

# Royston St John Baptist CE Primary School

## ADMISSIONS POLICY 2018-2019

The Governing Body of Royston St John Baptist CE Primary School is the admissions authority for the school.

### **Making an application**

Applications for admission to the school should be made via the Online Admissions System between September 2017 and the closing date of 15 January 2018.

If you wish to apply under Christian Commitment Criteria you must complete a copy of the Supplementary Information Form (SIF) and return it to the school by 15 January 2018.

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### **Admission procedures**

The Planned Admission Limit for admission to the Reception class in the school year commencing September 2017 will be a maximum of 30. This arrangement follows consultation between the Governing Body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The Governing Body will not place any restrictions on admissions to the Reception class unless the number of children for whom admission is sought exceeds this number. By law, no infant class may contain more than thirty children.

The Local Authority operates a co-ordinated admissions scheme and administers a system of equal preferences under which all applications are considered equally and the Governing Body allocates the available places in accordance with its published admissions policy. In the event that there are more applications than places available, the Governing Body will allocate places using the following criteria, which are listed in order of priority. The Local Authority will inform parents of the offer of a place on 16th April 2018.

## **SPECIAL EDUCATIONAL NEEDS**

The School will admit children with statements of Special Educational Need in which The School is named on the Statement.

## **OVERSUBSCRIPTION CRITERIA**

Where the number of applications for Royston St John Baptist CE Primary School received during the normal admissions round exceeds the admission number of the school the Governing Body will apply the following criteria in strict order of priority

- 1 Looked After Children or children who have previously been Looked After. (A child who is looked after by the Local Authority in accordance with Section 22 of the Children Act 1989).
- 2 A child who, or whose parents/guardians, resides within the parish of Royston S John Baptist, or whose parents/guardians are on the electoral roll of the church, and who are:
  - a) **‘At the heart of the church’**  
A regular worshipper. A person who worships at least twice per month. The worshipper could be one or both parents or the child.
  - b) **‘Attached to the church’**  
A regular but not frequent worshipper. A person who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.

*A ‘Supplementary Information Form’ (SIF) to provide confirmation of Christian commitment is available in the admissions booklet The form should be signed by the Vicar, Rector, Priest in Charge, etc. During an interregnum the form should be signed by a Churchwarden.*

*Parents having moved to become resident in the parish(es) mentioned above, having been on the Electoral Roll of another Anglican parish, will qualify upon proof of membership being provided by the priest of that other parish.*

**(See Notes 1, 3 & 4)**

- 3 A child who has a brother or sister (including a half-, step- or adoptive brother or sister) attending the school at the proposed date of admission.

**(See note 6 – Siblings)**

- 4 A child whose parents/guardians reside within the parish of Royston St John Baptist who are members of another Christian Church recognised by Churches Together in England and Wales whose Church is within the parish, who are:

**(See note 5)**

- a) **‘At the heart of the church’**  
A regular worshipper. A person who worships at least twice per month. The worshipper could be one or both parents.
- b) **‘Attached to the church’**  
A regular but not frequent worshipper. A person who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.

*A ‘Supplementary Information Form’ (SIF) to provide confirmation of Christian commitment is available from the Local Authority. The form should be signed by the Minister of Religion.*

*Parents having moved to become resident in the parish(es) mentioned above, having been Members of another Christian Church recognised by Churches Together in England and Wales, will qualify upon proof of membership being provided by the Minister of that other Church.*

**(See Notes 1, 3 & 4)**

- 5 A child of parents residing within the parish of Royston S John Baptist
- 6 Other children

## **NOTES**

1 A map showing the ecclesiastical parish boundary(ies) is available at the school.

If there are more applications in a particular category than the number of places available, the remaining places will be offered to the children whose permanent address is nearest to school – the distance being calculated (in a straight line) from the school's front door to the centre point of the child's permanent address (Local authority map system).

Where the offer of a remaining place in the relevant year group could be made for a number of eligible children resident equi-distant from the school the determination of the single offer will be by Random Allocation, which will be independently supervised by a representative of the Council Governance Department.

A map showing the admissions priority area for admissions is available at the school.

## **2 Looked After and Previously Looked After Children**

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 care functions at the time of making an application to the school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

## **3 Parents**

'Parents' include all those people who have a parental responsibility for a child as set out in the Children Act 1989. Where responsibility for a child is 'shared', the person receiving Child Benefit is deemed to be the parent responsible for completing application forms, and whose address will be used for admissions purposes.

## **4 Home Address and Residing in**

The Home Address will be the address used for correspondence related to where "Child Benefit" is paid. In cases where there is doubt of the home address or where a child lives between two homes (split families) or other relevant circumstances, proof of the Home Address must be provided to the school to confirm the address used on the application form. Home address will be the address that complies with the above at the closing date for applications set by the Local Authority.

Families who are due to move house should provide

- i) a Solicitor's letter confirming that exchange of Contracts has taken place on the purchase of a property; or
- ii) a copy of the current Rental Agreement, signed by both the Tenants and the Landlords, showing the address of the property; or
- iii) in the case of SERVING H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

## **5 Other Christian Churches (Churches Together in England)**

**The Baptist Union of Great Britain**

**Cherubim and Seraphim Council of Churches**

**Church of England**

**Church of Scotland**

**Congregational Federation**

**Council of African and Afro-Caribbean Churches**

**Council of Oriental Orthodox Christian Churches**

**Free Churches' Council**

**Greek Orthodox Church**

**Methodist Church**

**Moravian Church**

**New Testament Assembly**

**Religious Society of Friends**

**Roman Catholic Church**

**Russian Orthodox Church**

**Salvation Army**

**United Reform Church**

**Wesleyan Holiness Church**

**6**     **The term “Sibling”** is defined as:

- a full or half brother or sister
- a step brother or sister
- an adoptive brother or sister
- the children of parents living together in the same family household.

Step-brother, step-sister, half-brother and half-sister are defined as children who belong to only one parent living in the same family household. The Governing Body will, as far as possible, admit twins, triplets or children from other multiple births as long as they comply with the infant class size regulations.

**6**     **Waiting List**

Waiting lists will be dealt with in accordance with the LA Scheme.

Any places that become available will be allocated according to the published oversubscription criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round.

In accordance with paragraph 3.20 of The Admissions Code. - As soon as school places become vacant The Governing Body must fill the vacancies from any waiting list, even if this is before admission appeals have been heard. Placing a child’s name on a waiting list does not affect a parent’s right of appeal against an unsuccessful application.

The waiting list will be reviewed and revised:

- each time a child is added to, or removed from, the waiting list
- when a child’s changed circumstances will affect their priority
- at the end of each school year, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.

It should be noted that children who are the subject of direction by a local authority to admit or who are allocated to a school in accordance with an In-Year Fair Access Protocol (paragraph 3.28 of The Admissions Code), **must** take precedence over those on a waiting list. Where an admission authority holds a waiting list, they **must** make clear in their admission arrangements that these children will take precedence over any child already on that list. Legislation enables this to be done immediately without the need to apply to the Schools Adjudicator for a variation in determined admission arrangements<sup>1</sup>.

**7**     **Appeals**

Where the governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002.

Parents who intend to make an appeal against the Governing Body’s decision to refuse admission must submit a notice of appeal to:

The Clerk to Aided School Appeal Panel  
Wakefield Diocesan Board of Education  
Church House  
1 South Parade  
Wakefield  
WF1 1LP

Telephone : 01924 371802

Within twenty one days of receiving the refusal letter.

Normally appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.

If your child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable Governing Body would have made, or that your child would have been offered a place if the governors' admissions arrangements had been properly implemented.

Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.