



St Andrew's Church Totteridge—Parish Office

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WELCOME

We are delighted that you are exploring admission to St Andrew's Church of England Primary School, Totteridge. As the Church of England parish church connected to our school, we can help parents who want to apply for places using the 'group 4' criteria of being active members of St Andrew's Church. To make sure that what we share with the school is fair and accurate we are introducing a system of stamped cards that can help everyone see your regular church attendance clearly.

We have a service at 10am every Sunday. Our family services are usually on the first Sunday of the month, but this can change depending on the church year so do check, if this is important to you. We are a small church and do not currently have a Sunday School, but there is a children's corner to make you feel welcome and some of our regular churchgoers will be there to help you settle in.

CRITERIA

The full admissions policy is on the school website, please do read it carefully so that you know which criteria apply to you. Regular Church attendance for the purpose of school admission is defined in note 5 of the appendix:

“Note 5 The definition of “active member” is: ‘an active member is where at least one parent/carer attends an Anglican/Christian church **at least once per month for a minimum of twelve months** prior to application’. Due to Covid-19, church attendance will be calculated only for the period when churches were open for public worship. ‘Active member’ also means that you will sign the attendance book at each visit and/or will make yourself known to the Vicar of St Andrew's, Totteridge/Reader (Lay Licensed Minister) in the absence of a substantive Vicar at each attendance.”

For this year, we will continue to use the attendance book, but we will also stamp attendance cards every time that you come to church. Please keep your card carefully as it will be used to confirm your attendance when filling in the school application form.

GETTING YOUR FORM SIGNED

Between early September and mid-January you will need to complete your school application form with the supporting statement for group 4 (active church attendance) or group 5 if you are a regular worshipper with us but applying for another school.

Please check carefully the dates when applications are due and **allow at least 1 week** to get your form signed at Church. Christmas is a very busy time at church and the vicar is usually on leave for the first Sunday in January so if you can complete the form before Christmas that is ideal.

You can post your form or drop it off at the parish office which is at the back of the church. There is a post-box outside the door if the office is closed. You can also bring your form on a Sunday, but please be aware that it will not be signed straight away. You are welcome to bring several forms for different schools. Please complete all the relevant sections of the form being clear which group you are applying under.

To collect your signed form either come to church on the following Sunday or contact the parish office to arrange when to pick it up.

FAQ

I'm applying for group 5 – active membership at St Andrew's Church for entry to another school.

If you are applying as group 5 please look carefully at the criteria for the school that you are applying for as the requirements may be different. We will still use the stamp card system to track your attendance but if you have further questions get in touch.

I have lost my stamped card, what can I do?

Please get in touch through the parish office or speak to Rev'd Cate.

I am moving into the parish but won't live here for long enough to meet the criteria?

We can only sign for worship in our church. If you are moving from another church your vicar there will be able to write to the school on your behalf if you have been regular in worship at another church. This may not meet the criteria, but does demonstrate a commitment to the Christian ethos of St Andrew's Church School.

I am not Christian but want to apply to a church school?

As above, we can only sign forms for those who worship with us on a regular basis. If you would like to talk to Rev'd Cate about a supporting letter for your child's application please do get in touch with her.

Where can I sign up for the church eNews or find out what's going on at Church?

For the eNews contact the parish office and you can be added to our mailing list. Our website has further information.

Volunteering at Church

Most of our church life is supported by volunteers and one way to really get to know your parish church is to get involved through volunteering. There are lots of opportunities to do this both in the wider community life of the church and in worship, so do get in touch if you want to find out more.