



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



**Belonging Believing Becoming**

## **ADMISSIONS FOR 2024/25 INTAKE POLICY**

**Date of Review: January 2023**

**Date of Next Review: January 2024**

**Responsible Group: LGB**

Belonging

Perseverance

Respect

Forgiveness

Truth

Aspiration



# Admissions 2024/25 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.**

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. We welcome all pupils, and places at St John's C of E Academy are offered in an open, fair, clear and objective manner.

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

## 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 and previously Looked After Children, including those who have been in state care outside of England and ceased to be in state care as a result of being adopted. (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. Where oversubscribed, priority will be given to children for whom staff members have parental responsibility. (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.

All pupils who have named the school in their EHCP plan will be admitted.

### **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 Procedure for Reception Intake**

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

If the Governors via GCC 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 the offer of a place will be confirmed by the academy, pending space in the year group. 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.

**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.

Parents may request that their child is placed on the waiting list if they are not successful in receiving a place. Where a place becomes available, it will be offered to the parents of the child at the top of the list.

For in-year admissions, if there is a waiting list for that year, the child will be placed on a waiting list until a space becomes available, or the child finds a new school setting. The list will set out the priority for places in the same order as admissions at the start of the year – when a place becomes available, it will be offered to the parents of the child at the top of the list.

**Fair Access Protocols**

The school is part of the In-Year 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) .

(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).

### **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.

### **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.