

## St John's Church of England Primary School – Admissions Policy 2018-19

The principal aims of the Admission Policy are to maintain the key character of a church foundation school whilst meeting the needs of the wider community. We aim to meet parental preference wherever possible and to promote social inclusion by welcoming all members of the community regardless of their faith or none, gender, disability or ethnic origin. We value diversity and the contribution that each individual and every group make to the school and wider community. We offer a broad and balanced curriculum, which is committed to the spiritual, moral, social and cultural development of the child within the framework of the national curriculum.

### Inclusion Statement

This school is a fully inclusive school with an 'open door' policy and is committed to equal opportunities, safeguarding and promoting the welfare of children.

### Mission Statement

We, at St. John's, as a Church of England School, aim to provide a happy, secure environment which reflects the principles of the Christian faith, thus helping to develop children's spiritual growth and moral understanding, within a sound educational framework.

By so doing we hope to:

Develop children's self-esteem and self-worth.

Develop each child's academic potential.

Develop in each child curiosity and an enthusiasm to learn.

We believe in the strength of good home/school partnerships and are aware of the need to be sensitive to our community with its rich cultural diversity.

### Introduction

This policy has been prepared by the Governing Body in consultation with the Diocesan Board of Education and following public consultation. The governors have made every effort to ensure that these arrangements comply with all relevant legislation, including that on infant class sizes and equal opportunities. The Governing Body of the school, not Reading Local Authority (the LA), is responsible for deciding on admissions to the school, but works closely with the LA to co-ordinate admissions to all maintained schools in Reading. Details of the LA arrangements are in the front of the guide, which is available from the school office or from the LA. This also explains how parent/carers can express a preference for a school and give reasons for that preference. The school has made every effort to ensure that this policy complies with the School Admission Code 2014.

### Applications

In line with the Local Authority, It is the Governors' policy to admit children at one point of entry in the September following the child's fourth birthday. All applications must be on the common application form of the Local Authority in which they live at the time of the application, which may not be Reading LA. Applications received on only the School's Supplementary form cannot be considered. Parents are requested to complete the school's supplementary form if applying for a school place under any of the criteria numbered 1 – 4. Decisions on which children are to be offered a place will be made by the Admissions Committee of the school.

### Admission number at St John's CE Primary School for academic year 2018-19.

The admission number for entry to FS2 in September 2018 is 60. Years 1 to 6 also have 60 places.

Our policy is **not** to offer admission to the Reception class in September 2018 to children who were born on or after 1<sup>st</sup> September 2014.

### Applications for entry to St John's CE Primary School:

The dates and process of applications will be in accordance with the co-ordinated admissions scheme which will be published by the LA when it is finalised. The scheme will be common to all schools within the LA. The closing date for receipt of the supplementary form for entries to Reception (FS2) in September 2018 is 15<sup>th</sup> January 2018. **Offers and refusals of places will be posted by the home LA on or about 16 April 2018.** There is no closing date for the receipt of application forms for casual applications.

Parents/carers will be given a deadline in which to accept an offer. Applications received after the deadline for receipt will only be considered after all those received by the deadline. This means that if no places are left after considering all the applications received by the deadline, even if you fulfil a higher criterion than that under which places have been offered to other applicants, you will be unsuccessful.

**NOTES:**

**Definition of parent:** Where admission arrangements refer to regular worship at church, it is sufficient for just one parent to attend. 'Family members' include only parents, as defined below and siblings.

"Parent" is defined in law (The Education Act 1996) as either:

- any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
- any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

**Definition of sibling:** Sibling refers to brother or sister, half brother or sister, adopted brother or sister, foster brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

**Definition of home address:** The Home address is taken to be the address at the closing date for applications in the normal admissions round.

By home address, we mean the child's normal home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are **not** sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed. If parents are moving, we will ask for evidence of the move, before considering any application for a place under the co-ordinated scheme.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address

where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

### Definition of Looked After Child:

By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A).

Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

Please note that the criterion can only apply to children adopted, subject to a child arrangements or special guardianship order immediately after being looked after. Children adopted from overseas or following private fostering arrangements do not qualify as they were not in the care of a local authority immediately prior to being adopted, etc. The only way in which such children could be given priority is under a medical/social criterion and, even then, they might not qualify.

**In Year Fair Access:** The Governing Body of St John's CE Primary School will participate in the Local Authority's 'In Year Fair Access' protocol for vulnerable/hard to place children.

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### Over-subscription Criteria

The school does not operate on a 'catchment area' basis.

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming St Johns (CE) Aided Primary School will always be offered places. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

1. Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order.

The following criteria (2-5) will then apply, however priority within each criterion will be given to children, or parents with whom the child resides, with very exceptional medical or social reasons. When applying for priority, supporting evidence must be included with the application, from an independent professional person who is aware of the situation and supports your reasons for preferring St John's CE Primary School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

2. A child who normally lives in the same family home as his or her sibling (see sibling definition above), if that sibling is attending St John's Primary School (attendance at St John's Nursery does not qualify older siblings entry into school) at the time of the application and is expected still to be in attendance at the time of admission.
3. A child, one of whose parents/carers regularly worships at St John's and St Stephen's Church, Reading or Wycliffe Baptist Church, Kings Road, Reading. This will need to be supported by a pre-printed form stating church attendance, obtainable from the school and which will need to be returned to the school, after signature by the Vicar or Pastor. Regular worship is defined as 'on average attending St John's Church or Wycliffe Baptist Church on at least one occasion in each of the calendar months in the previous year preceding the application date'.
4. A child, one of whose parents/carers, regularly worships at a Christian church other than St John's & St Stephen's or Wycliffe Baptist Church that is a member of 'Churches Together in Britain and Ireland'. This will need to be supported by a pre-printed form, obtainable from the school, from the appropriate Minister of Religion. (This form must be returned to the school with an official letterhead from the church concerned, clarifying both the church and the clergy who has signed the form). Regular Worship is defined as 'on average attending the named church on at least one occasion in each of the calendar months in the previous year preceding the application date'. Aggregate attendance from parents, for those families who have moved areas or churches, will be accepted, with dates clearly detailed from all churches that the applicant's parents have attended. All churches attended must be members of 'Churches Together in Britain and Ireland'.

Aggregate attendance at St John's and St Stephen's Church or Wycliffe Baptist Church (if attendance at these churches is less than 12 months) will also be considered under this criterion.

5. All other children
  - **NB Attendance at St John's Nursery does not, therefore, guarantee a place at St John's Primary School, as the Nursery Admissions are subject to a separate Admissions Policy.**

#### **Tie Breaker for any of the above criteria:**

The proximity of the child's home to the school as measured as a straight line distance, using the data point of the home and the school. *This is measured by the computerised address system of Reading Borough Council. Those living nearer will be accorded the higher priority. In the event that there is more than one identical distance measurement and there is only room to offer one place, random allocation in the presence of an independent person will take place by Reading Borough Council.*

#### **Multiple Births**

In the case of multiple births i.e. twins, but also including siblings born within the same academic year, where one of the children is accepted, but the other would cause the school to exceed numbers, all children in the same household would be offered a school place.

#### **Procedure for admission to the FS2 (Reception) class**

Parent/carers may register their interest in the school for their child from the age of 3 years. They are welcome to visit the school during this period by prior arrangement. However, by registering their interest, this does not guarantee a child a place within the school. Parents must submit a formal application to their home Local Authority as set out by that Local Authority Co-ordinated Admissions Timetable.

Each year, the Governors will decide who to admit to the Reception Class for the following academic year. This will be done according to the admission criteria of the school and following this, parent/carers will be notified.

Parents of a child whose fifth birthday falls between 1 September 2018 and 31 March 2019 may request that their child is not admitted until later in the school year 2019 (no later than the term [using three term year] after the child's fifth birthday, when s/he reaches compulsory school age). The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

For children whose fifth birthday falls between 1 April 2019 and 31 August 2019 (summer-born children), parents who do not wish them to start school in school year 2018-2019, but to be admitted to the Reception Year in September 2019, should proceed as follows. They should apply at the usual time for a place in September 2018 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2019. NB parents would need to provide strong supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher as early as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way (no later than 15 January 2019) for a Reception place in September 2019. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2018. (NB it will still be subject to the over-subscription criteria above) or to withdraw their application and apply in the second half of the summer term 2019 for a Year 1 place in September 2019. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2018-2019 Reception Year group. In the term prior to entry, children will have a visit to the FS2 class. Home Visits will also be arranged prior to starting in reception. Parents can request that their child attends school part time until the child reaches compulsory school age.

**Other Notes:** Details of previous year's applications received, places offered, appeals submitted and appeals upheld will be published in the Local Authority's Composite Prospectus, issued each year in November.

<b>2015-2016</b>	Applications received	Offers made
EHC Plan	2	2
Criteria 1 Looked after	0	0
Criteria 2 Siblings	24	24
Criteria 3 St John's & St Stephens or Wycliffe Baptist Church attendee	13	13
Criteria 4 Other Church	12	8
Criteria 5 All other	161	13 (0.089)
<b>TOTAL</b>	<b>212</b>	<b>60</b>

9 Appeals were held. 8 were rejected and 1 was upheld.

Additional applications were received after the closure date and are not included above.

2016-2017	Applications received	Offers made
EHC Plan	1	1
Criteria 1 Looked after	2	1
Criteria 2 Siblings	23	23
Criteria 3 St John's & St Stephens or Wycliffe Baptist Church attendee	15	15
Criteria 4 Other Church	16	14
Criteria 5 All other	125	5 (0.139)
<b>TOTAL</b>	<b>192</b>	<b>60</b>

2 Appeals were held. Both were rejected.

Additional applications were received after the closure date and are not included above.

**Casual Admissions:** A casual admission, sometimes called an 'in year admission' or 'non-routine' admission, occurs where the parents/carers seek the immediate or near-immediate admission of their child to the school in the current academic year outside the normal admission round. Requests for places in year groups 1 - 6 must be made to the School, as its own admission authority. The Admission Committee of the Governing Body of St John's will allocate a place, as and when a place becomes available. Applications for Year groups 1 – 6 will be held on file for the entire academic year. New forms will be required if a place has not been offered and the applicant requires to remain on the waiting list. A new form is therefore required each and every academic year. Length of time on a waiting list does not qualify for early entry. This Admissions Policy will be followed in all respects when considering such applications.

**Late Applications:** Any applications received after the LA's closing date for children coming into the Foundation Stage 2 Year will be ranked in order, dependent on our Admissions criteria and should a place become available during the year, an offer will be made from the LA.

**Unsuccessful Applications:** If the Governors are unable to offer a child a place at St John's in Reception (FS2), the parent/carers will be offered the opportunity for the school to retain their child's name on a Waiting List (also referred to as a register of Interest) until the end of the academic year. If the Governors are unable to offer a child a place at St John's in years 1 – 6, the child's name will remain on the Register of Interest until the end of the academic year in which they applied. The order of priority on Waiting List is the same as the list of criteria for over-subscription. No account is taken of the length of time on the Waiting List. A child's name on the Waiting List does not guarantee a place in the School.

**Appeals:** There are established arrangements for appeals against non-admission. Details are available from the school. It should be noted that, in the event of an unsuccessful appeal, the school does not consider any further applications in the same school year (1 September - 31 August), except if there is a major change in circumstances, e.g. change of address.

**Admissions outside of the normal age group -** Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered then there is no right of appeal.

**Please contact the school office, for further information:**

St John's CE Primary School, 121-147 Orts Road, Reading, Berks RG1 3JN Tel: 0118 9375540

Email: [admin@stjohns.reading.sch.uk](mailto:admin@stjohns.reading.sch.uk) Web site: [www.stjohns.reading.sch.uk](http://www.stjohns.reading.sch.uk)

**ST JOHN'S CHURCH OF ENGLAND PRIMARY SCHOOL  
121-147 Orts Road, Reading, Berks RG1 3JN**

**CONFIRMATION OF CHURCH ATTENDANCE**

Supplementary Information

This form is only required where a parent is seeking admission for a child on the ground that the parent is a regular worshipper. Regular worship being defined as on average attending St John's & St Stephen's Church or Wycliffe Baptist Church or another church that is a member of Churches Together in Britain and Ireland, on at least one occasion in each of the calendar months in the previous calendar year preceding the application date.

After completion by the priest or minister, it should be returned to the school, not the Local Authority. In cases where attendance at a previous church is to be considered, please ask the priest or minister at the previous church to verify attendance at that church, at least once per month on average and indicate the period of such attendance.

**If aggregate attendance applies, please arrange for a 'Confirmation of Church Attendance' form to be completed for each church attended, with the dates attended clearly indicated.**

For completion by the parent

Name of Child ..... Date of Birth .....

Name of parent or guardian .....

Address of parent/guardian: .....

Church attended.....

Address of church.....

I confirm that I have attended the above church on average at least once a month in each of the calendar months in the previous calendar year preceding the application date.

Signature of parent: ..... Date:.....

To the priest/minister/pastor

Please could you confirm that the information given above is correct to the best of your knowledge. Please arrange for this form to be returned to the school by the Parent or Carer making the application.

I confirm that the above parent attended my church at least once a month during the past year and that attendances were at set open Sunday, weekend or weekday services of worship and excluded weddings, funerals and christenings (except for the child's own christening).

I confirm that my Church is a member of 'Churches Together in Britain and Ireland'.

Signed ..... Title/Position .....

Date.....

**It is essential that this form is completed and returned to the School Governors, c/o The School Office, St John's CE Primary School, Orts Road, Reading RG1 3JN, if the application for admission to St John's CE Primary School is to be considered under Church attendance. NB This form must be returned to the school with an official letterhead from the church concerned, clarifying both the church and the clergy who signed the form.**