

*St. John's CE Primary School*

**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](http://www.stjohnssandbachheath.cheshire.sch.uk)**

**Policy for: Admissions Policy**  
*for Pupils due to start in Reception in 2016*

**Headteacher: Mr. Rob Whittle**

**Chair of Governors: Mr. Andrew Feaver**

**St. John's Church of England Primary School  
Admissions Policy for 2016-2017**

<b>Proposed Date</b>	<b>Policy Adopted Date</b>	<b>Coordinator</b>	<b>Nominated Governor</b>
<b>Oct 2014</b>	<b>Mar 2015</b>	<b>Mr R Whittle</b>	<b>FGB</b>

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 September 2015 and January 2016. *Please note that the supplementary form can not be completed online along with 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 by April 2016. 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 2016 will be a maximum of 25. 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:

1. Looked after children (as defined in section 22 of the Children Act 1989) and previously looked after 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)
2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school. All children whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names the school must be admitted. (notes a)
3. Children resident in the parish of St Johns, Sandbach Heath (notes d)
4. Children who have a sibling in school who will still be attending school the following year. (notes e)
5. Children whose parents are faithful and regular worshippers in a Christian church, which are members of or are affiliated to Churches Together in Britain and Ireland. (notes b & c)
6. Children who live nearest to the school, measured using an Ordnance Survey address-point system which measures straight line distances from address point of the school to

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the address point of the place of residence, with those living closer to the school receiving the higher priority.

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**

- (a) Professional supporting evidence from eg a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why the school in question is the most suitable school and the difficulties which would be caused if the child had to attend another school.
- (b) 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.
- (c) 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.
- (d) A map showing the boundaries is available from the school.
- (e) Siblings include step, half, foster, adopted brothers and sisters living at the same address and full brother and sister living apart.
- (f) All children with birthdays between 1 September 2011 and 31 August 2012 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.
- (g) Admission will be as in the Local Authority's co-ordinated scheme

### **Children with Statements**

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a Statement of Special Education Needs that names their school.

### **Admissions information:**

In 2014, the school was able to admit all pupils whose parents applied.

### **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 Autumn term 2016.

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### **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**

From September 2013, all 'in year' applications for places at St. John's CE Primary School will be received and handled by the school, i.e. those applications made during the academic year and for admission to age groups other than the *\*normal* year of entry. Application forms will be available from the school, the school website or from the Local Authority website.

Parents applying for places at this school, whether 'in year', or for the normal year of entry, must also 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, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **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. If your child's fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred or the place taken up part-time until January; if it is between January and April, then admission may be deferred or the place taken up part-time until the start of the summer term.

### **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 only one place can be offered then random allocation undertaken by an independent body will be used in order to decide which child is offered a place and parents informed of their right of appeal for the other child/ren.

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*Supplementary Form*

**St. John's Church of England Primary School, Sandbach Heath  
Supplementary Form 2016-2017**

**Child Details**

<b>Forename(s)</b>		<b>Surname</b>	
<b>Date of Birth</b>		<b>Gender</b>	
<b>Home Address</b>			

**Parent Details**

<b>Forename(s)</b>		<b>Surname</b>	
<b>Relation to child</b>		<b>Signature</b>	
<b>Home Address</b>			

**Church Details**

<b>Name of Church</b>		<b>Name of Incumbent</b>	
<b>Address</b>			

**Supporting Statement from Church.** *Please clearly indicate how you know the parent and the child applying for a place at St. John's CE Primary School as well as how often they have attended Church in the last 6 months. You may write a letter of support to attach to this supplementary form.*

<b>Signature of Incumbent completing the form</b>	
<b>Date</b>	

**Please return by email to:** [head@stjohnssandbachheath.cheshire.sch.uk](mailto:head@stjohnssandbachheath.cheshire.sch.uk)

**Or by post to:** St. Johns CE Primary School, Heath Road, Sandbach Heath, Sandbach, Cheshire, CW11 2LE