



## **St John's Church of England Primary School** **2021/22 ACADEMIC YEAR PRIMARY ADMISSIONS CRITERIA**

### **Introduction**

St John's Church of England Primary School is an Academy and as such the Academy Governance Committee (AGC) (previously called the Governing Body) is the admissions authority.

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

At St John's we inspire our whole school to love learning and work together so everyone can reach their full potential. Through shared Christian values we recognise the skills and talents of all, nurture creativity and contribute to our community. With engaging lessons, exciting opportunities and challenging experiences we deepen knowledge and understanding, have fun and succeed. St John's Church of England Primary School is an inclusive school that welcomes children from all backgrounds and abilities. The only restriction placed on entry to the school is that of number.

### **How to make an application for a place**

St John's Church of England Primary School ("the Academy") is part of Bath and North East Somerset's Co-ordinated Admissions Scheme. All applications for admission must be submitted to your home Local Authority (LA) by the published closing date. The LA will forward all applications to the Academy and the AGC will rank all applications against the admissions criteria. The ranked list will then be returned to the LA under the coordinated admissions scheme and they will make a single offer of a place on the published date.

### **Published Admissions Number**

The Academy has a Published Admission Number of 30 which means that it will admit 30 children into Reception Class. This includes children with Statements of Special Educational Need or Education, Health and Care Plans (EHCP) where the Academy is the identified education provider. If 30 or fewer applications (including those from the parents of children in receipt of a Statement of Special Educational Need and those in receipt of an EHCP) are received, all those applying will be offered places. If the Academy receives more than 30 applications, i.e. the Academy is over-subscribed, the following procedure is followed:

### **Special Educational Needs**

The Special Educational Needs Code of Practice requires that AGCs admit any children with a Statement of Special Educational Need or an EHCP naming St John's Church of England Primary School, before it will consider any other applications.

Following the admission of any children with a Statement of Special Educational Need or an EHCP, the AGC will consider all other applications received by the closing date. Where there are fewer applications than places available within the Academy's Published Admission Number, the AGC will admit those children. Where there are more applications received than there are places available within the required year group, the AGC will consider all on time applications against the criteria as set out below:

## **PRIORITY A**

Children in Public Care [Looked after Children] or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order.

## **PRIORITY B**

[The 2 categories in this criterion will be given equal consideration].

- Children who live within a 1.5 mile radius\* of the Academy and for whom there will be a sibling in attendance on the admission date at the Academy.
- Children who live outside a 1.5 mile radius\* of the Academy but it is their closest school and for whom there will be a sibling in attendance on the admission date at the Academy.

## **PRIORITY C**

Children of staff where that member of staff has been employed for two or more years at the time at which the application for admission to the Academy is made and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

## **PRIORITY D**

Children who live closest to the Academy as measured in a direct line.

## **Additional Notes**

Please note that applications for St John's Church of England Primary School should be made through the family's home local authority by the national closing date of 15<sup>th</sup> January 2021.

For Priority C applicants the Academy's Supplementary Information Form must also be completed and returned direct to the Academy by the closing date of 15<sup>th</sup> January 2021.

To be considered under the above criteria parents must have named the Academy as a preference. Under the above criteria all preferences are considered equally. If a child qualifies for more than one school they will be offered their highest preference as stated on their application form.

\*The 1.5 mile radius will be measured from the address point of a school as defined by the Local Land & Property Gazetteer (LLPG). In all cases, distances will be measured in a direct line from the address point of the child's home address to the address point of a school as defined by the Local Land & Property Gazetteer (LLPG). Measurements will be determined using the Local Authority's GIS computerised mapping system.

## **Oversubscription Criteria**

If under all the above criteria any single category resulted in oversubscription, those living closer to the preferred school would receive the higher priority. Where there is more than one applicant ranked equally according to the published admission criteria and there are insufficient places available to allocate all of the equally ranked applicants the place(s) will be allocated by random allocation.

## **Late Applicants**

Any late applicants should complete their home LA's common application form and return it to their home LA as soon as possible. In line with agreed co-ordinated admission procedures the Academy will be informed of any late applications received.

## Waiting List

Unsuccessful applicants will have the opportunity to go on the Waiting List. Places in Reception Class are offered from the Waiting List in accordance with the oversubscription criteria. The Waiting List will be kept open until March. Please note that Looked After Children, Previously Looked After Children and those allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on the Waiting List.

Every effort will be made to contact applicants on the Waiting List using the last contact details provided by the applicant, but, where a response to an offer has not been received within 10 school days, the offer will be withdrawn and the available place offered to the next child on the Waiting List to qualify for the available place.

## Home Address

The child's home address is defined as the permanent address where he or she generally resides with their parent. Temporary addresses may not be used. Where the parent/guardian/carers of the child have separated, the home address of the child will be regarded as the address at which the child sleeps for the majority of the weekdays.

The Academy reserves the right to investigate home addresses and may ask applicants to supply further evidence of the home address. This may include Council Tax, Electoral Roll, Utility Bill records, GP registration, and Child Benefit records. A place allocated on the basis of fraudulent information may be withdrawn.

## Definitions

- Siblings are defined as children who are brother or sister; half brother or sister; adopted brother or sister; step brother or sister; the child of the parent/carers partner; and in every case the child should be living in the same family unit at the same address.
- A member of Academy staff is defined as full time and part time, teaching and nonteaching staff employed by the Academy and who are paid through the Academy's payroll system.

## Definition of statutory school age for primary phase children

Legally, children do not have to be in full time education until the term following their fifth birthday: this is the compulsory school age.

Child's fifth birthday	May defer until	If I defer which class will my child join
1 September – 31 December	January	Reception class
1 January – 31 March	April	Reception class
1 April – 31 August	If a summer-born child defers entry until the following September they would usually be expected to enter a Year 1 class full-time (but please note "Delayed entry to Reception" section below).	

However, children are normally admitted to school in the September following their fourth birthday.

## Deferred entry to Reception

Where an applicant to Reception is below compulsory school age the parent(s) can request:  
(a) that the date their child is admitted is deferred until later in the academic year or until the term in which the child reaches compulsory school age (see table above) or

(b) that their child takes up the place part-time until the child reaches compulsory school age.

### **Delayed entry to Reception**

Summer born children (children born from the beginning of April to the end of August) reach compulsory school age in the September following their fifth birthday. If a parent/carer wishes for their summer born child(ren) to start school in the reception year group in the September following their fifth birthday, the Multi-Academy Trust will make a decision based on the circumstances of the individual case. Factors considered may include:

- in the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth
- whether delayed social, emotional, cognitive or physical development is adversely affecting their readiness for school
- whether they have previously been educated outside their normal age group.

Children placed in a year group below their chronological age will have to start school full-time immediately, as they will be compulsory school age. They will also reach statutory school leaving age before completing Key Stage 4 courses. Parents/carers will be expected to support their child's continuing school attendance beyond the statutory school leaving date in order to ensure completion of Key Stage 4. Please see the Appendix for more information on admission of children outside their normal age group.

Where the Multi-Academy Trust indicates willingness to accept an application from a child placed out of year group, this will not guarantee a place at the preferred school as any application will have to be made with the admissions round for the year in which the child is starting school and considered against the published admission criteria.

### **In Year Admissions (i.e. all applications for existing year groups)**

All applications must be made directly to the Academy. An application is made by completing an application form which must be forwarded to the Academy. If no form is submitted the Academy will not be able to process the application.

All applications will be considered by the Admissions Committee of the AGC and places will be offered if this will not prejudice efficient education of others at the Academy or the efficient use of resources.

Where there are more applicants at any one time than there are places available, priority will be determined by applying the Oversubscription Criteria as set out above.

### **Admission Appeals (for in year admissions)**

If the AGC does not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much.

Parents whose application is turned down by the AGC have the legal right to appeal to an Independent Appeals Panel (IAP). Details of how to appeal will be explained in the decision letter. The IAP's decision is binding for all parties concerned.

### **Monitoring and Review**

The AGC will monitor this admissions policy and it will be reviewed at least every year or sooner if required.

**Agreed date: February 2020**  
**Review date: February 2021**

## **Appendix**

### **Admission of children outside their normal age group**

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is summer born or where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling.

When such a request is made, the Admission Authority (the Academy) will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Headteacher and any supporting evidence provided by the parent. If a request is refused, the child will still be considered for admission to their normal age group.

The parent is required to make an on-time application for the child's normal age group (if relevant) but can submit a request for admission out of the normal age group at the same time. The LA will ensure the parent is aware of whether the request for admission out of age group has been agreed before National Offer Day and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception.

If a request for delayed admission is agreed, the school place application may be withdrawn before a place is offered and a new school place application will need to be made as part of the normal admissions round the following year.

If a request for a child to be admitted to school a year early is agreed, the school place application will be processed and an outcome will be sent on the National Offer Day.

If a request for delayed admission is refused, the parent must decide whether to accept the offer of a school place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

If a request for a child to be admitted to school a year early is refused, the school place application will not be processed and a new school place application will need to be made as part of the normal admissions round the following year.

There is no right of appeal against the decision not to allow your child to be admitted outside of their normal age group.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Please note that if a child is admitted to a school year outside their normal age group at primary level, when they reach secondary level they may be expected to join the school year for their normal year group.