

# St. John's C.E. Primary School



## St. John's Vision Statement

*Shine like stars*

*Through God's love, we will flourish and develop our gifts in our nurturing community, as we strive to be an inspiration to all.*

**Your light must shine before people, so that they will see the good things you do and praise your Father in heaven.' Matthew 5:16**

### **Admissions Policy**

Reviewed: March 2026

Future Review: March 2027

St John's is a Voluntary Aided Half-Form entry, 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. As far as possible, the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

**ADMISSION TO THE NURSERY CLASS** Children may enter the Nursery class at the beginning of the academic year of which they are going to be four. All applicants must complete a Nursery Supplementary Information Form (SIF) available on the school's website.

Parents of current Nursery children need to apply for a Reception Place in the school as automatic admission is prohibited.

**ADMISSION TO THE RECEPTION CLASS** Children may enter the Reception class at the beginning of the academic year in which they are five.

The agreed intake into the Nursery Class is 15 pupils.

The agreed intake into the Reception Class is 15 pupils.

An online Borough Application form for admission to reception class **must be** submitted to the LA by the January 2027. The school also has a Supplementary Information Form which requires information applicable to the school's admission criteria 2 and 6 must be submitted to the school by January 2027. 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 using the London Borough of Enfield admission, computer system using ADDRESS-POINT<sup>®</sup>. 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 (10 centimetres). The accuracy of each ADDRESS-POINT<sup>®</sup> 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,** the distance tie-breaker should be used for children who live in flats, and as a result live the same distance from the school.

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.

### **In - year admissions**

Parents can apply for a place at anytime of the school year by contacting admissions at the Civic Centre in Enfield. If we have a place available, then we will arrange for a school visit and agree a starting time.

### **Waiting lists**

Admissions at the Civic Centre will maintain a waiting list until the 31<sup>st</sup> December of each school year of admission. Each child added will require the list to be ranked again in line with the published oversubscription criteria which is the admission criteria below.

**(2)**

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. **(1)**
2. Children whose parent(s) regularly worship at St. John's or St. Luke's, Clay Hill or if the family have recently moved, we will take account of their commitment at a previous church. **(2)**
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.
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. **(3)**
6. Children whose parent(s) regularly worship at another Church of England church, located within the Clay Hill parish as specified by the agreed list of roads that is applied. **(2)**
7. Children whose parent(s) regularly worship at a church of any other Christian denomination, located within the Clay Hill parish as specified by the agreed list of roads that is applied. **(2)**
8. Any other applicants

**Notes:**

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

1. Looked after children, to include children who have been in care outside of England 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)."
2. 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 2027. We have updated this guidance on church attendance in the light of Covid-19 which is as follows:  
In the event that during the period specified for attendance at worship, the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.  
References will be sought via the Supplementary Information Form and should be returned to

the school.

3. Distances from home to school are provided by the Enfield Schools Admissions Service. All distances will be calculated using the London Borough of Enfield admission, computer system using ADDRESS-POINT<sup>®</sup>. 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 (10 centimetres). The accuracy of each ADDRESS-POINT<sup>®</sup> 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 using random allocation. Where parents have shared responsibility for a child who may live part of the week with each parent, then the address that is the closest to the school will be accepted.

4. By other Christian Church we mean those who are members of Churches in England 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. Distance is the tie-break - random allocation would be the final deciding factor when two applicants live the same distance.

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 at least 20 school days from the date of notification to the parent of the refusal of a place.

### **Additional information**

#### **Deferred Places & Summer Born Children**

Parent(s) of a child whose fifth birthday falls between 1<sup>st</sup> September and 31<sup>st</sup> March, may request that their child is not admitted until later in that school year, no later than the term after their child's fifth birthday, when the child reaches compulsory school age. Parent(s) of a child whose fifth birthday falls between 1<sup>st</sup> April and 31<sup>st</sup> August, must be admitted, at the latest by the summer term, of the year that they are five. Where parent(s) wish, a child may attend part time until they reach compulsory school age. The school will hold any deferred place for the child.

### **Admissions Out of The Normal Age Group**

Parents/carers can request a place for their child outside their normal age group by contacting the Governing Body at St. John's School.

The term 'summer born children' relates to all children born from 1<sup>st</sup> April to 31<sup>st</sup> August. In exceptional circumstances, it may be possible for summer born children (or those born prematurely) to be admitted out of their normal age group. Decisions will be made on a case by case basis after liaison between the child's parent(s), school and any outside agencies. If a parent decides not to apply for a Reception place, but to apply for a Year 1 place, the parent needs to be aware that the Year 1 group may have no vacancies.

### **Education, Health and Care Plans**

Children with an Education, Health and Care (EHCP) Plan who have St. John's CE Primary School named in the plan will be offered a place at the school before other places are allocated so the number of places available will be reduced.

### **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.stjohnsprimariesch.org.uk](http://www.stjohnsprimariesch.org.uk) This privacy statement explains what personal data we collect from you, and how we use it.*