

# St John the Baptist C.E. V.A. Primary School

## ADMISSIONS POLICY YEAR OF ENTRY 2019

### INTRODUCTION

St John the Baptist School is a Voluntary Aided Church of England School within the Diocese of St Albans. The governing body of the school is the admission authority. The Governors will admit up to the planned admission number of 30 children into the reception year. The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), i.e. 30 pupils per class.

The Local Authority (LA), Hertfordshire, operates an agreed co-ordinated admissions scheme in line with government legislation. The LA will coordinate the process on behalf of the school according to the scheme published each year. The governing body, as the admission authority, will allocate the available places in line with this policy.

The closing date for admission application forms to be received by the home Local Authority is **15 January 2019**; this applies to both online applications and paper applications. Information on completing the 'on line' application and notification dates of admission decisions are published in the LA admissions literature which is available from their website.

### The proposed timescale for 2019/20 is as follows:

<b>National statutory deadline for receipt of all applications</b>	<b>Tue 15 Jan 2019</b>
Applications forwarded to VA schools	Fri 1 Feb 2019
F/VA schools provide LA with ranked lists of applicants	Fri 1 Mar 2019
Confidential information of allocations available to primary schools	Mon 15 April 2019
<b>Primary Allocation Day, Information sent to parents</b>	<b>Tue 16 April 2019</b>
Date by which parents/carers may accept or reject place offered	<b>Tue 30 April 2019</b>
Deadline for parents/carers to return appeal forms	TBC

All applications **must** be made on the **home** LA common application form. Parents/carers are requested to complete our Supplementary Information Form (SIF) and return it to the school office by the date given above. This is especially important if you wish to be considered under our Church criteria. If a SIF is not completed the Governing Body will apply their admission arrangements using the information submitted on the LA form only, which may result in the application being given a lower priority.

The school provides for the admission of all successful applicants who have reached their 4<sup>th</sup> birthday by the beginning of September 2019.

However please note the following:

- a Parents offered a place may defer the date of their child's admission until later in the year, or until the child reaches compulsory school age.
- b Parents can request part time attendance until the child reaches compulsory school age.

The DFE has issued additional guidance on summer born children and families requesting a place out of year group; particularly summer born children of Reception age requesting to start school a year late (into Reception), as opposed to making an In Year application for Year 1. Primary legislation

and the School Admission Code make clear that decisions relating to admitting children out of year group are for the relevant admission authority and those admission authorities should take into account the circumstances of the case.

Hertfordshire's policy on children out of year group is published as part of the county's scheme of coordination and is available at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions)

## **IN YEAR ADMISSIONS**

All 'in year' applications will be coordinated by the LA on behalf of the school, and to whom 'in year' applications should be made. A SIF is still requested.

## **HOW PLACES ARE OFFERED**

Children who have a statement of special educational needs which names the school, and children with an EHC (Education, Health and Care) Plan that names the school will be admitted to the school.

In compliance with the following:

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a statement of special educational needs that names their school. Schools must also admit children with an EHC (Education, Health and Care) Plan that names the school

In the event of there being more applications than available places, the following oversubscription criteria will be applied, in order.

- Category 1** Children looked after and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or a special guardianship order).
- Category 2** On exceptional social or medical grounds
- Category 3** Children who have a sibling who will be attending the school at the time of entry
- Category 4** Children who at the time of application have their home address within the Ecclesiastical Parish of Great Amwell with St. Margaret's one or more of whose parents have attended public worship at a Church of England Church or another Christian Church, at least once in each calendar month at the time of application, and for a period of one year previously. Applicants in this category will be required to provide evidence of attendance (signature of Vicar) at the time of application. The Governors anticipate that parents given a place for their child under this priority will still satisfy the requirements of church attendance at the time of admission. Any parent who is unsure about the parish in which they reside can check on the website [www.achurchnearyou.com](http://www.achurchnearyou.com).
- Category 5** Children whose home address is outside the area as defined in Category 4 above, one or more of whose parents/guardians have, at the time of application shown commitment to the Church of England or another Christian Church by attending a service at least once a month for the year prior to an application being made. Applicants in this category will need to ask their priest or minister to complete the relevant section of SIF.

## **Category 6** Any other children

Where the application of the above criteria results in a situation where there are more children with an equal right to admission to the school than the number of available places, the tie-break will be **distance from the school**, measured using the computerised, 'straight line', mapping system operated by the L.A. where distances are measured to two decimal places. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.

Where this distance measurement results in more than one child having an identical claim to the last available place as a result of living in flats, priority will be given to the lowest house number.

If one twin/multiple birth child is offered the final place available at the school, others can also be offered, over PAN, without breaching class size legislation.

The governors cooperate with the fair access policies of the LA.

## **DEFINITIONS**

In respect of categories 1, 3, 4 and 5, the governors use the same definitions as the LA, set out in their admissions literature and website.

### **Category 1 Children looked after**

A "child looked after" 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 (section 22(1) of The Children Act 1989)

### **Categories 4 and 5 Home Address**

The address provided must be the child's current permanent address at the time of application. 'At the time of application' means the closing date for applications. "Permanent" means that the child has lived at that address for at least a year and/or the family own the property or have a tenancy agreement for a minimum of 12 months.

Please note that evidence of permanent residency at the quoted address may be sought.

### **Category 3 Sibling**

A sibling must be on the roll of the school at the time the younger child starts.

A sibling means the sister, brother, half brother or sister, adopted brother or sister, or child of the parent/carer or partner, and in every case living in the same house from Monday to Friday.

### **Category 2 On very exceptional social or medical grounds**

"Very exceptional" social or medical grounds refers to cases where there are **exceptional** reasons which make it **essential** that a child should attend St John the Baptist School and where it is the **only** school locally that could meet the child's needs. Governors will consider the following:

- Specific professional evidence (e.g. from a consultant doctor or senior social worker) that justifies why only St John the Baptist School can meet the child's needs or which explains the exceptional family circumstances which clearly show that only St John the Baptist School can meet the child's needs.
- Admission on medical grounds cannot be considered where the medical condition relates to that of a parent, brother or sister or other relative/child-minder.

**Category 5****Christian Church**

The governors define a 'Christian' Church to be one which is a member of Churches Together in England or the Evangelical Alliance.

**UNSUCCESSFUL APPLICATIONS****Appeals**

Parents who have not been allocated a place for their child have the right of appeal to an independent panel.

Hertfordshire parents wishing to appeal who applied on line should log on to their online application and click on the link "register an appeal".

If you did not apply using Hertfordshire's on line application system please contact the Customer Service centre on 0300 123 4043 to request an appeal pack.

For In Year applications - parents wishing to appeal should contact the school directly in the first instance

**Continuing interest (waiting) list**

In the event of more applications than available places the governors will maintain a continuing interest list (waiting list). These and late applications will go onto this list in a position determined by the criteria. If a place becomes available in the school it will be offered to the child that best meets the published admission rules.

Parents are requested to inform the governors if they wish their child's name to be removed. The governors will maintain the list until at least 31 December 2019.

**This policy will be reviewed every year**



# St. John the Baptist School

Admission Year \_\_\_\_\_ Term \_\_\_\_\_

Name of child \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Tel. No. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode

1. Do you regularly attend public worship at a Church of England or another Christian Church? Yes / no.  
I confirm that \_\_\_\_\_ have regularly worshipped at \_\_\_\_\_ Church, at least once a month in each calendar month at the time of application, and for a period of one year previously.

Signature of Vicar \_\_\_\_\_ Date \_\_\_\_\_

Vicar's name & Church (please print) \_\_\_\_\_

2. Are there any other children in your household already attending this School? Yes / no.

Name(s) \_\_\_\_\_

You may use the space below to state any special reasons for wishing your child to attend this School or attach a separate letter if you prefer.

Signature of parent/carer ..... Date .....

Please print .....

**THIS FORM MUST BE RETURNED TO THE SCHOOL BY THE APPLICATION DEADLINE DATE TO BE CONSIDERED UNDER OUR CRITERIA. YOU WILL ALSO NEED TO COMPLETE THE HERTFORDSHIRE COUNTY COUNCIL'S ADMISSION FORM.**