



ADMISSIONS POLICY

2018/19

The Governing Body of St John's Church of England Academy is the Admissions Authority for the school and children are offered places to our school in line with the 2014 Schools Admissions Code.

Our admission limit admit to the reception year in September 2018 is for 30 pupils. This arrangement follows consultation between the governing body, the Local Authority, all other schools in the area and all other Admission Authorities in the area.

Applications must be made on the Local Authority Primary School Application Form. This form must be returned to the Local Authority. Applications received after the closing date will only be considered after all those received by the closing date. **Attendance at the nursery does not guarantee your child a place at the school.**

Children who have an Education, Health and Care Plan which names our school will be offered places.

If the number of applications exceeds the number of places available, children will be admitted in the following order:

1) Looked after children and previously looked after children.

- 'Looked after children' are children who are in the care of the local authority in accordance with Section 22 of the Children Act 1989 at the time the application is made and whom the local authority has confirmed will still be 'looked after' at the date of admission.
- '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).

An 'adoption order' is an order made under section 46 of the Adoption and Children Act 2002.

A 'residence order' is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.

A 'special guardianship order' is an order appointing one or more individuals to be a child's special guardian or guardians.

2) Faith Place: Children of practising Christian families at the heart of any Anglican church, or church in a Covenantal relationship with the Church of England, and wish their child to be educated in accordance with the teachings and practice of the Church of England. ('At the heart of the church' means they are regular worshippers, which normally means one who

worships usually once or twice a month. To accommodate difficult patterns of work and relationship, account will be taken of week-day worship. The worshipper could be the child for whom the application is made or one or both parents. Applications for faith places must be supported by a completed supplementary form ('Application for a Faith Place') and supported by an authorised minister or two office holders of the church or faith community.

3) Children who have an older sibling attending the school at the time of their admission. 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 where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

4) Medical or social criteria: Pupils with very exceptional medical or social factors directly related to school placement. Applications must be supported by written evidence from a doctor or other professional practitioner, setting out the particular reasons why our school is the most suitable school, and will be considered on a case by case basis.

5) Children who live nearest to the school: This will be the distance from the front door of the home address (the front door of a block of flats) to the main school gate as designated by the Local Authority will be the deciding factor. This will be measured using the local authority GIS system/the local authority computerised measuring system with those living closest to the school receiving priority.

Home Address

The child's home address is the address of the parent/carer receiving the child benefit. The addresses of child-minders or family members sharing in the care of children must not be used.

Supplementary Form

An additional Church application form also needs to be completed. Forms can be obtained from the LA or if applying on-line by accessing the council's website at www.darlington.gov.uk/admissions and clicking on Apply Online. Places will then be allocated by strict application of the oversubscription criteria, with no reference to the date of application.

Appeals

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find an alternative school

Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available from the school.

Waiting List

If your child's application has been refused due to oversubscription, you may want to consider putting their name on a waiting list for the school. Completing the 'options' form, which accompanies the offer/refusal letter, can do this. Offers off the waiting list will be

made in accordance with the oversubscription criteria. If, however, you did not express an initial preference for the school then you must contact the local authority and ask for an application form.

Distance Tie-Break

Where there are places for some, but not all, applicants within a particular criterion, distance from the front door of the home address (the front door of a block of flats) to the main school gate as designated by the Local Authority will be the deciding factor. This will be measured using the local authority GIS system/the local authority computerised measuring system with those living closest to the school receiving priority.

Multiple Births

Infant classes will be able to exceed the statutory limit, where the 31st child is a twin or from multiple births. The 'excepted pupil' will be allowed for throughout Key Stage 1 or until class numbers fall back to the current class size limit.

Admission of children below compulsory school age and deferred entry to school

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children (those born after 1 April) this can sometimes be almost a full school year after the point at which they could first be admitted.

Some parents may feel that their child is not ready to start school in the September following their fourth birthday. Parents are entitled to request in writing that:-

- their child attends part-time until they reach compulsory school age, or
- the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age. The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.
- the date their child is admitted to school is deferred until the term after the child reaches compulsory school age.

The child must, however, start school full-time in the term after their fifth birthday.

If parents of summer born children wish to defer entry as outlined above and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than year 1, then parents should apply at the usual time for a place in September of the current academic year together with a written request that the child is admitted outside of his or her normal age group to the Reception Year in September the following year providing supporting reasons for seeking a place outside of the normal age group. This should be discussed with the Head Teacher as soon as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should

reapply in the normal way for a Reception place in the following year. If their request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (NB it will still be subject to the over-subscription criteria in this policy) or to withdraw their application and apply for a year 1 place the following year. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the previous Reception Year group.

Further information and advice on the admission of summer born children is available from The Admissions Team at Darlington Local Authority, DFE guidance and admissions code on The Gov.UK website (www.gov.uk/government/publications/school-admissions-code)

Admission outside of normal age range for junior, secondary and middle schools

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered then there is no right of appeal.