

St John's Upper Holloway CE Primary School



Admissions policy 2017-18

ADMISSION POLICY

FOR

ST JOHN'S CHURCH OF ENGLAND PRIMARY SCHOOL

For the School Year 2017-18

St John's admits children **once** a year in Nursery and Reception classes in September. However, where there are spaces in Nursery and Reception class, children may be admitted during the year.

Nursery

- Children who have their 4th birthday between Sept 1st and August 31st will be admitted in the September before their 4th birthday. Where there are spaces in the Nursery class, children may be admitted in the term they turn 3 years old.

Reception

- Children start in the September before they are 5

Admission Criteria for Reception class and Years 1-6

When there are more applications than there are places available the Governors will admit pupils according to the following criteria, which are listed in order of priority.

Parents are reminded that the School receives many applications for admission and therefore some applicants are likely to be disappointed

PLEASE READ THE NOTES THAT ACCOMPANY THE ADMISSION CRITERIA

1. Looked After children. This refers to children who are in the care of the local authority and children who have been adopted (or made subject to child arrangements order or special guardianship order) immediately after being looked after.
2. Children who have siblings on the roll of the school at the time of admission
3. Children who have regularly attended one of the following churches in the Archway Group during the previous year with their family:
 - The Parish Church of St John the Evangelist, Pemberton Gardens. N19
 - The Parish Church of St Andrew's Church, Whitehall Park. N19
 - The Parish Church of St Mary's Church, Ashley Road. N19

(See notes below)

4. Children who have one or more parents verified by their minister to be regular members of other Christian Churches, and for whom St John's is the nearest Church of England Primary School to where they live.
5. Children who live nearest to the school (see Notes below)

Tie-breaker

In the event of there being insufficient vacancies to admit all applicants in any of the categories listed above, priority will be given to children whose parents/legal guardians' residential address is the shortest distance from the school's main entrance in Pemberton Gardens, N19 5RR, when measured in a straight line. In the event of two or more distances being the same then a place will be determined by random allocation using a computerised system.

Children with Statements naming the school are automatically admitted.

NOTES ON CRITERIA 2

Siblings refer to 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 that sibling. *If a child admitted in Nursery has a sibling who applies for a place in Reception to Year 6 classes, this sibling criteria does not apply. This is because Nursery children do not automatically get a place in Reception to Year 6 classes- it is a separate admissions procedure. Similarly, the sibling criteria does not apply to Reception class age siblings of children who are currently in Year 6 because they will be leaving the school by the time they enter.*

NOTES ON CRITERIA 3 and 4

- a) Children will only be considered if they and their family have attended their church weekly for at least one year prior to the closing date for applications to be received by the school.
- b) Parents must provide the school with the completed Minister's form enclosed with the application.
- c) Families who have changed their place of worship during the last year must supply a letter confirming the regularity of their attendance, from their previous parish in addition to a reference from their new church. Children will be considered under the criteria for their current church.
- d) "Children who worship with their family" is defined as children who attend full church services with their parents or grandparents, or who attend Sunday School while their parents or grandparents take part in the full church service and have done so at least twice a month for a year. A form is available to be signed by the church to confirm this.

NOTES ON CRITERIA 5

Nearness to the school will be determined by a computerized mapping system using a straight line distance measurement. Routes will be calculated from the home address (as defined by the Land & Property Gazetteer) to the midpoint of the school grounds (as determined by Islington Local Authority).

As an exception to the general policy the governors will give special consideration to an applicant who can demonstrate that admission to St John's School is necessary on the grounds of a professionally supported medical condition or special educational needs.

GENERAL NOTES

Parents who have a child in St John's Nursery class are required to make a formal application for their child's admittance to Reception class through Islington admissions.

The inclusion of the child's name on the school application list does not guarantee a place in the school for the child.

Parents who are not offered a place for their child are entitled to appeal to an independent committee under the provisions of the Education Act 1980. Parents wishing to appeal should contact the school in the first instance within 14 days from the notification of the decision not to admit the child

Admission authorities may refuse to offer a place to a child applying for admission to Reception or Year 1, where that admission would cause a "class size prejudice" i.e. would put the school in the position of having to take qualifying measures – additional accommodation or teachers – to comply with the duty to limit the size of infant classes.

NURSERY CLASS ADMISSION CRITERIA For the School Year 2017 – 2018

When there are more applications than there are places available the Governors will admit pupils according to the following criteria, which are listed in order of priority.

Parents are reminded that the school receives many applications for admission and therefore some applicants are likely to be disappointed.

The school will offer 21 full-time places and 10 part time places. If all part time places are not taken up, the school may offer up to 26 full time places.

PLEASE READ THE NOTES THAT ACCOMPANY THE ADMISSION CRITERIA

1. Looked After children. This refers to children who are in the care of the local authority and children who have been adopted (or made subject to child arrangements order or special guardianship order) immediately after being looked after.
2. Children who have siblings on the roll of the school at the time of admission.
3. Children who have regularly attended one of the following churches in the Archway Group during the previous year with their family:
 - The Parish Church of St John the Evangelist, Pemberton Gardens. N19
 - The Parish Church of St Andrew's Church, Whitehall Park. N19
 - The Parish Church of St Mary's Church, Ashley Road. N19(See notes below)
4. Children who have one or more parents verified by their minister to be regular and committed members of other Christian Churches, and for whom St John's is the nearest Church of England Primary School to where they live.
5. Children who live nearest the school (see Notes below)

Tie-breaker

In the event of there being insufficient vacancies to admit all applicants in any of the categories listed above, priority will be given to children whose parents/legal guardians' residential address is the shortest distance from the school's main entrance in Pemberton Gardens N19 5RR, when measured in a straight line. In the event of two or more distances being the same then a place will be determined by random allocation using a computerised system.

NOTES ON CRITERIA 2

Siblings refer to 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 that sibling

NOTES ON CRITERIA 3 & 4

- a) Children will only be considered if they and their family have attended their church weekly or fortnightly for at least one year prior to the closing date for applications to be received by the school.
- b) Parents must provide the school with the completed Minister's form enclosed with the application.
- c) Families who have changed their place of worship during the last year must supply a letter confirming the regularity of their attendance, from their previous parish in addition to a reference from their new church. Children will be considered under the criteria for their current church.
- d) "Children who worship with their family" is defined as children who attend full church services with their parents or grandparents, or who attend Sunday School while their parents or grandparents take part in the full church service and have done so at least twice a month for a year. A form is available to be signed by the church to confirm this.

NOTES ON CRITERIA 5

Nearness to the school will be determined by a computerized mapping system using a straight line distance measurement. Routes will be calculated from the home address (as defined by the Land & Property Gazetteer) to the midpoint of the school grounds (as determined by Islington Local Authority). In the event of two children living at the same distance from the school random allocation will be applied.

As an exception to the general policy the governors will give special consideration to an applicant who can demonstrate that admission to St John's School is necessary on the grounds of a professionally supported medical condition or special educational needs.

NOTE REGARDING THE OFFER OF FULL OR PART TIME PLACES

Parents are invited to request either a full or part time place during the application process. The admissions committee will consider these in order of ranking based on the above admissions criteria. If a parent requests a full time place but all full time places have been allocated to higher ranked children, a part time place will be offered. In some circumstances, the school may consider that a child is not ready for a full school day and they will then be offered a part time place with the full time place being offered to the next child who is suitably ready, based on the ranking order.

GENERAL NOTES

The offer and acceptance of a place in the Nursery Class does not give an automatic right of entry into the Reception Class. Parents are required to make a formal application for admittance to the Reception Class through Islington admissions team. The inclusion of a child's name on the school application list does not guarantee a place in the school for the child.

Children are expected to be toilet trained by the time they start in Nursery class. If your child is not toilet trained, then they will not be permitted to start in Nursery until they are. If children are not toilet trained due to reasons of a special educational need or disability, then staff and SENCO will meet with parents to draft an agreed toileting plan/intimate care plan.

Admission Appeals for unsuccessful applicants to the Reception Class and Years 1 - 6

Unsuccessful applicants have the right to appeal to an independent panel. Parents wishing to appeal should write to the School. This should be completed and returned to the School, marked for the attention of Clerk to the Admission Appeal Panel, within 14 days of receipt of the letter confirming that the application has been unsuccessful. If an appeal is unsuccessful no further appeal may be made within the same school year unless there have been significant and material changes in the applicant's circumstances.

Application waiting list

If there is no place available at the School, parents/carers may have their applications placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria and not in the order in which applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the governing body will determine who is at the top of the list so that an offer can be made.

In-Year Admissions

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. Residents applying for a place outside the 'normal time' (i.e. starting statutory schooling in Reception or transferring to secondary education in Year 7) should apply directly to the school.

If more applications are received than there are places available, then applications will be ranked by the governing body in accordance with the oversubscription criteria. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right to appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscribed criteria and not in the order in which the applications are received. When a place becomes available the governing body will decide who is at the top of the list so that an offer can be made.

Approved by staff _____ (head) on _____

Approved by governors _____ (chair of CFC committee) and the full governing body on _____



Supplementary Information Form

St John's Upper Holloway C of E Primary School

FIRST NAME OF CHILD (Block capitals)	SURNAME
Date of Birth	
ADDRESS	
Post Code	
HOME TELEPHONE NUMBER MOBILE	
EMAIL ADDRESS	
NAME OF CHURCH ATTENDED (if applicable)	
ADDRESS AND TELEPHONE NUMBERS OF CHURCH ATTENDED (If applicable)	
NAME OF VICAR / PRIEST (if applicable)	
<i>To be completed by Vicar / Priest</i> The above mentioned person has attended _____ over the last year	
Signature of Vicar / Priest _____	
CONTACT DETAILS OF VICAR / PRIEST IF DIFFERENT FROM CHURCH	
NAME OF ANY SIBLING ALREADY ATTENDING THE SCHOOL YOU ARE APPLYING TO	

PLEASE NOTE: This is a supplementary information form. If you are applying for admission to reception class, you will also need to complete an Islington Primary Admission Form available from: **The School Admissions section, Islington Local Authority 222 Upper St, London N11XR. Tel 020 7527 5515**

I have received a copy of the School's Admissions Policy. I understand that the completion of this form is not an offer of a place YES / NO

Parent / Carer's name in capitals: _____

Signed _____ (Parent / Carer)

Date _____