

St John Baptist School Admissions Policy 2017- 2018

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 2017/18 must be made on Lewisham's Common Application Form (CAF) which is available from the school or the *applicant's home local authority* between 15 September 2016 and 15 January 2017 (*Residents living in other boroughs should apply to their home LA*). Application should be made on line at www.yourlondon.gov.uk/eadmissions/; alternatively application forms can be obtained from Lawrence House Catford SE6 and should be completed and must be returned in a sealed envelope before 15 January 2017 and a copy retained by the parent.

A supplementary information form must be completed and signed by the minister or church leader and returned to the school by 15 January 2017, if a Foundation place is sought, during the same period. Parents will be advised of the outcome of their applications by their LEA. 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** of involvement in their church community. 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 those parents who are faithful and regular worshippers in an Anglican Church. Supplementary Information Form is required (see Note 3a). If there are more 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.
- (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 Lukes, St Marks & St Barnabas
- (f) Faithful and regular worshippers in an Anglican church.

If any one category is oversubscribed, places will be offered to applicants living closest to the school; calculating home to school distance by measuring to a central nodal point in the school premises. Applicants from the same block of flats will be treated equally regardless of the floor on which they live.

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
- (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; calculating home to school distance by measuring to a central nodal point in the school premises. Applicants from the same block of flats will be treated equally regardless of the floor on which they live.

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 Body will use distance, in the first instance, to decide between applicants; if applicants live equidistant from the school the Governing Body 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)ds 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.

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Notes to assist you in completing your application forms for a place at St John's.

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

Deferred admission to primary school

St John Baptist School offers early admission in reception class to children before they are of statutory school age. However, parents/carers may request to defer their child's admission to reception class to a later term e.g. the start of the spring or summer term providing the child is admitted to a school during the reception year or they may ask for their child to be admitted on a part time basis (9am to 12noon daily) up to the point they become of statutory school age. You will have two weeks to decide from the date of the offer of a place and you will not be able to change your mind after this. Parents may not defer their child's admission beyond reception year or after the beginning of the term after their child's fifth birthday **except in exceptional circumstances please see 'Out of the normal age group applications' notes below.**

(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 - In the very exceptional circumstances the governors of the school **will consider** a request for admission out of cohort for an older child, including those born in the summer term.

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.

In coming to a decision the governors will consider the grounds presented by the parent to support their request as well as the views of the headteacher and any evidence s/he provides. Parents 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 correct year'

1 Policy Definition

a) 'A Looked After Child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is a) in the care of a local authority, or b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22(1) of the Children Act 1989)

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

2 Proof of Address & Date of Birth

- a) 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 by Priests/Ministers for **Foundation** places are used to ensure that a parent or legal guardian is a faithful and regular worshipper in an appropriate church community. **Faithful & Regular** - a minimum of monthly attendance at services, and for 12 months or more before the closing date for application will need to be supported. 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.
- 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, e.g. 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) Lewisham Education issue Common Application Forms in respect of any Waiting List applications for all schools within the Borough of Lewisham. On completion of this form Lewisham Education will advise the Applicant of their child's position on the Waiting Lists for the school's they have selected.
- 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.
- c) 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). 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 locally 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.