



St. John's Church of England Primary School Admissions Policy 2027 /2028

St John's Church of England Primary School has a distinctive Christian character and ethos which is at the heart of this school and provides an inclusive, caring and supportive environment where children learn and flourish. This is driven by our school's distinctive Christian vision: "I can do everything through Christ who gives me strength" *Philippians 4:13*

The Governors, who are responsible for admissions to St John's, which is a Church of England Voluntary Aided School, have agreed with the Local Authority to admit thirty (30) pupils to Reception each September (i). This number applies to every academic year from 2027/2028.

The Governors admission Policy is designed to try and maintain consistency for families who: already have children attending St John's; value our faith-based ethos and; those living closest to St John's school. This will always mean compromises have to be made and the Governors believe an acceptable balance has been achieved.

We welcome applications from all members of the community, and we ask all parents to respect the Christian character of our school and its importance to our community.

Children with an *Education, Health and Care Plan (EHCP)* which names St John's will be admitted before the allocation of places under the oversubscription criteria. This means that the number of places available to other applicants will be reduced after these admissions have been made. In the unlikely event that there are more than 30 children applying with an EHCP then priority will be decided by distance, those living closest to St John's will have priority.

Parents, legal guardians or carers of children admitted into the Nursery should note that there is no automatic right of admission into the main school from the Nursery and a separate application will need to be made at the appropriate time for admission to the main school.

Supplementary Information Form (SIF)

Parents, legal guardians or carers applying under **Criteria 2 (Foundation)-A, B or D** must complete a **SIF**.

The SIF is available from the school website and the office, and should be returned directly to the school by 15th January prior to admission.

If you have not attended your present place of worship for a full two years, please use a second SIF to obtain a further reference from your previous religious leader. In the event that during the period specified for attendance at worship the church/place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Reception Intake in September 2027

For children born between 1st September 2022 and 31st August 2023

Applications for Reception places must be submitted by 15th January prior to admission. Where relevant, the SIF must also be returned to the school office by 15th January.

Admission to a full-time place in education at Reception level is in September of the academic year (1st September to the 31st August) in which a child turns five. Children reach statutory school age at the beginning of the term following their 5th birthday and they **must** then be in receipt of education. It is recommended by the Local Authority that children start school at the beginning of the academic year in which they reach their 5th birthday.

Applications for Reception places should be completed on the Common Application Form (CAF) through the family's home local authority.

The Local Authority coordinates Admissions on behalf of St John's for only the Reception class entry at the beginning of each academic year in September. If a Reception place is being requested after the school year has begun, it will be considered an In-Year application and an application should be made directly to the school. If there are more application than places the Governing Body will rank the applications in order of priority using the Over Subscription Criteria detailed in this policy.

In-Year Admissions

In-year admissions are applications for school places that take place outside the normal admissions rounds. This includes all children seeking a place in the St John's nursery and Years 1 – 6; and Reception children after the school year has begun.

All In-Year applications should be made directly to the Local Authority. Where relevant, the SIF should be returned to the school along with the In-Year Application Form

The Oversubscription Criteria detailed in this policy will be applied to In-Year Admissions if casual vacancies arise during the school year and there are more applicants than places.

More information about the application process is available below, on our website and from the school office.

Oversubscription Criteria

Where there are more applications than there are places available, the Governors will admit pupils according to the Oversubscription Criteria detailed below starting with Criteria 1 - Preferential. Each Criteria will be priorities by their Sub-Criteria and each Sub-Criteria by the Oversubscription Priorities. After the Oversubscription priorities have been applied each group will be ranked by distance giving the final ranking as Criteria, Sub-Criteria, Sub-Criteria Priority, Distance. In the unlikely event of there being 2 or more children with the same ranking and not enough places for them the ranking order will be determined by random selection. Random allocation will be conducted by an independent officer using a supervised computerised random number generator, with results recorded.

Oversubscription Criteria

Criteria	Sub-Criteria
1 – Preferential	<p>A - Looked After Children (LAC) and Previously Looked After Children (PLAC) (ii)</p> <p>B – Sibling (iii). Children who have siblings living in the same household at the same address with at least one parent, legal guardian or carer in common and who will themselves be attending the school at the time of the proposed admission.</p> <p>C – Staff. The children of staff at St John’s School (iv).</p>
2 – Foundation	<p>A - Children living with parents, legal guardians or carers, at least one of whom has worshiped at least twice monthly for a minimum of two years, in an Anglican place of worship. SIF required</p> <p>B - Children living with parents, legal guardians or carers, at least one of whom has worshiped at least twice monthly for a minimum of two years in a church or chapel of a Christian denomination affiliated nationally to ‘Churches Together in England’ or to ‘The Evangelical Alliance’. SIF required</p> <p>C - Children who have been baptised and are living with parents, legal guardians or carers who desire them to attend this Church of England school but do not meet the requirement for regular worship set out in Criteria A or B. The Childs baptismal certificate (or copy) must be provided.</p> <p>D - Children of major world faiths whose parents, legal guardians or carers participate in worship regularly in accordance with the commitments of the relevant faith, for a minimum of two years, and desire them to attend this Church of England school because of the school’s religious tradition. SIF required</p>
3 – Open place	All other applicants who do not meet the criteria for Preferential or Foundation.



Oversubscription Priorities

Priority, in the following order, will be given in each criteria\category

Criteria	Sub-Criteria Priorities
2 - Foundation	<ol style="list-style-type: none"> 1. The child's home (v) and/or the place of worship is established within The Parish of St John, Great Stanmore. 2. The child's home (v) and/or the place of worship is established within The Parish of <ul style="list-style-type: none"> All Saints, Harrow Weald St Lawrence, Little Stanmore St Anselm, Belmont St Michael and All Angels, Harrow Weald 3. The remaining children who qualify for Criteria 2.

The Parish you live in can be checked using the Church of England online parish finder (a church near you) at <https://www.achurchnearyou.com/>



Notes and Definitions

- i. The agreed class size may be exceeded for members of a multiple birth family if the first child is admitted within the class size. Twins and children from multiple births when one of the siblings is the last child to be admitted will be offered over the published admission number unless to do so would prejudice the provision of efficient education or the efficient use of resources. These children would be termed "exempted" in line with the Infant Class Size Requirement. Where it is not possible to offer each child a place, the applicant will be advised of their right of appeal and informed about waiting lists.
- ii. "Looked after children" includes children currently in public care (LAC) and those who were previously in public care (PLAC) who ceased to be so because they were adopted, or became subject to a child arrangement or special guardianship order. It includes children who appear to the admission authority to have been in public care outside of England and ceased to be in care as a result of being adopted.
- iii. Siblings must be living at the same address as the applicant and attending **St. John's Church of England Primary School** at the beginning of the term in which the younger child is due to start full-time education. If the sibling is already in Year 6 and will no longer be attending St John's at the time of admission, the sibling criterion will not be met. A sibling means a child's brother or sister. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. The sibling priority does not include cousins or other extended family members who live in the same household. We reserve the right to ask for proof of sibling relationships.
- iv. Priority will be given to a child if their parent is a permanent member of staff at the school and meets either or both of the following circumstances: a) the member of staff has been employed at the school for one or more years at the time at which the application for admission to the school is made; and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. For applications made as part of a normal intake, the length of employment will be considered as of the closing date for applications.
- v. The Child's home is deemed as follows, the address where parent and child normally live and they must be living there on the closing date, of applications. Confirmation of address will be required.

Where a child lives with parents with shared responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address of the parent who receives child benefit. In cases where parents are not eligible for child benefit the address will be that of the parents where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

- vi. Governors hope that parents who have chosen St John's for their child have done so knowing that it is a Church of England School with a distinctive Christian ethos. Governors therefore expect parents to give their full support to the ethos of the school.

- vii. Distance is measured in a straight line from home to school, using a computerised mapping system based on Ordnance Survey data. The journey is measured in a straight line from the unique address point for the home address to centre point for the school site. Please see Harrow Council's website for individual maps locating the centre point for each school which uses the centre point.
- viii. In cases where applicants live equidistant from the school and places cannot be offered to both children, the available place will be allocated using a random computer selection.

Admissions Appeals

Parents who are not offered a place for their child are entitled to appeal to an independent appeal committee under the Provision of the 1980 Education Act. Parents wishing to appeal should complete an appeal form available from the school. The form should then be returned to the Clerk to the Appeals Committee via the School no more than 20 school days following the date of notification to parents of the refusal of a place.

Reception Intake - Deferred Entry

If a child has not reached compulsory school age, the parent has the option of deferring their child's entry. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until their child reaches compulsory school age (the term after they reach their fifth birthday). For children born between 1st April and 31st August, this is not beyond the beginning of the final term of the school year for which the offer of a place was made. **St. John's Church of England Primary School** will hold any agreed deferred place. Parents, however, should discuss the options with the Head of School to help them in deciding. Parents may wish their child to attend part-time until they reach compulsory school age. Parents wishing to defer entry need to apply for Reception by the closing date and need to inform the LA and the school that they want to defer entry or only attend school part-time.

Reception Intake - Summer Born Children

For children whose fifth birthday falls between 1st April and 31st August, parents who do not wish for their child to start school in the academic year their child reaches the age of 5 (five), but to be admitted into the following academic year should discuss this with the school. The request should be made in the September prior to the normal entry in the following September to give sufficient time for each individual case to be considered. Decisions will be based on individual circumstances, the best interests of the child, parent views, academic achievement, social and emotional development, any relevant medical views and the views of the Head of School.

If a parent decides not to apply for a Reception place in the school but applies for a Year 1 place for the following September, this would be considered an In-Year application. There would be no guarantee of a place being offered at the school as the class may already be full.

Admission Outside of the Normal Age Group

Parents may seek places outside of their child's normal age group. Parents may decide to apply in the normal round (no later than January 15th) for a Reception Year place in the academic year their child reaches the age of 5 (five), but would need to supply strong supporting reasons for seeking a place outside the normal year group. The decision is made by the Governors on the basis of the circumstances in each individual case. Parent requests should be made in the September prior to the



normal entry in the following September in order to give sufficient time for the case to be considered by the Admissions Panel prior to the deadline for general applications of 15 January. If the parents' case for delayed admission into Reception is agreed, the parent must make a new application for a Reception place in the next intake. This would have to be made in the following September. A place will not be guaranteed and must be applied for in line with London Borough of Harrow admissions round and in accordance with the Oversubscription Policy for that academic year.

If a child is currently attending the School's Nursery and wishes to remain there during the year they would normally be attending Reception, then a nursery place must be reapplied for. The nursery place is not automatically available.

Waiting Lists

A waiting list will be maintained until such time as all those on the waiting list have been offered a place and either accepted or declined that place. When a place becomes available, the Governing body will determine the child with the highest qualifying criteria so that the school can inform the parent that an offer is being made. The list is maintained in published Oversubscription Criteria order (not date order) and will be re-ordered in line with the Oversubscription Criteria every time a child is added or removed from the list. The list will be reviewed at the end of each academic year and parents will be asked to confirm they wish to remain on the waiting list.

Proof of Address

Proof of address will be required on acceptance of a place. You need to provide documentary evidence of address by providing one or more of the following documents:

- A mortgage/tenancy agreement document
- A recent letter from the housing department/housing association
- Military notification of quarters address.
- Temporary housing letter issued by Local Authority, Home Office, UK Border Agency
- Recent utility bill (dated within the last three months)
- Driving license (copy of your current driving licence)
- Household/car Insurance; A copy of your most recent household/car insurance (dated within the last 12 months)
- Home Office immigration status document
- Letter confirming entitlement to benefits. For example, housing, income support, jobseekers (dated within the last three months)
- Child Benefit / Inland Revenue documents (if you are in receipt of either or both of these benefits)
- Any other recently dated documents that we request depending on individual cases.

Please note that you can cover/erase any financial/personal information on these documents. The purpose of this document is to provide evidence of your address therefore we only require this to show your name, address, and date of issue.

You must notify the School if you move address. Your new address will not be updated until proof has been provided.

Any proof of address provided must show the full name and match the details provided at the time of application.

Temporary Addresses

A temporary address may not be accepted if you still own a property that was previously used as a home address, or a temporary address which the Governing body consider to be solely or mainly used to obtain a school place. If you own more than one property the Governing body may only consider the given address if you have lived there for a year prior to the closing date of application (including rented, bought, or living with a family member or friend).

You will be asked to provide additional information to explain why you are not using your permanent address, or another address identified as a result of our screening, or as a result of information obtained from the public. This may include utility bills, benefit claims and copies of mortgage or rent agreements. We may also check Harrow council records as well as other Local Authorities records to clarify whether or not you receive services or benefits at another address.

Withdrawing an Offer of a Place

An offered place may be withdrawn if:

- the offer was made in error.
- an incorrect address or other false information is supplied.
- the parent has not responded to an offer within a reasonable time. A further letter will be sent to advise parent that failure to respond will result in the place being withdrawn.

Children of UK Service Personnel or Crown Servants

Families of Service Personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, the school will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address if the school has vacancy in the specific year group in accordance with the oversubscription criteria.

Applications for Families Arriving from Abroad, Including from the EU, from 1 January 2021

In most cases, children arriving from overseas have the right to attend schools in England. It is the responsibility of parents to check that their children have a right, under their visa entry conditions, to study at a school before submitting an application. Read more on the government [School applications for foreign national children and children resident outside England - GOV.UK](https://www.gov.uk/guidance/schools-admissions-applications-from-overseas-children#parents-responsibility-to-check-eligibility-for-a-school-place)
<https://www.gov.uk/guidance/schools-admissions-applications-from-overseas-children#parents-responsibility-to-check-eligibility-for-a-school-place>

Further Definitions

- *Families* normally means parents or legal guardians.
- *An adoption order* is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46).
- *Child arrangements orders* are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.



- A *special guardianship order* is one appointing one or more individuals to be a child's guardian/s (Children's Act 1989, Section 14A). Applications under this criterion should 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).