

ST JOHN'S CE (VA) PRIMARY SCHOOL, CLIFTON

ADMISSIONS POLICY

Rationale

The school is a Church of England Voluntary Aided primary school.

The school serves the neighbourhood of Clifton, and beyond when space permits. The Admissions Policy reflects this.

The Church is closely involved with the school as part of its mission and ministry, and the Admission Policy reflects this.

Unfortunately, it may not always be possible to admit as many children as we would like because of the limits of space. The Admissions Policy proposes to bring into school the desired number of children, and no more, in a way that seems manifestly fair and just to all and gives substance to the aims and objectives of the school.

Pupils are admitted to the school at the beginning of the academic year in which they reach their fifth birthday, without reference to ability or aptitude. As an introduction to full time education, reception class children attend school initially on a part time basis. They come for approximately one week mornings (including lunchtime) and one week afternoons only. This has proved, over the years, to be highly beneficial and has enabled the children to settle into school in smaller groups.

The Governors publish a prospectus and complete the 'school profile' which can be found via the link on the school's website at www.st-johns-pri.calderdale.sch.uk to help parents decide their choice of school, and to give other important information about the school. Parents considering sending their children to the school are also welcome to visit the school, to talk to the Headteacher and to see the classes at work. Parents are asked to telephone the school beforehand in order that a mutually convenient time can be arranged.

Separate arrangements exist for Reception age children to visit the school. An afternoon is set aside for the children to visit the school and see their new teacher and the Reception class area, whilst parents are invited to a talk by the Headteacher and other 'partners' and professionals who are able to support the transition process. Details about this visit are sent to parents in the summer term prior to admission. A special booklet of details welcoming the parents and children to the Reception class is prepared and given out by the Reception class teacher.

Application for a place at the school should be made on the form at the back of the Calderdale booklet, available from the school, and returned to St John's CE(VA) Primary School or the local authority, together with the Supplementary Information Form if appropriate (see 4, 5 and 6 of the oversubscription criteria). The school governors control the admissions to the school, but application form information of the children is shared with the local authority.

Admission Statement

Under the School Admissions Code 2007 consultation has to be completed each year by 1st March and determined by 15th April for admissions eighteen months after that in future years. The governors will consult with all admissions authorities in a 'relevant' area about admission arrangements before determining admission arrangements for a school year.

In common with all schools, the School Governors have an Admissions Policy. St John's is as follows:

The Admissions Policy of the school is controlled by the Governors.

Governors follow the local authority's policy and admit children into the reception class at the beginning of the school year in which they attain their fifth birthday.

The number of intended admissions for the academic year commencing September 1st 2011 will be 30. This number is sometimes called the Published Admissions Number or P.A.N.

SPECIAL EDUCATIONAL NEEDS

As required by Section 324 of the Education Act 1996, St John's CE (VA) Primary School will admit children with statements of Special Educational Needs in which the school is named on the Statement. This is not an oversubscription criterion as all schools must admit such children whether they have places or not.

Over-subscription

Where the number of applications for St John's CE (VA) Primary School received during the normal admissions round exceeds the Published Admissions Number then admission will be determined in accordance with the following priority of admission criteria.

1. Looked After Children (A child who is looked after by the Local Authority in accordance with Section 22 of the Children Act 1989).
2. Children living within the neighbourhood of Clifton Admissions Priority Area. (A map detailing the neighbourhood of Clifton is available from the school.) (*See notes 2 and 3*)
3. Children with a brother or sister attending the school at the proposed date of admission. (*See note 1*)
4. A child who, or whose parents/guardians worship at St John's Church, Clifton or whose parents/guardians are on the electoral roll of that church, and who are:

- a) **'At the heart of the church'**
A regular worshipper. A person who worships at least twice per month. The worshipper could be one or both parents or the child.
- b) **'Attached to the church'**
A regular but not frequent worshipper. A person who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.

A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is available from the school. The form should be signed by the Vicar. During an interregnum the form should be signed by a Churchwarden.

Parents having moved to become resident in the parish(es) mentioned above, having been on the Electoral Roll of another Anglican parish, will qualify upon proof of membership being provided by the priest of that other parish.

5. A child who, or whose parents/guardians worship within the Brighthouse and Clifton Team Parish or whose parents/guardians are on the electoral roll of that church, and who are:

- c) **‘At the heart of the church’**
A regular worshipper. A person who worships at least twice per month. The worshipper could be one or both parents or the child.
- d) **‘Attached to the church’**
A regular but not frequent worshipper. A person who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.

A ‘Supplementary Information Form’ (SIF) to provide confirmation of Christian commitment is available from the school. The form should be signed by the Vicar. During an interregnum the form should be signed by a Churchwarden.

Parents having moved to become resident in the parish(es) mentioned above, having been on the Electoral Roll of another Anglican parish, will qualify upon proof of membership being provided by the priest of that other parish.

6. A child whose parents/guardians are members of another Christian Church recognised by Churches Together in England and Wales, who are:

- a) **‘At the heart of the church’**
A regular worshipper. A person who worships at least twice per month. The worshipper could be one or both parents.
- b) **‘Attached to the church’**
A regular but not frequent worshipper. A person who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.

A ‘Supplementary Information Form’ (SIF) to provide confirmation of Christian commitment is available from the school. The form should be signed by the Minister of Religion.

Parents having moved to become resident in the parish(es) mentioned above, having been Members of another Christian Church recognised by Churches Together in England and Wales, will qualify upon proof of membership being provided by the Minister of that other Church.

7. Children outside the neighbourhood of Clifton Admissions Priority Area.

In all of the categories, where the criteria are not adequate to distinguish between requests for admission which cannot all be accepted without exceeding the Published Admissions Number, priority will be decided on the basis of the distance from school to home, measured by a straight line on an ordnance survey map, from the front door of the pupil’s residence to the school entrance. Those living the nearest being given priority.

Notes

- 1. For the sibling criterion to be applicable one of the following conditions must exist:
 - a) brother and/or sister to be permanently resident at the same address
 - b) stepbrother and/or stepsister to be permanently resident at the same address (to include half brothers/sisters).

2. The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to school.
3. Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week including weekends.
4. For the worshipping members of St John's Church criteria to apply, parents should have been regular and frequent worshippers at St John's Church for a minimum of twice per month, during the year prior to the beginning of the relevant school year. This is verified by a member of the clergy of St John's Church or their representative.
5. For the worshipping members of Brighouse and Clifton Team Parish criteria to apply, parents should have been regular and frequent worshippers for a minimum of twice per month, during the year prior to the beginning of the relevant school year. This needs to be verified by a member of the clergy or their designated representative.
6. For worshipping members of a Christian church as recognised by member churches of "Churches together in England" to apply, parents should have been regular and frequent worshippers for a minimum of twice per month, during the year prior to the beginning of the relevant school year. This needs to be verified by a member of the clergy or their designated representative.

The governing body will keep a waiting list of the names of applicants who have not been allocated places at the school and these will be ranked in descending order according to the over-subscription criteria that are outlined above.

This information is published by the Governors of St John's CE (VA) Primary School, in accordance with the relevant sections of School Standards and Framework Act (1998) and the School Admissions Code 2007 and Accompanying Regulations. Admission criteria may change from one year to the next in order to respond to new legislation.

Appeals Procedure

Parents whose children are refused school places for which they have applied by expressing a preference on the common application form have the right to an independent appeal. The right of an independent appeal applies to all preferences expressed and subsequently refused by the governing body in accordance with the priority of admission over-subscription criteria.

Parents who intend to make an appeal against the governing body's decision to refuse admission must submit a notice of appeal to:

The Clerk to the Aided Schools Appeals Panel
Church House
1 South Parade
WAKEFIELD WF1 1LP Telephone: 01924 371802

within 21 working days of receiving the refusal letter.

Normally appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.

Review

This Admissions Policy was determined April 2009

The Admissions Policy is reviewed annually. The actual work of review and its implementation is delegated to the Admissions sub-committee, but taken to the full governing body for discussion.