

St John's CE Primary School



Admissions Policy 2020/21



Admissions Arrangements 2020/21

Academy Ethos

St John's is a Church of England academy that empowers everyone to fulfil their unique, God given potential in a safe, caring and creative learning environment. Through inclusive and inspirational teaching every child will make rapid progress and succeed as a life long learner in an ever changing world.

We welcome applications from all members of the community and we ask all parent(s) to respect the Christian ethos of our academy and its importance to our community

The academy is fully inclusive and welcomes applications for the admission of all abilities and needs. The academy fully complies with its responsibilities under the Equality Act 2010.

Children who become 5 years old during the school year are admitted to the Reception Class.

Children becoming 5 years old between 1 September 2020 and 31 August 2021 will be admitted in September 2020.

We adhere to the admissions limit of 30 places for the Reception Class in the academic year 2020/21.

Age of Admission

In line with legislation, all children will be permitted to start in reception in the September following their fourth birthday. This will give parent(s) (as defined below) of children born on or after 1 April the option of choosing a September start for their child. However, children do not reach compulsory school age until the first of three prescribed dates after their fifth birthday. These prescribed dates are 31 December, 31 March and 31 August.

Parents can request that the date their child is admitted to the academy is deferred until later in the school year until the beginning of the term the child reaches compulsory school age in the year of admission. Where entry is deferred to later in the academic year, admission authorities must hold the place for that child and not offer it to another child. Once a place has been offered the parent would not be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. However children born between 1 April and 31 August who will not reach compulsory school age until 31 August (known as a 'summer born child') cannot defer the place later than the first day of the last term without losing the place achieved, which will be allocated to another child. Parents may also request that the child attends part-time until he/she reaches compulsory school age, that is on one of the prescribed dates mentioned above. Summer born children can attend part time during the last term and can do so in combination with the right of deferred entry.

Application Procedure

The academy is part of the Pan-London Coordinated Admissions Scheme and the timescales for applications are to be received and processed are those agreed within this Local Authority. Application for admission to reception must be made in accordance with the published Primary Pan London Co-ordinated Admission Arrangements for each relevant year and will only be accepted from parents with proven parental responsibility. Parents must complete their home borough's Common Application form (CAF) and return the form to the home authority or submitted online by the deadline of 15 January 2020 to be classed as 'on time'. If applying for a place at this academy, parents must name this academy as one of the preferences on the CAF. Parents are referred to the London Borough of Bromley's website on which further details of the co-ordinated process can be found www.bromley.gov.uk.

For oversubscription criteria 2 to 6, the academy also require the completion of the academy's Supplementary Information Form referred to below.

Oversubscription Criteria at the Academy

The academy has a published admission number (PAN) of 30 places for entry into reception in September 2019. If there are more applicants than places available priority will be given in the following order:

1. Looked after children or previously looked after children. (see definition below)

2. Siblings of children on the roll of St John's CE Primary School in September 2020 (see sibling definition below), priority.
3. Children who together with their parent(s) live within one of the parishes listed below and whose parent(s) have normally attended St John the Evangelist, Penge on a fortnightly basis for at least the two years before the closing date of this application.
4. Children who together with their parent(s) live within one of the parishes listed in Appendix 1 and whose parent(s) have normally attended one of the churches listed within Appendix 1 on a fortnightly basis for at least the two years before the closing date of this application.
5. Children who together with their parent(s) live within one of the parishes listed in Appendix 1 and whose parent(s) have normally attended a church within Appendix 2 on a fortnightly basis for at least the two years before the closing date of this application.
6. Children who together with their parent(s) live within one of the parishes listed in Appendix 1 and whose parent (2) have normally attended a church within Appendix 1 or Appendix 2 on a monthly basis for at least the two years before the closing date of this application.
7. Children, who together with their parent(s) live within one of the parishes listed in Appendix 1 living nearest the academy, including those who have not completed a Supplementary Information Form for this academy.
8. In exceptional circumstances there is discretion to admit children on the grounds of their or their family's acute medical or social need for that particular school and who would not otherwise qualify for admission. The application must be supported by a letter from a hospital consultant, the special support service, social worker or similar professional, setting out the reasons why the academy is the only one to meet the child's needs, before an admission decision is made. The admission decision will be considered in consultation with teaching and medical professionals. Medical professionals provide advice on applications made under medical conditions and teaching professionals advise on applications made for social or special reasons. Supporting evidence must be provided by the closing date for applications.
9. Any other children in order of nearness of home to the academy, including those who have not completed a Supplementary Information Form for this academy. (see below note on distance measurements)

Fortnightly – means one or more times every two weeks

Monthly –means one or more times a month

The following are the C of E churches to whose parish boundaries categories 3 - 7 apply

St John the Evangelist, Penge

Christ Church, Anerley

Holy Trinity, Leonard Road

St Michael with St Augustine, Ravenscroft Road

A map showing parish boundaries for these churches is available for viewing at the academy Office.

The following are the C of E churches to whose parish boundaries categories 5 and 6 apply

To qualify under this appendix, the church attended must be a current full member of Churches Together in Britain and Ireland (except Roman Catholic churches), or a full member of the Evangelical Alliance. Details of member churches can be found at:

Churches Together in Britain and Ireland:

www.churches-together.net

Evangelical Alliance:

www.eauk.org

Tie-breaker

If the number of places runs out in any particular criteria, preference will be given to those children in the criterion (or sub criterion), in the first instance, living nearest to the academy applying the distance measurements detailed below.

Notes

Clergy references

Clergy references will be sought by the academy for criteria 3, 4, 5, 6 and may be sought for criterion 2 if required. If church attendance is less than two years due to moving house, previous church attendance will be taken into account as long as the church is listed within Appendix 1 or Appendix 2, and attendance is continuous.

Supplementary Information Forms (See Appendix 1 below)

The Supplementary Information Form is available directly from the academy and the academy's webpage. It seeks information which is not collected on the child's home Local Authority Common Application Form, but is needed to ensure that the application can be fully assessed against the academy's oversubscription criteria. Completion of a Supplementary Information Form is not mandatory; however, if one is not received the academy will not be able to fully apply the oversubscription criteria. Without this form the application will be considered under criteria 7 or 8 above (or 2.5 if there is a sibling at the academy listed on the Common Application Form).

Admission of Children outside their normal age group

Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. All such requests must be made in writing to the head of school in the first instance (by email to [insert email address]) and the admission authority (by email to mary.capon@aquinastrust.org).

It is not an automatic right to choose this option and decisions will be made by the admission authority on the basis of the circumstances of each case and in the best interests of the child concerned. To determine this the following will be taken into account: the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the executive headteacher and head of school of the academy will also be taken into account. When informing a parent of their decision on the year group the child should be admitted to, the admission authority will set out clearly the reasons for the decision.

Where the admission authority agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the academy) the local authority and admission authority will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. They will not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the academy but it is not in their preferred age group.

In-Year admission

Applications for In-Year admissions are made directly to the London Borough of Bromley. If a place is available and there is no waiting list, the child will be admitted. If more applications are received than there are places available, then applications will be ranked in accordance with the oversubscription criteria above. In addition, the school's Supplementary Information Form should be completed and returned to the school in order for the school's full admissions criteria to be implemented. If a place cannot be offered at this time you have a right of appeal. You will be offered the opportunity of being placed on a waiting list as outlined above.

Waiting List

Parent(s) of children who have not been offered a place at the academy may ask for their child's name to be placed on a waiting list. The academy will hold its waiting list for two years, during this time the pupil must remain on the roll of another school, or satisfied the child's home Local Authority that they are being taught at home. When a place becomes available, all current applications for a place in the year group will be considered in accordance with the criteria of this policy.

The academy will not, therefore, maintain an ordered waiting list. Information can be provided to parent/carers about the order of priority of applications being held at a particular time but no guarantee can be given that higher priority applications will not be received by the time a place becomes available.

Special Educational Needs

Children with statements of Special Educational Needs (SEN) or Education, Health and Care (EHC) Plans are dealt with under a separate process by the local authority's Special Educational Needs team. The published admission number is inclusive of students with a statement of SEN or EHC Plan that are admitted to the academy pursuant to the academy being named in their statement or EHC Plan.

A Statement of Special Educational Need is a statement made by the Local Authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child. An Education, Health and Care plan is a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

Twins, triplets and other multiple births

Where twins, triplets or children from other multiple births qualify for the last place to be allocated the qualifying siblings will be admitted in excess of the published admissions limit and they will be considered as 'excepted pupils'.

Appeals

Appeal requests should be put in writing to the Clerk of the Appeals Panel, care of the academy by the appeals deadline and clearly state the grounds for the appeal. Appeals will be heard by an Independent Appeals Panel before the end of the summer term.

Should a vacancy arise at the academy before the Appeals Panel meets, the academy will allocate the vacancy to an applicant in accordance with its published admissions criteria.

Appeals for children with a statement of special educational needs or education healthcare plans are dealt with by a Special Educational Needs and Disability Tribunal.

Fair Access Protocol.

In common with all other schools in Bromley, the school will admit pupils referred under the Fair Access Protocol. Subject to specific provisions in the protocol, a "Hard to Place" pupil will be given priority for admission over any others who are seeking or applying for a school place or on the waiting list and the academy can admit over their published admission number. The other criteria detailed in this document do not apply to pupils referred under the Fair Access Protocol.

Definitions for the purpose of these criteria are as follows:

Distance

Distance will be measured (in a straight line) from the unique national grid reference (Easting and Northing) of the child's home address (including flats) to the main entrance of the school building, using the Local Authority's computerised measuring system that identifies the unique national grid reference for the property. Those living closer to the academy receiving the higher priority. The furthest distance reached is checked to confirm it is unique. Where the next applicant measures the same, the system will go to further decimal places within a measurement to qualify who is nearer. Where applications are received from flats that have the same "easting and northing" measurements, places will be allocated by door number; the lower the number the higher the priority. If there are two identical distance measurements for different addresses of separate applicants, the tiebreak will be done by drawing lots.

Home is considered to be a residential property that is the child's only or main residence and not an address at which the child may sometimes stay or sleep due to domestic or special arrangements. Addresses involved in child minding (professional or relatives) will not be considered. Parents or carers will be asked to provide documentary evidence to confirm the address and parental responsibility. Change of parental responsibility, unless exceptional circumstances

through a court order, will not be accepted during the co-ordinated admission process. The address must be the child's home address on the day the application form is completed and which is either:

- Owned by the child's parent(s), OR
- Leased to or rented by the child's parent(s) under a lease or written rental agreement.

Where there are shared responsibilities for the child, and as a consequence the child lives at two different addresses during the week, the home address will be regarded as the one at which the child sleeps for the majority of weekdays during term time. In the event that two or more applicants live the same distance from the academy school and cannot be differentiated as stated previously, the place will be allocated by drawing lots in the presence of a person independent of the academy.

Looked After Children

A 'child looked after and previously looked after' definition:

i) 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 services functions (see definition in section 22 (1) of the Children Act 1989) at the time of making an application to a school. These children must still be 'looked after' when the child starts school unless (ii) applies.

ii) Or a child who was previously looked after by an English or Welsh local authority, and immediately after being looked after became subject to an adoption, residence, or special guardianship order. This includes children who were adopted under the Adoption Act 1976(see section 12 adoption order) and children who were adopted under the Adoption and Children's Act 2002.

Parent

A 'parent' is defined in this policy as a natural or adoptive parent of the child, or a person who is not the natural or adoptive parent of the child, but who has parental responsibility for the child, or is deemed to be a person who has care of the child instead of their natural or adoptive parents.

Sibling

Sibling refers to brother or sister, half brother or sister, fostered or adopted brother or sister, step brother or sister, or the child of the parent/ carer's partner, and in every case, the child must be registered as living in the same family unit at the same address. The elder sibling must be still on the roll at the academy when the younger child starts school.

Appendix 1

St John's CE Primary School, Penge

SUPPLEMENTARY INFORMATION FORM

(Please complete clearly in ink and in capitals)

Child's Surname:	Christian (First) Names:	Date of Birth:
		Gender: Male / Female

1. Family details

Parent/carers Name(s): Address: Postcode: Telephone No:
If appropriate please state details of the sibling(s) who will be in attendance at the academy at the time of enrolment of the new pupil. Child's name: Date of birth:
If you are applying for an In-Year admission, please state details of your child's current (or previous) school. School name: Is your child still on the register of this school? YES / NO Address and telephone number of school: Reason for application: eg, moved to the area, permanent exclusion, transfer from a local school: If transferring from a local school, please briefly state the reason for the desired transfer:

Please note that details from your child's previous or current school may be sought prior to an offer being considered.

2. Church attended by the family.

Name of church attended:

Minister:

Name:

Address:

Minister:

Email address:

Telephone Number:

Continued overleaf

Is this church a full member of Churches Together in England? (See Appendix 2 of Admissions Policy)
If YES, please state which one

YES / NO

Is this church a full member of The Evangelical Alliance

YES / NO

3. Church attendance. How often does the family attend church services - please tick the appropriate boxes.

	Parent/carers
Normally fortnightly (one or more times every two weeks)	
Normally monthly (once or twice a month)	
How long have you attended this church?	_____ Years _____ Months

Signature of Minister (or their representative) verifying attendance:

Name and designation in capitals: _____

Date signed: _____

If attended the above church for **less than two years**, which church did you previously attend?

Previous Minister:
Name, address, email address
and telephone number

Is this church a full member of Churches Together in England? (See Appendix 2 of Admissions Policy)
If YES, please state which one

YES / NO

Is this church a full member of The Evangelical Alliance

YES / NO

I confirm that the information on this form is correct in every detail, and that I wish the academy's admission authority to consider the admission of the named child to St John's CE Primary Academy.

Signature of Parent/Carer: _____ Date: _____

**Please return this form to:
School Office, St John's CE Primary School,
Maple Road, Penge, London, SE20 8HU
by**

[15 January 2019] for Reception 2019/20 entry

For Reception 2019/20 entry, please note that **in addition** to this Supplementary Information Form, St John's CE Primary School **must** be listed as a preference on your child's home Local Authority Common Application Form and returned to that Authority/submitted online by 15th January 2018.

For In-Year applications, please note that **in addition** to this Supplementary Information Form being returned to the school, St John's CE Primary Academy **must** be listed as a preference on the Bromley Local Authority In-Year Common Application Form and returned to Bromley School Admissions Team, Bromley Civic Centre, Stockwell Close, Bromley, BR1 3UH