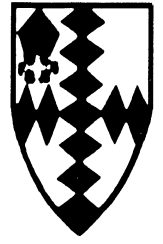




# *St. John's Walworth C.E. Primary School*

*Larcom Street, Walworth, London SE17 1NQ*



**SUPPLEMENTARY APPLICATION FORM  
FOR ADMISSION TO  
ST. JOHN'S WALWORTH CHURCH of ENGLAND  
PRIMARY SCHOOL**

Surname of child:	Date of birth:
First name/s of child:	
Full name of Parent/Guardian:	
Address:	
Postcode:	
Home tel. no:	Work tel. no:
Mobile:	
Email:	
Current nursery/school/setting attended:	
Current church attended:	
Siblings attending St John's Walworth CE Primary School (name & year group):	

# Supplementary Clergy Form

**NB: The clergy referee should not be directly related to the child (e.g. Parent or Grandparent)**

Name of Church \_\_\_\_\_

Full Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Denomination of Church \_\_\_\_\_

Name of Minister \_\_\_\_\_

Is this church a member of Churches Together in Britain and Ireland (CTBI)? Yes / No

Is the church a member of The Evangelical Alliance? Yes / No

**Please provide evidence of membership if your church is not specifically named on the CTBI or EA websites.**

Name of child \_\_\_\_\_ Date of birth \_\_\_\_\_

Name(s) of Parent(s)/Guardian(s) \_\_\_\_\_

How long have you known this family? \_\_\_\_\_ Years

Please answer all questions as this information is vital in applying our admission criteria. If you have not been in the parish yourself since the child first came, please ask other established members of your church community to help you.

## A. Parents

(a.1) Are the parents communicant members of your church? Mother / Father / neither

(a.2) Please state whether they attend weekly      fortnightly      occasionally  
                                           

(a.3) How long have they been attending at this frequency? \_\_\_\_\_ Years

(a.4) Does either parent hold elected office in the church? Mother / Father / neither

Title of office held \_\_\_\_\_

(a.6) Is either parent on the electoral or other membership roll? Mother / Father / neither

(a.7) Please describe any other ways they contribute to life of the church, and specify how long they have been helping in this way.

\_\_\_\_\_

\_\_\_\_\_

**B. Child**

(b.1) Is the child known to you as a member of your church? Yes / No

(b.2) Is he/she baptised? Yes / No

If it is not usual to baptise young children in your tradition, please state below; and mention whether any comparable ceremony such as dedication has taken place.

\_\_\_\_\_

(b.3) How long has he/she been attending your church? \_\_\_\_\_ (years, please specify)

(b.4) Please state how often he/she attends: weekly  fortnightly  occasionally

(b.5) Is her attendance with her parents or guardians? Yes / No

If his/her attendance is with any other family members please state \_\_\_\_\_

Does he/she attend Sunday School or Junior Church **instead** of church services  or **as well** as church services?

\_\_\_\_\_

(b.16) Please state here if there is any other additional information which should be considered in regard to this application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C.**

Name in Capitals: \_\_\_\_\_ Signature \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

Position in Church \_\_\_\_\_ Date \_\_\_\_\_

Please give your telephone number (we may need to contact you) Tel: \_\_\_\_\_

Church Official Stamp:

***PLEASE RETURN TO: The Governor's Admissions Committee, St John's Walworth CE Primary School, Larcom Street, Walworth, SE17 1NQ***



## St John's Walworth CE Primary School

### 2017/18 Admissions Criteria

St John's Walworth Church of England School has a distinctive Christian ethos which is at the heart of this School. There is an atmosphere of trust and happiness where children feel well cared for and secure in line with the teachings of the Christian church shaped by Christian values. This is done by educating the whole child – spiritually, physically, and intellectually; developing cultural and personal identities; providing high quality education; developing attitudes and behaviours in the children which creating a caring environment where all can develop so that they can fully participate in society following the example given to us by God through the teachings of Christ. We welcome applications from all members of the community and we ask parents to respect the Christian ethos of our school and its importance to our community.

The Governing Body is responsible for the admission of pupils to the School and admits 30 pupils to the reception class each September. The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), i.e. 30 pupils per class. .

The school's supplementary form has a space for a reference from the priest/pastor/etc. from the church where the applicant worships, if applicable. These references are used to determine the rankings of applicants for criteria 2, 3, 4.

1. Looked after children or previously looked after children (see note 1).
2. Children whose families (see note 2) provide a written reference as requested on the supplementary form from the priest of St John's Walworth Church, Larcom Street, SE17 1NQ, or the nominated representative in the priest's absence.
3. Children whose families (see note 2) of other Anglican parishes or of a different denomination recognised by Churches Together in Britain and Ireland, and who provide a written reference as requested on the supplementary form, from the priest (or nominated representative in the priest's absence) of that church.
4. Children who have siblings already attending St John's Walworth CE Primary School (including half-brothers/sisters, adopted brothers/sisters, step brothers/sisters, foster brothers/sisters) who share the same home address for the majority of the week (see note 3).
5. Children who live near to St John's Walworth CE Primary School. Priority is given to those living nearest to the school (shortest safe walking distance from the child's home address to the main entrance lobby doors on Larcom Street).

#### Notes:

1. Looked After Children are children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions as defined by section 22 (1) of the Children Act 1989 at the time of making an application to the school. Previously looked after children are children who were looked after immediately prior to being adopted, or who became subject to a residence order, (now termed child arrangement order under the Children & Families Act 2014), or special guardianship order. The Governors will require written confirmation that the child is in public care and will be so at the time of admission to the school.

2. 'Families' includes the child and parent (one or both) or legal guardian.
3. Where a child spends time with more than one parent/carer in separate homes the school will seek evidence to establish where the majority of school nights are spent, and treat this as the home address.

## **ADMISSION ARRANGEMENTS**

**ETHOS STATEMENT:** St John's Walworth Church of England School has a distinctive Christian ethos which is at the heart of this School. There is an atmosphere of trust and happiness where children feel well cared for and secure in line with the teachings of the Christian church shaped by Christian values. This is done by educating the whole child – spiritually, physically, and intellectually; developing cultural and personal identities; providing high quality education; developing attitudes and behaviours in the children which creating a caring environment where all can develop so that they can fully participate in society following the example given to us by God through the teachings of Christ.

We welcome applications from all members of the community and we ask parents to respect the Christian ethos of our school and its importance to our community.

**APPLICATION FORMS:** Under the co-ordinated arrangements, there is a standard application form known as the Common Application Form (CAF) which all applicants to St John's Walworth CE Primary School must complete. This form is on the Southwark website. In addition, applicants for St John's Walworth CE Primary School should complete a supplementary form, available from the School website ([www.stjohnswalworth.southwark.sch.uk](http://www.stjohnswalworth.southwark.sch.uk)) or the school office. This enables the School to apply its admissions criteria. Parents/carers/guardians should note that a supplementary form will not be regarded as a valid application unless the parent has also completed a CAF and St John's Walworth is nominated on it. Full details of the application forms and application procedure are published as part of the co-ordinated arrangements available on the Southwark admissions website.

**ADMISSION NUMBERS:** The Governing Body is responsible for the admission of pupils to St. John's Walworth CE Primary School. The Governors admit 30 pupils to the School Reception Class each academic year. This complies with the maximum size limit for all infant classes (5-7 year olds).

**ADMISSIONS POLICIES:** The Governors offer places under the co-ordinated arrangements in strict accordance of the School's Admissions Policy.

**CLOSING DATE:** Applications will be handled in line with the timetable of the co-ordinated scheme (details published the Local Authority in the Admission to Primary School handbook available on the Southwark admissions website). Applications received by the LA deadline will be handled in accordance with the coordinated arrangements. Completing a CAF and a supplementary form is not a guarantee of a place at the School.

**STARTING SCHOOL:** A 'staggered intake' is applied, and pupils gradually admitted to Reception Class over a number of days at the beginning of the Autumn Term. Should you want your child to start in a later term representations must be made to the governing body through the school office.

**Oversubscription criteria:** If there are more than 30 applicants, places will be allocated according to the following oversubscription criteria after the admission of any children with a statement of special educational needs or Education, Health Care Plan (EHCP) which names this school.

**Tie breaker:** In the event that two or more applicants have equal right to a place under any of the above criteria 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, this to be independently supervised.

**Please note:** Attendance at St John's Pre-School, 64 Larcom Street, SE17 1NQ, is not in any way connected with attendance at St John's Walworth CE Primary School, and does not qualify for, or guarantee, admission to St John's Walworth CE Primary School.

**Waiting List:** Unsuccessful applicants may ask for their names to be added to the waiting list. Places that may subsequently become available will be allocated in accordance with the oversubscription criteria, in order of priority, as stated above. The list remains open for the academic year in which the child's name has been added. If an application is received and a child is added to the waiting list, the list will be re-ranked in accordance with the oversubscription criteria.

The school will write to parents/carers in the Summer Term of each academic year to ask whether they wish for their child's name to remain on the waiting list for the next academic year.

### **Appeals**

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 reach the Clerk to the Appeal panel, c/o the School, within 20 school days of the date of the letter confirming the governors' decision not to offer a place. Should some appeals be unsuccessful, the governing body will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances.

**Co-ordinated arrangements:** The School is part of the locally agreed co-ordination scheme and the timescales for applications to be received and processed are those agreed with the local authority. Parents/carers must complete their home Local Authority's Common Application Form (CAF) and return the form to that Authority; if applying for a place at this School, parents must name this School as one of the preferences on the CAF. Parents/carers who wish to apply for place under criteria 2, 3 or 4 must also complete the school's supplementary information form and return this to the School. Failure to return the supplementary information form will mean that the school cannot consider the application under the church criteria, in this case the application will be considered under the next most appropriate criteria based on the information on the CAF. Parents/carers who are resident in the London Borough of Southwark may apply online: [http://www.southwark.gov.uk/downloads/download/2483/primary\\_school\\_admissions](http://www.southwark.gov.uk/downloads/download/2483/primary_school_admissions)

**Late Applications:** The Governors will consider late applications in accordance with the procedure in the local authority's co-ordinated scheme. This is explained in the LA admission brochure.

**Special Educational Needs:** Parents of pupils who have a statement of special educational needs, or Education, Health and Care (EHC) Plan are required to apply for school places separately through the local authority from whom advice is available. If a child with a statement, or EHC Plan, 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. The Governors will admit all those pupils whose statement, or EHC Plan, names the School.

**Deferred Entry:** The School admits children to the Reception class in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1 September to the 31st August.) All parents/carers are entitled to a full-time place for their child in the reception class from September, but may defer entry until the beginning of the term after their child is five years old (ie, when the child reaches compulsory school age) or until the beginning of the summer term whichever is earlier. Children may attend

part-time until they reach compulsory school age. Parents/carers who have been offered a place at the School and wish to defer entry for their child and/or request part-time attendance must put this in writing to the headteacher at the earliest opportunity and before the start of the autumn term.

**Education out of normal (chronological) age group:** Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

**Fair Access:** The School is committed to taking its fair share of pupils who are hard to place in accordance with the locally agreed fair access protocol. Pupils admitted under the protocol will take priority over any children on the waiting list and this may include, on occasion, admitting above the planned admission number.

**Proof of the Child's Address:** Parents/Carers/Guardians of successful applicants are required to provide the Governors with 3 documents proving the child's address, in the form of a Child Benefit Book (or if the child benefit is paid direct into a bank account, the most recent letter from the Child Benefit Office) and one other proof such as a utility bill, rent book, bank statement, etc. This will need to be shown to the School's Administration Manager, and copies taken, before the place can be taken up.

**Proof of the Child's Age:** After having been offered and a place accepted, Parents/Carers/Guardians of successful applicants are required to provide the Governors with proof of the child's age in the form of a Birth Certificate. A will copy taken. This should be before the place is taken-up.