



**ST JOHN'S SCHOOL ADMISSIONS POLICY
SEPTEMBER 2018**

This document sets out the determined admission arrangements for St John's Primary School ("the School") for September 2018:

- 1.** St John's Primary School will admit children up to its Published Admission Number (PAN) of 30 children per year into the Reception Year.
- 2.** Applications for admission at the normal intake will be managed in accordance with Surrey's coordinated schemes on primary and secondary admission. Please see Surrey's coordinated schemes for further details regarding applications, processing, offers, late applications, post-offer and waiting list.
- 3.** Applications for the School must be made by 15 January 2018. Places at Surrey primary schools will be offered on the basis of the preferences that are shown on the application form. Parents will be asked to rank up to four preferences and these will be considered under an equal preference system.
- 4.** The admission arrangements for St John's Primary School for September 2018 are set out in section 6 below.
- 5.** Children with a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP) that names the School will be allocated a place before other applicants are considered. In this way, the number of places available will be reduced by the number of children with a statement that has named the School.
- 6.** If the School is over-subscribed for any year group, applications for entry in 2018/2019 will be ranked in the following order:
 - i. First priority: Looked after and previously looked after children**
See Section 7 for further information relating to looked after and previously looked after children.
 - ii. Second priority: Exceptional social/medical need**
See Section 8 for further information relating to exceptional social/medical need.
 - iii. Third priority: Children of staff at the School**
See Section 9 for further information relating to children of staff employed by the Goldsworth Trust and working at St John's Primary School.
 - iv. Fourth priority: Children who will have a sibling at the school**
See Section 10 for further information relating to siblings.

If within this category there are more applicants than places available, any remaining places will be offered to applicants who meet this criterion on the basis of proximity of the child's home address to the school (please see criterion vi).

v. Fifth priority: Children for whom the school is the nearest to their home address

See Section 11 for further information on the definition of nearest school. See Section 12 for further information on the definition of home address.

If within this category there are more applicants than places available, any remaining places will be offered to applicants who meet this criterion on the basis of proximity of the child's home address to the school (please see criterion vi).

vi. Sixth priority: Any other applicant

Remaining places will be offered on the basis of nearness to the school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the school's main gate. This is calculated using the Admission and Transport team's Geographical Information System. See Section 12 for further information on the definition of home address.

Where two or more children share a priority for a place, e.g. where two children live equidistant from a school and only one place remains, St John's Primary School will use random allocation to determine which child should be given priority.

7. Looked after and previously looked after children

Within the admission arrangements looked after and previously looked after children will receive the top priority for a place. Looked after and previously looked after children will be considered to be:

- children who are registered as being in the care of a Local Authority or provided with accommodation by the local authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and
- children who have previously been in care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of The Children Act 1989(a) and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014), or special guardianship order (in accordance with Section 14A of the Children Act 1989).

Places will be allocated under this criterion when places are first offered. The Local Authority may also ask the School to admit over their Published Admission Number at other times under this criterion.

8. Exceptional social/medical need

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances will apply which will warrant a placement at a particular school. Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child should attend the School and why no other school could meet the child's needs.

Providing evidence does not guarantee that a child will be given priority and in each case a decision will be made by the Governing Body of St John's Primary School based on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other.

Places may be allocated under this criterion when places are first offered. The Local Authority may also ask the School to admit over their Published Admission Number at other times under this criterion.

9. Children of staff at the school

Priority will be given to children of:-

- a) teachers employed at the school for two or more years and
- b) existing staff employed in a 'difficult to recruit position' and
- c) new staff employed to a 'difficult to recruit' position.

For normal round admissions, the date that will be used to assess this will be the closing date for applications (15 January 2018). For in-year applications the date that will be used will be the date the application is made.

Children of members of staff who don't initially fulfil the two year requirement will have their position on the waiting list re-assessed when this requirement is fulfilled.

A 'difficult to recruit position' will be determined by the School's Governing Body and their decision will be final.

10. Siblings

A sibling will be considered to be a brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister or a step-brother or step-sister or an adoptive or foster sibling, living as part of the same family unit at the same address.

A child will be given sibling priority if they have a sibling at the School at the time of the child's admission. For the initial intake to the School a child will be given priority for admission only if their sibling will still be at the School in September 2018.

11. Nearest School

The nearest school is defined as the school closest to the home address with a published admission

number for pupils of the appropriate age-range. This will be measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey, to the main school gate.**12. Home Address**

Within the School's admission arrangements the child's home address excludes any business, relative or childminder's address and must be the child's normal place of residence. In the case of formal equal shared custody it will be up to the parents to agree which address to use. In other cases it is where the child spends most of the time. All distances will be measured by the computerised Geographical Information System maintained by Surrey's Admissions and Transport team.

The address to be used for the initial allocation of places to Reception will be the child's address at the closing date for application. Changes of address may be considered in accordance with Surrey's Coordinated Scheme if there are exceptional reasons behind the change, such as if a family has just moved to the area. The address to be used for waiting lists, after the initial allocation, will be the child's current address. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify St John's Primary School and Surrey County Council of any change of address.

13. Tie Breaker and the admission of twins, triplets, other multiple births or siblings born in the same academic year

If within any category there are more applicants than places available, any remaining places will be offered to applicants who meet this criterion on the basis of proximity of the child's home address to the school.

Where two or more children share a priority for a place when using distance as a tie breaker, e.g. where two children live equidistant from a school and only one place remains, St John's Primary School will use random allocation to determine which child should be given priority.

In the case of multiple births, where children are ranked consecutively in their order of priority for a place and there are not sufficient vacancies remaining for each of them, wherever it is logistically possible, each child will be offered a place. Where it is not logistically possible to offer each child a place the child(ren) to be offered the last remaining place(s) will be determined by random allocation.

14. Waiting lists

Where there are more applicants than places available, waiting lists will operate for each year group, according to the oversubscription criteria, without regard to the date the application was received or when a child's name was added to the waiting list.

Waiting lists for the initial intake will be maintained until the last day of the Autumn term when they will be cancelled. Parents wishing to remain on the waiting list after this date must write to the School by 31 December 2018, stating their wish and providing their child's name, date of birth and the name of their child's current school. After 31 December 2018, parents whose children are not

already on the waiting list, but who wish them to be so, must apply through the School. Waiting lists for all year groups will be cancelled at the end of each academic year.

15. In-year admissions

The following applications will be treated as in-year admissions:

- applications after 1 September 2018, for admission to Reception
- all applications for admission to Years 1 to 6

Applications must be made directly to the school using the In Year application form which can be found on the school website or obtained from the school office. Where there are more applications than places available, each application will be ranked in accordance with the published oversubscription criteria for the School.

16. Starting school

St John's Primary School has a single intake into Reception. All children whose date of birth falls between 1 September 2013 and 31 August 2014 will be eligible to apply for a full time place in Reception for September 2018. The child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made. Parents may also request for their child to attend part time but not beyond the point at which they reach compulsory school age.

17. Educating children out of their chronological year group

Applicants may choose to seek places outside their child's chronological (correct) year group. Decisions will be made on the basis of the circumstances of each case and what is in the best interest of the child concerned.

Applicants who are applying for their child to have a decelerated entry to school, i.e. to start later than other children in their chronological age group, must initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If, in liaison with the Head of School, the admission authority agrees for the child to have a decelerated entry to the school the place cannot be deferred and instead the applicant will be invited to apply again in the following year for the decelerated cohort.

Applicants who are applying for their child to have an accelerated entry to school, i.e. to start earlier than other children in their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort. If, in liaison with the Head of School, the admission authority agrees for the child to have an accelerated entry to the school, the application will be processed. If it is not agreed for the child to have an accelerated entry to the school, the applicant will be invited to apply again in the following year for the correct cohort.

Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide evidence to support this. More information on educating children out of their chronological year group is available at www.surreycc.gov.uk/admissions.

18. Home to School Transport

Surrey County Council has a Home to School Transport policy that sets out the circumstances that children might qualify for free home to school transport.

Generally, transport will only be considered if a child is under 8 years old and is travelling more than two miles, or is over 8 years old and travelling more than three miles to the nearest school with a place. Transport will not generally be provided to a school that is further away if a child would have been offered a place at a nearer school had it been named as a preference on the application form.

Eligibility to transport is not linked to the admission criteria of the School. In considering admission criteria and school preferences, it is important that applicants also consider the home to school transport policy, so they might take account of the likelihood of receiving free transport to their preferred school, before making their application. A full copy of Surrey's Home to School Transport policy is available on Surrey's website at www.surreycc.gov.uk or from the Surrey Schools and Childcare Service on 0300 200 1004.

19. Late applications

Late applications for the initial intake to Reception will be considered in accordance with Surrey's Primary Coordinated Admissions Scheme.