

# St John Baptist (Southend) CE Primary School

## Admissions Policy

2019/2020

The Governors have agreed with the local education authority to admit 30 pupils for each year group.

The Governors of Voluntary aided Schools are responsible for the admission arrangements but are required to consult the Local Authority before any changes are made.

Parents applying for places do so knowing that St John Baptist Church of England Primary School provides an education based on a distinctive Christian ethos which is at the heart of this School and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values; that the pupils spend a significant amount of time in Christian Worship, and related activities, both in the school and local churches. We welcome applications from all members of the community and we ask all parents to respect the Christian ethos of our school and its importance to our community.

**St John Baptist School will be participating in the Lewisham Co-ordinated Admission Scheme. Applications for the academic year 2019/20 must be made online via the applicant's home local authority between 15 September 2018 and 15 January 2019 (Residents living in other boroughs should apply to their home LA) at [www.eadmissions.org.uk](http://www.eadmissions.org.uk)**

**A supplementary information form must be completed and signed by the minister or church leader and returned to the school by 15 January 2019, if a Foundation place is sought during the same period. Parents will be advised of the outcome of their applications by their LA. Unsuccessful applicants will be given reasons related to the oversubscription criteria listed above and advised of their right of appeal to an independent appeal panel.**

**Once a place has been offered proof of address and date of birth will need to be provided (see Note 2).**

The governors have designated 15 places as 'Foundation' to be made available to families who can provide evidence by way of **Supplementary Information Form** that they are faithful and regular worshippers (twice monthly – see Note 3) at an Anglican (Church of England) church. Applications not supported by the minister or church leader will not be considered for a Foundation place. 15 places have been designated as 'Open' and are available to children not qualifying for a foundation place but whose parents have chosen the school for the type of education it provides.

### **Allocation of the 15 Foundation Places: (Supplementary Information Form required)**

Foundation places are offered to children whose parent/carer is a faithful and regular worshipper in an Anglican (Church of England) Church. A Supplementary Information Form (see Note 3a) must be returned to the school in order to qualify for a place. If there are more qualified applicants than places available, places will be offered in the following order of priority:

- (a) Looked After Children or previously looked after children (see Note 1a).
- (b) Children with an exceptional and professionally supported medical or social need for a place at this school (see Note 3b).
- (c) Children with brothers or sisters (see Note 1b) already attending the school; the applicant's brother or sister must be on the roll of the school on the intended day of admission.
- (d) Faithful and regular worshippers at St John the Baptist Church Bromley Road SE6.
- (e) Faithful and regular worshippers at the other churches in the Parish – St Luke's, St Mark's & St Barnabas.
- (f) Faithful and regular worshippers in an Anglican (Church of England) church.

Unsuccessful applicants for Foundation Places will automatically be considered for any open places remaining at the end of the allocation procedure. Any unfilled foundation places will become additional open places.

### **Allocation of the 15 Open Places:**

The governors have designated 15 places as '**Open**' for those families from other faiths, or no faith, that have chosen the school for the type of education and ethos it provides.

When there are more applicants than places available, places will be allocated according to the following priority order:

- (a) Looked After Children or previously looked after children (see Note 1a).
- (b) Children with an exceptional and professionally supported medical or social need for a place at this school (see Note 3b).
- (c) Children with brothers and sisters (see Note 1b) already attending the school; the applicant's brother or sister must be on the roll of the school on the intended day of admission.
- (d) Nearness of the home to school (see Note 7).

### **Tiebreaker**

In the event that two or more applicants have equal right to a place under any of the oversubscription criteria for either foundation or open places and there are

insufficient places, the Governing Board will use distance, in the first instance, to decide between applicants (see Note 7); if applicants live equidistant from the school the Governing Board will draw lots to decide between applicants.

### **Late Applications**

The School will consider late applications in accordance with the procedure in the local authority's co-ordinated scheme. In essence, this means that late applicants will be considered after the initial round of offers is made; where the school is oversubscribed this is likely to reduce considerably your chance of gaining a place.

### **Special Educational Needs**

Parents of pupils who have an Educational Health Care Plan (EHCP) are required to apply for school places separately through the local authority from whom advice is available. If a child with an Educational Health Care Plan (EHCP) is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced.

***Parents need to be aware that the school usually has far more applicants than available places.***

### **Appeals** (see Note 5)

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the school. The form should be sent to the Clerk to the Appeals Panel, c/o the school, within 20 school days from the notification of the decision. Should the appeal be unsuccessful, the governing body will not consider further applications from these parents within the same academic year, unless there have been significant and material changes in their circumstances.

## **Notes to assist you in completing your application forms for a place at St John Baptist School**

St John Baptist School will operate one point of entry for reception class. Children born between 1st September and 31st August ordinarily accept a full time reception place starting in September.

### **Deferred admission to primary school**

St John Baptist School offers early admission to reception class to children before they are of statutory school age. Parents/carers may defer entry until the beginning of the term after their child is five years old (that is, when the child reaches compulsory school age) or until the beginning of the summer term, whichever is earlier. Children may attend part-time until their child reaches compulsory school age. Parents/carers who have been offered a place at the School and wish to defer entry for their child and/or attend part-time must put this in writing to the headteacher.

*(Parents who wish to defer their child's entry to reception class will not be able to retain a place at a Lewisham school nursery beyond the date when the child would normally be expected to leave to join the reception class.)*

### **Out of the normal age group applications**

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school. The application may be supported by the child's nursery/primary headteacher and/or an educational psychologist/specialist confirming that the child has learning delay or difficulty or their social maturity is well below that of his or her peers. Governors must consider the implications of a deferred transfer as primary/secondary schools are not required to continue to keep the child out of year group and may decide to later educate in the chronological year'

### **(1) Policy Definition**

(a) *'Looked after children'* are children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions, as defined by Section 22(1) of the Children Act 1989, at the time of making an application to the school. *'Previously looked after children'* are children who were looked after immediately prior to being adopted, or who became subject to a residence order, (now termed child arrangement order under the Children & Families Act 2014), or special guardianship order. The Governors will require written

confirmation that the child is looked after, or previously looked after, and will be so at the time of making an application to the school.

(b) *Sibling* – this is defined as a blood or adoptive sibling or half sibling, plus foster or stepsibling living at the same address as the child. Proof of the sibling relationship may be required.

## **(2) Proof of Address & Date of Birth**

On the offer of a place for admission applicants will be required to provide proof of the child's date of birth (birth certificate) and proof of address (Utility/Council Tax bills).

## **(3) Use of Support Documents**

(a) Supplementary Information Forms signed by Priests/Ministers for **Foundation** places are used to ensure that a parent/carer is a faithful and regular worshipper in an appropriate church community. **Faithful & Regular** - a minimum of twice monthly attendance at services, and for at least 12 months before the closing date for application will need to be supported.

- Applicants who elect to apply for a Foundation place must complete a Supplementary Information Form which can be obtained from the school office or on the school website.
- Sections 1 – 4 of the Supplementary Information Form should be completed by the parent/carer of the child and the whole form should then be passed onto the Priest/Minister **in good time** to allow the Priest/Minister to complete the second page of the form. Applicants are advised to make contact with their Priest/Minister to ascertain how much notice the Priest/Minister would require to make the relevant checks prior to completion of the form; this is especially relevant if the applicant is claiming that there are exceptional circumstances which have prevented them from attending worship.
- The form will then be completed and signed by the Priest/Minister and needs to be returned by the parent/carer to the school by the closing date on 15<sup>th</sup> January 2019.
- 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 12-month period is covered.

Supplementary Information Forms are used to confirm the applicant's level of practice. If the nominated Minister is unable to confirm the level of practice as set out in the school policy, the application will not be considered under the Foundation criteria and will therefore be considered under the Open Places.

Applicants who have not provided a completed and signed Supplementary Information Form will automatically be considered under the Open places category.

(b) In exceptional circumstances governors may admit children on the grounds of their exceptional and professionally supported medical or social need. This must be supported by written evidence at the time of the application, for example, from a

specialist health professional, social worker or other care professional. The evidence must set 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. The support document must be provided with the Common Application Form to Lewisham Education or for those resident in other boroughs to their home LA, by the published date.

#### **(4) Waiting Lists**

(a) In accordance with the pan London agreement, and to ensure Lewisham meets its duty to continue to co-ordinate admissions beyond offer date and comply with the parents' highest possible preference, the waiting lists will not contain lower ranked preferences except where Lewisham LA (or the home LA) has agreed to a parental request to change the order of preferences. In such cases, where there is a parental request to change the order of preferences, the original application, including any offer made under co-ordination, will be withdrawn and the applicant will be required to re-apply. The waiting list will include those who have moved to the area and were unable to make an 'on time' application. The reception co-ordinated scheme continues until the end of the summer term 2019. Applications received for reception class beyond the end of the summer term 2019 will be considered as an In Year applicant. Waiting lists will be held for the first term of the reception year only. Those with a continuing interest in a place at a school beyond this time will be required to make an in year application.

(b) When a vacancy occurs in any year group it will be offered to the next child on the waiting list in the same category (i.e. **'Foundation Place'** or **'Open Place'**). When the waiting list is cleared in any one category, vacancies will be filled from the other category. Unsuccessful candidates for places can be placed on the Waiting List for the appropriate year group and for the current academic year only (September –July), which is ordered in accordance with the oversubscription criteria. If an application is received and a child is added to the waiting list, the list will be re-ranked in accordance with the oversubscription criteria. Any family wishing to remain on the waiting list for the following academic year will need to inform Lewisham Education in writing.

**The Waiting Lists will be priority ordered in accordance with the admission criteria and it is therefore possible for a child to move down as well as up the Waiting List.**

#### **(5) Infant Class Appeals**

In order to comply with legislation designed to limit INFANT classes to 30 an appeal panel may only consider an appeal on the following grounds:

(a) that the school is not full and the admission of an additional child would not exceed the 30 per class limit; or

(b) that the decision not to admit was not one which a reasonable admission authority would make in the circumstance of the case\*; or

(c) that the child would have been offered a place if the admission arrangements had been properly and impartially applied and/or if the admission arrangements had complied with the law.

\* In determining the reasonableness of a case, the appeal panel will need to review the decision made by the admission authority as to whether a reasonable case for asserting that 'class size' prejudice would arise by the admission of the 31st child. Factors to be taken into account include the school's admission policy, the internal operation of the school and its ability to accommodate pupils in compliance with the class size limit of 30. The governors' reasons for not admitting the child would have to be perverse or illogical in the light of the school's admission arrangements.

## **(6) Fair Access**

The school is committed to taking its share of pupils who are hard to place in accordance with the local Fair Access Protocol. Pupils admitted under the protocol will take priority over any other children on the waiting lists and this may include, on occasion, admitting above the planned admissions number.

## **(7) Calculation of home to school distance**

Home to school distance is calculated by measuring to a central nodal point in the school premises. This is calculated by Lewisham LA. Applicants from the same block of flats will be treated equally regardless of the floor on which they live.