

1.0	<b>Item for Discussion</b>
1.1	The Chair noted that there were more applications than places in the school's Reception class starting in September 2019, so the committee needed to rank applications according to the over-subscription criteria in the Admissions Policy.
1.2	The school office staff had collated all application forms and relevant supporting documents, and preliminarily sorted applications according to the over-subscription criteria. They highlighted that for most cases it is simple to identify which over-subscription category applies. There were a number of cases, however, that the committee would need to make a judgement on.
1.3	The Chair asked the committee if it was happy to stick strictly to the over-subscription criteria as detailed in the Admission Policy.
1.4	A governor CHALLENGED that we should look at any additional supporting letters if it helped give context to the application.
1.5	The Chair CLARIFIED that to ensure that all applications are treated fairly the committee should stick to the policy. In the event of any appeals, the appeals panel would be able to clearly see how the committee arrived at their decisions.
1.6	The committee AGREED this was the most sensible and fair approach to the applications.
1.7	The committee found that most of the applications received were clear and unambiguous, so these applications were sorted into the relevant over-subscription criteria.
1.8	There were 6 applications that the committee had extended discussions over before categorising them. The committee felt the Admissions Policy
1.0	<b>Admissions for Reception class starting September 2019</b>
Action	

**PART I**

**MINUTES**

- |                               |  |                              |   |
|-------------------------------|--|------------------------------|---|
| <b>EX OFFICIO HEADTEACHER</b> | Curtis Sweetingham (CS)                  | <b>FOUNDATION GOVERNORS</b>  | Jaime Gounal (JC) – Chair<br>Alice Gavin Atashkar (AGA)<br>Imogen Hall (IH) |
| <b>ASSOCIATE MEMBERS</b>      | Catherine Mitri (CM)                     | <b>LDBS GOVERNOR</b>         | *Loretta Okpokiri (LO)  |
| <b>IN ATTENDANCE</b>          | Bev Hardman (BH)<br>Raquel Marriott (RM) | * Denotes member NOT present |   |

**MEMBERS**

**MONDAY 25TH FEBRUARY 2019**  
**8:40-10:40**

**ADMISSIONS COMMITTEE MEETING**



*Janine*  
26/3/19



<p>Consider revising 'criteria e' at Autumn Admissions Committee (JG agenda) to include on</p>	<p>1.22 The committee ranked all applications in order according to the over-subscription criteria. This information will be input into the Barnet schools system ahead of the March deadline, so that the council can allocate school places.</p> <p>1.21 The Chair CLARIFIED that if the policy needs to be changed, there is a set process for this with the next opportunity for doing so being in the Autumn. Any changes would apply to the Admissions Policy for 2021/22.</p> <p>1.20 IH RESPONDED that there are plenty of schools locally who do require a minimum of two years service.</p> <p>1.19 CS and CM CLARIFIED that at other schools they have worked there was no minimum requirement.</p> <p>1.18 The committee discussed whether the "2 years continuous employment" requirement for teachers in 'criteria e', was helping with the work/life balance of teachers and retention of staff.</p> <p>1.17 The Chair RESPONDED that the Admissions Policy has been changed in the past few years (after consultation) following similar concerns previously, but felt the current policy was clear on the requirements for church attendance. A signed form from the church confirmed whether the attendance requirements had been met and was based on the evidence in the church's attendance book.</p> <p>1.16 There was a robust discussion about the admissions criteria as the committee felt it was hard to turn away children from our church.</p> <p>1.15 The committee DISCUSSED whether supporting letters from church leaders in addition to the signed form helped an application. The committee AGREED that to be fair to all applications, we should accept a signed church form without any clarifications as meeting the church attendance requirement. It was felt that additional info included could put the Priest in Charge in a difficult position, and that by counting attendance over the 12 months before the admissions deadline was the fairest approach. The attendance requirement is clearly stated in the Admissions Policy, and the attendance book is clearly displayed at St John's Church.</p>	<p>1.22</p> <p>1.21</p> <p>1.20</p> <p>1.19</p> <p>1.18</p> <p>1.17</p> <p>1.16</p> <p>1.15</p>
<p>Ask St John's Church to remind prospective parents about the attendance book periodically (JG to speak to Rev Lynn)</p>	<p><b>MOTION OF CONFIDENTIALITY</b></p> <p><b>RESOLVED that, because of its nature, the business to be transacted be treated as confidential and not for publication. Discussion moved to Part II.</b></p> <p><b>(Part I Resumed)</b></p>	<p>1.14</p>
<p>was clear on the admissions requirements – in particular for church attendance – and that it had to apply the Policy to ensure fairness for all applications.</p> <p>Detailed discussion on individual applications moved to Part II.</p>	<p>1.9-1.14</p>	<p>1.9</p>



	<p><b>2.0 Applications by over-subscription criteria</b></p> <p>2.1 We had <b>77</b> applications for a September 2019 Reception school place.</p>																									
	<table border="1"> <tr> <td data-bbox="379 1825 550 1921"><b>Number of applications</b></td> <td data-bbox="550 1825 1401 1921"></td> </tr> <tr> <td data-bbox="379 1780 550 1825">Over-subscription criteria</td> <td data-bbox="550 1780 1401 1825"></td> </tr> <tr> <td data-bbox="379 1736 550 1780">criteria a (looked after children)</td> <td data-bbox="550 1736 1401 1780">1</td> </tr> <tr> <td data-bbox="379 1691 550 1736">criteria b (exceptional medical reasons)</td> <td data-bbox="550 1691 1401 1736">0</td> </tr> <tr> <td data-bbox="379 1646 550 1691">criteria c (sibling and worships at St John's Church)</td> <td data-bbox="550 1646 1401 1691">4</td> </tr> <tr> <td data-bbox="379 1601 550 1646">criteria d (sibling)</td> <td data-bbox="550 1601 1401 1646">11</td> </tr> <tr> <td data-bbox="379 1556 550 1601">criteria e (parent working at St John's for over 2 years)</td> <td data-bbox="550 1556 1401 1601">0</td> </tr> <tr> <td data-bbox="379 1512 550 1556">criteria f(a) (worships at St John's Church)</td> <td data-bbox="550 1512 1401 1556">6</td> </tr> <tr> <td data-bbox="379 1467 550 1512">criteria f(b) (worships at another Anglican church)</td> <td data-bbox="550 1467 1401 1512">11</td> </tr> <tr> <td data-bbox="379 1422 550 1467">criteria f(c) (attends another Christian denomination)</td> <td data-bbox="550 1422 1401 1467">13</td> </tr> <tr> <td data-bbox="379 1377 550 1422">criteria g(a) (community place within parish)</td> <td data-bbox="550 1377 1401 1422">10</td> </tr> <tr> <td data-bbox="379 1332 550 1377">criteria g(b) (community place outside parish)</td> <td data-bbox="550 1332 1401 1377">20</td> </tr> </table> <p>Late application: 1</p>	<b>Number of applications</b>		Over-subscription criteria		criteria a (looked after children)	1	criteria b (exceptional medical reasons)	0	criteria c (sibling and worships at St John's Church)	4	criteria d (sibling)	11	criteria e (parent working at St John's for over 2 years)	0	criteria f(a) (worships at St John's Church)	6	criteria f(b) (worships at another Anglican church)	11	criteria f(c) (attends another Christian denomination)	13	criteria g(a) (community place within parish)	10	criteria g(b) (community place outside parish)	20	
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	<p><b>3.0 Close of Meeting</b></p> <p>The Chair thanked all for attendance and closed the meeting.</p>	3.1																								

