

# Saint John's C.E. (A) Primary School

Wheatly Avenue, Trent Vale, Stoke-on-Trent, ST4 6SB



## Admissions Policy

### Revision History

Version	Date	Comments	Review Date
9	Summer 2013	Approved & Issued (No Amendments)	Spring 2014
8	April 2012	Amended re LA, approved and issued	Spring 2013
7	June 2011	Approved and issued (no amendments)	Spring 2013
6	February 2011	Amended re Diocese/LA, approved and issued	July 2011
5	July 2010	Amended re LA, approved and issued	February 2012
4	April 2010	Amended, approved and issued	February 2012
3	March 2009	Approved and issued (no amendments)	January 2011
2	June 2008	Amended, approved and issued	May 2009
1	September 2005	First draft	September 2007

**Admission Policy for Church of England Voluntary Aided Schools**  
**September 2012 onwards**

The Church of England Aided Primary Schools welcome children from all backgrounds, faiths and no faith. The Governors of the schools are committed to developing an inclusive environment that reflects the diversity of the local community. Admission to a Church of England Aided Primary School is **not** dependent on being a member of a particular faith community.

As well as being inclusive neighbourhood schools, as Church schools each has a distinctive ethos and character that reflects the teachings of Jesus Christ and Christian values. All parents applying for a place at a Church of England Aided Primary School are asked to respect this ethos and its importance to the school community. It is hoped that all children who attend a Church of England School will be able to participate (as appropriate) in the religious life of the school (including collective worship and religious education). This does not affect the right of parents who are not Christian to apply for a place. Indeed, through the commitment to inclusivity, families from other faiths and no faith are actively welcomed.

The Governing Body of each school is responsible for the admission of pupils to the school and will admit up to the admission limit that has been agreed between the Governing Body and the Local Authority.

The Governing Body is required to abide by the maximum limits for infant classes (5,6 and 7 year olds) i.e., 30 pupils per class.

The school will admit 39 pupils each September to Nursery.

The school will admit 45 pupils each September to Reception (60 agreed for September 2012 only).

## **Oversubscription Criteria**

In the event of more applications being received than places available, the following Oversubscription Criteria will be applied:

### **Nursery & Reception Admissions:**

1. Children who are in the care of a local authority (looked after children) or provided with accommodation with them (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

2. Children who have a sibling attending the school at the time of application and at the time of admission.
3. Children who are themselves, or whose families are, faithful and regular worshippers at a Church of England parish church. Written evidence of the applicants' commitment to their place of worship (in the form of a clergy reference) will be required, using the Supplementary Information Form.
4. Children who are themselves, or whose families are, faithful and regular worshippers of another Christian denomination (as recognised by Churches Together in Britain and Ireland and/or the Evangelical Alliance). Written evidence of the applicants' commitment to their place of worship (in the form of a minister's reference) will be required, using the Supplementary Information Form.
5. Children with known special medical or social needs. Written supporting evidence should be supplied, at the time of application, from a relevant professional, such as a doctor, social worker or educational psychologist.
6. Children who are themselves, or whose families are, committed members of another religious faith. Written evidence will be required from the faith leader, using the Supplementary Information Form.
7. Any remaining places will be given in order of the nearness of the home to the school, measured along the shortest safe walking route from the home to the school's main gate.

Tie-breaker: In the event that two or more applicants have an equal right to a place under any of the above criteria, the Governing Body will apply the subsequent criteria, in order of priority, to these applicants.

Notes: Applications on faith grounds "Faithful and regular worshipper" is defined as worshipping at least twice a month for two years prior to application.

Parents/Carers applying for a place on faith grounds must complete the Supplementary Information Form (which can be obtained from the school) and return this form direct to the school, signed by the appropriate faith leader.

Siblings: "Siblings" refers to brother or sister, half brother or sister, adopted brother or sister, or the child of the parents/carers partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Distance: Distance will be measured by the shortest walking route from the front door of the child's home address (including flats) to the main gate of the school,

using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

Waiting Lists: Waiting Lists will be held where in any year the school receives more applications for places than there are places available. The waiting list will operate until 31<sup>st</sup> December in the year of admission. It will be open to any parent/carer to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Appeals: 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 and return this. The form/letter should be sent to reach the Clerk to the Appeal panel, care of the School, within 14 days of the date of the letter confirming the governors' decision not to offer a place. Should some appeals be unsuccessful, the governing body will not consider further applications from those parents/carers within the same academic year unless there have been significant and material changes in their circumstances.

Multiple Births: Where parents/carers are seeking to place twins, triplets etc they must submit separate applications for each child. When considering twins, triplets or larger numbers of siblings which are the product of a multiple birth, where there are insufficient spaces for all siblings, the remaining place(s) will be offered to the sibling(s) in order of time of birth and the parents/carers may decide whether a) they will accept the place(s) or b) they will decline the place(s) which will be offered to the next person(s) in the allocations after the twins/triplets/multiple births. If the parents/carers accept the place(s) for one or more of the twin/triplets/multiple birth then the unsuccessful sibling(s) will be considered first priority on the waiting list, for one term, if a space becomes available and the parents/carers confirm in writing that this is their wish when accepting the original place(s).

#### In-Year Admissions

From the academic year 2013/14 applications for other than normal intake (September) should be made to the governing body of St John's CE(A) Primary School and not to Stoke-on-Trent Local Authority.

**Approved and Authorised by:**

**Signed**

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**Headteacher/Co-ordinator**

**Signed**

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**Chair of Governors/Governor**

**Date:**

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