



St. John's Walham Green CE Primary School

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Admission Arrangements 2023-24

Introduction

St. John's School is a voluntary aided Church of England Primary with a Nursery. As a voluntary aided Church of England school, we aim to provide an education based on Christian principles and practise and enjoy close links with our parish church. Governors hope that parents who have chosen the school for their child recognise and are fully supportive of its distinctive ethos. Governors therefore hope that all children will attend acts of collective worship and take part in the religious education curriculum offered by the school. This does not affect the rights parents enjoy under the Educational Reform Act 1988s9(3).

The Governors, who are responsible for admissions to this Church of England Voluntary Aided Primary School, have agreed with the Local Authority to admit sixty pupils to the Reception class each year. These arrangements and the admissions criteria (below) are reviewed annually. When there are more applications than there are places available, the Governors will admit pupils according to the following criteria:

Overriding priority will be given to:

Looked after children, i.e. children in public care including looked after children from abroad.

The remaining places will be split on the basis of **70% Foundation Places** for those who are practising Christians and **30% Open Places**. Siblings will be placed into the applicable category.

Foundation Places

Places will be offered according to the following criteria, which are listed in order of priority:

1. Children whose families are committed regular¹ members of the congregation at St. John with St. James, Walham Green.
2. Children whose families are committed regular¹ members of a Church of England parish in London Borough of Hammersmith and Fulham.

3. Children whose family are committed regular¹ members of another Church of England parish
4. Children who are regular members² of another Christian denomination³ and who live within a mile of the school.

The school will seek a reference from the applicant's parish priest or minister. In each category, priority will be given to children with a sibling already attending the school.

Once the Foundation places have been filled, all remaining applications are considered Open places.

Open Places

Places will be offered according to the following criteria, which are listed in order of priority:

1. Siblings of children who will be on roll at the time of attendance.
2. Children living nearest the school measured by the straight-line distance from home to school gate in Filmer Road.

Notes:

Should there be vacancies in either category the places will be filled in order from the other category.

- 1 By 'regular' we mean a minimum of twice a month for 18 months.
- 2 By 'members' in category 4, we mean membership conferred by baptism (or dedication in churches that do not practise infant baptism).
- 3 By 'another Christian denomination' we mean those who are members of or affiliated to *Churches together in Britain and Ireland* (CTBI) or the Evangelical Alliance.

'Sibling'

For the purposes of this policy the word 'sibling' is defined as brother or sister, half brother or sister, stepbrother or sister or foster child. The child must be living with the same parent/carer at the same address as the child already at St John's School. The older child must still be attending the school when the younger sibling joins the school.

Tie-breaker

In the event of there being insufficient vacancies to admit all applicants in any of the categories listed above, priority will be given to children whose parents/legal guardians' residential address is the shortest distance from the school's main entrance in Filmer Road, when measured in a straight line.

Waiting list

A waiting list will be kept in order under each category. Late applications and those made midyear will be placed on the list according to the above criteria. Places will be filled from the appropriate category.

In addition

Parents/carers applying under Foundation places will need to fill in a Supplementary Form to ensure the School has the requisite information to apply the Admissions Criteria. Failure to fill in the Supplementary Form may affect priority afforded to the application. Supplementary Forms will be distributed by the School and must be returned to the School Office by the stipulated date.

Change of Address

Applicants are obliged to inform the LA and the School immediately of a change of address. Failure to do so may result in the withdrawal of a place.

False or withheld information

The Governors reserve the right not to make an offer, or may seek to withdraw an offer of a place to any child whose parents have supplied false information or withheld information on the Common Application or Supplementary Information Forms.

Applicants currently in Nursery

A place in the Nursery does not guarantee a subsequent place in the Reception class. Parents of children who are admitted for nursery education will still need to apply for a place at the School if they wish their child to transfer to Reception.

Right of appeal

If you are unsuccessful you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the policy and you will have the right of appeal to an independent panel. Should you wish to appeal please contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal. Appeals must be submitted by

Fair Access

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Governing Body and the Diocese for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

Pupils with an Education, Health and Care Plan (EHC)

The admission of pupils with an Education Health and Care Plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC Plan you must contact your Local Authority SEN officer.

Reception year deferred entry

Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferral is

requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also request that their child attend part-time until compulsory school age is reached. Entry may not be deferred beyond compulsory school age or beyond the year of application, therefore applicants whose children have birthdays in the summer term may only defer until 1st April

Admissions of summer born children

Parents/carers may now request that their summer born child, i.e. a child born between the 1st April – 31st August be admitted to Reception in the September following his/her 5th birthday. Parents/carers should inform the Chair of Governors of this request at the time of application. An application must then be submitted in the usual way. This application will be treated in the same way as all other applications and ranked according to the oversubscription criteria. There is no guarantee that an offer will be made.

ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

Parents of a summer born child (a child born between 1 April and 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted outside their normal age group – to reception rather than year 1. Decisions will be made on the basis of the circumstances of each case and in the best interests of the child. Parental views, the academic, social and emotional development of the child, and where relevant medical views will be taken into account. The views of the headteacher will also be taken into account. The reasons for the decision on the year group to which the child will be admitted will be clearly set out in writing.

Where it is agreed for a child to be admitted to reception outside their normal age group, the parents must make an application for the main admissions round for reception the following year. The application will be considered along with all the other applications in accordance with the determined admissions arrangements for that year.

Parents considering this option should discuss it with the school at an early stage, so that if the request is refused there is still time to apply for a place as part of the normal age group admissions.