



## ADMISSION POLICY PRIMARY ADMISSIONS FOR 2021-2022

**Responsibility:** Admissions Sub-Committee of the Board of Governors

**Review Date:** September 2021

**Status:** Live

### ***Mission Statement***

*Through Jesus Christ, we nurture, encourage and challenge everyone to love learning, be their very best today and be prepared for tomorrow.*

*In our caring environment, our children are encouraged to grow into lifelong learners and are constantly challenged to fulfil their dreams.*

*We listen to and respect every individual, everyone's efforts are celebrated and we always strive for excellence. Together as a loving community, we are guided to Christ in everything we do.*

*Through our love of God we:*

- **respect** everybody
- are **thankful** for everything we have
- believe in being **truthful** in all our actions
- **forgive** one another
- live a life of **hope**

**AS A RESULT OF THE COVID-19 PANDEMIC AND CHURCHES BEING CLOSED, PLEASE NOTE HIGHLIGHTED CHANGE TO APPLICATIONS FOR FOUNDATION PLACES.**

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## 1 Principles

St John's CE Primary School N20 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.

Parents/carers who are considering applying for a place at the school are most welcome to make an appointment to look around the school.

The governors will admit 30 children (full time) to the reception class F2 each year.

## 2 Admission into Reception

Where a place has been offered it is for full-time attendance from the September following the child's fourth birthday. Parents may defer the date their child is admitted until later in the school year but not beyond the point at which the child reaches compulsory school age (the term after the fifth birthday) and not beyond the beginning of the final term of the school year for which it was made.

Where parents want their child to attend part-time until they reach compulsory school age the school will permit this however this cannot be beyond the point at which the child reaches compulsory school age.

For children born between 1 April and 31 August parents may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted to Reception rather than Year 1 at that time. This is referred to as "admission out of the normal age group". Applications should be made when their child would be expected to start school with the request to defer entry being clearly marked. The school will then consider such requests on a case-by-case basis. Should a deferred place be agreed parents should apply again the following year providing the evidence of the previous year's deferral decision. However it is essential that parents note that there is no guarantee of a place in the following year; this is subject to the usual oversubscription criteria.

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### 3 Special Educational Needs/Education, Health and Care Plans

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming St John's CE Primary School N20 will always be offered places.

### 4 Oversubscription Criteria

Where Reception is oversubscribed, after the admission of children with SEN statements or EHC plans, places will be allocated in the following priority order. Within each category, places will be allocated on the basis of the distance of the applicant's home address from the school. This is calculated by the London Borough of Barnet's computerised system.

- a) Looked After Children (children who are in the care of a Local Authority) and previously Looked After Children. Previously Looked After Children are those who were looked after, but ceased to be so because they were adopted, or became subject to a residence order or special guardianship order <sup>1</sup>.
- b) Children who the Governing Body accepts have an exceptional medical, social or educational need which the school is particularly able to meet. Applications in this category will only be considered if they are supported by an attached written statement of exceptional needs from a doctor, social worker or other appropriate professional. Parents/carers must demonstrate that there is a very specific connection between the child's need and this particular school. Information not provided when the application is submitted will not be considered at a later date.

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<sup>1</sup> A "looked-after child" means one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion should be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

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- c) Siblings of children at the school at the time of admission AND whose parents or legal guardians are committed members of and regularly worship <sup>2</sup> at the Parish Church of St. John the Apostle, Whetstone.
- d) Siblings <sup>3</sup> of children at the school at the time of admission.
- e) Children whose parents have been working at St John's CE Primary School N20 for over two years' continuous employment.

**Those admitted as EHCP children, LAC, previously LAC, medical, social or educational need, siblings or children of staff will be allocated places from the 30 admission number first.**

The remaining places will be allocated between Foundation (80%) and Community (20%) applicants. Note that where there is a need to round numbers, we will favour Foundation places <sup>4</sup>.

- f) **Foundation Places** will be allocated in this order of priority: \*\*
  - a. Children whose parents or legal guardians are committed members of and regularly worship <sup>2</sup> at the Parish Church of St. John the Apostle, Whetstone.
  - b. Children whose parents or legal guardians are committed members of and regularly worship <sup>2</sup> at another Anglican Church.
  - c. Children whose parents or legal guardians are committed members of and regularly worship <sup>2</sup> at a church or chapel of another Christian denomination. Churches which are accepted within this definition are those which are members of "Churches Together in Britain and Ireland" or the Evangelical Alliance.

**In the light of the Covid-19 pandemic please note the following with regard to applications being made for Foundation Places.**

<sup>2</sup> Regular worship" as referred to in this policy means attendance at worship at least twice monthly over the year preceding the date of application. For applications to be considered, a Supplementary Information Form (SIF) bearing an official stamp or accompanied by a signed letter on official headed paper must be submitted bearing the signature of the relevant parish priest.

<sup>3</sup> A sibling is defined as a brother or sister living at the same address. It also includes half brothers and sisters, stepbrothers and sisters and foster children provided they live at the same address. Where a child regularly lives with one parent for part of the week and with the other parent for the rest of the week, the permanent address for distance tie break purposes will be the address at which the child lives for the greater part of the week. If the child lives equally with both parents at different addresses, the child's home will be taken to be the address of the main parent/carer eligible to receive Child Benefit and Child Tax Credit.

<sup>4</sup> Example: if we fill seven places from categories a) to e) we will have 23 places left, which would be 18.4 places for Foundation and 4.6 places for Community. We would round this to 19 places for Foundation and 4 for Community.

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" In the event that during the period specified for attendance at worship the church (or other relevant places of worship) has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship"

For avoidance of doubt, this means that for applications for Reception places in September 2021 we are defining regular worship as physical attendance at church twice monthly between 1 January 2020 (approximately a year before applications need to be made) and 23 March 2020 (when lockdown started). As many people chose to stop attending busy places in March, we are happy to accept a Supplementary Information Form that states that families attended church four times between 1 January and 23 March 2020.

Please note that our criteria for a Foundation place focusses on parents being regular worshippers a year prior to their application, which was before lockdown started. Proof of attendance at virtual services throughout lockdown is not a requirement for proof of regular worship.

- g) **Community Places** will be allocated to all applicants regardless of the faith background of the family, in the following priority order:
- a. Children whose parents or legal guardians live in the Parish of St. John the Apostle, Whetstone <sup>5</sup>.
  - b. Children whose parents or legal guardians live outside the Parish of St. John the Apostle, Whetstone.

## 5 Tie Break for Reception Admission

Where there are more applicants within any category than places, places will be allocated to children who live closest to the pedestrian entrance to the main school, measured in a straight line from the front door of the child's permanent home address, using the London Borough of Barnet's computerised measuring system (the Distance Tie Break) Where the Distance Tie Break does not produce a clear outcome (i.e. two children live precisely the same distance from the school), the place will be determined by random allocation.

Where the last place available by operation of the Distance Tie Break would lead to only one of two or more siblings being offered a place, the other sibling(s) will also be offered a place.

<sup>5</sup> List of streets with the parish is available on the school website

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## 6 In-Year Admissions

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. In September 2020 it is intended that there will be 30 children in each year group from Reception to Y6. If a place is available and there is no waiting list then the local authority will communicate the governors' offer of a place to the family. If more applications are received than there are places available then applications will be ranked by the London Borough of Barnet in accordance with the school's oversubscription criteria. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the London Borough of Barnet in the order of the oversubscription criteria and not in the order in which the applications are received.

Where a tie-break occurs we will use the same rules under **Tie Break for Reception Admission**

## 7 How our appeals process operates

- a) The Governing Body will establish an Independent Appeal Panel.
- b) Parents who are refused a place are entitled to appeal in writing to the Clerk to the Governors, care of the school, within 14 days of being told that a place is not available.
- c) The letter of appeal must state that the parents wish to appeal and state the grounds on which they are appealing the decision.
- d) An Appeal Panel will be convened as soon as practicable after the Clerk to the Governors has received notification of the parents' appeal.
- e) The Appeal Panel's decision will be notified in writing to the parents who made the appeal within five school days of its meeting unless there is good reason to take longer.

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