

**ST JOHN'S CHURCH OF ENGLAND (V.A.) PRIMARY SCHOOL,  
Spring Park Road, Shirley CR0 5EL**

**ADMISSION POLICY AND PROCEDURES  
(for admission in and from September 2013)**

**Introduction**

**Part 1: Policy**

The Governing Body is responsible for the admission of pupils to St John's Church of England Primary School and admits 30 pupils to Reception each September, which is the maximum limit for all infant classes. This admissions limit has been agreed between the Governing Body and the Croydon LA. In addition, the governors may award two additional "Governors places" in each year group at Key Stage 2, places being awarded equally between Foundation places and Open places.

Children with Statements of Special Educational Need whose statements name St John's school are admitted through a different process handled by the Local Authority. Where the school admits such children to the Reception class during a normal admission round, the places available to other applicants will be reduced accordingly. The number of Foundation and Open places will be reduced alternately by the number of such applicants admitted, the first place reducing the Foundation places by one and the second reducing the Open place by one.

**(A) *Foundation Places***

The Governing Body has designated that 23 places will be offered to pupils whose parents/carers are faithful and regular worshippers (NOTE 1) in a Christian church that is a member of Churches Together in Britain and Ireland, The Evangelical Alliance and/or the African and Caribbean Evangelical Alliance. Written evidence of an applicant's parent's/carer's commitment to their place of worship in the form of a clergy reference is taken up by the school prior to the allocation of places.

If there are more applicants than available places, applicants will be placed in order on the list returned to the Croydon LA according to the following criteria. These are stated in order of priority:

- (a) Looked-after-children or previously looked after children (NOTE 2) who satisfy the general criteria for the award of Foundation places stated above;
  
- (b) Children who satisfy the general criteria for the award of Foundation places stated above and have an exceptional and professionally supported medical or social need for a place at this school. This must be supported by written evidence at the time of application, e.g., from a specialist health

professional, social worker, or educational psychologist which sets out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school.

- (c) Children who have a sibling (NOTE 3) in the school at the time of admission, living at the same address, whose parents/carers are still faithful and regular worshippers (NOTE 1) at their church;
- (d) Children whose parents/carers are weekly faithful and regular worshippers (NOTE 1) at St John's Church;
- (e) Children whose parents/carers are weekly faithful and regular worshippers (NOTE1) at another Anglican church or at Shirley Methodist Church
- (f) Children whose parents/carers are fortnightly faithful and regular worshippers (NOTE 1) at St John's Church;
- (g) Children whose parents/carers are fortnightly faithful and regular worshippers (NOTE1) at another Anglican church or at Shirley Methodist Church
- (h) Any other children whose parents/carers are weekly faithful and regular worshippers (NOTE1) at a Christian church (as defined above) but who do not qualify within any of the criteria (a) to (f) above.

The Governors will not interview parents/carers applying for Foundation places in order to ascertain the parent's/carer's commitment to its church but will rely on the applicant's clergy reference.

If there are fewer qualified applicants than there are available Foundation places, any unfilled places will become additional Open places. Unsuccessful Foundation applicants will be considered for any unfilled Open places remaining after the allocation of both Foundation and Open places has been completed.

### **(B) Open Places**

The Governing Body has designated 7 places each year as Open places, to be offered to pupils who do not qualify for a Foundation place but whose parents/carers have chosen the school for the type of education it provides. Parents applying for an Open place do so knowing that the school aims to provide an education based on Christian principles and, therefore, the Governing Body hopes that all pupils will take part in the Christian worship of the school and will attend religious education lessons.

If there are more applicants than available places, applicants will be placed in order on the list returned to the Croydon LA according to the following criteria. These are stated in order of priority:

- (a) Looked-after-children or previously looked after children. (NOTE 2);
- (b) Children who have an exceptional and professionally supported medical or social need for a place at this school. This must be supported by written evidence at the time of application, e.g., from a specialist health professional, social worker, or educational psychologist which sets out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school.
- (c) Children who have a sibling (NOTE 3) in the school at the time of admission and who live at the same address, that sibling having previously been admitted to an Open Place;
- (d) Any other children.

#### NOTE 1

Faithful and regular worshipper is defined as attendance of the parent/carer at worship either weekly or fortnightly, depending on the criterion under which the application is made, for at least two years prior to application. Those who have recently moved to the area and who worshipped previously in a different church will be asked to supply a reference from that church so that the two year period is covered. The Governors do not give a higher preference to families where both parents worship. Governors will rely on written Clergy references which should take due account the parent's/carer's individual circumstances in assessing the level of commitment. Parents/carers may wish to discuss with their clergy details of exceptional circumstances, such as illness, which have prevented faithful and regular attendance.

#### NOTE 2

A looked after child is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a local authority in the exercise of their social care function ( see definition in section 22(1) of the Children Act 1989) (c) a previously looked after child is a child who was adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after.

#### NOTE 3

Qualifying siblings are brothers and sisters, half-brothers and -sisters, step-brothers and step-sisters, foster and adopted brothers and sisters who share the same home and for whom the applicant has parental responsibility.

#### NOTE 4

"Home" is defined as the address where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) are excluded. Parents/carers will be asked to provide documentary evidence to confirm their address (eg a utility bill) and parental responsibility (eg a birth certificate). The LA and school must be notified of changes of address immediately. Failure to do so could result in the child being denied a place at St John's school.

## Part 2: Procedures

Parents/carers will make their application initially by completing the Common Application Form contained in the booklet provided by the LA in which they live (ie their "home" LA), and returning it to their "home" Education Department by the date specified. Parents/carers may also apply online to their LA for a school place provided that they have an e-mail address. Details of the LA's online procedure are available in the LA's Admission to Primary School booklet. Croydon LA will then inform the Governing Body of the names and details as provided on the Common Application Form, of all children whose parents/carers have nominated St John's School among their six preferences. The Governing Body will not be informed of the position within the order of preference of any application.

Where an application is made on behalf of more than one child resident in the same household, eg twins, a separate application form must be completed for each child. St. John's is a single form entry school and parents/carers should realise that, if successful, applications will result in the children being placed in the same class throughout their time at the school.

The Governing Body will then establish an Admissions Panel to consider the application for each child named, using the criteria set out. In order that the Admissions Panel may give proper consideration to each application, it is strongly recommended that parents/carers also complete and return the appropriate Supplementary Form for Admission, obtainable by request from the School Office. This form may also be downloaded from the school's website and e-mailed or posted to the school. The Supplementary Form must be completed fully and returned, by the stated date, to the School Office. Please note that an application may only be made for **either** a Foundation Place **or** an Open Place and that parents/carers may therefore submit only **one** Supplementary Form for each applicant.

If no Supplementary Form is submitted it will only be possible for the applicant to be considered for an Open place under Criterion (d) (any other children).

It may not be possible for the applicant to be considered for a Foundation place or an Open place under criterion (a) (Looked-after and previously looked after children) unless the necessary supporting evidence has been forwarded from your LA's (Children's Services) Department to the Governors' Admissions Panel. No applicant can be considered under criterion (b) (special medical or social need) unless the necessary supporting evidence has been forwarded to the Governors' Admissions Panel by the relevant professional advisor.

Following the meeting of the Governors' Admissions Panel, the Governing Body will submit to the Croydon LA two separate lists of applicants who have satisfied the criteria for Foundation and Open Places respectively. On these two lists, children whose applications satisfy a particular criterion will, where necessary, be placed in order within that criterion according to the straight line distance from the centre of their home (see

Note 4) to the main school entrance (in Spring Park Road) using the LA's computerized measuring system with those living closer to the school receiving higher priority. For shared properties eg Flats, the centre will be taken from the centre of the building.

Distance measurements are provided to the Governors by the LA: the same method is used for all applications.

Where two or more qualified applicants live equi-distant from the school, the governors will determine the matter by drawing lots and will place the candidates accordingly on the appropriate list(s) submitted to the local authority. The drawing of lots will be used also in any other tie-breaker eg where there is only one place available and the next applicants on the list are twins.

The Croydon LA will then offer parents/carers a place at that school which is most highly placed on the parents'/carers' list of preferences and which has also indicated that the applicant satisfies their admissions criteria.

The School admits children to the Reception class in the September of the school year in which a child attains the age of 5 years. (The School year runs from 1 September to the 31<sup>st</sup> August.) Parents/carers may opt to defer entry to the Reception class until the beginning of the term after their child is 5 years old, but cannot defer entry beyond the end of the school year. Parents/carers may also request that their child attends part-time until their child reaches compulsory School age. Any parent wishing to exercise either of these options should speak to the Head Teacher about the impact upon their child of any such decision.

### **Appeals against unsuccessful application for admission**

Parents/carers who are not offered a place for their child have the right to appeal to an independent Appeal Panel. Parents/carers wishing to appeal should obtain an appeal form from the school. The form should be sent to reach the Clerk to the Admissions' Appeal Panel, c/o the School, within 20 school days of the date of the letter confirming the governors' decision not to offer a place. Should an appeal be unsuccessful, the governing body will not consider a further application from those parents /carers within the same academic year unless there have been significant and material changes in their circumstances.

Parents/carers considering an appeal against an unsuccessful application for admission should also read carefully the section on Appeals in the 'Admission to Primary School' booklet. This sets out the limited circumstances under which appeals panels can allow appeals once class sizes have reached their statutory limit of 30 pupils in Key Stage 1.

### **Waiting List**

The School operates a waiting list which is ordered in accordance with the admission criteria. The waiting list is held until the end of the subsequent Summer Term.

Parents/carers may request in writing to join the waiting list but they must also apply to the Local Authority.

### **Late Applications**

Those applications received after the Local Authority's deadline for the normal admissions round, without good reason, will not be considered until after all of the on time applications have been processed by the Local Authority. Late applicants will not be allocated a place at the school at the expense of any applicant who applied on time

### **In Year Admissions**

Applications for a place at the school in-year must be made using the common application form of the local authority (LA) where the child resides. This form must be returned to the LA. The school's supplementary form should also be completed to enable the Governors' Admissions Panel to rank the application in the event of there being more than one application for a place. The governors will use the same criteria to rank the application as that listed above. The offer of a place at the school will be made by the LA on behalf of the governors. In the event of the governors deciding that a place cannot be offered parents/carers will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents/carers from exercising their right to appeal against the decision not to offer a place.