

Admissions Policy for September 2011/12

St John's Church of England Primary School has a distinctive Christian ethos which is at the heart of this school and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community and we ask all parents to respect the Christian ethos of our school and its importance to our community.

St John's C of E Primary School is part of the co-ordinated admissions scheme for all maintained primary schools in Kingston.

Parents who wish to apply for a Reception place at the school for September 2011 must name the school on the Common Application Form available from their Local Council and, **if applying under criterion 4 or 5**, complete the school's supplementary information form, which is a clergy form to be completed by the clergy of the church. Failure to return the supplementary form will mean that the school cannot consider the application under the relevant church criterion, in this case the application will be considered under the next most appropriate criterion based on the information on the Common Application Form.

No priority is given to an application for a Reception place for a child attending the school's nursery class. A separate application must be made and will be considered according to the published admissions criteria. Late applications will be considered in accordance with your Council's primary admissions scheme.

There are 30 places for entry into Reception in September 2011. When there are more applications than places available, places will be offered using the following criteria, in priority order:

1. Looked After Children i.e. children who are looked after by a public authority and are in public care. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from a social worker);
2. Children with an exceptional and professionally supported medical or social need for a place at this school which is verified by professionally supported evidence at the time of application (**see footnote 1**);
3. Children who have a brother or sister, including an adopted, foster, half or step brother or sister attending the school at the time of admission;
4. Children whose parent/s or guardians are worshipping members at the parish churches of St John's or All Saints in Kingston or at the Fairfield Methodist Church, Kingston (**see footnote 2 and 3**);
5. Children whose parent/s or guardians are worshipping members at another Christian church; and who live within the area designated by the Governors - see detailed plan and description (**see footnote 4**);
6. The remaining places will be offered to other children who live nearest to the school, as measured by the shortest approved walking route. All distances will be measured using the Council's computerised Geographical Information System.

If there are more applications than places under any single criterion, the Governors will prioritise these applications according to distance from the applicant's home address to the school as described in Criterion 6 above.

Tie-Breaker

Where there are two or more applicants who live equidistant from the school and a tie-breaker is required, admission will be by the drawing of lots.

Appeals

Parents who are unsuccessful in their applications have the right of appeal to an independent appeal panel under the School Standards and Framework Act 1998. Appeals should be addressed to the Appeals Co-ordinator, c/o St John's C of E Primary School within 14 days of the date of the letter confirming the governors' decision not to offer a place. If an appeal is unsuccessful, the governing body will not consider further applications from the same parents within the same academic year unless there have been significant and material changes in their circumstances.

Waiting List

The waiting list will automatically consist of names of unsuccessful applicants who have not had a higher preference offer for September 2011. This list will be held in criteria order and will include any late applications. Parents are given the opportunity to remain on the waiting list until they reach secondary school.

Late Applications

Late applications will be dealt with in accordance with Kingston's primary admissions scheme for 2011

Admissions to Reception

Parents will have the option to send their child to school full-time from September 2011. They can request that their child attends part-time until later in the school year or until the child reaches compulsory school age. They should discuss their request with the Headteacher of the school once a place has been offered.

Parents can ask to delay their child's entry to school until later in the academic year of entry i.e. 2011/12. They should discuss their request with the Headteacher of the school once a place has been offered.

In Year admissions

From 1 September 2010, all applications for admission to all year groups, must be made to your home Local Authority's (LA) In-Year application form. If you wish to apply for a place at this school, you must name the school as one of your preferences on your home LA In-Year application form and submit this to your Home LA. You must also complete the school's supplementary information form and return this form to the school.

Nursery Admissions

The arrangements for admission to nursery use the same published criteria as above.

Footnotes:

- 1 This must be supported by written evidence at the time of application, eg, from a specialist health professional, social worker or other care professional. The evidence must set out the reasons why St John's is the most suitable school and the difficulties that would be caused if the child had to attend another school.

- 2 This criterion does not apply to other Churches or religious groups renting any of the premises of the three churches mentioned above.
- 3 “Worshipping members”: applicants seeking support from their church should ascertain from their Minister, Elder or person responsible for these matters what constitutes “worshipping membership” in their church setting. If an applicant has recently moved to the area a reference from their previous church may also be necessary.
- 4 In Criterion 5 Christian Church is defined as a member of Churches Together in Britain and Ireland or the Evangelical Alliance or the African and Caribbean Evangelical Alliance. If an applicant has recently moved to the area a reference from their previous church may also be necessary.

ST JOHN'S C OF E PRIMARY SCHOOL

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E-mail: jnp@rbksch.org



Headteacher: Mrs J Tuck

**SUPPLEMENTARY FORM FOR ADMISSION TO
ST JOHN'S CHURCH OF ENGLAND SCHOOL FOR SEPTEMBER 2011**

Completion instructions: Parents should fill in this form **only** if they are applying for a place under criteria 3 or 5; the completed form should be returned direct to the school.

You should ensure that you have a copy of the admission policy prior to completing the form and returning it to the school. **You must also complete the Common Application Form available from your Council and name this school on that form. The Common Application Form should be returned direct to your Council.**

NB: Parents should only complete this form if they are applying for a place under the church criteria; failure to return this form will mean that the Governors cannot consider the application under the church criteria.

1 Pupil Information

Surname of child:

Other Name(s):

Date of birth:

2 Parent/Guardian Information

Name of parent(s)/guardian(s):

Home address:

Post Code:

Home telephone:

Daytime telephone (if different):

3 Church Worship – to be completed by a member of the clergy

I confirm that the above named person is a worshipping member of our church community
(Please tick the box that applies)

Yes

No

Name of church :

If this is not an Anglican Church please state the denomination to which the church belongs:

Is the church a full member of Churches Together in Britain and Ireland or the Evangelical Alliance or the African and Caribbean Evangelical Alliance? Please specify.

Please supply Registration No:

4 Church Information

Name of Priest/Minister:

Address of Priest/Minister:

Post Code:

NB: If a family is refused a place at the school and appeals against the Governors' decision, this form may be used as evidence at the appeal.

Signed: Date:
(Minister)

Once signed the Church's involvement in the Admission process is complete