



*St John the Divine Primary School*

*Admissions Policy*

*2019 - 2020*

## St John the Divine Church of England Primary School – Admissions Policy – 2019/2020

### Our Vision

We are a vibrant community where every person makes their unique contribution to making a better society. At St John the Divine, our vision is of a joyful place where children are empowered to explore their potential through educational excellence within an environment of spiritual growth and well-being.

We are a school where all can flourish and be all they can be.

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*Jesus said: I have come that they may have life, and have it to the full.' John 10:10*

**Our school motto is: TEAM – Together Everyone Achieves More**

*'You are the body of Christ, and each of you is part of it.' 1 Corinthians 12:27*

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St John the Divine Church of England School has a distinctive Christian ethos which is at the heart of the 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.

The Governing Body is responsible for admission to St John the Divine Church of England School and admits up to 26 pupils to the Nursery class and 30 to the Reception class each year.

The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), i.e., 30 pupils per class.

**Reception applications:** The school is part of Lambeth's co-ordinated admission scheme and the timescales for applications to be received and processed are those agreed with the local authority. Parents must complete the Local Authority's Common Application Form (CAF) if applying to Reception and must return the form to the Authority by **15th January**. If applying for a place at this school, parents must name this school as one of the preferences on the CAF. Parents who wish to apply for a place under the church criteria (2-4 below) must also complete the school's supplementary form and return this to the school by the **15th January**. Failure to return the supplementary form will mean that the school cannot consider the application under the church criteria. In this case the application will be considered under the next most appropriate criteria based on the information on the CAF.

**Nursery application deadlines:** The deadline for nursery applications is **1<sup>st</sup> May**.

### Deferred entry

The School admits children to the Reception class in the September of the school year in which the child attains the age of 5 Years. (The school year runs from 1<sup>st</sup> September to the 31<sup>st</sup> August.) All parents/carers are entitled to a full-time place for their child in the Reception class from September, but may defer entry until the beginning of the term after their child is five years old (ie, when the child reaches compulsory school age) or until the beginning of the summer term whichever is earlier. Children may attend part-time until they reach compulsory school age. Parents/carers who have been offered a place at the School and wish to defer entry for their child and/or attend part-time must put this in writing to the Head Teacher at the earliest opportunity and before the start of the autumn term.

### Education out of normal (chronological) age group

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

### **Over-subscription criteria**

When there are more applications than there are places available the Governors will admit children according to the following criteria, in order of priority.

1. Looked after children or previously looked after children (see note a).
2. Children with an exceptional and professionally supported medical or social need for a place at this school. This must be supported by written evidence, e.g., from a specialist health professional, social worker, or other care professional, which sets out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school.
3. Children whose parents/guardians are faithful and regular worshippers (see note b) at the Parish Church of St John the Divine, Kennington.
4. Children whose parents/guardians are faithful and regular worshippers at other (see note c) local Anglican (Church of England) Parish Churches, and have been for at least one year.
5. Children whose parents/guardians are faithful and regular worshippers at one of the Oriental Orthodox churches (up to a maximum of 3 places).
6. Children who will have a brother and/or sister (see note d) attending the school at the time of admission.
7. Children in order of the nearness of the home to the school, measured by a straight line ( see note e).

### **Notes**

- a) Criterion 1. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions at the time of making an application to the school (see definition in section 22(1) of the Children Act 1989). Previously looked after children are children who were looked after immediately prior to being adopted, or who became subject to a residence order, (now termed child arrangement order under the Children and Families Act 2014), or special guardianship order. The Governors will require written confirmation that the child is looked after, or previously looked after, and will be so at the time of making an application to the school.
- b) Criteria 3, 4 and 5. Faithful and regular worship means church attendance at least twice a month for a minimum period of one year. Written evidence of the applicants commitment to their place of worship (in the form of a clergy reference), will be required.
- c) Criterion 4 (Other Anglican Parishes) –these parishes are:
  - a. St Agnes, Kennington Park
  - b. St Michael's Camberwell
  - c. St Giles, Camberwell
- d) Criterion 6. Brothers and sisters are defined as those who are blood relatives, step siblings, foster or adopted siblings living at the same address.
- e) Criterion 7. This measurement will be done using the local authority's computerised mapping system. This measurement will go from a point from the child's home as identified by the software to a central point in the school's grounds as profiled in the software. The child's home address will be the child's permanent address of a relative or carer, unless they have legal custody of the child. Applications must only be made from a single address. Applications or offers under this criteria will only be valid once proof of address has been given and confirmed.

In the event that two or more applicants have equal right to a place under any of the above criteria, the Governing Body will apply the subsequent criteria, in order of priority, to these applicants. In the event that two or more applicants live equi-distant from the school, the place will be awarded by drawing lots.

### **Waiting List**

Parents who are not offered a place for their child will be asked if they would like to keep their application form on record and will be notified if circumstances change and a place becomes available. A waiting list will be kept for one year and ordered according to the admission criteria. The list will be re-ordered each time a new applicant is added to the list.

### **Special Educational Needs**

Parents/Carers of pupils who have a statement of special educational needs, or Education, Health and Care (EHC) Plan are required to apply for school places separately through the local authority from whom advice is available. If a child with a statement, or EHC Plan, is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced. The Governors will admit all those pupils whose statement, or EHC Plan, names the School. \*

*\*NB: All schools are consulted by the LA prior to the school being named.*

### **Appeals**

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the school. The form should be sent to reach the Clerk to the Appeal panel, care of the school, within 20 school days of the date of the letter confirming the governors' decision not to offer a place. Should an appeal be unsuccessful the Governing Body will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances.

**Late Applicants**

The school is part of the Local Authority Co-ordinated Admissions Scheme and late applicants will be dealt with in accordance with that scheme. This means that if your application is not received by your home local authority by the closing date, your application will not be considered for a place until after the initial offer of places has been made. St John's is a popular school and this is likely to reduce considerably your chance of gaining a place.