



---

ASHMOLE

---



---

PRIMARY

---

*A Member of the Ashmole Academy Trust*

**PROSPECTUS**

**ASHMOLE PRIMARY**



*A Member of the Ashmole Academy Trust*

Ashmole Primary  
Summit Way, Southgate, London N14 7NP  
Tel: 020 8361 1881  
Email: office@ashmoleprimary.org



**EXECUTIVE HEAD TEACHER**  
Mr T Sullivan

**CHAIR OF ASHMOLE PRIMARY  
GOVERNING COMMITTEE**  
Mr T Sanders

**HEAD TEACHER**  
Mr C Tofallis

**DEPUTY HEAD TEACHER**  
Miss E Costas

*Ashmole Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

**Ashmole Primary is a No Smoking Site.**

*The information contained in this Prospectus was correct at the time of publication. The school reserves the right to make changes in the best interest of maintaining high standards.*



## Welcome to our School

### Ashmole Academy Trust

Ashmole Academy Trust was formed in 2015, building upon the success of Ashmole Academy and its tradition of outstanding school performance. The Trust has a motto that 'excellence is a habit' and seeks to achieve that in all that it does. The Trust sets the highest ambitions for its work, creating a learning environment in its schools which is second to none. The Trust will provide the highest school attainment for all its pupils and students, whatever their age. Happiness, safety and a strong sense of community prevail.

The Trust provides the highest quality of service to the community and to its parents and carers, working in partnership so that jointly the greatest

success and benefit can come to the pupils and students that attend the Trust's schools. Academic success is not the sole purpose of the Trust. It seeks to provide excellence in Music, in Sport, in the Arts and in every field of activity that a school should provide. It is also about developing the qualities that are so desirable in any young person today. The school will actively develop qualities such as self-reliance, courtesy, respect, initiative, citizenship and determination. These qualities will carry pupils and students through their schooling into higher education and beyond. In pursuit of excellence, the Trust provides outstanding teaching and the highest quality facilities. The Trust delivers optimum conditions and training for all staff to provide the very best standard of teaching and learning for all pupils and students who attend its schools.



---

## Vision

***“At Ashmole Primary School we want all children to enjoy school and have a love of learning. We encourage them to persevere, to have self-belief and the determination to succeed in all they do in order to be the best that they can be.”***

***“Ashmole Primary School... is an outstanding school.”***  
***OFSTED MAY 2019***

---

### *Dear Parents and Carers*

**W**ELCOME TO ASHMOLE PRIMARY. I AM VERY pleased that you are interested in our primary school and the education we will provide. As part of the Ashmole Academy Trust, we share the same vision and determination to provide the very best standards in education. We are a forward looking school that is committed to providing the highest standards of educational achievement in an environment rich in its facilities and educational opportunities, where young children are safe, happy and enjoy their time at school with us.

We highly value a close partnership with parents and carers and understand how home and working closely with parents and carers can make such a difference to the success and happiness of young children.

I thank you for considering Ashmole Primary for your child and look forward to meeting those of you who choose to come to Ashmole Primary next September.

**Chris Tofallis** | Head Teacher

*Leaders, governors and staff share an ambitious vision for every child and pupil to excel in their education, and to enjoy learning.”*

OFSTED MAY 2019

## Aims of Ashmole Academy Trust

**A**SHMOLE ACADEMY TRUST ENABLES PUPILS and students to develop to their fullest potential in all areas of school life in order to prepare them, as far as is practicable, to be responsible members of society in modern day Britain. We encourage them to work hard, have self-belief and the determination to succeed. We create a safe, caring and friendly environment which is value based with high standards of behaviour, respect and courtesy. We provide an inclusive school community which is rich in variety and diversity, where children and young people of all abilities and backgrounds work together to achieve their personal best.

To this end, whilst recognising the importance of the home and society in the learning process for pupils and students, we seek to:

- Ensure that every pupil and student achieves their very best, in terms of academic success, personal development, creative expression and sporting achievements.
- Equip each and every pupil and student with the skills and knowledge to become a full citizen in the 21st Century through work, leisure, community involvement and life-long learning.
- Provide a safe and caring school for pupils and students to grow and develop, in a community that promotes learning as a partnership between teachers, parents/carers, pupils, students and the community as a whole.

- Create a scientific and culturally rich learning environment.

### To achieve this we will:

- Maximise achievement.
- Promote excellence in all teaching.
- Demand the best from each pupil and student in every area of school life.
- Foster personal qualities of hard work, determination and initiative.
- Value success and achievement, and challenge underachievement.
- Encourage the development of lively and enquiring minds.

### Provide a School Fit for the 21<sup>st</sup> Century

- Provide a broad and balanced education for each pupil and student, enabling them to excel in all that they do.
- Help each pupil and student to develop the skills to continue to learn throughout life, including communication skills, literacy, numeracy, IT capability, problem solving, independence and the ability to work with others.
- Appreciate the international and technological nature of human relationships in the 21st Century.

- Provide a learning environment fit for teaching in the 21st Century, in a school which is at the forefront of good educational practice.

### Develop Civic Responsibility and Community Involvement

- Respect the cultural diversity of our British society.
- Build relationships within school upon trust, understanding, tolerance, care, consideration, respect and responsibility for oneself and others.
- Provide opportunities for pupils and students to develop self-discipline, initiative and responsibility, and to contribute to society.
- Develop a working partnership with the local community and businesses.
- Develop a partnership with parents/carers, which involves them fully in the education of their children.

### Provide a scientific and culturally enriched learning environment

- To help pupils and students become scientifically well informed citizens so that they can contribute to environmental and ethical debates in a world in which the influence of science is constantly increasing.
- To develop Science, Mathematics, Languages,



***“I am impressed with the progress my child has made in reading, writing and maths. They have learnt so many new skills and have matured so much.”***

**PARENT**

Humanities, Music and other curriculum opportunities within the school, so that pupils and students of all abilities can understand the range and possibilities of the subject for informed career choices.

- To make extensive use of technology to increase learning and to develop skills that will prepare our young people for independent life-long learning.
- To create resources that will extend the knowledge and experience of our pupils and students so that their attainments in essential core areas will improve, providing an excellent basis for success throughout their life.
- To raise standards of achievement in all areas of the curriculum for all pupils and students across the ability range, and to increase 6th Form participation in Science and Mathematics.
- To enrich subjects and activities within the curriculum with innovative, creative, cultural and competitive opportunities that extends and culturally enriches the educational experiences of the pupils and students.
- To provide a centre for educational activities for the use of members of the local community.

***“The school’s work to promote pupils’ personal development and welfare is outstanding. The behaviour of pupils is outstanding.”***

**OFSTED MAY 2019**

*“Excellence is a habit”*

## **Ashmole Primary will provide:**

- Outstanding standards of educational achievement.
- Innovative and creative approaches to primary education, especially taking advantage of the links with Ashmole Academy.
- A special emphasis on teaching of English, Mathematics and Science, but also Spanish, Music and PE.
- A well balanced curriculum that develops the enquiring minds and talents of all pupils.
- High quality staff development where all are encouraged and actively supported in their professional life.
- Priority places at Ashmole Academy to all our primary school children at transfer to secondary education.

## **Safeguarding Statement**

Ashmole Primary is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The health and safety of all children is paramount. As a school, we will take all reasonable action to ensure the safety and wellbeing of our pupils. In cases where the school has reason to be concerned that a child may be subject to ill treatment, neglect or other forms of abuse, staff must follow the school's Safeguarding Policy, which is in line with the DfE keeping children safe in education, and inform the Children's Social Care Services of their concerns.



***Early Years provision is outstanding.***

OFSTED MAY 2019

# Working With Parents/Carers

PARENTS/CARERS ARE WELCOMED AND VALUED at Ashmole Primary. We would like to work in partnership to develop mutual support, encouragement and consultation as we believe that a child will work more successfully when home and school share the same aims.

The Head Teacher and Senior Staff are available to discuss any issues with regard to your child or the school in general. Parents are always welcome to talk to class teachers.

## Attendance

Regular and punctual attendance is extremely important in order for your child to gain full benefit from all the experiences at Ashmole Primary School. However, if your child is unwell we ask that you telephone the school before 9:00am on the first day of absence to explain the reason. A letter confirming this should be sent with your child when they return to school.

**The school will not authorise holidays in term time.**

## Welfare

We have qualified first aiders who act as the first point of contact for any pupil who requires medical attention during the school day.

## Uniform

Ashmole Primary is a uniform wearing school. Uniform will be available to be purchased from the school uniform supplier during July/August in school or through the school office.

### Boys

- Navy school sweatshirt with school logo
- White school polo shirt with school logo
- Grey trousers
- Grey shorts (summer optional)
- Black shoes
- Black/navy or blue coat
- Grey socks

### Girls

- Navy school cardigan/sweatshirt with school logo
- White school polo shirt with school logo
- Grey pinafore dress or skirt/trousers
- School dress (summer optional)
- Black shoes
- Black/navy or blue coat
- Grey tights or white socks

A school book bag

### PE

- White school 'T' shirt with school logo
- Navy shorts
- Plimsolls
- Navy blue winter tracksuit (optional)

All clothing must be clearly labelled with your child's name. No nail varnish.

All PE clothing must be in a named PE bag.

For reasons of safety and security, the only acceptable items of jewellery are:

- A wristwatch

- A small religious token worn inside the polo shirt
- A small flat plain silver/gold stud in pierced ears (1 per ear)

## Behaviour

We aim to create a secure, calm and caring environment in which all children can thrive. Everyone has the right to feel happy and secure at Ashmole Primary. The ethos of the school is founded on the relationships of all who work and learn here.

We regard all adults as role models and have high expectations of the children's behaviour. We expect all members of the school to treat each other with respect. Children, parents/carers and staff must have a clear understanding of what is unacceptable and know that this will be dealt with in a consistent manner. We aim to work in partnership and hope that parents/carers recognise this shared responsibility.

## Homework

All children will be given work to do at home in order to practise aspects of their learning. The amount of homework will increase as your child progresses through the school. It is important for parents/carers to encourage children to regularly read at home, preferably every day.

## Extra Curricular Activities

These include a Breakfast Club, After School Club, various Sports and Language Clubs.



*"I have been so impressed by the efforts of teachers and staff. The opportunities Ashmole gives for parent involvement is so appreciated and adds to the strong community feel."*

PARENT



# The Curriculum



**A**SHMOLE PRIMARY WILL PROVIDE A BROAD, balanced and creative curriculum, compliant with the National Curriculum. A wide range of subjects will be taught, focusing on the development of knowledge, understanding and skills, with a strong emphasis on the core subjects of English, Mathematics and Science and designed to ensure that pupils of all abilities will excel. A curriculum where pupils develop knowledge, understanding and skills through the teaching of English, Mathematics, Science, Computing, RE, PSHE, Geography, History, Music, Art, Design & Technology, Spanish and Physical Education will be taught, where relevant links will be made between subjects. There will be daily lessons in English and Mathematics. The use of Computing

will be incorporated across the curriculum and the whole school curriculum will be underpinned by social, moral, spiritual and cultural education, with a values based and inclusive approach. There will be the highest expectations for the behaviour and safety of the pupils at Ashmole Primary. The highest emphasis will be placed on the acquisition of the key skills of reading, writing and oral communication in literacy, which will be evidenced through pupils' work across all curriculum areas. In addition, the teaching of Mathematics will focus on age appropriate mathematical knowledge as a starting point, with high expectations for a level of mastery in each year group and an application of mathematical skills across the curriculum. The Early Years Foundation Stage (Reception)

*"Pupils love coming to school and rarely miss a day."*

OFSTED MAY 2019

will follow the EYFS curriculum with a planned transition into Year 1 where pupils will progress onto the National Curriculum. The work children undertake will be planned by the class teacher according to the school schemes of work; prepared by subject leaders. Pupils will therefore be provided with a curriculum that will enable them to gain the essential knowledge they need to become educated citizens. There will be a daily act of collective worship.

At Key Stage 2 there will be increasingly more specialist subject teaching particularly in those areas which may be less well taught by non-specialists for example, Science, PE, Music and Spanish. Spanish has been chosen as the main language to teach at Ashmole Primary. Pupils will be exposed to the teaching of Spanish from the Early Years through weekly short lessons. The mastering of Spanish will provide a good basis to learn other languages later. At Ashmole Academy, from Year 8 onwards, German and French are taught as well as Spanish.

Ashmole Primary will have excellent grounds for sporting use and the development of sporting talent. Sport coaches and trained teachers will work with the primary school from Reception, teaching lessons and running after-school clubs. The school will have access to the sporting facilities of the Academy and can become the primary school sporting hub for all the schools in the area which may lack those facilities. The primary school will be a specialist centre for the teaching of Music at primary education.

# Admissions Criteria Summary

**A**SHMOLE PRIMARY SCHOOL IS A PRIMARY FREE school located in the London Borough of Barnet which caters for children aged between 4 and 11 years. Our full Admissions Policy is available on our school website [www.ashmoleprimary.org](http://www.ashmoleprimary.org)

The school admits 60 children in Reception each September.

## Oversubscription Criteria

The admissions arrangements provide that when applications exceed the number of places available, places will be offered in accordance with the following criteria, after the admission of pupils with an Education, Health and Care Plan naming the school.

### 1. Looked After and Previously Looked After Children

Looked after and previously looked after children will be allocated places under this category by reference to the proximity of the child's home address to the School, with those living nearer receiving higher priority.

A "looked after child" is a child who is in the care of the local authority, or is being provided with accommodation by a local authority in the exercise of its social services functions at the time of application. A "previously looked after child" is a child who was in public care, but ceased to be so because they were adopted or became subject to a Child Arrangements Order or Special Guardianship Order immediately after being in public care as well as those

children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

### 2. Children with a Sibling at Ashmole Primary School

Children who will have a sibling at Ashmole Primary School at the date of application will be allocated places under this category by reference to the proximity of the child's home address to the School, with those living nearer receiving higher priority.

### 3. Children of Employees of Ashmole Academy Trust Ltd

Children with a parent who has been employed by Ashmole Academy Trust Ltd for a period of at least two years at the application deadline, whether based at Ashmole Primary School or the Trust's secondary academy, Ashmole Academy, or who were recruited to fill a vacant post for which there was a demonstrable skill shortage, will be allocated places under this category by reference to the proximity of the child's home address to the School, with those living nearer receiving higher priority.

### 4. All Other Children

Children who do not fall into any of the categories above will be allocated places under this category by reference to the proximity of the child's home address to the School, with those living nearer receiving higher priority.

*"Ashmole provides my child with excellent care and brilliant teaching."*  
PARENT

## Distance Measuring

The distance between the child's home address and the School will be 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.

## Tie Breaker

Where two applications cannot otherwise be separated because the distance from the child's home address to the School is equal, the order in which places will be allocated will be determined by random lottery in the presence of a person who is independent of the School and the Local Authority.

## Twins and children of a multiple birth

Where a child who is a twin or a child of a multiple birth has failed to achieve a place in the usual way but their twin or at least one of their siblings of a multiple birth has achieved a place in the usual way, those children will be admitted to the School above the PAN for that year group.

## Applications for admission in the normal admission round

Applications for admission to Reception Year in September must be made to the Local Authority by completing their Common Application Form ("CAF") which is accessible via the Local Authority's admissions page on its website.

Failure to submit the CAF by the application



***The quality of teaching and learning is outstanding.”***

OFSTED MAY 2019

deadline will result in the application being dealt with as a late application, which means that it will be accepted but will not be considered until all applications received on or before the application deadline have been considered, which will substantially reduce the chance of achieving a place.

### **Age on admission to Reception Year**

All children are entitled to a full-time place in Reception Year at a primary school from the September following their fourth birthday. Children do not, however, reach compulsory school age until the first of three prescribed dates after their fifth birthday. These prescribed dates are 31 December, 31 March and 31 August.

### **Deferred Entry and Part-time attendance**

Parents who have achieved a place for their child in Reception Year at the School can then choose to defer their child's start date until they have reached compulsory school age (i.e. on one of the three prescribed dates stated above) and still retain their child's place in Reception Year at the School.

Parents of "summer born children" can choose to delay their child starting school for a whole school year. Please see full policy for further details.\*

Parents may also choose to send their child to school part-time until they reach compulsory school age (i.e. on one of the three prescribed dates stated above).

### **Delayed Entry for "Summer born children"**

Parents of children born between 1 April and 31 August (known as "summer born children") have the following options in relation to their child:

1. To start school full-time in Reception Year in the September following their fourth birthday in the usual way; or

2. To retain the place they have achieved for their child in Reception Year and decide that their child will start school later in the school year (i.e. deferred entry) and/or attend part-time, as set out above; or
3. To lose any place achieved for their child in Reception Year and delay (rather than defer) their child starting school for one whole school year (i.e. until the following September).

\*Please see full policy for further details.

### **Applications for admission outside normal age group**

All parents have a right to apply for their child to be admitted to a year group above or below their child's normal year group, however it is for the admission authority for each school to decide whether to agree to this or not. Parents do not have an absolute right to decide that their child will be educated outside their normal age group.

In order to apply, parents must complete a separate application form (called an Application for Admission Outside Normal Age Group form, which is available for download via the School's website or in hard copy from the School's office) and submit it to the Governing Body of the School with any supporting documentation. Applications should be submitted as early as possible so that all options are kept open before deadlines pass, as an application for admission will also have to be made at some stage.

On receipt of a completed application form and any supporting documentation, the Governing Body will need to decide whether to agree or refuse the application. This decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned. The factors the

Governing Body will consider include the following:

The parent's/carer's views; the Head Teacher's views; information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of their medical professionals; whether the child has previously been educated or attended a nursery outside their normal age group; whether the child may naturally have fallen into a lower age group if not for being born prematurely.

\*Please see full policy for further details.

### **In-Year Admission and Applications to other Year Groups**

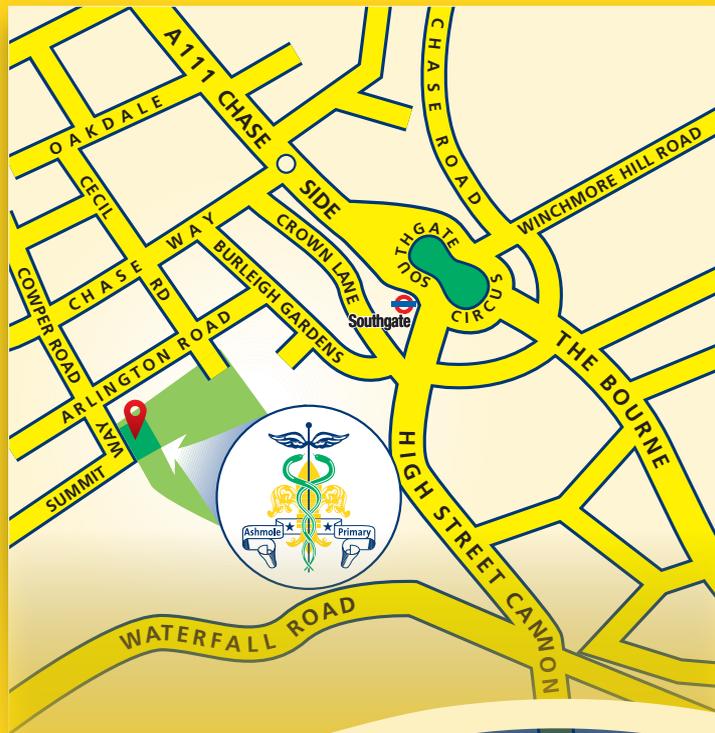
The School participates in the Local Authority's coordinated scheme for in-year admission and admission to year groups other than Reception Year. These applications must be made to the Local Authority, rather than the School. Further information about this, including the relevant application form, is accessible via the Local Authority's admissions page on its website.

### **Admission Timetable**

On National Offer Day for places in Reception Year, parents will be notified whether their application for admission has been successful or not. Where an application is unsuccessful, the reason for this will be confirmed in the notification letter.

### **Admission Appeals**

Parents have a statutory right of appeal against the refusal of a place, which will be heard before an independent panel. Full details about the statutory right of appeal, including how and when the request for an appeal must be lodged, will be confirmed in the notification letter sent to parents on National Offer Day.



**ASHMOLE**  **PRIMARY**

*A Member of the Ashmole Academy Trust*

Summit Way, Southgate, London N14 7NP • **Tel:** 020 8361 1881

**E-mail:** [office@ashmoleprimary.org](mailto:office@ashmoleprimary.org)

Published October 2021