



St John the Baptist Church of England Junior School

Admissions Arrangements for academic year 2021-2022

St John the Baptist is a Voluntary Aided Church of England Junior School. The Governing Body is responsible for the admission of pupils to the school and will admit 90 pupils into Year 3 for this year.

The Governing Bodies of Voluntary Aided schools are responsible for formulating their admissions criteria and applying them in the event of over-subscription. In cases of over-subscription, governors will apply the following criteria in order:

Admissions Criteria

1. Places will be offered firstly to Looked After Children i.e. children who are looked after by a public authority and are in public care, and previously looked after children who were adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after. (See note 1. below).
2. Children who are attending Year 2 in Hampton Wick Infant & Nursery School. **NOTE:** This criterion will only apply until August 2021.
3. Siblings of pupils already attending the school at the time of admission of the younger children. (Fostered, adopted, half and step siblings are included within the definition.)
4. Children of Anglican families regularly worshipping at the churches of St Mark's Teddington and St John's Hampton Wick. (See note iii. below).
5. Children of regularly worshipping Christian families whose church is a member of Churches Together in Britain & Ireland or the Evangelical Alliance. (See note iii. below)
6. Children of other world faith families who regularly worship. (See note iii. below)
7. Places will then be offered to children of members of staff who have been employed at the school for two or more years at the time of application and will continue to be employed at the school at the point of admission or the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage
8. Children of other families.

Notes:

- i. The definition of Looked After Children and previously looked after children is as follows:
 - children who are in the care of a Local Authority (LA), or being provided with accommodation by an LA in the exercise of their social services functions in accordance with Section 22 of the Children Act 1989, at the time an application for a school is made.
 - Previously looked after children who were looked after immediately prior to being adopted or who became subject to a child arrangement order under the Children's and families Act 2014, (previously known as a residence order) or a special guardianship order.
- ii. When deciding between applicants who ostensibly have equal entitlement under the above criteria, the Governors will have regard to the proximity of the applicants' homes to the school. Priority will be given to those applicants who live nearest to the school, as measured by the shortest route by road or maintained footpath, from the Ordnance Survey grid reference point within the property, to the nearest pedestrian school gate used by the relevant year group. Accessibility of private or public transport will not be considered. All distances will be measured using Richmond upon Thames Council's geographical information system. Where two distances are the same a decision will be made using random allocation.



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- iii. By 'regularly*' we mean attendance at worship for at least once a month for a year. A letter from a vicar, minister or religious leader will be sought to verify this.

Admissions for entry into Year 3 in September 2021

Applications to St John the Baptist School should be made online at <https://www.eadmissions.org.uk/> selecting the application to Junior School phase. Please note that this requirement is in addition to the St John's Supplementary Registration Form, which we require you to complete. Paper copies of this form are available on request at the school office, or may be downloaded from the website or requested by email. Richmond Borough's Admissions Brochure can be found online in PDF form by clicking the link https://www.richmond.gov.uk/primary_admission.pdf

For entry into Year 3 in September 2021, places will be offered on the same date as all other schools by agreement with the local authority.

Updated guidance from the DfE School Admissions Code, December 2014, offers a possibility of deferred entry into the Reception Year. However, this does not apply to St John the Baptist, as we are a receiving Junior School. The School would deem any request to educate a child out of their correct chronological age group to be exceptional. Each request will be carefully considered and Governors would refer such requests to the Local Authority and our Diocesan Board.

In-Year Admissions

Applications to St John the Baptist School should be made on Richmond Borough's In Year Application Form, which is available via the link under "Admissions" on the school website www.st-john.richmond.sch.uk. Please note that this requirement is in addition to the St John's Registration Form, which we require you to complete. Paper copies of both forms are available on request at the school office, or may be downloaded from the website or requested by email.

Waiting List

From the date that you enter your child on the waiting list, we will hold your child's place on the waiting list until the end of that academic year in July 2022. Children will be admitted from the list in accordance with the published admissions criteria applicable at the time of entry, without regard to the date of entry on to the waiting list.

Parents who wish their child to remain on the waiting list for the following academic year will need to make a request by email by September 10th of that year. Please note if we do not receive an email by September 10th confirming that you wish your child to remain on the waiting list, we will remove their name. If you accept an alternative place at another school, we expect you to notify us by email immediately.

Waiting list numbers will be published on the school website under the "Admissions" link.

Fair Access Protocol

The school cannot exceed its published admission number except in exceptional circumstances as outlined in the Richmond Borough's Primary Fair Access Protocol, which can be found on their website <https://www.richmond.gov.uk>

Admissions Appeal Committee

Parents, who are not offered a place for their child, are entitled to appeal to an independent committee under the provisions of the Education Act 1980. Parents/Guardians, wishing to appeal, should do so in writing. The letter should be sent to the Clerk to the Appeals Committee, via the school, within 30 days from the notification of the decision not to admit.

Visits to see the school are welcomed. Any parent wishing to visit should contact The School Admissions Officer on **0208 977 4114**. An open evening is held annually in the autumn term.

These Admissions Arrangements are subject to any changes in statutory law.