

# St John's Church of England Primary School

## Admissions Policy

### Introduction

St John's Church of England Primary School is an Academy and as such the AGC 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.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils. 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 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 school 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 Educational Need and those in receipt of an Education, Health and Care Plan) 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 Governing Body will consider all other applications received by the closing date. Where there are fewer applications than places available within the school'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 school and for whom there will be a sibling in attendance on the admission date at the preferred school.
- Children who live outside a 1.5 mile radius\* of the school but it is their closest Community or Voluntary Controlled School and for whom there will be a sibling in attendance on the admission date at the preferred school.

## **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 school 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 January 2020.

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 31 October 2019.

To be considered under the above criteria parents must have named the school 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 school's payroll system.

## **In Year Admissions (i.e. all applications other than for Reception Class)**

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 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.

## **Admissions Appeals**

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 annually.

**Approved: October 2019**  
**Review date: October 2020**