St John's Church of England School

Heath Road

Sandbach

Cheshire

CW11 2LE

With God, all things are possible - Matthew 19:25

www.stjohnssandbachheath.cheshire.sch.uk

Policy for: Admissions Policy
for Pupils due to start in 2023

Proposed on	6th December 2021
Ratified on	16th March 2022
Date for review	
Headteacher	Rob Whittle
Chair of Governors	Jennifer Cox

St. John's CE Primary School

Time frame of Policy:

***Initial policy drafted by the Headteacher:**	October 2021
Policy proposed to Governing Body:	December 2021
Consultation Process (if applicable):	Not applicable
Policy ratified by Governing Body:	16th March 2022
Policy sent to Local Authority & Diocese:	20th April 2022
Policy Published & Application process to start:	1st September 2022

**initial policy drafted based on the previous year's Admission Policy, with amendments to be made following any recommendations or changes to be implemented from the DfE, Local Authority or the Diocese of Chester.*

Parents should be aware before applying that in this school RE, collective worship and our whole ethos are based on the teachings of the Church of England.

Applications for admission to the school should be made on the common application form enclosed with the Local Authority's brochure or accessed from the Local Authority Admissions Webpage (access link can be found from the schools own website) and also on the School's own supplementary form for those applying under criterion 5 between 1st September 2022 and 15th January 2023. *Please note that the supplementary form can not be completed online along with the common application form. Supplementary forms should be completed and returned to school by post or email before the closing date.*

It is not normally possible to change the order of your preferences for schools after the closing date. Whether application is made on paper or electronically, both forms must be completed by those applying under criterion 5.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on the 16th April in the year of admission. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

The number of places available for admission to the Reception class in the year 2023 will be a maximum of 30. This arrangement follows consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The governing body will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds this number. By law, no infant class may contain more than thirty children.

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority allocates places according to its policy. In the event that there are more applicants than places, the governing body will allocate places using the following criteria, which are listed in order of priority:

Admissions Criteria

1. Looked after children (as defined in section 22 of the Children Act 1989) and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). (notes a)
2. Children resident in the parish of St Johns, Sandbach Heath (notes b)

3. Children who have a sibling in school who will still be attending school the following year. (notes c)
4. Children whose parents are faithful and regular worshippers in a Christian church, which are members of Churches Together in Britain and Ireland. (notes d & e)
   In the event that during the period specified for attendance at worship the church 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.
5. Children who live nearest to the school, measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the school's coordinate point to the place of the child's residence coordinate point.

If there are not enough places to admit all applicants meeting any one criterion, the governors will apply the subsequent criteria, in order of priority, to all these applicants.

Notes for Admissions Criteria

(a) A 'looked after child' is a child who is in the care of a local authority or provided with accommodation by that local authority (as defined in section 22 of the Children Act 1989).

Children previously 'looked after' are children who were 'looked after' as defined above, but immediately after being 'looked after' became subject to an adoption, child arrangements order (formerly residence order), or special guardianship order. A child arrangements order is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 amended by Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

(b) A map showing the parish boundaries is available from the school and on the school website.
(c) Siblings - pupils with brothers or sisters, step-brothers or step-sisters, foster brother or sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household (for the majority of the school week) already attending the preferred school and expected to continue at the school in the following school year. (i.e. at the time of admission)
(d) A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend.
(e) By "faithful and regular" we mean attendance at a minimum of two services per month for at least six months prior to the closing date for applications. A fully completed and signed supplementary form from the school needs to be completed by your incumbent or minister or other church officer as proof of attendance.

All children with birthdays between 1st September 2018 and 31st August 2019 are admitted in September. For children with a birthday after Christmas or after Easter, parents may defer entry

or take up the place part-time until later in the year and the Headteacher should be consulted if this option is being considered.

Admission will be as in the Local Authority's co-ordinated scheme

Children with Educational & Health Care Plans

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an Educational & Health Care Plan or Statement of Special Education Needs that names their school.

Waiting list

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.
This waiting list will operate until the end of the 31st December 2023.

Address of pupil

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. documentation (e.g utility bills) showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

Non-routine admissions

All 'in year' applications for places at St. John's CE Primary School will be received and handled by the Local Authority, i.e. those applications made during the academic year and for admission to age groups other than the **normal* year of entry. The online application process and contact details are available from the Local Authority website, of which a link will be provided from the School website.

Parents applying for places at this school, whether 'in year', or for the normal year of entry, may choose to complete as part of their application, the governing body's **supplementary information form,** which is available on request from the local authority or from the school. Copies can also be obtained from the school website.

*The normal year of entry for admission in September is year 7 as a secondary transfer, reception entry to a primary or infant school, and transfer into a year 3 class in a junior school.

Appeals

Where the governors are unable to offer a place because the school is over-subscribed, parents have the right to appeal to an independent admission appeal panel. **Parents should notify the clerk to the governors at the school within 20 school days of receiving the letter refusing a place**. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

If your child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable governing body would have made, or that your child would have been offered a place if the governors' admissions arrangements had been properly implemented.
Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

Fraudulent applications

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

Deferred admission

If your child is due to start school during the next academic year, it is important that you apply for a place for September.

It is important for parents to know:
a) that their child is entitled to a full-time place in the September following their fourth birthday;
b) that they can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age;
c) that should they wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

If your child's fifth birthday is between the months of September 1st and December 31st, then, if you wish it, admission may be deferred or the place taken up part-time until January;
If it is between January 1st and March 31st, then admission may be deferred or the place taken up part-time until the start of the summer term.

St. John's CE Primary School

Summer Born Children

Parents of summer born children (those born between 1st April and 31st August) who wish to delay entry until the following year must speak to the school and Local Authority as soon as possible as this would involve either an in-year application for year 1 or a new application for reception in the following year. An application form should be filled in for the current admission process at the same time as any request to defer entry or 'back class' to reception in the following year. The decision will be made taking into account information from the parents and headteacher and should be in the best interests of the child.

Parents will be informed of the outcome before primary national offer day.

If the request is agreed, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission to year one for the September following the child's fifth birthday.

Parents should be aware that agreement by the school to allow a child to enter reception the following year does **not** guarantee a place in the class. Parents must apply to the school again the following year and the application will be considered in the normal manner following the oversubscription criteria.

Twins/multiple births

Where there are multiple birth children wanting admission and there is only a single place left within the admission number, then the governing body may admit over the infant class size number if it is possible to do so.

Key dates of Admissions for September 2023

1st September 2022	Application process starts
15th January 2023	Closing date for applications
16th April 2023	Offers released.

St. John's CE Primary School

Supplementary Form

St. John's Church of England Primary School, Sandbach Heath

Supplementary Form 2023-2024

Child Details

Forename(s)		**Surname**	
Date of Birth		**Gender**	
Home Address			

Parent Details

Forename(s)		**Surname**	
Relation to child		**Signature**	
Home Address			

Church Details

Name of Church		**Name of Incumbent**	
Address			
Please tick the box if the family are faithful and regularly attend your Church (see below)			
Signature of Incumbent completing the form			
Date			

Please return by email to: head@stjohnssandbach.co.uk
Or by post to: St. Johns CE Primary School, Heath Road, Sandbach Heath, Sandbach, Cheshire, CW11 2LE

(a) By "faithful and regular" we mean attendance at a minimum of two services per month for at least six months prior to the closing date for applications. A fully completed and signed supplementary form from the school needs to be completed by your incumbent or minister or other church officer as proof of attendance.
In the event that during the period specified for attendance at worship the church 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.