

ST JOHN'S CHURCH OF ENGLAND PRIMARY SCHOOL ENFIELD

RECEPTION/MAIN SCHOOL ADMISSIONS POLICY 2022

St John's is a Voluntary Aided Primary School founded and inspired by the Christian faith according to the teaching and practice of the Church of England. The Governing Body is responsible for admission of pupils to the Nursery and to the Main School. The Governing Body is required to abide by the legal maximum limits for infant classes, i.e. 30 pupils per class. As far as possible, the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

An online Borough Application form for admission to reception class **must be** submitted by 14th January 2022. The school also has a Supplementary Information Form which requires information applicable to the school's admission criteria 2 and 6. No applications or additional information received after this date will be considered.

In the event of over-subscription, the Governors will consider all applications using the criteria below, which are listed in order of priority. When reference is made to distance from the school, it must be the parents/guardians' address where the child permanently resides at the time of application. No other address will be considered. **In the event of a criterion being oversubscribed, priority will be given on the basis of least distance between the child's home and the school.** All distances will be calculated by the London Borough of Enfield admissions IT system using ADDRESS-POINT®. This provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metre (10cm). The accuracy of each ADDRESS-POINT® is such that each point will fall within the addressed building.

In the case of multi-occupancy building such as flats where there may only be one address point, priority will be given to the applicant whose door number is the lowest numerically or alphabetically. Where the Authority provides home to school distances for own admission authority schools the same system will be used. Where two addresses have the same distance a decision will be made using random allocation.

If a child from a multiple birth is offered the last available place, the other child/children will be admitted as an exception.

Education, Health and Care Plans

Children with an Education, Health and care (EHC) plan will always be offered places at St. John's CE Primary School. 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:

St. John's CE Primary School Admissions Criteria

Where there are more applications for places at the school than there are places available, the Governors will admit candidates in the following order:

1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted".³
2. Children whose parent(s) regularly⁴ worship at St. John's or St. Luke's Churches.
3. A child who already has a brother or sister (this includes step/half/foster siblings living at the same address) currently attending the school at the time of admission (i.e. in September 2022).
4. A child who attends St. John's C of E Primary School Nursery.

5. Children living in the geographical parish of Clay Hill (details on A church Near You website). Priority will be given to the closest.⁵
6. Children whose parent(s) regularly⁴ worship at another Church of England church⁶.
7. Children whose parent(s) regularly⁶ worship at a church of any other Christian denomination.
8. Any other applicants

Notes:

No application will be considered unless it bears the child's permanent home address.

1. By Summer born children we mean it is for a full time place from the September following the child's fourth birthday. Parents of a child whose fifth birthday falls between 1 September 2022 and 31 March 2023 may request that their child is not admitted until later in the school year 2022/23 (no later than the term (using three term year) after the child's fifth birthday, when s/he reaches compulsory school age). For children born between 1 April and 31 August, this is not beyond the beginning of the final term of the school year for which it was made. The school will hold any deferred place for the child. Where parents wish a child may attend part time until they reach compulsory school age.
2. By Admissions out of the normal age group we mean for children whose fifth birthday falls between 1 April 2022 and 31 August 2023, parents who do not wish them to start school in school year 2022-23, but to be admitted in September 2023 for school year 2023-23, should discuss this with the school at an early stage. The details of the protocols to be used should be included. Decisions must be made on the circumstances of each case and the best interests of the child. Parental views, academic achievement, social and emotional development and where relevant medical views should be taken into consideration. The views of the school's head must also be taken into account. The reasons for the decision must be clearly set out. Parents may decide not to apply for a Reception place in the school but to apply in the second half of the summer term 2023 for a Year 1 place in September 2023. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2022-23 Reception Year group. Alternatively, they may decide to apply in the normal round (no later than 13 January 2023) for a Reception Year place in September 2023, but would need to provide strong supporting reasons for seeking a place outside the normal year group via the protocol outlined above.
3. 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. "Note: 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)."
4. By regular we mean worship at church by a parent/guardian, at least twice monthly over a period of 12 months, prior to the admissions meeting in February. References will be sought via the Supplementary Information Form and should be returned to the school.
5. Distances from home to school are provided by the Enfield Schools Admissions Service. The Governing Body has been advised that the distances provided are calculated by the admissions IT system using ADDRESS-BASE®. This provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metres (10cm). The accuracy of each ADDRESS-BASE® is such that each point will fall within the addressed building. In the case of multi-occupancy buildings such as flats where there may only be one address point, priority will be given to the applicants whose door number is the lowest numerically or alphabetically.

6. by other Christian Church we mean those who are members of Churches together in Britain and Ireland or the Evangelical Alliance.

The deciding factor in any category will be proximity to the school, measured in a straight line from the parental home to the school gate in Theobalds Park Road. Should there be a tie break this will be decided by drawing lots.

All applications should be accompanied by proof of your child's address. Copies of any two of the following are required:

UK Driving Licence, Council tax Notification, Child's Medical Card or a Utility Bill less than three months old. This must be the address where the child permanently resides.

If any false information is provided, this will lead to an offer of a place being withdrawn.

The Governors consider each application strictly in line with the Admissions Criteria. There are always more applications than there are places available. In the event that a child is refused entry, it is suggested that each criterion is studied carefully before contacting the school. If you are not offered a place at St. John's School, you have the right to appeal to an independent appeals panel. Appeals should be made in writing to the Clerk to the Governors c/o St. John's School.

Appeals Timetable

Appeals will usually be heard within thirty school days of being lodged and you will be given at least ten days' notice of where and when your appeal is to be heard. Cases of admission to Reception class appeals are usually heard within forty days of the closing date for appeals. Hearings usually take place during the day and you are invited to attend. The hearing will be in two main parts. The first part will focus on the admission authority putting its case for refusing admission to the school and then the panel and parents may ask questions about that case for refusal. The second part will focus on parents presenting their child's case and then being asked questions by the panel and the admission authority. Both parties are given the opportunity to summarise their cases.

The clerk will write to you to tell you the outcome of your appeal, usually within five school days. The decision reached by the panel is legally bounding on all parties and can only be overturned by a court.

The decision of the Governing Body is a corporate one and no discussion of individual cases may be held with any Governor. If the Governors are unable to offer your child a place, their name may, if requested, be kept on a reserve list and you will be informed if a vacancy occurs.

Data is used in the school in accordance with our published privacy statement which is available on our website www.stjohnsprimarysch.org.uk This privacy statement explains what personal data we collect from you, and how we use it.