



## **ADMISSIONS POLICY**

### **September 2023 to August 2024 Admissions Year**




At St John's School we use the teachings of the Church of England to embed the following core Christian values.

These are:

Friendship  
Forgiveness  
Trust  
and Compassion

These values will underpin the following Policy.

This Policy is reviewed annually by the Governors' Admissions Committee and ratified by the Full Governing Body

Date Agreed:	9 December 2021
Review Date:	February 2023 for September 2024 Admissions Year
Signed by Headteacher:	
Signed by Chair of Trustees:	
Signed by Chair of Admissions Committee:	
Ratified by FGB	9 December 2021

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## **1. THE SCHOOL**

- 1.1 St John's is a Church of England primary school (with Academy Status). The Governing Body is the Admissions Authority, and the Governing Body establishes an admissions committee to consider applications for admission.
- 1.2 It has been agreed with the Local Authority that the Published Admission Number (PAN) for this school is 60 and, in accordance with legislation, means that up to 60 children only may be admitted into Reception (Year R).

## **2. THE SCHOOL ADMISSIONS CODE**

- 2.1 The School Admissions Code (the Code) requires school admission authorities to provide for admission of all children in the September following their fourth birthday and the Governing Body complies with this Code. Where an offer has been made the school will provide for the admission of all children in the September following their fourth birthday.
- 2.2 However, children are not legally required to start at this point. If you plan to defer your child's start date until later in the school year, you must still apply at the usual time. You should also speak to the Headteacher to discuss how you would like your child to be admitted. See Appendix 1.
- 2.3 This Policy must be read in conjunction with the general terms as set out in Your Guide for applying for a Primary School in Kent 2023. Where that policy differs from this policy, this policy will prevail.

## **3. OVERSUBSCRIPTION CRITERIA**

- 3.1 Parents/carers (Parent(s)) should be aware that before the application of oversubscription criteria, children with an Education, Health and Care Plan which the school are directed to admit will result in the PAN being reduced accordingly.
- 3.2 The criteria, listed in order of priority, for selecting pupils should the number applying for admission exceed available places, shall be:

### *i) Looked After Children and previously Looked After Children*

*A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by the 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.*

*A previously looked after child means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children 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.*

*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 the benefit society.*

**ii) Current family association\***

*A current family association means that the child who wants the place will have a brother or sister (sibling) attending the same school when they start there and they live at the same address. Brothers and sisters mean children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. Please refer to the relevant Section What do these criteria mean? in “Your guide to applying for a Primary School in Kent 2023” for full details if you intend to apply under this criterion.*

**iii) Health, social or special access reasons (medical)\***

*‘Medical, health, social and special access reasons will be applied in accordance with the school’s legal obligations, in particular those under the Equality Act 2010. Priority under health and special access reasons will be given to those children whose own or whose parent’s/guardian’s mental or physical impairment or social need means they have a demonstrable and significant need to attend this particular school. Please refer to the relevant Section What do these criteria mean? in “Your guide to applying for a Primary School in Kent 2023” for full details if you intend to apply under this criterion.*

**iv) Church Affiliation\***

*Regular attendance at St John’s Church, Weaving or St. Mary the Virgin and All Saints, Boxley by Parent(s) whose residence is within the Ecclesiastical Parish of Boxley. See Appendix 2 if you intend to apply under this criterion.*

**v) Nearness of children’s homes to the school**

Priority will be given to those living nearest the school

*Please refer to the relevant Section What address should I use on my application? in “Your guide to applying for a Primary School in Kent 2023”. We use the data provided by Kent County Council using its measuring software as described therein.*

*In the unlikely event that two or more children have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.*

*If siblings from multiple births (e.g. twins, triplets etc.) apply for the school and the school reaches its PAN after admitting one or more (but not all) of the children, the Admissions Committee will offer a place to all of the multiple birth siblings even if doing so takes the school above its PAN. This is in line with the School Admissions Code and if doing so will take the school above its PAN and possibly result in breaching class size legislation, the children are to be treated as excepted children.*

*\*Applications within criteria i)-iv) will be ranked within the criterion by nearness of the children’s homes to the school as identified in v) above.*

## THE PROCESS

- 4.1 This Policy must be read in conjunction with the general terms as set out in Your Guide for applying for a Primary School in Kent 2023. Where that policy differs from this policy, this policy will prevail.
- 4.2 All Parents are required to complete the Local Authority Admission Form (Common Application Form (CAF) and Parents requesting a place for their child in Year R must apply before **the date published by the Local Authority**.
- 4.3 The Local Authority will post decision letters to Parents.**
- 4.4 Parents wishing to appeal against the decision not to offer a place to their child should write, in the first instance, to the Chair of the Governing Body, as soon as possible after the decision has been relayed to them.
- 4.5 After a place has been offered the school reserves the right to withdraw the place in the following circumstances:
- When a Parent has failed to respond to an offer within a reasonable time; or
  - When a Parent has failed to notify the school of important changes to the application information; or
  - The Admission Authority offered the place on the basis of a fraudulent or intentionally misleading application from a Parent.
- 4.6 Proof of residence - once a place has been offered Parents are required to take evidence of their address to school as set out in the offer letter issued by when they accept their place. Please refer to Admission to Primary School in Kent 2023 – Section What address should I use on my application? The evidence must prove residence at the relevant application date **AND** that it remains current. If you do not own or have a formal lease of no less than 12 months for the address used in your application, please contact the school and discuss your circumstances with the Admissions Officer **BEFORE** submitting your application. If a place is offered, we will require evidence of your actual and future entitlement of occupancy from the owner of the address used in the application.
- 4.7 The Headteacher, Early Years Team and Governors recognise that the transition from pre-school, nursery or childcare placement to full time education is a crucial step for all children. The child's experience in the first few weeks can determine their educational outcome for years ahead. For this reason, we recommend that children starting school in September have a phased entry and only attend for half days (12.5 hours per week) for the first two weeks.
- 4.8 At the Parent's request children not offered a place may be placed on the waiting list. The waiting list will be re-ranked, in line with the oversubscription criteria, every time a place becomes available and the place offered accordingly.

## Appendix 1 **DATE OF ENTRY - DECISIONS**

A child does not reach compulsory school age until “the prescribed day” following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August. Children born between 1 April and 31 August are not required to start school until the September following their fifth birthday.

Parents can choose to defer the date their child is admitted to the school until later in the school year, but not beyond the start of the term after their child reaches compulsory school age and not beyond the beginning of the final term of the school year in April. Where Parents wish children may attend part-time until later in the school year, but not beyond the start of the term after their child reaches compulsory school age.

Requests for admission to be part time or deferred until compulsory school age must be discussed with the Headteacher in advance of the application being made.

### **SUMMER-BORN CHILDREN**

Children born between 1 April and 31 August are sometimes referred to as summer born children. They have the same right to defer entry as any other child. This means they must start school at the beginning of the April term if they wish to keep their offer. Where Parents wish for their summer born child to defer entry until the start of Year 1, they must refuse their offered place, which may be offered to a different child, and then reapply through the In-Year process which could mean being placed on a waiting list. The waiting list will be re-ranked, in line with the oversubscription criteria every time a child is added.

Requests for admission to Year R outside of the normal age group, a full year after they were first entitled to start, should be made to the Headteacher, as early as possible in the admissions round associated with the child’s date of birth (being the September following their fourth birthday). This will allow the school and admissions authority sufficient time to make a decision before the closing date for applications. This is because a new application for a later admissions round would be needed for your child to be considered for a place to be taught outside of their age group and with a younger group of children. The admissions authority will make its decision taking into account the Code and the advice of the Headteacher.

You are not expected to provide evidence to support your request to defer your application, but where provided, it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, but failure to provide it may impede a school's ability to agree to defer admission.

You are required to complete an application for the normal point of entry at the same time, in case your request is declined. This application can be cancelled if the school agrees to accept your request for deferred entry into Year R the following year.

Applications for deferred entry must be made by completing a Primary Common Application Form (RCAF) (PDF, 62.9 KB) to the local authority, with written confirmation from the school attached.

Deferred entry applications will be processed in the same way as all applications in the following admissions round and offers will be made in accordance with the school's over subscription criteria. For the avoidance of doubt the agreement of the Local Authority and the school that a summer born child’s entry into Year R may be delayed until the September after its fifth birthday does not imply that a place has been secured in the school. The process will begin again and be followed, as it would have been the previous year with all oversubscription criteria applying.

## Appendix 2 **REGULAR ATTENDANCE**

This is defined as a parent/carer or parents/carers of the child applying for a place at St John's School having attended Worship at St John's Church, Weaving OR St Mary the Virgin & All Saints, Boxley at least twice a calendar month for no less than two years prior to application or for as long as they have been resident in the Ecclesiastical parish of Boxley.

Applicants who have moved into the area within the last two years but attended Worship at their local Church at least twice a month prior to their move will, in addition, be required to provide a reference from their previous Minister if they wish to be considered in criterion.

**In the event that during the period specified for attendance at worship the churches have been closed for public worship and have not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the churches or alternative premises have been available for public worship.**

The Supplementary Information Sheet attached should be completed by the parent and minister(s) and returned to the school **BEFORE** submitting your Local Authority Admission Form.

**ST JOHN'S CHURCH OF ENGLAND PRIMARY SCHOOL (WITH ACADEMY STATUS)**

Provender Way, Grove Green, Maidstone, ME14 5TZ.

☎01622 735916

**SUPPLEMENTARY INFORMATION FORM FOR ADMISSION TO PRIMARY SCHOOL- 2023**  
**COMPLETE ONLY** if you are seeking a place under category 3.2 iv of the Admissions Policy for **2023**. Completed forms to be returned to the school *(Please use BLOCK CAPITALS)*

**Please give details of your child:**

<b>SURNAME:</b>	<b>FORENAME(S):</b>
<b>ADDRESS:</b>	
<b>POSTCODE:</b>	<b>DATE OF BIRTH:</b>
CONTACT TELEPHONE NUMBERS: <i>(PLEASE SUPPLY MORE THAN ONE IF POSSIBLE)</i>	
NAME(S) OF PERSON(S) WITH PARENTAL RESPONSIBILITY:	
DATE OF OCCUPATION OF THE ABOVE ADDRESS:	
CHURCH(ES) ATTENDED AND DATES FROM AND TO:	

If you are a \*regular attender at either of the 2 named churches (St John's Church, Weaving OR St Mary the Virgin & All Saints, Boxley.) – **\*SEE BELOW**. Please have the section below signed by the Minister(s), or a nominated representative(s).

*\*Regular attendance is defined as a parent/carer or parents/carers of the child applying for a place at St John's School having attended Worship at one of the two Churches at least twice a calendar month for no less than two years prior to application or for as long as they have been resident in the Ecclesiastical parish of Boxley. If resident in the area for less than 24 months is covered an additional declaration must be obtained from the Minister of their previous church for the remainder of the two years. In the event that during the period specified for attendance at worship the churches have been closed for public worship and have not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the churches or alternative premises have been available for public worship.*

✳The above named are regular attendees at(church)..... from / / This application is supported by the Minister of the church attended, or a nominated representative.

<b>Signed:</b> <b>Print Name:</b>	Minister /Nominated Church representative
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<b>Date:</b>
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✳The above named were regular attendees at(church)..... from / / to / / This application is supported by the Minister of the church attended, or a nominated representative.

<b>Signed:</b> <b>Print Name:</b>	Minister /Nominated Church representative
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<b>Date:</b>
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**DECLARATION: I/we, parent(s) of the above-named child, confirm that:**

- i. I/we are/were regular attendees at the church(es) named above
- ii. I/we confirm that we have consulted the map of the Ecclesiastical Parish of Boxley.
- iii. I/we confirm that my/our place of residence lies within this area.
- iv. I/we understand that the information above is subject to checking by the Admissions Officer/Committee at the school.
- v. The information given on this form is correct to the best of my knowledge and belief.

<b>Signed:</b> <b>Print Name:</b>
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<b>Date:</b>
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