



ADMISSIONS POLICY

Responsibility of (<i>see policy tracking sheet</i>):	Saracens Broadfields Local Governing Body and Trust Board
Approved by:	Local Governing Body and Trust Board
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Statement of Principle

Saracens Broadfields is committed to allocating and offering school places in an open and fair way. The practices and the criteria used to decide the allocation of school places will be fair, clear and objective.

If there are more applications than places available, the school will apply its admission criteria in order to decide who should have a place.

Saracens Broadfields's oversubscription criteria will be reasonable, clear, objective, procedurally fair, and comply with all relevant legislation, including equalities legislation. Saracens Multi-Academy Trust (SMAT) will ensure that admission arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs.

SMAT is the Admission Authority and is responsible for ensuring that admission arrangements are compliant with this Code.

Requirements and Procedures

1. General

- 1.1 SMAT has delegated to the Local Governing Body (LGB) of Saracens Broadfields, all responsibility for the Admissions Policy and any decision making relating to individual admissions. The LGB will report back any changes in policy to SMAT.
- 1.2 Saracens Broadfields will set admission arrangements annually. Where changes are proposed, the school will publicly consult on those arrangements. If no changes are made to admission arrangements, they must be consulted on at least every 7 years. Consultation must last for a minimum of 6 weeks and must take place between 1 October and 31 January in the determination year. If changes are proposed after the criteria have been set, then the approval of the Secretary of State must be obtained. If agreed, the changes must be published on the school website.
- 1.3 If the school has a Published Admission Number (PAN) that is higher than in previous years, the Local Authority will be notified of the new number, and specific reference will be made to the change on the school website.
- 1.4 Admission arrangements will be notified to the appropriate bodies and made available on the school website for the whole academic year in which offers for places are made. The school will send a copy of the fully determined arrangements to the Local Authority as soon as possible before the 15th March which is sixteen months before the date of admission.
- 1.5 The Local Authority will publish a composite prospectus for parents by 12th September

each year. This will contain admissions arrangements for each of the state-funded schools in the Local Authority area, including Saracens Broadfields, to which parents can apply.

- 1.6 If the school is not oversubscribed, all applicants applying through this process will be offered a place.
- 1.7 The school has opted in for Local Authority in-year coordination; the Local Authority sends the formal offer letter on behalf of the school.
- 1.8 Any decision of the School's Adjudicator will be binding on the SMAT and Saracens Broadfields and decisions will be implemented without undue delay.

2. Admission Criteria

Places will first be allocated to children with an Education, Health and Care Plan (EHCP) naming the school. The remaining places will be allocated in the following order of priority:

1. 'Looked after child' or a child who was previously looked after, but immediately after being looked after becomes subject to an adoption, residence, or special guardianship order. *'A looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children Act 2002'.*
2. Children based on their exceptional medical or social needs. Each application must include evidence, from a medical specialist or social worker, of the child's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the Local Authority with the application, a child's medical or social needs cannot be considered.
3. A child with a sibling attending the school at the time of application. Where an older sibling is in Year 6, siblings will not be given priority under this criterion. *Sibling is defined in these arrangements as a child who lives as brother or sister in the same house, including natural, adopted, step and foster brother and sister.*
4. A child of any member of the Trust's staff working at Saracens Broadfields.
5. Other children by distance from the school, with priority for admission given to children who live nearest to the school. 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.
6. Applicants from the same block of flats, or applicants who live the same distance from the school will be selected in random order using London Borough of Barnet's (L B Barnet) computerised system and places will be offered accordingly.

2.1 Applications made on behalf of twins, triplets and other multiple births When the over-subscription criteria are applied to applications made on behalf of twins, triplets and other multiple births, they will be selected in random order and places will be offered

accordingly. This could result in not all children in a family being offered a place. Where relevant, the remaining child(ren) would be retained automatically on the school's waiting list and would have priority should any vacancies arise at the school except where there are children with EHCPs and LACs (see Section 4.3).

2.2 Applications where the child lives at more than one address

Where parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent, the application must be based on the address at which the child usually lives. 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/or Child Tax Credit and/or Child Element of Universal Credit.

2.3 Applications where there is a change of address

Where there is a change of address during the application process, the change must have occurred by 15th January each year (or the date determined by L B Barnet) and the appropriate proof provided, in order for the change to be considered in the initial allocation of school places.

3. Application Procedure

Application for your child's school place must be made through L B Barnet Schools Admissions, this includes places in Reception classes to Year 6 classes.

L B Barnet School Admissions Services can be found at:

<https://www.barnet.gov.uk/schools-and-education/school-admissions>

Through the L B 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 L B Barnet:

School admissions
2 Bristol Avenue
Colindale
NW9 4EW
Telephone: 020 8359 7651

One and Two year old Provision

Saracens Broadfields has a provision for one and two-year-old children. Criteria have to be met to enable a two-year-old to attend, please contact the School Office to find out further information.

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 Office.

Admission to Nursery

Application forms for the Nursery are available from the School Office and on the school website. 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.

Children are admitted to Nursery in the term after their 3rd birthday. The main intake at Saracens Broadfields is in September.

Morning sessions run from 8:30am to 11:30am on Monday to Friday.
Afternoon sessions run from 12:15pm to 3:15pm on Monday to Friday.

From September 2025, working parents in England will be eligible for 30 hours of free childcare per week for children aged 9 months to 3 years, if they meet certain criteria. This is an expansion of the existing 15-hour offer for this age group. To be eligible, parents must be working and earning at least the equivalent of 16 hours a week at the National Living Wage, and their household income must be below £100,000 per year.

For more information on a Free Early Education (FEE) place click [here](#) or visit <https://www.barnet.gov.uk/working-children-barnet/practitioner-guidance/early-help-offer/free-entitlement-early-education-9> for the L B Barnet FEE2 website.

For free entitlement, parents must provide the School Office with their free hours' entitlement code.

Admissions to Reception from Nursery

Children are admitted to Reception in the September following their 4th birthday. Unfortunately children who attend Saracens Broadfields' Nursery are not automatically guaranteed a place in a Reception class.

Applications for Reception classes should be made directly to the L B Barnet on the online Common Application Form (CAF). Information on the process and deadline is available from: <https://www.barnet.gov.uk/schools-and-education/school-admissions>

Further information (key dates, preparing for your application etc) can be found at <https://www.barnet.gov.uk/schools-and-education/school-admissions/apply-primary-school/starting-reception-september-2025>

4. Waiting List

- 4.1 The school will maintain a clear, fair and objective waiting list for at least the first term of the academic year of admission.
- 4.2 Children who come within the school's admission criteria including those with EHC plans and 'Looked After Children' (see Section 2, (1a) and (1b)) will take precedence over those on the waiting list.
- 4.3 The remaining sibling/s of twins, triplets and other multiple-births, where one or more, but not all have been offered a place, would have the next highest priority.
- 4.4 If another child is added, the list will be ranked again in line with the oversubscription criteria. Priority will not be given to children based on the date their application was received or their name was added to the list.

5. Withdrawal of Places

Saracens Broadfields will not withdraw a place once a child has started at the school, except where it is discovered that a place has been obtained fraudulently by giving false, or misleading details at the time of application.

6. Application for Children from Overseas

Saracens Broadfields will treat applications for children coming from overseas in accordance with legal requirements.

7. Fair Access Protocol

Saracens Broadfields will participate in the Barnet 'Fair Access Protocol' in order to ensure that unplaced children are allocated a school place quickly. There is no duty for the school to comply with parental preference when allocating places through the Fair Access Protocol.

Where the School does not wish to admit a child with challenging behaviour as an 'In-Year' applicant, even though places are available, it must refer the case to the Local Authority for action under the Fair Access Protocol.

8. Appeals Procedure

Parents who want to appeal against the LGB's decision not to offer their child a place at the school must appeal directly to the school, not through the Local Authority. The appeals timetable will be published on the school's website by 28th February each year. The appeals will be heard by an Independent Appeals Panel.

The timescale for lodging appeals will allow appellants at least twenty school days from the date of notification that their application was unsuccessful, to the time of preparing and lodging their written appeal. Appellants will receive at least ten school days' notice of their appeal hearing date. There will be the opportunity for appellants to submit additional evidence after this date; however, the Independent Appeals Panel will decide whether any material not submitted by the specified deadline is to be considered.

The Clerk to the Independent Appeals Panel will send appeal papers to the panel and parties by the necessary deadlines.

After the appeal has taken place, decision letters will be sent within five school days of the hearing wherever possible by the Clerk to the Independent Appeals Panel.

9. Further information

Saracens Broadfields

Tel: 020 8359 5430

Email: office@saracensbf.org

L B Barnet Schools Admissions Team

Tel: 020 8359 7651

Webform via: www.barnet.gov.uk/schools-and-education/school-admissions