

St. John's C of E Primary School



Policy for Admissions 2018

\ST. JOHN'S CHURCH OF ENGLAND PRIMARY SCHOOL ADMISSION POLICY AND PROCEDURES 2018

Making an application

Applications for admission to the school should be made on the LA common application form. Parents applying under faith criteria, or who register an interest in St. John's C. of E. Primary School, will need to complete the School's "Supplementary Information Form" to enable the Governors to apply the oversubscription criteria.

Applications may also be made on-line by using the LA common application form. It is not normally possible to change the order of your preferences for schools after the closing date.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

Admission procedures

The number of places available for admission to the Reception class in the year 2018 will be a maximum of 40. This arrangement follows consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The governing body will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds this number. By law, no infant class may contain more than thirty children.

The Governing Body, and all authorities, must operate a system of equal preferences, under which all preferences are considered equally. The Local Authority must allocate places according to this policy.

All Governing Bodies are required by Section 324 of the Education Act 1996 to admit to the school a child with a statement of Special Educational Needs that names the school. This is not an over-subscription criterion.

In the event that there are more applicants than places, the governing body will allocate places using the following "**Over-subscription Criteria**", which are listed in order of priority:

1	Children who are in public care or children who have previously been in public care (Looked After Children LAC)
2	Children whose medical or social circumstances mean that their needs can only be met at this school.
3	Children who attend St. John's Church.
4	Children who will have an older brother or sister attending the school at the time of their admission
5	Children who attend another place of worship.
6	Any other children

Notes:

- a) Where admission is sought under special medical or social circumstances criteria, professional supporting evidence, e.g. from a doctor, psychologist or social worker, is essential. Such evidence must set out the particular reasons why the school is the most suitable for the child and the difficulties that would be caused if the child had to attend another school. (Please refer to Oldham Policy)
- b) 'Brother' or 'sister' includes step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart. The older sibling must still be attending the Primary School when the younger child is admitted.
- c) Regular attendance (at least 12 times in the year prior to the closing date as printed on the Supplementary Information Form) of the child at church or place of worship must be verified by a written reference from a member of the clergy, or another designated officer.
- d) Where there are more applicants for the available places, the geographical proximity will be considered. (Tie break criterion). The distance from the child's normal home address and the school will be measured. (See LA Guidance Booklet).
The 'normal' home of the child will be taken to be the home in which the child sleeps for the majority of the school week. Those children living in closest proximity to the school will take priority.
- e) The term parent may include both parents, single parent, or legal guardian.

Late applications for admission

Applications that are received after the last date, will be considered after all the others, and placed on the waiting list in order according to the criteria.

Waiting list

Where we have more applications than places, the over-subscription criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the over-subscription criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

Address of pupil

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

Non-routine admissions

The Local Authority will handle all non-routine admissions for all year groups.

Appeals

Where the governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. Parents should complete an appeal form provided the Local Authority by the dates specified in the LA covering letter. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

If your child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable admission authority would have made, or that your child would have been offered a place if the admissions arrangements had been properly implemented.

Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

Under the Code of Practice on Admissions to Schools, (2010), parents have the right to refer a school's admission policy to the School's Adjudicator if it fails to conform to the provisions of the Code.

Fraudulent applications

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

Deferred admission

Children are eligible for a reception place from the beginning of the school year in which they become 5 years old. However they do not become of compulsory school age until the start of the term after their fifth birthday. After a place has been allocated and accepted parents can request that the school place be deferred until later in the school year and if they do this the place will be held for the child. They cannot however defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

Twins

Where there are twins wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible within the requirements of infant class sizes. If only one place can be offered then parents will be advised that the place will be offered to the older twin. Parents may go to appeal for the other twin, though with the Infant Class Size legislation, it is unlikely that an appeal panel will overturn the decision of the governing body.

Nursery Admissions

A maximum of 26 part- time places are available in the Nursery. **A place in the Nursery does not guarantee a place in the Reception class** the following year. Separate applications must be made for Nursery places and for places in the Reception class. The same criteria are applied for Nursery admissions if there are more applications than there are places available.

Notes:

Children will be admitted to the Reception class at the beginning of the Autumn term before their fifth birthday, and to the Nursery class at the beginning of the Autumn term before their fourth birthday.

Please keep this copy of the Admissions Policy and Procedures for your own information.