



St John the Evangelist School

Reception Admissions Policy

Statutory

2017- 2018

Adopted by the Governing Body at their meeting on 21st October 2015

Co-Chair.....

Headteacher.....

Review Date: September 2016

St John the Evangelist School supports, challenges and encourages each person to achieve their full potential in a safe, caring, inclusive and distinctively Christian environment, where everyone is valued and respected.

As a church school, we welcome applications from Christian families and those of other faiths or none. We ask parents (*see Note 1*) applying for a place at our school to respect this ethos and its importance to the whole school community.

The governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2014 and all relevant legislation, including that on equal opportunities.

The Governing Body of the school is responsible for deciding on admissions to St John the Evangelist School, but works in partnership with West Berkshire admission authority to co-ordinate admissions to maintained schools. Details of the Local Authority arrangements for West Berkshire Schools and Voluntary Aided Church Schools are available in the West Berkshire Parent's Guide which is available on West Berkshire Council website.

All applications from West Berkshire residents must be on the common admission form (CAF) available from West Berkshire. Those residing outside of West Berkshire must apply on the CAF of their home Local Authority. The offer/refusal letter will also come from the home local authority on behalf of the Governing Body.

www.westberks.gov.uk/primaryadmissions

St John the Evangelist admission arrangements are available on the school website.

<http://stjohne.v.westberks.dbprimary.com>

For the 2017/2018 academic year St John the Evangelist School will be admitting pupils at a single point of entry as follows: September 2017 (Autumn Term) - For a child whose 5th birthday falls between 1st September 2017 and 31st August 2018.

The Admissions Committee will allocate places for Reception year following receipt of all applications received by **15th JANUARY 2017**.

The admission number for the year commencing 1st September 2017 is 60. This number will apply to all year groups in the school (Reception, Year 1 and Year 2). This policy complies with all relevant legislation, including that on infant class size legislation which restricts classes to 30.

Deferring Entry

Parents of a child whose fifth birthday falls between 1 September 2017 and 31 March 2018 may request that their child is not admitted until later in the school year 2017/18 (no later than the term [using three term year] after the child's fifth birthday, when s/he reaches compulsory school age). The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

For children whose fifth birthday falls between 1 April 2018 and 31 August 2018 (summer-born children), parents who do not wish them to start school in school year 2017-18, but to be admitted to the Reception Year in September 2018, should proceed as follows. They should apply at the usual time for a place in September 2017 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2018. NB parents would need to provide strong supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher as early as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way (no later than 15 January 2018) for a Reception place in September 2018. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2017 (NB it will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the summer term 2018 for a Year 1 place in September 2018. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2017-18 Reception Year group.

Part Time Attendance

Parents may request the opportunity for their child to attend part time until a child reaches compulsory school age. The availability and pattern of such attendance, if any, will be determined by the governing body and made available after the allocation of school places in the normal admission round and offered equally to those that request it.

Offers and refusals of a place will be issued on **18th APRIL 2017** (see West Berks Co-ordinated scheme)
Once you receive your offer of a place you must return the acceptance slip by **7th MAY 2017**.

Special Educational Needs

Children with a Statement of Special Educational Needs or an Education, Health and Care (EHC) plan, naming St John the Evangelist School, will be admitted at anytime above any other child including those on the waiting list. This is a legal requirement.

Over subscription Criteria and Admission Arrangements

The following arrangements apply to Reception year applications only and should be read alongside the Nursery admission arrangements, as your child may already be attending the Nursery class or have been offered a place, which you have accepted. **Attendance in the Nursery class does not guarantee admission to St John's School.**

Entry to school between September 2017 and August 2018 is open to all children born between 1 September 2012 and 31st August 2013. Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below.

- A. **Looked After Children** and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. (See Note 2)

- B. **Catchment Area Siblings**
 - i Children whose permanent home address (see Note 3) is in the school's designated catchment area and with a sibling (see Note 4) living in the same family unit who is already on the roll of the school at the time of application and who is expected still to be on roll at the time of entry.

OR

 - ii Children with a sibling living in the same family unit already on the roll of the school at the time of application and expected still to be on roll at the time of entry and whose permanent home address is in what was the school's designated catchment area at the time the aforementioned sibling entered **St John the Evangelist School**.

- C. **Catchment Area St Nicolas School Siblings**
 - i Children whose permanent address is in the school's designated catchment area and with a sibling living in the same family unit either (a) who is already on the roll of St Nicolas School at the time of application and who is expected to be on roll at the time of entry or (b) on the Year 2 roll of St John's School at the time of application and whose parent has applied for a place at St Nicolas School for September 2017.

OR

 - ii Children with a sibling living in the same family unit either (a) who is already on the roll of St Nicolas School at the time of application and who is expected to be on roll at the time of entry or (b) on the Year 2 roll of St John's School at the time of application and whose parent has applied for a place at St Nicolas School for September 2017 and, in both cases, whose permanent home address is in what was the school's designated catchment area at the time the parent of the aforementioned sibling entered **St Nicolas School or St John the Evangelist School**.

- D. **Catchment Area Pupils** - Children whose permanent home address is in the school's designated catchment area.

- E. **Siblings** - Children whose permanent home address is out of the school's designated catchment area with a sibling living in the same family unit already on the roll of the school and who is expected still to be on roll at the time of entry.
- F. **St Nicolas School Siblings** - Children not living within the designated area served by the school, but have a sibling living in the same family unit already on the roll of St Nicolas School and who is expected still to be on roll at the time of entry.
- G. **All other children.**

Notes:

Note 1: A parent is any person who has parental responsibility for or is the legal guardian of the child.

Note 2:

By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must 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).

Please note that the criterion can only apply to children adopted, subject to a child arrangements or special guardianship order immediately after being looked after. Children adopted from overseas or following private fostering arrangements do not qualify as they were not in the care of a local authority immediately prior to being adopted, etc.

Note 3:

Catchment Area Pupils;

Children whose permanent home address is within the designated catchment area of the school. This is shown on the map at www.westberks.gov.uk/catchment, a copy of which is attached to this policy and is available on the school website.

It is the child's normal permanent home address (see following Note A) where he or she lives with his or her parent(s)/legal carer(s) that is used to decide in which school's catchment area the child lives. Where parental responsibilities are shared, the home address will normally be considered to be with the parent/carer with whom the child spends the majority of days and nights Monday to Friday; this will normally be expected to be with the parent/carer that receives the pupil's Child Benefit, where this benefit is still available. Where there is any doubt about the split of the residence then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week (see following note B).

Temporary addresses cannot be used to obtain school places, e.g. temporary address whilst retaining a previous permanent home will not be accepted.

Any child offered a school place based on a fraudulent or intentionally misleading information concerning a catchment area permanent address, will have their place withdrawn and a new application will be required. This may also occur after the child has been admitted to school.

Note A

The permanent home address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child. We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement, inclusion on the electoral roll or rent book which shows the address concerned.

If you own a house or flat and are renting and living in another property, we will consider the rental address as your permanent address if:

1. your owned property is rented and
2. you have been living at the rented address for at least 1 year (we will require proof)
3. your rental agreement shows you will continue to live in the rented property for at least a year after the application for a school place.

We may consider a rental address where you have lived for a period shorter than a year as your permanent address, if we determine that your owned property is a considerable distance away from the rented accommodation in which you are living. In these cases, we will decide what evidence you should provide us and we will review it and make a decision.

If parents/carers are moving or plan to move, and are applying for a school place in the normal admission round, the new address will be accepted for the forthcoming allocation if evidence such as exchange of contracts or a tenancy agreement to confirm a completed move and actual residence at the new address is received by 31st January for a primary place (see moving house in the School Admission guides at: www.westberks.gov.uk/primaryadmissions)

Confirmation received after the initial allocation process will not be taken into account until immediately after allocation dates when waiting lists will be adjusted accordingly. At all other times changes of address will be considered immediately on receipt of evidence.

Note B

If we determine an equal split, we will make the judgement about which address to use for the purpose of deciding whether or not to offer a place.

To establish where the child resides we may ask for any or all of the following information, for instance:

- *any legal documentation confirming residence such as the legal separation documents*
- *information on the actual pattern of residence such as a joint declaration from the parents stating the exact pattern of residence*
- *the length of time the residence arrangements have been in place*
- *confirmation of past residence arrangements from previous schools*
- *confirmation of registration with a local GP*

We reserve the right to request additional documents.

Note 4: *A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as the sibling.*

Late Applications

Late applications are considered as detailed in the co-ordinated and in year admissions scheme.

Right to Appeal:

Parents/legal carers have a right to appeal against the Governing Body's admission decision. An independent panel managed by the Diocese of Oxford deals with all appeals. Information on how to make an appeal will be provided to parents and guardians immediately upon refusal of a place at the preferred school. Appeals must be lodged by **15th MAY 2017**.

Accepting an offer does not affect your right to appeal for a place at your first or a higher ranked preference school that has been refused.

In the event of an unsuccessful appeal against non-admission to the school, the Governing Body will only consider a further appeal in the same academic year if there has been a significant change of circumstances.

If you decide to appeal you will need to confirm your intention in writing to the Governing Body.

Waiting List

A waiting list for the Reception year will be kept until the first day of the new academic year (September 1st). After that date, parents will be contacted and asked to confirm in writing whether they wish to stay on the list.

A waiting list will be kept for all other year groups and again parents will be contacted and asked to confirm in writing their wish to be on the waiting list.

If a place becomes available, parents will be contacted and the child at the top of the waiting list will be offered a place. The position on the waiting list will be determined by applying the over-subscription criteria using the tie breakers listed below.

Positions may change due to new applications or revised applications in respect of a change of preferred schools.

A register of interest is kept by the school following receipt of the form distributed at the time of a visit to the school. Registration of interest on a pre-admission form is not considered as an application for a school place.

Tie Breaker

Distances will be measured using the West Berkshire Admissions Geographical Information System, taking a straight line between the home address and the school using the unique property points within the National Land and Property gazetteer (NLPG). This will serve to differentiate between pupils in criteria B to G should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

Multiple Births

Where the admission of all children from a multiple birth (twins, triplets etc) would lead to the published admission number being exceeded, all the children will be admitted.

In Year Applications 2017/2018

In year applications will be dealt with under the co-ordinated scheme. All applicants, including those who live outside of West Berkshire, who would like to apply for a place at St John the Evangelist School, should apply via the West Berkshire Common Application Form. Places will be offered after consultation with those schools regarding available places.

Outside the normal admission round the West Berkshire 'In Year Fair Access Protocol' will also apply.

Please see <http://info.westberks.gov.uk/index.aspx?articleid=29470> for more information on in-year applications

Admission outside Normal Age Group

Requests from parents for places outside a normal age group will be considered carefully, e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

For further information, in the first instance, please contact:

Address: Head teacher, St John the Evangelist School
Old Newtown Road
Newbury
West Berkshire
RG14 7DE

Telephone: 01635 41281 Fax: 01635 38264 Email: office@stjohne.v.w-berks.sch.uk

Admissions data for previous years

Full details for all schools are available in the West Berkshire Admission Booklet

Preference 2015

		PREFERENCE	ALLOCATED
Criteria A	Public Care	0	0
Criteria B	Catchment siblings St John's	9	9
Criteria C	Catchment siblings St Nicolas	22	22
Criteria D	Catchment	63	29
Criteria E	Out of catchment sibling St John's	0	0
Criteria F	Out of catchment sibling St Nicolas	5	0
Criteria H	Out of catchment	66	0

Key Dates for Parents 2017/2018

15th January 2017 - Closing date for applications (All forms must go to the Home Local authority)
18th April 2017 - Offers made to parents
7th May 2017 - Closing date for acceptance
15th May 2017 - Closing date for appeals