



# **St John's Church of England Academy**



**Belonging Believing Becoming**

## **ADMISSIONS FOR 2023/24 INTAKE POLICY**

**Date of Review: January 2022**

**Responsible Group: LGB**

Belonging

Perseverance

Respect

Forgiveness

Truth

Aspiration



# Admissions 2023/24 Intake Policy

## Our Vision Statement

**Belonging Believing Becoming**

**Growing a creative school community that encourages belonging, nurtures believing and works together to become responsible members of God's family and the world.**

St. John's Church of England Academy is part of the Diocese of Gloucester Academies Trust. It has a Christian foundation, which it seeks to promote by providing high quality educational opportunities to all members of the Academy community. It encourages this through religious education, collective worship and the values and ethos of a curriculum which seeks to offer opportunities and experiences to promote pupils' spiritual and moral development and to provide a basis for their life-long learning.

At St. John's Church of England Academy we believe that every child has the right to a great education. We aim to offer a quality education and to embed Christian values so that every child can achieve their full potential. Every child in our school will have their individual needs supported. We aim to create a happy, caring and secure atmosphere where every child and member of staff feels valued and respected.

Our vision is rooted in Mark 4: 30-32 'The Parable of the Mustard Seed'

St John's Church of England Academy determines the admission arrangements in agreement with the Gloucestershire County Council and the statutory guidance of the Admissions Code 2014. The Admissions Authority for St John's is therefore the Governing Body. The County Council's annual admissions prospectus informs parents how to apply for a place at the school of their choice. Parents have a right to express their preference but this does not, in itself, guarantee a place at that particular school. Application should be made on a form that can be obtained from Gloucestershire County Council and should be returned by the date stipulated on that form. The authority will notify parents of the decision as soon as all the applications have been considered.

This policy and criteria should be read in conjunction with the Guide for Parents and Carers sent to you by the County Council. If you have not received this Guide you should contact the School Co-ordinated Admissions Team, Shire Hall, Gloucester, GL1 2TP and arrange for one to be sent to you. Further information is available from the website [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions)

### **Standard Admission Number**

The standard admission number is 30 per year/age group. Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

1. Looked After Children/Previously Looked After Children (Appendix 1)
2. Children who will have siblings attending the school at the time the applicant child is admitted (Appendix 2)
3. Children of paid employees at St John's Church of England Academy (Appendix 3)
4. Children with the strongest geographical claim, measured in a straight line from the Ordnance Survey address point of the child's home address (including flats) to the Ordnance Survey address point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority
5. Where points 1 and 2 are oversubscribed, criterion 4 (strongest geographical claim based on straight line distance) will be used to determine which child is offered a place. In the event of a tie between two or more children when applying criterion 4 (strongest geographical claim based on straight line distance) where there are not enough places available to offer all children a place at the school, a process of random allocation will be followed by the Governing body.

### **Exceeding PAN Protocol**

St John's Church of England Academy will act within the Schools Admission Code 2021 to ensure that it follows a fair, consistent and transparent method of offering places to children, but it does support the county-wide principle of allowing children to access a local school place. The Schools Standards & Framework Act 1998, Section 86, requires admission authorities to only refuse admission of pupils where it may compromise education to do so and therefore the School Admission Code 2021 does make provision for admission authorities to admit above their admission number during the admissions process to meet parental demand. The academy will consider all applications for a school place in line with the schools admission policy, taking individual cases into account in line with its Exceeding PAN Protocol.

### **Applications for Reception Intake**

Children enter St John's Church of England Academy in the September of the year of their fifth Birthday. Gloucestershire County Council oversees the admissions process for children entering the school in their fifth year. Full information on this process can be found on [www.gloucestershire.gov.uk/startingprimary](http://www.gloucestershire.gov.uk/startingprimary).

### **Appeals Procedures**

Gloucester County Council (GCC) tries to ensure that as many parental preferences as possible are met.

If the Governors are unable to offer your child a place because of over subscription you as a parent have a right of appeal. You should notify the Clerk to the Governors of St John's Church of England Academy within 20 days of receiving the letter which will give the grounds for refusing a place. As a parent you will have an opportunity to submit your case to an independent appeals panel. You must set out your grounds for the appeal in writing. You will normally receive at least 10 days' notice of the time and venue for the appeal hearing where you will be able to present your case in person. Decision letters will be sent within 5 school days of the hearing wherever possible.

### **Admission of Summer Born Children for Reception Entry for St John's Church of England Academy**

The Governing Body of St John's Church of England Academy acknowledges the updated advice from the Department of Education that, parents/carers of "summer born" children (born between 1 April and 31 August) may request to start the Reception Class of a school a whole academic year later. The Governing Body will make a decision on behalf of St John's Church of England Academy. The Local Authority process is followed which states that parents can only apply for a Reception place at a school once and must apply for a place during the standard

application process timeline for their chronological year group, stating their reasons for requesting deferred entry to the following year.

### **Normal Admission Round**

The term 'normal admissions round' refers to all applications for admission to the main year of entry of the school i.e. Reception for Infant and Primary Schools. Applications made during the normal admissions round will be made in advance of the academic year in which the child is due to start at the new school. Children entitled to a full-time place, however, may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

### **In Year Applications for Admission**

To apply for a school place during an academic year, the academy must be contacted directly. A common application form must be completed and submitted to the academy who will consider the application within 10 school days. The academy will send the parent an offer or refusal letter, detailing the parent's right of appeal.

All parties who have parental responsibility for the child must sign the application form for In Year Admissions to say that they are in agreement with the move to another school.

Parents/carers moving to Gloucestershire from another local authority must inform their own local authority about the move in addition to approaching the school. They should also contact the school to arrange for a potential visit and also to discuss whether the school has the capability to take the additional pupils within the age group.

Should a pupil be refused a place at St John's Church of England Academy, then parents/carers have a legal right of appeal against the decision. The appeal will be heard by an independent panel arranged by Gloucestershire County Council who will consider the reasons for requesting a place at St John's Church of England Academy.

The school will also advise the Local Authority of all pupils who have been refused a place at their school to ensure waiting lists are maintained centrally.

### **Waiting Lists**

If the school is oversubscribed, a waiting list will be held by the school for (at least) the first school term (i.e. until end of December). The waiting list will be prioritised according to the school's oversubscription criteria. See Appendix 4.

### **Children with Special Educational Needs**

Children with Special Educational Needs Children who have an Education Health Care Plan are placed in schools through the arrangements set out in the SEN Code of Practice and not through any admission criteria. Governing bodies are required by Section 324 of the Education Act 1996 to admit a child with an Education Health Care Plan that names that particular school. Parents of children with an Education Health Care Plan should contact their child's casework officer for any further information. Children who have an Education Health Care naming a school/academy will be allocated a place even if that school is full.

### **Fair Access Protocols**

The school is part of the Fair Access Protocols held by the Local Authority. Should a vulnerable child within these Protocols require a place at the school, they will take precedent over any child on the waiting list, as outlined in the new code of practice for school admissions .

Any child that has the school named explicitly in their statement/Education Health Care Plan (EHC) will be given precedent over any child on the waiting list.

## Links to Other Policies

- Disability and Special Educational Needs
- Equality of Opportunity

## Other Links

Information on the appeals process can be found at:

<http://www.gloucestershire.gov.uk/article/109338/School-admissions-appeals>

## Appendices

### Appendix 1

Looked After Children/Previously Looked After Children Definition

A 'looked after child' ( 1 ) or a child who was previously looked after but immediately after being looked after became subject to an adoption( 2 ) child arrangements order (residency order) ( 3 ) or special guardianship order ( 4 ) including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted ( 5 ) .

(1) 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 the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. In Gloucestershire, such children are referred to as Children in Care.

(2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

(3) Under the provisions of section 12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.

(4) See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

(5) A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

### Appendix 2

Sibling definition

The admission criteria for St John's Church of England Academy offers a higher priority for children with siblings who will be attending the school when the applicant child is admitted. For this purpose, sibling refers 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 as well as children who are brought together as a family by a same sex civil partnership. In every case, the child must be living in the same family unit at the same address, at the time of application. Where a child lives with both parents on a 50/50 (equal) basis, both parents must agree and confirm the pupil's address, which must be the same address as the preference school has registered for the sibling connection to apply. The parents' agreement and application must be made before the closing dates in order for the sibling connection to apply.

Twins and Children from Multiple Births Applications for twins and children from multiple births will be considered as individual applications. However, the Local Authority acknowledges the difficulties for families if children cannot attend the same school, for example if one child can be offered a place but not the other and therefore will aim to accommodate both/all children at one school where there is capacity to do so. This includes overriding the Infant class size restrictions which limit Reception, Year One and Year Two classes to a maximum of 30 children per teacher, if the one child from twins/multiple births can be offered a place when the other(s) cannot.

### **Appendix 3**

“Paid employees” refers to:

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

### **Appendix 4**

Names of children will be automatically placed on the waiting list for the school when the child has been refused admission and the parent requests a place on the list for their child.

A vacancy only arises when the number of offers to the school falls below the admission number.

The waiting list will be established on the offer day.

The waiting list is determined according to the Governing Body’s over subscription criteria as defined here.

Following the offer day, should an application be received for the school where the pupil has a higher priority as determined by the admissions criteria for a place at the school, it will be placed on the list, above those with a lower priority.