



# Admissions Arrangements

At Bell Lane Primary School we value:  
***peace, responsibility, respect, thoughtfulness, resilience, friendship, empathy, hope,  
determination, fairness, perseverance and love***

	Name	Signature	Date
Committee with oversight of the policy	Admissions policy		
Lead Person	Miss Harsha Patel	Miss Harsha Patel	March 2020
Prepared by	Miss Harsha Patel	Miss Harsha Patel	March 2020
Checked by	Miss		
Approved by Chair of the GB			
Document Title			
Version			

Bell Lane Primary School & Children's Centre follows the Admissions Code. Application for your child's school place must be made through Barnet Schools Admissions. This includes places in reception classes to Year Six classes.

For admission to the school nursery please see the School Office.  
For admission to the two year old provision please speak to the School Office.

Barnet School Admissions Services can be found at: [http:// www.barnet.gov.uk/school-admissions](http://www.barnet.gov.uk/school-admissions)

Through the Barnet School Admissions website information can be found on all aspects of school admissions including the Schools Directory and the Primary School Admissions Guides

Contact details for Barnet: School Admissions

Building 2  
North London Business Park Oakleigh Road South  
N11 1NP

Tel: 020 8359 7651  
FAX: 0870 889 6799  
School admissions: <http://www.barnet.gov.uk/school-admissions>

### **Admission Procedures to Bell Lane Primary School**

Application forms for the Nursery are available from the School Office. Applications must be submitted with a birth certificate/passport and proof of address (council tax bill or rental contract are preferable). Please see the School Office who will help you with guidance on the nursery application.

### **Admission to Nursery**

Children are admitted to Nursery in the term after their third birthday. The main intake at Bell Lane Primary School is in September.  
Morning sessions run from 8:45am to 11:45am on Monday to Friday. Afternoon sessions run from 12:45pm to 3:45pm on Monday to Friday. Parents can apply for extended day attendance at the Nursery.

Please see the School Office for Terms and Conditions for the extended day and details of charges for additional hours.  
For 30 hours free entitlement, parents must provide the school office with their 30 hours free entitlement code.

### **Admissions to Reception from Nursery**

Children are admitted to Reception in the September following their fourth birthday. Unfortunately, children who attend Bell Lane Primary School Nursery are not automatically guaranteed a place in a reception class.

Applications for reception classes should be made directly to the Borough of Barnet on the Common Application Form (CAF) online. Information on process and deadline is available from: <http://www.barnet.gov.uk/school-admissions>

### Applications for In-Year admissions

The admission of pupils in any year group outside the normal round i.e. after the beginning of the autumn term, are made through the Admissions Team at the London Borough of Barnet. Applications should be made on line using [www.barnet.gov.uk/school-admissions](http://www.barnet.gov.uk/school-admissions)

### In-Year Admissions - Reception to Year 6

Parents admitting their children to Bell Lane Primary School at any time during the school year are invited to view the school, once they have been offered a place by the London Borough of Barnet, the week before they would like to start.

Parents wishing to arrange a visit to the school please contact the School Office on: 020 8203 3115

### Two Year Old Provision

Bell Lane Primary School & Children's Centre has a provision for two year old children. Criteria have to be met to enable a two year old to attend the Caterpillar Class. Please contact the School Office or the Children's Centre to find out further information.

### School Placement

Following your submission of your application form, when a school place is made available you will receive a letter informing you of the school offer. Please bring this to the School

### Oversubscription Criteria

When the School is oversubscribed, after the admission of Children with Statements of Special Educational Needs (SEN) / Education, Health and Care plan (EHCP) where the School is named, priority for admission will be given to those children who meet the criteria set out below:

a) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is a) looked after by a local authority or b) being provided with accommodation by a local authority in their exercise of their social services functions, in accordance with section 22 (1) of the Children Act 1989. Details of eligibility must be supplied by the allocated social worker or foster carer.

b) Children for whom it is essential to be admitted to the School because of special circumstances to do with significant medical or social needs, which relate to the child or an immediate member of the child's family. Applications must be supported by medical evidence from a GP or hospital consultant, social worker or similar professional. The supporting evidence should set out the particular reason why the School is the most suitable and the difficulties that would be caused if the child had to attend another school. This evidence must be sent to the School by the application closing date, for the child to be considered under this criterion.

c) Children who, on the date of application, have a sibling (i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step brother or sister) who is living with them at the same address and on roll of the School.

d) Children of staff, where the member of staff has been employed by the School for two or more years at the time of application, or the member of staff was recruited to fill a vacant post for which there is a demonstrable skill shortage.

e) Children living nearest to the school within the defined catchment area (see LA website for details).

f) Children living nearest to the school outside the defined catchment area.

#### Further Information on the Distance Criterion

a) Distance is measured in a straight line between the address point for the child's home, supplied by Ordnance Survey, to the school's main gate using the Council's computerised geographical information system.

b) Accessibility by car or public transport, a child-minder's or business address cannot be taken into consideration.

c) If parents/carers have a genuine 50/50 share care arrangement, then the address of the parent/carer who is in receipt of child benefit or working tax credits will be used for the purpose of the application. In cases where parents/carers are not eligible for these benefits the address will be that of the parent/carer where the child is registered with a doctor. Where a place is offered, proof of eligibility will be required. If false or misleading information is used to gain entry to the School, the offer of a place will be withdrawn.