

## **Admissions Policy 2012 - 2013**

St. John's C.E. Primary School,  
Church Street, Blackpool,  
(01253) 751242

### **Admissions Criteria**

At St. John's C.E. Primary School our annual agreed admissions number is 30. This means that we will admit a maximum of 30 children to the Reception year group in the year 2012. This arrangement follows consultation between the Governing Body and the Diocesan Board of Education, Blackpool Children's Services Authority and other admission authorities in the area. The Governing Body will not place any restriction on admissions to the Reception classes unless they are advised that the number of children for whom admission is sought exceeds this number. By law no infant class may contain more than 30 children.

The Governing Body operates a system of equal preferences, under which they consider all preferences equally according to its policy. If more children apply than we can take, after admitting children with statements of special educational needs naming the school, the Governing Body will allocate places using the following criteria, which are listed in order of priority:

1. Children in public care.
2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school.
3. Children who have a sibling attending the school on the date of application and on the date of admission.
4. Children with a parent/guardian who worships in a church in membership of Churches Together in England.
5. Children with a parent/guardian who worships in a non-Christian faith centre in membership of the UK Interfaith network.
6. Other children

Notes:

1. Children who are in the care of the Local Authority
2. Professional supporting evidence from eg a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why St. John's CE Primary School is the most suitable school and the difficulties which would be caused if the child had to attend another school.

3. Siblings include step, half, foster, adopted brothers and sisters living at the same address.
4. "Parental worshipping" is normally taken to mean a minimum of monthly attendance at church at public worship for over at least one year. The date on which this is judged is the 1<sup>st</sup> September in the year of application for admission to the school.  
**The governors will request confirmation of this from the relevant member of the clergy or church officer.**  
 The list of Churches can be found on the *Churches Together in England* website at [cte.org.uk](http://cte.org.uk), and is taken as that on 1<sup>st</sup> September in the year of application for admission to the school. The list must not include groups outside the main stream. Churches in membership of the equivalent bodies in Northern Ireland, Scotland and Wales are accepted.
5. The major world faiths are those in membership of the UK Interfaith Network: in addition to Christians, this includes Buddhists, Baha'is, Hindus, Jains, Jews, Muslims, Sikhs and Zorastrians. As with criterion 3, "parental worship" is normally taken to mean a minimum of monthly attendance for public worship over a period of at least 6 months prior to the 1<sup>st</sup> September in the year before admission to the school. The governors will request written confirmation of this from the relevant faith leader.
6. Where there are more applicants for the available places within any category, then distance to home (Ordnance Survey address points for both the home and the school measured in a straight line) will be used as the final determining factor, nearer addresses having priority over more distant ones. In the event of equal distance, a random allocation will be used to determine who takes priority for a place.

### **Admissions information**

Last year there were applications for 30 places. The Admissions Committee applied the criteria and offered places to:

- ◆ children under criterion 1; **0** [*children in care*]
- ◆ children under criterion 2; **7** [*sibling in school*]
- ◆ children under criterion 3; **0** [*church worship*]
- ◆ children under criterion 5; **23** [*other - distance from school*]

There were many children who fell into final criterion so the tie break of distance was applied. The distance from school of the 30<sup>th</sup> successful applicant was 0.568 miles. 8 families went to appeal for a place, none were successful.

### **Admissions Process**

Application for admission to our school must be made on the common application form, enclosed with the Local Authority's brochure between Monday 5th September

and Sunday 15<sup>th</sup> January 2012.

Parents who wish their application to this church school to be considered against the faith criteria should also complete the questions on the common application form about their faith reference. If the school is oversubscribed, a failure to complete these supplementary questions may result in your application for a place in this school being considered against lower priority criteria as the Governing Body will have no information upon which to assess the worship attendance.

The application forms can be obtained from the School Admissions Team at Progress House or from the school office. Applications may also be made on-line by using both the common application form with the supplementary questions.

It is not normally possible to change the order of your preferences for schools after the closing date.

Parents are welcome to visit the school prior to making any decision regarding applying for a place. If there are more applications than places available the admissions committee will meet in February 2012 to allocate places. Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority by Monday 23<sup>rd</sup> April 2012. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

Where there are extenuating circumstances for an application being received after the last date for applications and it is before the Governing Body meet to establish their list of pupils to be admitted, then it will be considered alongside all the others. Otherwise applications received after the last date will be considered after all the others and if appropriate placed on the waiting list, in order according to the criteria.

### **Address of pupil**

The address used on the school admission form must be the current one at the time of application. If the address changes subsequently, parents should notify the school immediately. Where parents live at different addresses, the one where the child wakes up for the majority of Monday to Friday mornings will be used. Parents may be asked to provide evidence of the claim that is being made for the address eg identity card, showing the child's address as the one claimed. Where there is dispute about the correct address to use, governors reserve the right to make enquiries of any relevant third parties eg. the child's GP. For children of UK Service personnel and other Crown Servants returning to the area, proof of the posting is all that is required.

### **Deferred admission**

If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then, if you wish it, admission may be

deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term. We do feel that in almost all cases it is in your child's best interest to start in September so they settle in and become part of their class very early.

### **Twins**

Where there are twins or multiple births, wanting admission and there is only a single place left within the admission number, then the Governing Body will exercise as much flexibility as possible within the requirements of infant class sizes. If only one place can be offered then parents will be advised a random draw will take place. Parents should go to appeal for other siblings, though with the Infant Class Size legislation, it is unlikely that an appeal panel will overturn the decision of the governing body.

### **Non-Routine Admissions**

Parents can apply for a place in any year group within our school. Our admission number for Reception, Year 1, 2, 3, 4 and 5 is 30 but for Year 6 is currently 35. Non-routine admissions are children who are needing to change school other than at the "normal time". Parents seeking a place for their child, either because they are new to Blackpool, or because they are wishing to transfer from another Blackpool School will be required to complete a common application form, allowing them to express up to three preferences. The admission of all students to Blackpool schools will be co-ordinated by the Schools Admission Team, in line with recent changes in legislation.

Once a place has been offered, we will contact their previous school to request records and prepare staff and children for a new child. On their first day they will work with appointed staff, who assess their ability and social levels so we can ensure the transition period is as smooth as possible.

Parents will always be given information about their right of appeal. Appeals for children moving into the area will not be considered until there is evidence of a permanent address eg. exchange of contracts or tenancy agreement with rent book.

Please note that you cannot re-apply for a place at the school within the same school year unless there has been relevant, significant and material change in the family circumstances.

## **Waiting List**

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their names placed on our waiting list. The names will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants to the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible for a child who moves into the area later to have a higher priority than one who has been on the list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. The waiting list will operate for the full autumn term.

## **Appeals**

Where Governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act 1998, as amended by the Education Act 2002. **Parents should notify the school office manager (clerk to the Governor's Curriculum and Admissions Committee) of their wish to appeal within 10 days of being notified their initial application has been unsuccessful.** Parents will have the opportunity to submit their case to the panel in writing and also to attend the appeal hearing in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

If your child was refused a place in Reception or Key Stage 1 because of the Government limits on infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable governing body should have made, or that your child would have been offered a place if the governors' admissions arrangements had been properly implemented.

Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school. When the Admission Appeals Panel meet to consider the appeal their decision is final and binding both on the parent and the school.

## **Fraudulent Applications**

Where the Governing Body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship), which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will then be considered afresh and a right of appeal offered if a place is refused.

The Admissions Policy at St. John's School will be reviewed and modified annually.

This policy was last updated March 2011 and approved by the Governing Body.

Signed: \_\_\_\_\_

Amended March 2011.