



Admission Criteria for 2020-21

Prospective parents/carers are invited to attend an Open Afternoon held each year. The admission number for Reception is 30. Parents/carers can register their interest for a place at St. John's School by completing the school's Registration of Interest Form.

Method of Allocation:

Parents/carers must complete the Local Authority application form along with the school's Supplementary Information Form. This will elicit information concerning the parents'/carers' reasons for choosing a Church School, and what connection they have with a Church.

However, if the demand exceeds the number of places available, priority is given to:

1. Looked after children and previously looked after children.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Applications for previously looked after children must be supported with appropriate evidence i.e. a copy of the adoption order, child arrangements order or special guardianship order.'

2. Children who appear to the Trust Board of Directors to have been in state care outside of England and ceased to be in state care because they were adopted.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applications must be supported with appropriate evidence that the child has been adopted from state care.

3. Children who, with their immediate families, are regular worshippers at St. John's Church, Hindley Green.

4. Children with siblings who will be attending St. John's C. of E. Primary School, Hindley Green at the time of admission.

5. Children who, with their immediate families, are regular worshippers at another Christian Church.

6. Children who have been baptised at St. John's Church, Hindley Green.

7. Children who have been baptised at another Christian Church.

8. Children living closest to the school measured by a straight line distance from the home address to the main entrance using the Local Authority measuring system.

Notes:

- 1. A regular worshipper is deemed as one who attends worship a minimum of once a month for at least twelve months prior to the closing date for applications (January-January). A completed clergy reference form or St. John's Church, Hindley Green, Attendance Card(s) is required as evidence of regular worship and must be sent with the completed supplementary information form.*
- 2. Immediate family is classed as the parent/carer/grandparent.*
- 3. Siblings refers to brother or sister, half brother or sister, foster brother or sister, step brother or sister, or the child of the parent/carer's partner who live at the same address.*
- 4. If at any stage there is a tie for a place, the decision will be based on distance from school. This will be measured by a straight line distance from the home address to the main entrance using the Local Authority measuring system.*

The address we use for admission to school is that of the main carer who receives the Child Benefit.

If we offer the last place available at school to one of twins (or triplets, or so on), our policy is to admit the other twin or triplets too.

5. *The Board of Directors defines 'Christian Church' as being any Church in membership of, or sharing the statement of belief of 'Churches Together in England'.*

Late Applications

- 1) Applications received after the closing date and before the date of an offer of places will only be considered after applications received on time. The only exception to this is applications for looked after children that are received by 15 February will be included with on time applications.
- 2) Applications received after the offer date, but before the start of the school year, will be considered as they are received and in accordance with the criteria for admission.

Waiting Lists

We will put all children, to whom a place has been refused, on the waiting list. The list will be kept in priority order which is decided by the admission criteria for the school. Any available places will be offered to the next child on the waiting list. The waiting list will be kept until the last day of the Autumn Term.

Deferred Entry

Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred, the place will be held open and not offered to another child. Parents cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

Part-time Attendance

Parents can request that their child attends part time until the child reaches compulsory school age.

Appeal against Non-allocation:

(a) Parents/carers who are not offered a place for their child will be informed of this in writing and also of their right to appeal. In the first instance they should write to the Chair of the Board of Directors of St. John's C. of E. Primary School, Hindley Green, setting out the grounds for appeal, within 14 days of final allocation.

(b) The right of appeal is through an Appeals' Panel. This Panel's decision is final and binding.

(c) Parents/carers will be notified in writing of the Appeals' Panel's decision.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, to a higher year group if the child is gifted and talented or to a lower year group if the child has experienced problems such as ill health.

The parents of a summer born child (born between 1 April and 30 August) may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

A decision is made on the basis of the circumstances of each case. The process is as follows:

Stage 1 – request

Parents make a formal request to the Local Authority School Organisation Team in writing with any supporting evidence they wish to be considered.

- A request for delayed entry to reception class should be made at the same time as applying for a place for normal entry (i.e. by the closing date of 15 January) in order to give sufficient time for the case to be considered prior to the offer of school places on 16 April.
- A request for in year admission outside of the normal age group should be made on the normal in year transfer form.

We do not accept requests for early entry to reception class for children who will not be of statutory school age.

Stage 2 – decision

Requests for St. John's C. of E. Primary School, Hindley Green, will be referred to the school to be considered. We will look at the following factors but these are not exhaustive:

- Parent's views
- The needs of the child and the possible impact on them of being educated out of year group
- The child's medical history and views of medical professionals if appropriate
- In the case of children born prematurely the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth
- Whether delayed academic, social, emotional or physical development is adversely affecting their readiness for school;
- Any other information which the parent requests the school to consider.

Stage 3 – outcome

Parents are notified of the decision in writing by the School Organisation Team.

Request agreed:

If the request is agreed the application will be considered for the year group requested and ranked alongside any other applications. **There is no guarantee that a place will be offered at 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.

Where a child has been educated out of their normal age group, the parent may again request admission out of the normal age group when they transfer to secondary school. It will be for the admission authority of that school to decide whether to admit the child out of their normal age group.

Request refused:

There is no statutory right of appeal against the refusal of a request for admission outside the normal age group. However, if the parents are dissatisfied they have the right to complain under the Academy Trust's complaints procedure.



THE KEYS FEDERATION ACADEMY TRUST
ST. JOHN'S C. of E. PRIMARY SCHOOL, HINDLEY GREEN



**Admission to Reception Class September 2020 –
Supplementary Information**

Child's Chosen Name

Child's Legal Name *(if different)*

Date of Birth **Home Telephone No.**

Address *(including postcode)*

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**Siblings attending St. John's C. of E. Primary School, Hindley Green at the time
of admission and in which class:**

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Worship Attendance

Are you and your child regular worshippers at St. John's Church, Hindley Green?

Yes **No**

If yes, please attach your child's church attendance cards to this form. *(If you require these to be returned to support your child's application to a Church High School in the future, please ask at the school office from September 2020 onwards.)*

Are you and your child regular worshippers at another Christian Church?

Yes **No**

If yes, please state name and telephone number of your minister and place of worship

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Please ensure a completed Clergy Reference Form is attached.

Baptism

Has your child been baptised? **Yes** **No**

If yes, please state date and place of Baptism?

Date..... **Place**

Please note - all information provided on this form will be verified with Church records and/or personnel.

In line with GDPR, I consent to the personal information given on this form being used in the admission process and I understand this information may be shared with other organisations as necessary.

Signed..... Date

Parents/carers must return this supplementary information form as detailed in the information for parents - Admissions to Primary Schools 2020/21.