



Wisdom Service Hope

## St Mary's and St John's CE School

*"With God, all things are possible" (Matthew 19:26)*

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### PRIMARY SCHOOL ADMISSIONS CRITERIA FOR ADMISSION TO ST MARY'S AND ST JOHN'S CE SCHOOL IN SEPTEMBER 2021

St Mary's and St John's is an all through Church of England School, founded on Christian principles and with a Christian ethos that underpins all that happens in the school. We expect that everyone who attends will be supportive of the Christian foundation of the school. However this does not mean that all our students come from a Christian background, and students from all faiths and none are warmly welcome to apply.

This policy applies to the admission of children who were born between 01.09.2016 and 31.08.2017 to SMSJ's Reception classes in September 2021. Children are entitled to a full-time place in the September following their fourth birthday.

We have strong relationships with parents and families and the inclusion of a criterion for siblings ensures that all the children in a family can attend the same school.

#### **Admission Criteria for Reception to Year 6**

The school is intending to admit 90 children to the Reception Class in September 2021. If the school is oversubscribed, or there are several applicants for one place, the following will be applied:

1. Children who are Looked After or Previously Looked After<sup>1</sup>
2. Children with a sibling on roll in Years Reception to Year 13 at SMSJ when they apply.
3. Children of a member of staff where the member of staff has been employed at the school for two or more years at the time of application or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children whose parents are committed\* members of an Anglican Church and either reside within the Parishes of St Mary's and Christ Church (Hendon), St John the Evangelist (West Hendon)<sup>2</sup> or St Matthias (Colindale) or reside outside those parishes but are on the electoral roll of St Mary's and Christ Church, St John the Evangelist or St. Matthias. (*Note to parents: When you have completed the supplementary information form, please take it to your Priest or Minister and ask them to complete the declaration form.*)
5. Children whose parents are committed\* members of Churches or Chapels of other Christian denominations defined as those identified with "Churches Together in Britain and Ireland" or who are a member of the Evangelical Alliance and reside within the Parishes of St Mary's and Christ Church (Hendon), St John the Evangelist (West Hendon) or St. Matthias, Colindale. (*Note to parents: When you have completed the supplementary information form, please take it to your Priest or Minister and ask them to complete the declaration form.*)
6. Children whose parents are committed\* members of other faiths as identified by the Interfaith network of Britain and reside within the Parishes of St Mary's and Christ Church (Hendon), St John

<sup>1</sup> Within the meaning of paragraph 1.7 of the School Admissions Code December 2014.

<sup>2</sup> The Parish of St John the Evangelist now includes the Parish of St. Peter, Cricklewood.

the Evangelist (West Hendon) or St. Matthias (Colindale) and whose faith leader/representatives are prepared to support this application. (*Note to parents: When you have completed the supplementary information form, please take it to your faith leader/representatives and ask them to complete the declaration form.*)

7. Any remaining places will be offered on a geographical basis, measuring the distance in a straight line from the main entrance of the school in Prothero Gardens, NW4 3SL to the front door of your home using the local authority's computerised measuring system (see iv below).

**Please note:**

- i) The Admission forum or the Local Authority may require the school to admit a child exceptionally, either outside the normal admission arrangements or in excess of the published admission limit, in order to protect the interests of vulnerable children and those with challenging behaviour. These pupils will be shared between schools in ways that are fair, objective and transparent.
- ii) The admission of pupils with statements of Special Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure.
- iii) \*By 'committed', we mean attendance at a place of worship at least twice a month for a minimum period of two years immediately before the date of application. In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.
- iv) Distance will be used as a 'tie-breaker' if two or more applicants are equally qualified for a place within any of the above criteria. Distance is measured in a straight line between the address point for the child's home to the school's main gate at Neale House, Prothero Gardens, Hendon NW4 3SL, using Barnet Council's computerised measuring system. For this purpose, the address of an applicant is the permanent domestic address of the parents. Business addresses are not acceptable. If your child does not live with both parents, it is the address of the parent, guardian or carer with whom the child lives permanently or for the greater part of the week. If access is equal then it is the address of the parent, guardian or carer which you have nominated in connection with this application. Where it is necessary to differentiate between applicants living in flats using the same street entrance priority will be given to the applicant(s) living closest to the ground floor and then by ascending flat order. Where it is necessary to further differentiate between applicants living the same distance from the school, priority will be decided by random allocation.
- v) '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 place is sought is living in the same family unit at the same address as the sibling. If the final place available at the school is offered to a twin, triplet or other child of multiple births and the remaining sibling(s) would ordinarily be refused, the Governing Body will offer place(s) to the remaining sibling(s) even when admitting such a child(ren) would exceed the Published Admissions Number.
- vi) Whether or not a residence is within the three parishes will be decided by reference to the information contained on the website [www.achurchnearyou.com](http://www.achurchnearyou.com).

**Admission Arrangements**

- a. A separate application must be made on behalf of ALL children seeking admission to Reception Classes, including those currently attending the Nursery. There is no automatic progression from the Nursery to the Reception Classes.
- b. You must complete a Common Application Form from your home Local Authority and return it to the Admissions Team of that Authority by the agreed date to make a valid application to the school. (Barnet residents please phone 020 8359 7651 for further information or visit the web site at <http://www.barnet.gov.uk/school-admissions>). If you wish your application to be considered under

criteria 4, 5 or 6 you should also complete the school's Supplementary Information Form (SIF) so that governors may consider your application fully, (obtainable from the school or from <http://www.smsj.barnet.sch.uk>) and return it to the school office by the agreed date which will be stated on the form and the website. If you have recently moved into the area please ensure you provide the necessary confirmation of commitment from your previous place of worship. If you do not complete the Supplementary Information Form and return it to school your application will be treated as having been made under criteria 1, 2, 3 or 7.

- c. If the school and/or Governing Body are given false information, the Governing Body reserves the right to withdraw the offer of a place to the child at any time.
- d. **Appeals** Parents have the right to appeal to an Independent Appeals Panel. They must notify the school within two weeks of the refusal of a place. The letter should be addressed to the Chair of Governors, SMSJ, Bennett House, Sunningfields Road, Hendon NW4 4QR.
- e. **Waiting Lists** In addition to their right of appeal, unsuccessful applicants will be placed on the waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. Any places that become available will be offered to those on the waiting list in line with the oversubscription criteria set out above. In the event of a place becoming vacant, the place will be offered to the next applicant on the list.
- f. **Late applications** Applications received after the closing date will be subject to consideration by the school and the local authority along the lines set out in the Barnet Primary Admissions procedure. Late applicants must fill out the local authority form as well as the SMSJ Supplementary Information Form, where required.
- g. **Request to delay entry to school (known as deferred entry)**
  - i. Children reach compulsory school age at the beginning of the term following their fifth birthday. Parents of children below compulsory school age may defer their child's entry to a Reception class until later in the school year depending on the age of the child, or make arrangements for the child to attend part time. However, a Reception class place should be taken up by the start of the summer term at the latest.
  - ii. If entry is deferred beyond the start of the summer term, parents will need to reapply for a Year 1 place as an in-year application (see below) and there can be no guarantee that a place will be available.
- h. **Requests for admission outside a child's age group**
  - i. Children are educated in school with others of their age group. However, parents may request that their child is exceptionally admitted outside their age group. The Admissions Committee will consult with the Principal who will decide whether or not to recommend that the individual child's circumstances make this appropriate on educational grounds. Such requests will only be agreed in exceptional circumstances.
  - ii. Parents seeking admission to an age group below the child's actual age should submit their request to the school in the September of the year before the year when children of the same age are due to start school.
- i. **In-year admissions**
  - i. SMSJ will consider all applications for admission to other year groups and if the year group applied for has a place available, admit the child. If more applications are received than there are places available, places will be offered to those on the waiting list in line with the oversubscription criteria set out above.
  - ii. Where an application is made for a place 'out of year' it will be considered by the Admission Committee and a decision made as set out in the Admissions Code of Practice 2014 on the basis of the circumstances of each case and in the best interests of the child concerned. Please note that there is no right of appeal if your child is offered a place at the school which is not in your preferred age group.