

# St. John's CE Primary School

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## Policy for the Admission of Pupils 2018

St John's Church of England Primary School is a Foundation School and the governors are responsible for admissions. They will admit 60 children into Reception.

Children with a Statement of Special Educational Needs or an Education Health Care Plan (EHCP) have a statutory entitlement to a place at the school named in the Statement or EHCP. This is not part of the oversubscription criteria.

### Over Subscription Criteria

When the number of those seeking a place at St. John's exceeds the number of places available, the following criteria will be applied, in priority order as listed, to determine who will be offered a place in the School. In the event of over subscription in any of the over subscription categories listed below, the governors will apply the subsequent criteria to determine allocation of places.

#### **1. Looked after children (LAC)**

Or children who were looked after, but ceased to be so because they were adopted or became subject to a residence or special guardianship order.

#### **2. Sisters and brothers of pupils currently on roll**

Sisters and brothers of children (siblings), who are at present on roll at the school, and will still be attending the school at the expected time of admission (see note 1).

#### **3. Children of parents seeking a Christian-based education**

A maximum of 30% (rounded up) of the remaining places will be awarded to children who have an established family commitment to a Christian church (See note 2). If there are more church applicants than places available, the 30% will be allocated to those applicants in the following priority order.

- a. Children living within the ecclesiastical parishes of Tong/Holme Wood and Bierley and whose families worship at the heart of St John's Bierley, St Christopher's Holme Wood or St James Tong.
- b. Children living within the ecclesiastical parishes of Tong/Holme Wood and Bierley and whose families worship at the heart of another Christian church (see note 2), and for whom St John's is the nearest Church of England school (see note 3).
- c. Children not living within the ecclesiastical parishes of Tong/Holme Wood and Bierley and whose families worship at the heart of St John's Bierley, St Christopher's Holme Wood or St James Tong, and for whom St John's is the nearest Church of England school (see note 3).
- d. Children not living within the ecclesiastical parishes of Tong/Holme Wood and Bierley and whose families worship at the heart of another Christian church (see note 2), and for whom St John's is the nearest Church of England school (see note 3).

Where the number of church applicants in a,b,c and d exceeds 30% of the available places, criteria 4 of the over subscription policy will be applied to the remaining applicants. In all cases written evidence from a minister will be required to confirm membership and regular church attendance. The school has a *Supplementary Information Form* (note 2) which must be completed as part of the application process, and returned to the school by 15 January 2018.

#### **4. Proximity to School**

Priority will be given to:

- a. Children living within the ecclesiastical parishes of Tong/Holme Wood and Bierley (see notes 4a and 4c)
- b. Then to those children living outside the ecclesiastical parishes of Tong/Holme Wood and Bierley. (see notes 4b and 5)

#### **NOTES**

##### **Note 1: Siblings**

*"Sisters and brothers"* refers to children of statutory school age who reside with the same family at the same address. Children living with the same family, e.g. foster children and step sisters and brothers, are also included.

##### **Note 2: Christian Churches**

'A Christian Church' shall normally be one that is a member of 'Churches Together in England' – or, if not a member, one that publicly professes an orthodox Trinitarian belief in God. In case of doubt with regard to the status of a particular church, the Governing Body's judgement shall be final. Governors expect the clergy to confirm that the family is at the heart of the church; worships twice a month or more and has demonstrated this commitment for more than two years.

##### **Note 3: Nearest Church of England School**

The distance between home and school is measured on a straight line basis from the home to the main entrance and is provided by the Local Authority using GIS software. Church of England schools in neighbouring authorities will be taken into account when determining whether St John's is the nearest.

##### **Note 4: Child's Address**

- a. In the case of over-subscription from those who live within the ecclesiastical parishes of Tong/Holme Wood and Bierley, the Governors will allocate places in proportion to the populations of the parishes of Tong/Holme Wood and Bierley; currently 2:1 Holme Wood / Bierley (2001 Census).
- b. The home address is considered to be where the child is habitually resident with parents or guardians on the date that the offer of a place is made. The address of a carer/childminder or relative, who does not have parental rights under the provision of the Children's Act, must not be given. Governors will seek to confirm the child's residency when the offer of a place is made and may withdraw the offer of a place if false information has been given.
- c. A map showing parish boundaries can be viewed in school.

##### **Note 5: Calculating the distance from home to school**

When demand exceeds places in any one of the above criteria, including the proportionate allocation of Tong, Holme Wood and Bierley, priority will be given to those living nearest to school. The distance between home and school is measured on a straight line basis from the home to the main entrance and is provided by the Local Authority using GIS software. Where the offer of places to those applicants with equi-distant addresses would lead to over subscription, the decision of who will be offered the place will be made by random selection.

##### **Note 6: Waiting list**

After all available places have been filled; parents may request for their child to be placed on a waiting list which will be maintained by the school. Parents will be informed to contact school if they wish their child's name to be placed on this list. However should a place become available at the school, this may be filled by a child whose family have made contact since the final date of registration for admission. This family may meet the criteria for admission in a way that gives them priority over others on the

waiting list. Ranking order on the waiting list will be based upon the criteria for admission. The waiting list is maintained until the end of the academic year.

### **Note 7: Right of appeal**

Parents who make an unsuccessful application for admission to St. John's will be informed of their statutory right of appeal. The Appeal Procedure will follow the School Admission Appeals Code.

### **Admission of children below compulsory school age**

- Children who are offered a Reception place in the school will be able to start school in the September following their fourth birthday.
- Parents may request that the date their child is admitted to the school is deferred until later in the same school year or until the child reaches compulsory school age in that school year.
- Parents may request that their child attends part-time until the child reaches compulsory school age.
- Requests for a child to start their schooling on a part-time basis or to defer the start until they reach compulsory school-age should be addressed to the Head teacher.

### **Deferred entry to primary schools**

- Compulsory school age is the beginning of the term following the child's fifth birthday.
- Parents of children who are offered a place at the school before they are of compulsory school age may defer their child's entry until later in the school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child during the remainder of the school year for which application was made. It should be noted, however, that such children will only be allowed to start at the beginning of a term.
- Parents may not defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the summer term of the school year for which the original application was accepted.

### **Where the school has a nursery or co-located children's centre**

- The arrangements in this policy are for admission to the main school and do not apply to those being admitted for nursery provision.
- Attendance at the nursery does not guarantee a place in the main school and parents must apply for a place in the reception class following guidelines issued by the Local Authority; applying online at [www.bradford.gov.uk/education](http://www.bradford.gov.uk/education) or by completing the Local Authority Common Application Form

### **In-year applications and transfers**

In-year applications are defined as application at any time other than at the start of reception. We actively encourage all applicants for admission to St John's Church of England Primary School outside the normal admission round to be made in consultation with the headteacher; we do hold a register of applicants who have shown an interest in a school place at St John's Church of England Primary School. Parents who wish their children to attend a different school to their current one should discuss this with the child's current headteacher.

Please note:

- A Local Authority In-year Application form must be completed for **all** in-year applicants.
- The Local Authority co-ordinate all in-year applications and make offers.
- Transfers can only take place at the start of a full term unless there are exceptional reasons.

