

# ***THE FEDERATION OF ST JOHN'S, BETHNAL GREEN, AND ST PAUL'S, WHITECHAPEL CHURCH OF ENGLAND PRIMARY SCHOOLS***

## **ST JOHN'S ADMISSIONS POLICY FOR THE 2017/2018 SCHOOL YEAR FOR THE RECEPTION CLASS AND YEARS 1 TO 6**

St John's Bethnal Green Church of England School has 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. We welcome applications from all members of the community and we ask all parents/carers 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 this school. The Governing Body will ensure that the number of pupils admitted in each year group will be such as to conform to statutory legislation and the Department for Children, Schools and Families and Local Authority recommendations. In accordance with the Government's policy to limit class sizes, a maximum of 30 pupils will be admitted to the Reception, Year 1 and Year 2 classes. The Governing Body proposes to admit 30 pupils to each year group.

### **Application forms**

Applications for the 2017/2018 Reception Class intake must be made on your home local authority Common Application Form. If you live in Tower Hamlets the form is available from Tower Hamlets Pupil Services, The Town Hall, Mulberry Place, Clove Crescent, London E14.

All other applications must be made on the school's Application Form, available from the School office.

The Governing Body, which is the Admissions Authority for the school, will inform parents or carers whether or not a place is to be offered.

If you do not complete and return both the Commons Admissions Form and the Supplementary Information Form by the local authority closing date for applications this may affect the priority accorded to your application by the Governing Body.

Offers of places will be sent to parents or carers on or about **16 April 2017**, which is the Primary National Offer Day.

### **(A) Foundation Places**

The Governing Body has designated 15 places to be offered to pupils whose parent/carer is a faithful and regular worshipper in an Anglican or other Christian Church (see note 1 further below). Written evidence of that commitment to their place of worship will be required at the time of application on the school's Supplementary Information Form which must be returned to the school; this evidence must be endorsed by your priest/minister. If there are more than 15 qualifying applications for a foundation place, places will be allocated according to the following criteria. These are stated in order of priority:

- (i) looked after children or previously looked after children (note 2) whose parent/carer is a faithful and regular worshipper (note 4) at either St John on Bethnal Green or St James the Less, Bethnal Green, or another Anglican or Christian church;
- (ii) children with an exceptional and professionally supported medical or social need for a place at this school (note 3) whose parent/carer is a faithful and regular worshipper (note 4) at either St John on Bethnal Green or St James the Less, Bethnal Green, or another Anglican or Christian church;
- (iii) children whose parent/carer is a faithful and regular worshipper (note 4) at [either St John on Bethnal Green or St James the Less, Bethnal Green/ St George-in-the-East];
- (iv) children whose parent/carer is a faithful and regular worshipper (note 4) at another Anglican or other Christian Church (note 1) and who will have a qualifying sibling (note 5) in the school at the time of admission;
- (v) children whose parent/carer is a faithful and regular worshipper (note 4) at another Anglican or other Christian church (note 1) and are resident within the parish boundaries of St John on Bethnal Green or St James the Less, Bethnal Green.

In the event of oversubscription in any of the above criteria, priority will be determined in order of nearness of the home to the school (note 6). In the event that two or more applicants live the same distance from the school and there are insufficient places to admit all applicants, places will be allocated by drawing lots.

If there are less than 15 qualified applicants for foundation places, any unfilled places will become additional open places. Unsuccessful qualified applicants for foundation places will be considered for any open places remaining unfilled at the end of the allocation procedure.

## **(B) Open Places**

The Governing Body has designated 15 places each year as open places, to be offered to pupils who do not qualify for a foundation place, but whose parents have chosen the school for the type of education it provides. Parents applying for an open place do so knowing that the school aims to provide an education based on Christian principles and, therefore, the Governing Body hopes that all pupils will take part in the Christian worship of the school and attend religious education lessons.

If there are more than 15 applicants, places will be allocated according to the following criteria. These are stated in order of priority:

- (i) looked after children or previously looked after children (see note 2 further below);
- (ii) children with an exceptional and professionally supported medical or social need for a place at this school (note 3);
- (iii) children whose parent/carer is a faithful and committed member of another Major Faith (note 7) and are resident within the parish boundaries of St John on Bethnal Green or St James the Less, Bethnal Green. Written evidence of that commitment to their Faith will be required at the time of application on the school's Supplementary Information Form which must be returned to the school; this evidence must be endorsed by your religious leader.
- (iv) children who will have a qualifying sibling (see note 5) in the school at the time of admission;
- (v) children in order of nearness of the home to the school (see note 6).

In the event of oversubscription in any of the above criteria, priority will be determined in order of nearness of the home to the school (note 6). In the event that two or more applicants live the same distance from the school and there are insufficient places to admit all applicants, places will be allocated by drawing lots.

## **Notes of terms used in the Admissions Policy**

1. A Christian Church is one that is a full member of Churches Together in Britain & Ireland or The Evangelical Alliance.
2. Looked after children are children who are in the care of local authorities as defined by section 22 of the Children Act 1989. Previously looked after children are children who were looked after immediately prior to being adopted, or who became subject to a child arrangements order or special guardianship order. Children who are under an agreed series of short-term placements (such as respite) are excluded. The Governors will require written confirmation that the child is looked after or previously looked after and will be so at the time of admission to the School.
3. This must be supported by written evidence at the time of 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.
4. Faithful and regular worshipper is defined as attendance of the parent/carer at worship at least monthly for a year prior to application. 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 period is covered. The governors do not give a higher preference to families where both parents worship.
5. Qualifying sibling is a brother or sister, half-brother or sister, adopted brother or sister, step-brother or sister, or the child of the parent/carer's partner, who lives in the same family unit at the same address who is attending the school at the time of admission of the child seeking a place at the school.
6. Distance is measured in a straight line using the local authority's computerised mapping system (this measurement will be from a central point of a child's home to a central point of the school); applicants from the same block of flats will be treated equally regardless of the floor on which they live.
7. For the purposes of this Admissions Policy the "Major Faiths" are considered to be: the Baha'i Faith; Buddhism; Confucianism; Hinduism; Islam; Jainism; Judaism; Rastafarianism; Shinto; Sikhism; Taoism and Zoroastrianism.
8. Proof of residential address must be provided and independent verification may be sought. Where a child regularly lives at more than one address, the main address for admissions purposes will be the address of the

person with parental responsibility and who receives child benefit and child tax credit.

## **ADDITIONAL INFORMATION**

### **Reception Class admissions**

Applicants should be aware that Nursery education is a non-statutory service and that a child's attendance in the school's Nursery Class does not guarantee a future place in the Reception Class or Years 1 to 6. A fresh application must be made by those seeking places in the Reception Class or Years 1 to 6.

### **Waiting list**

The school operates a waiting list which is ordered in accordance with the admission criteria. The waiting list is held until will be maintained until the autumn half term of year of entry. Parents may request in writing to join the waiting list.

### **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 an appeal be unsuccessful, the governing body will not consider a further application from those parents within the same academic year unless there have been significant and material changes in their circumstances.

### **Co-ordinated admission arrangements**

The school is part of the locally agreed co-ordinated admission arrangements and the timescales for applications to be received and processed are those agreed with the local authority. Parents must complete their home local authority's Common Application Form and return the form to their Authority; if applying for a place at this school, parents must name this school as one of the preferences on the Common Application Form. Parents who wish to apply for a foundation place/under the church criteria (delete as appropriate) must also complete the school's supplementary form and return this to the School by the local authority closing date.

Failure to return the supplementary 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 Common Application Form. On-line applications may be made via the school's website; more information is available in your local authority's admission booklet or on the local authority's website.

### **Late applications**

The Governors will consider late applications in accordance with the procedure in the local authority's co-ordinated scheme as published in the LA school admissions booklet.

### **Children with an Educational Health Care Plan**

Parents of pupils who have an Educational Health Care Plan are required to apply for school places separately through the local authority from which advice is available. If a child with a 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.

### **Protocols on "hard to place" children**

The School is committed to taking its fair share of vulnerable children who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol which carries the agreement both of the Governing Body and the Diocese for the current admission year. The Governing Body has this power even when admitting such a child would exceed the normal admission number.

### **Summer born children educated outside their normal age group**

Parents of a summer born child (that is, a child whose birthday falls between 1<sup>st</sup> April and 31<sup>st</sup> August) may choose not to send that child to school until the September following their fifth birthday and may request that the child is admitted out of their normal age group – to reception rather than year 1.

The Governing Body, as the admission authority for the school, will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned. This will include taking account of the child's individual needs and abilities and to consider whether these can best be met in reception or year one. It will also involve taking account of:

- the parents' views
- information about the child's academic, social and emotional development
- where relevant their medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely, and
- The potential impact on the child of being admitted to year one without first having completed the reception year.

The views of the head of school will be an important part of this consideration. Parents should write to the school giving reasons for their request. An online application form for that child's actual age group should also be submitted. The application will be processed and a school place may be secured. This place can later be withdrawn if the request for delayed admission is approved.

If it is agreed that the child can delay entry then the parent/carers would have to make an application for the following September and this would be considered along with all the applicants for admission in that year. However there can be no guarantee of a place being available at the school, as this is dependent on the number of applicants that year and the application of the Admissions Criteria. It is not possible to reserve a place for the following year.

The decision will be reviewed once the child has started school at intervals agreed by the family and the school. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.