a place, you will receive a information advising you of this from the Enfield Schools Admission Service. This will give you details about any nurseries with vacancies and invite you to consider whether you would like to apply for one of these vacancies. This is likely to be only a limited number of schools.

# How applications are decided

## HOW APPLICATIONS ARE DECIDED

We will always try to meet your request by offering a place to your child at the nursery class you named as your highest preference. However, many nursery classes are likely to be oversubscribed. In these cases, places will be given to children who meet the criteria in the order shown. **Please note nursery places are only part time.**

The process of allocating places will begin after 15 February 2019, once the completed applications have been submitted.

The Admissions Service will prioritise the applications received for each school in accordance with the published admissions arrangements. This briefly includes:

- Considering the medical applications that have been made.
- Verifying that children are siblings, living at the same address and that the older child is expected to still be at the school nominated in September 2019.
- Measuring the distance from the home to the school.

Once all the applications have been considered under the relevant criterion, a proposed admission list is drawn up for each of the schools. We will then begin to co-ordinate the offer of places. Your child will be offered a place at whichever nursery class is the highest preference for which they have qualified under the admissions criteria. Lower preferences are withdrawn at this stage.

## LATE APPLICATIONS

It is important to apply during the application period as late applications will be considered only after places have been allocated to the children whose parents applied before the closing date. Nursery class places are in demand and it is unusual to have vacancies once all 'on time' applications have been processed.

After the 15 February 2019 you will still be able to make a late online nursery application through [www.eadmissions.org.uk](http://www.eadmissions.org.uk). Supporting documentation to confirm your child's address and date of birth have to be sent to the Admissions Service, it cannot be scanned and attached to the online application after the closing date.

The Authority reserves the right to accept late applications, where it considers there are exceptional reasons for the application not being received on time until 28 February 2019. After this date all applications will be late.

## NURSERY CLASSES IN ANOTHER LOCAL AUTHORITY (LA)

Children living in Enfield can apply to go to nursery classes in another Local Authority (LA). Parents should contact the relevant LA for information about the arrangements for admissions to nursery classes in their area.

Children who live outside Enfield may apply to a nursery class within this borough by completing the online application. It is important that parents also apply for nursery classes in their own local authority.



# Admissions criteria for schools

## ADMISSIONS CRITERIA FOR NURSERY CLASSES AT COMMUNITY SCHOOLS, ALMA, BOWES - BOWES ROAD SITE, BRIMSDOWN, CHESTERFIELD, CHURCHFIELD, DELTA, EASTFIELD, GRANGE PARK, HAZELBURY, KEYS MEADOW, LAVENDAR & WORCESTERS

The following criteria is used to decide which children should be offered places when there are more children wanting to go to the school than there are places available. If there are fewer applications for a school than there are places available everyone is offered a place. The criteria is in order of priority.

- a) Children in public care (looked after children) and children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after;
- b) Children for whom a particular school is appropriate on exceptional medical grounds. Such applications will be considered under this criterion only if they are supported by an attached written statement from a doctor. This must demonstrate that there is a very specific connection between the child's medical need and the school requested;
- c) Children with a brother or sister who will be attending the school 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;
- 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 (10 cm). 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 buildings 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 for the places available will be measured as the crow flies.

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.

Unfortunately, there have been some cases where parents have been tempted to supply false or inappropriate information to try and get a place at a particular school, for example, by giving the address of a relative instead of the home address. Information supplied by parents is checked. If it is found that false information has been provided and a place has been obtained because of this, the place is likely to be withdrawn. A place can also be withdrawn once a child has started.

*Read the admissions criteria (set of rules) for the school you are interested in*



# Your child's address

## ADDRESS

The child's address used in the application must be the child's place of ordinary 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, childminders' or relatives' address or any other address other than the child's place of ordinary residence. You must provide proof to support your address and the information will be checked.

The Council do 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 the child's ordinary residence at that address.

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 the basis of false information will be withdrawn. 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

We can only accept changes of address once they have taken place. Notice for planned future arrangements will not be accepted. Notice of an actual change of address should always be provided to the Enfield Schools Admission Team with the appropriate evidence. For a change of address to be taken into account for your admission applications, it must have occurred before 1st March 2019.

Parents must also notify us of changes of address that occur after this date and provide the relevant documentation to confirm the new address. The

information should be emailed to [esas@enfield.gov.uk](mailto:esas@enfield.gov.uk).

**If a place is offered on the basis of false information, the place will be withdrawn.**

## SHARED CUSTODY

When parents live separately, the application must be based on the address at which the child usually lives and as given on the child benefit documentation. 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 there are reasons why your child is not living with the main parent/carer, you and the other parent/carer must declare this individually by letter and submit this with your application form for consideration by a senior officer in the Admissions Service. If this address is accepted, it will be used for applications to all schools.

If your child has been allocated a place and you move before your child's admission, the application for a place may be reconsidered. This may result in the offer of a place being withdrawn if, for example, you move further away from the school.

## 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

Children in public care (children looked after) and those

who ceased to be children looked after because they were adopted or because they became subject to a residence order, child arrangements order or a special guardianship order, receive priority for admission to a school.

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

In relation to nursery classes, a small number of children are offered places under this criterion. Medical priority is usually given to children who have an exceptional illness or disability, which means that one school is more appropriate than another.

If you think that your child should be considered under the medical criterion when making your application you must:

- Indicate which nursery class you are asking for your child to be considered for on medical grounds.
- Explain how the nursery class concerned can meet your child's needs better than any other nursery provision.
- Ensure that a suitable professional, for example a consultant, supports your request. This information must be provided with your application. Your request for community schools will be considered by a panel of senior local authority staff. Further advice may be sought at the discretion of the Assistant Director of Children's Services. For all other schools the decision will be taken by the relevant governing body.

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

# Notification of decisions

## 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.

Lots of children may have some medical or special needs when they start school but the majority will not need to be given any additional priority of admission. It is still very important though that you tell the school of any medical or special needs your child may have before he or she starts school. For example, you should let the school know if your child has a nut allergy, is diabetic or has received support from the speech and language service.

## NOTIFICATION OF DECISIONS

If your child can be offered a nursery place and you applied online you will receive an email during the evening of 26 April 2019 advising you of the outcome. A letter will be sent to all parents/carers completing a paper application on 26 April 2019 and you should receive this by 3 May 2019. Parents/carers will be asked to accept or decline the offer of a place within 10 days in order that unwanted nursery places can be reallocated. Children usually stay in a nursery class for the full year. Sometimes, though, a child leaves and it is possible to allocate that place to another child on the school's waiting list. Please see page 14 for further information.

If it is not possible to offer a place at the nursery of your preference you may contact the Enfield Schools Admission Service to see which nursery classes have vacancies so that you can consider applying for any of these.

If your child is offered a nursery class place it is on the understanding that they will attend for either five morning or five afternoon sessions each week. If you accept a place at an Enfield nursery class your child will not be able to take up another part time place in a voluntary, private or independent nursery/playgroup unless you meet the cost of this placement in full.

## MORNING/AFTERNOON SESSIONS

Individual schools are responsible for deciding whether the place allocated is a morning or afternoon session.

Nursery class places are not available for less than five half day sessions each week. School nursery classes are only open during the school term.

*Applications are not dealt with on a first come first serve basis*



# What happened last year

## Nursery classes at community schools – 2018 allocations

School	Total Applications	Admission Number	Looked After/ Medical	Siblings	Staff Criterion	Priority Zone	Distance	Furthest Distance (Miles)	No of Refusals
Bowes	90	60	0	17	0	N/A	43	1.194	7
Brettenham	112	60	0	23	0	12	25	1.290	3
Carterhatch Infant	125	75	0	30	0	N/A	45	2.886	6
Eastfield	82	48	0	19	0	N/A	29	0.796	2
Galliard	120	90	0	27	2	N/A	61	1.739	7
Hazelwood	125	40	0	25	0	N/A	15	0.274	53
Highfield	128	60	0	29	0	N/A	31	0.619	45
Lavender	100	60	1	12	0	0	47	1.103	10
Raynham	93	60	0	25	1	3	31	0.798	20
Raglan Infant	116	60	0	28	1	N/A	31	0.654	26
Tottenham Infant	91	60	0	27	0	N/A	33	0.612	15
Worcesters	82	60	0	25	0	N/A	35	1.684	6

■ It was possible to meet all the demand for places from on time applicants at: Alma, Brimsdown, Bush Hill Park, Chase Side, Chesterfield, Churchfield, De Bohun, Eldon, Fleecefield, Garfield, Hazelbury, Honilands, Houndsfield, Keys Meadow, Prince of Wales, Southbury, Starks Field, Suffolks, West Grove and Wilbury.

# Waiting lists



## WAITING LISTS

Children who are not offered a place at a nursery class will be placed on a waiting list for their preferred nursery. Waiting lists are prioritised in accordance with the admissions criteria.

Any places that are declined will be offered to other children on the waiting list.

## APPEALS

There is no right of appeal for a nursery place.

## ADMISSION TO PRIMARY SCHOOL SEPTEMBER 2020

You will need to apply for a place in the reception class of a primary/infant school regardless of whether your child is offered a place at a nursery class.

**There is no automatic right of transfer from the nursery class to reception class in the same school.**

Children eligible for nursery education from September 2019 will usually start primary school in September 2020. The application procedure for admission to a reception class of a school will be from 1 October 2019 – 15 January 2020.

A booklet providing information about this process will be available for you to view or download from our website [www.enfield.gov.uk/admissions](http://www.enfield.gov.uk/admissions) from 1 October 2019. The arrangements may be different to those currently in place.



*If your application is late,  
you might not get a place  
even if you have other  
children at the school*



# 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.

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 place in a nursery class at a community school in Enfield through the coordinated admissions process on the application form provided by the Admissions Service in Enfield.

If a parent, carer, or professional has concerns that a child may require an EHC Needs Assessment, requests can be made to the SEN Service at the Civic Centre, Enfield. Before applying, parents or carers are encouraged to discuss any concerns with the school that their child currently attends.

*Enfield provides a range of specialist facilities and support services for children who have special educational needs*

# General information

## 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 permissions, 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.

## 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.

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.

## SCHOOL YEAR GROUPS

\*Key Stage 1 for the National Curriculum also includes those pupils in Reception classes who have reached compulsory school age. The new description does not cover nursery provision

KEY STAGE:	DESCRIPTION (YEAR):	AGE OF THE MAJORITY OF PUPILS AT THE END OF THE SCHOOL YEAR:
*	Reception	5
1	Year 1	6
1	Year 2	7
2	Year 3	8
2	Year 4	9
2	Year 5	10
2	Year 6	11

# 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.

# Are you looking after someone else's child? *continued*

## 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.
- 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)

**Remember – private fostering is everyone's responsibility whether you are a professional or a member of the public.**

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



# 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)

## 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)

## 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  
Email: [info@coramala.org.uk](mailto:info@coramala.org.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)

## NAMES AND ADDRESSES 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: 03001234043  
Website: [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions)  
email: [hertsdirect@hertfordshire.gov.uk](mailto:hertsdirect@hertfordshire.gov.uk)

SCHOOL NAME, ADDRESS AND TELEPHONE NUMBER	STATUS AND AGE RANGE	HEADTEACHER	ADDITIONAL INFORMATION	NO. OF PLACES AVAILABLE (SUBJECT TO CHANGE WHERE SCHOOLS OFFER 30 HOUR PROVISION)
<b>ALMA PRIMARY SCHOOL</b> Alma Road, Enfield, EN3 4UQ (020) 8804 3302 www.almaprimaryschool.org.uk email: office@alma-primary.org.uk	Academy 2- 11	Helen Thomas	–	60
<b>ARK JOHN KEATS ACADEMY</b> Bell Lane, Enfield, EN3 5PA (020) 8443 3113 - option 1 for Primary http://arkjohnkeats.org/ email: info@arkjohnkeatsacademy.org	Academy 3 - 18	Ms Amy Baird Primary Headteacher	You need to apply directly to the school	50
<b>BOWES PRIMARY SCHOOL - BOWES ROAD SITE</b> Bowes Road, London, N11 2HL (020) 8368 2552 www.bowesprimaryschool.org email: office@bowesprimaryelt.org	Academy 3 - 11	Effie Demitriou	–	60
<b>BRETENHAM PRIMARY SCHOOL</b> Brettenham Road, London, N18 2ET (020) 8345 6055 www.brettenhamprimaryschool.co.uk email: office@brettenham.enfield.sch.uk	Community 3 - 11	Stewart Humphreys	School has a priority zone	60
<b>BRIMSDOWN PRIMARY SCHOOL</b> Green Street, Enfield, EN3 7NA (020) 8804 6797 www.brimsdowen.enfield.sch.uk email: office@brimsdowen.enfield.sch.uk	Academy 3 - 11	Dani Lang	–	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	Ms A Theodosiou	–	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	–	76

SCHOOL NAME, ADDRESS AND TELEPHONE NUMBER	STATUS AND AGE RANGE	HEADTEACHER	ADDITIONAL INFORMATION	NO. OF PLACES AVAILABLE (SUBJECT TO CHANGE WHERE SCHOOLS OFFER 30 HOUR PROVISION)
<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	Miss Melanie Scull	School has a priority zone	60
<b>CHESTERFIELD PRIMARY SCHOOL</b> Chesterfield Road, Enfield, EN3 6BG (01992) 760678 www.chesterfieldprimarieschool.co.uk email: office@chesterfieldprimaryelt.org	Academy 3 - 11	Kelly Gradwell	–	60
<b>CHURCHFIELD PRIMARY SCHOOL</b> Latymer Road, London, N9 9PL (020) 8807 2458 www.churchfield.school email: churchfield.office@churchfield.enfield.sch.uk	Community 3 - 11	Nicki Jaeggi	–	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	Mr Dominic Smart	–	60
<b>DELTA PRIMARY SCHOOL</b> 206A Nightingale Road, Edmonton, N9 8PT (020) 83511784 www.deltaprimarieschool.org	Academy 3 - 11	Androulla Georgiou	–	30
<b>EASTFIELD PRIMARY SCHOOL</b> Eastfield Road, Enfield, EN3 5UX (020) 8804 5013 www.eastfieldprimary.com	Academy 3 - 11	Mrs C Jamil	–	48
<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@eldon-inf.enfield.sch.uk	Community 2-11	Ms Jane Flynn	–	120
<b>FLEECEFIELD PRIMARY SCHOOL</b> Brettenham Road, London N18 2ES (020) 8807 7899 www.fleecefield.enfield.sch.uk email: office@fleecefield.enfield.sch.uk	Community 3 - 11	Antoinette Goldwater	School has a priority zone	60

SCHOOL NAME, ADDRESS AND TELEPHONE NUMBER	STATUS AND AGE RANGE	HEADTEACHER	ADDITIONAL INFORMATION	NO. OF PLACES AVAILABLE (SUBJECT TO CHANGE WHERE SCHOOLS OFFER 30 HOUR PROVISION)
<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	Mr Josh Newham	You need to apply directly to this school	24
<b>GALLIARD PRIMARY SCHOOL</b> Galliard Road, London, N9 7PE (020) 8804 1818 www.galliardprimaryschool.co.uk email: kim.berman@galliard.enfield.sch.uk	Community 2 - 11	Mrs Christine Dodd	–	90
<b>GARFIELD PRIMARY SCHOOL</b> Upper Park Road, N11 1BH (020) 8368 4500 www.garfield.enfield.sch.uk email: office@garfield.enfield.sch.uk	Community 3 - 11	Ms Karen Khwaja	–	90
<b>GRANGE PARK PRIMARY SCHOOL</b> Worlds End Lane, London, N21 1PP (020) 8360 1001 www.grangepark.enfield.sch.uk email: office@grangeparkprimaryelt.org	Academy 3 – 11	Alyson Cullen Tijen Hassan		60
<b>HAZELBURY PRIMARY SCHOOL</b> Haselbury Road, London, N9 9TT (020) 8807 3140 www.hazelbury-primary-school.co.uk email: office@hazelburyprimary.org	Academy 2- 11	Laura Pearce	–	120
<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	Mrs Stella Gannon (Acting Head)	-	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	Mrs Maria Kemal	–	60
<b>HONILANDS PRIMARY SCHOOL</b> Lovell Road, Enfield, EN1 4RE (01992) 701012 www.honilands.co.uk email: office@honilands.enfield.sch.uk	Community 2 - 11	Mrs Nuala McNeely	-	90



SCHOOL NAME, ADDRESS AND TELEPHONE NUMBER	STATUS AND AGE RANGE	HEADTEACHER	ADDITIONAL INFORMATION	NO. OF PLACES AVAILABLE (SUBJECT TO CHANGE WHERE SCHOOLS OFFER 30 HOUR PROVISION)
<b>HOUNDSFIELD PRIMARY SCHOOL</b> Ripon Road, London, N9 7RE (020) 8805 3406 www.houndsfield.school email: office@houndsfield.enfield.sch.uk	Community 2 - 11	Miss Kate Holland	–	60
<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	Catherine Lane	–	60
<b>KINGFISHER HALL ACADEMY</b> 40 The Ride, Enfield, EN3 7GB (020) 8344 9890 <a href="https://www.kingfisherhallacademy.org.uk/home-kingfisher-hall">https://www.kingfisherhallacademy.org.uk/home-kingfisher-hall</a> email: kingfisher@chat-edu-org.uk	Academy 3- 11	Matthew Clifford	You need to apply directly to this school	60
<b>LATYMER ALL SAINTS CE SCHOOL</b> 41 Hydethorpe Avenue, London, N9 9RS (020) 8807 2679 www.latymerallsaints.enfield.sch.uk email: office@latymerallsaints.enfield.sch.uk	Voluntary Aided 2 - 11	Mrs Katy Brennan	You need to apply directly to this school	90
<b>LAVENDER PRIMARY SCHOOL</b> Lavender Road, Enfield, EN2 0SX (020) 8363 1058 www.lavender.enfield.sch.uk email: office@lavender.enfield.sch.uk	Academy 2 - 11	Lesley Hill	School has a priority zone	60
<b>OASIS ACADEMY HADLEY</b> 143 South Street, Ponders End, Enfield, EN3 4PX (020) 8804 6946 www.oasisacademyhadley.org email: admissions@oasishadley.org	Academy 2 - 18	Lynne Dawes - Executive Principal	You need to apply directly to this school	60
<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	–	60

SCHOOL NAME, ADDRESS AND TELEPHONE NUMBER	STATUS AND AGE RANGE	HEADTEACHER	ADDITIONAL INFORMATION	NO. OF PLACES AVAILABLE (SUBJECT TO CHANGE WHERE SCHOOLS OFFER 30 HOUR PROVISION)
<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	-	90
<b>RAYNHAM PRIMARY SCHOOL</b> Raynham Avenue, London, N18 2JQ (020) 8807 4726 www.raynhamprimaryschool.co.uk email: office@raynham.enfield.sch.uk	Community 2 - 11	Mrs Marva Rollins OBE	School has a priority zone	60
<b>ROBIN HALL NURSERY</b> Cuckoo Hall Lane, London, N9 8DR (020) 8804 4126 http://www.cuckoohallacademy.org.uk email: cuckoo@chat-edu.org.uk	Academy 3 - 4	Nicky Ross	Robin Hall is the combined nursery of Cuckoo Hall Academy and Woodpecker Hall Academy. You need to apply directly to this school	180 Part-time and Full-time places
<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 3 - 11	Miss Cath Mann	You need to apply directly to this school	60
<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 H Knightley	You need to apply directly to this school	60
<b>ST. JOHN'S CE PRIMARY SCHOOL</b> Theobalds Park Road, Enfield, EN2 9BD (020) 8363 4709 www.stjohnsprimarysch.org.uk email: office@stjohnsprimarysch.org.uk	Voluntary Aided 3 - 11	Mrs Susan Notley	You need to apply directly to this school	13
<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 M Creed	You need to apply directly to this school	60
<b>ST. MICHAEL'S CE PRIMARY SCHOOL</b> Brigadier Hill, Enfield, EN2 0NB (020) 8363 2724 www.st-michaels.enfield.sch.uk email: admin@st-michaels.enfield.sch.uk	Voluntary Aided 3 - 11	Miss Jan Matthews	You need to apply directly to this school	30

SCHOOL NAME, ADDRESS AND TELEPHONE NUMBER	STATUS AND AGE RANGE	HEADTEACHER	ADDITIONAL INFORMATION	NO. OF PLACES AVAILABLE (SUBJECT TO CHANGE WHERE SCHOOLS OFFER 30 HOUR PROVISION)
<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	–	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	Ms A Martin	–	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	Andrea Cassius	–	60
<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	–	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	Miss Angela Campbell	–	60
<b>WILBURY PRIMARY SCHOOL</b> Wilbury Way, London, N18 1DE (020) 8807 5335 www.wilburyprimaryschool.org.uk email: office@wilbury.enfield.sch.uk	Community 2 - 11	Mrs K Turnpenney	–	90
<b>WOLFSON HILLEL PRIMARY SCHOOL</b> 154 Chase Road, London, N14 4LG (020) 8882 6487 www.wolfsonhillel.enfield.sch.uk email: pa2headteacher@wolfsonhillel.enfield.sch.uk	Voluntary Aided 3 - 11	Kirsten Jowett and Alex Kingston	You need to apply directly to this school	50
<b>WORCESTERS PRIMARY SCHOOL</b> Goat Lane, Enfield, EN1 4UF (020) 8363 7860 www.worcesters.enfield.sch.uk email: office@worcesters.enfield.sch.uk	Academy 3 - 11	Mrs K Jaeggi - Executive Headteacher Mrs F Ward - Head of School	–	60

**Academies** – Publicly funded independent schools. Admissions are the responsibility of the Governing Body.

**Admissions Authority** – The admissions authority of a school determines the admissions policy of 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 or academy is the Governing Body of the individual school.

**Community School** – 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, statefunded 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** – Children in public care (looked after children or previously looked after children) and those who ceased to be children looked after because they were adopted, or because they became subject to a residence order, child arrangements order or a special

guardianship order, receive priority for admission to school.

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.

If the conditions above apply to your child, you must give details in the application and provide 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.

**Mixed Ability Teaching Groups** – Children of a wide range of ability taught together as a class: the work of such a group is largely based on individual and group assignments.

**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.

**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. 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. Proof of the relationship may be requested.

**Voluntary Aided School** – This is a school which although mainly funded by the Local Authority has admissions decided by the Governing Body. The Governors will apply the published admissions criteria.

At Voluntary Aided schools the Governing Body will employ the School's staff and have primary responsibility for admission arrangements. The School's land and buildings will normally be owned by a charitable foundation. The Governing Body will contribute towards the capital costs of running the school.

# Term dates

## Appendix 3

### ACADEMIC YEAR 2019/2020

AUTUMN TERM 2019	SPRING TERM 2020	SUMMER TERM 2020
Monday 2 September – Thursday 19 December Half Term – Monday 21 – Friday 25 October	Monday 6 January – Friday 3 April Half Term – Monday 17 – Friday 21 February	Monday 20 April – Tuesday 21 July Half Term – Monday 25 May – Friday 29 May

### ACADEMIC YEAR 2020/2021

AUTUMN TERM 2020	SPRING TERM 2021	SUMMER TERM 2021
Thursday 3 September – Friday 18 December Half Term – Monday 26 – Friday 30 October	Monday 4 January – Thursday 1 April Half Term – Monday 15 – Friday 19 February	Monday 19 April – Friday 23 July Half Term – Monday 31 May – Friday 4 June

*You will have to  
apply for a reception  
place for admission in  
September 2020*



# 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 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 admissions during the 2018/2019 academic year are as follows:

BRETtenham PRIMARY SCHOOL	CHASE SIDE PRIMARY SCHOOL	FLEECEFIELD PRIMARY SCHOOL	LAVENDER PRIMARY SCHOOL	RAYNHAM PRIMARY SCHOOL
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 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	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 Nos. 180 up & Nos. 181 up Cypress Avenue Flash Lane Golf Ride Rosewood Drive Rossendale Close Strayfield Road Theobalds Park Road Tingey's Top Lane Whitewebbs Road Wroxham Gardens	Albany Road, N18 Culpepper Close Dysons Road Genista Road Kimberley Road Ladysmith Road, N18 Leopold Road Willoughby Lane Nos 179 -209

# Enfield Early Years Service (Family Information Service)

Informed Families



## Early Years Education - preparing your child for the best start in life

### CHILDCARE

For 2 years olds 'Terrific Two'\*

For 3-4 year olds 'Funded 15 hours'\*

For 3-4 years olds 'Additional 15 hours'\*

*\* Eligibility criteria applies*

### HOW TO APPLY

Text the word TERRIFIC to 81025 or  
[www.new.enfield.gov.uk/if](http://www.new.enfield.gov.uk/if) (to apply online)

Choose your childcare provider online at:  
[www.new.enfield.gov.uk/fid](http://www.new.enfield.gov.uk/fid)

30 hours childcare for working families  
Apply at [www.childcarechoices.gov.uk/](http://www.childcarechoices.gov.uk/) or for further  
information visit  
[www.new.enfield.gov.uk/if/30-hours](http://www.new.enfield.gov.uk/if/30-hours)

**Informed Families: Tel: 0800 694 1066**

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

**For any other information about childcare please visit our website**

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

**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*