



Royston St John Baptist CE Primary

Admissions Policy 2026 - 2027

At Royston St John Baptist CE Primary School, we strive to create a secure and happy environment for all. We are a Christian community who delights in learning, inspires high aspirations and broadens experiences. We learn to love our neighbours as ourselves and stand up for what we believe is right. Through our values and actions, we bring hope into our community and to the future of our world.

Our theological vision is rooted in the parable of The Good Samaritan in which we should "go and do likewise" Luke 10:37.

St John Baptist CE Primary School is part of Enhance Academy Trust and it is the Trust that is the admissions authority for the school, not the Local Authority. However, the school's Governing Body oversees the admissions process.

1. Making an application

Applications for admission to the school should be made by the parent/guardian to the Local Authority via electronic application form between September 2025 and the closing date of 15th January 2026.

If you wish to apply under Christian Commitment Criteria you must obtain a copy of the School's Information Form (SIF) from the school and return the SIF to the school by the date stated on the form. A copy of this form is attached at Appendix A.

2. Admission to School

Children are admitted to the reception class at the beginning of the school year (i.e. September) in which their fifth birthday falls.

Date of 5th Birthday : 1st September 2021 to 31st August 2022 - start school on the first day school is open following 1st September 2026

3. Admission procedures

The Planned Admission Limit for admission to the reception class in the school year commencing **September 2026** will be a maximum of **30** pupils. This arrangement follows consultation between the Governing Body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The Trust/Governing Body will not place any restrictions on admissions to Reception unless the number of children for whom admission is sought exceeds the number of places available. By law, no infant class may contain more than thirty children. If there are more applications received than places available during the normal admissions round, the Trust/Governing Body applies the following criteria in strict order of priority, which is determined by the Trust/Governing Body.

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 School's** 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 criteria on page 4, which are listed in order of priority. The Local Authority will inform parents of the offer of a place on behalf of the governors on the national offer date - 16th April 2026

4. Deferred Entry to Primary Schools

Where the Governing Body offers a place at a primary or infant school, a parent who accepts that school place can defer entry to that school until the term after the

child's fifth birthday. There may be spring and summer term admissions as a result of parents who have deferred their child's entry. Any deferred place at the school will be held for that child and will not be available to be offered to another child and the deferred place must be taken up during the same school year for which the offer of the school place was made and accepted. Entry to a school cannot be deferred to the next academic year or beyond the beginning of the term following the child's fifth birthday.

Parents can also request that their child attends school part time instead of full time until the child reaches statutory school age. Schools must accommodate such requests where it appears to be in the best interest of the child.

5. Special Educational Needs/Education, Health and Care Plan

St John's will admit children with statements of Special Educational Needs (SEN) or an Education, Health and Care Plan (EHCP) in which the school is named.

6. Oversubscription Criteria

Where the number of applications for 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. Children who are 'Looked After' by the Local Authority in accordance with Section 22 of the Children Act 1989 (i.e. a child who is in the care of the Local Authority or provided with accommodation by that Authority) and children who were 'looked after' but have been adopted or have become subject to residency or child arrangement order or special guardianship order. at the time of admission.

2. A child who, or whose parents/guardians, resides within the parish of Royston, or whose parents/guardians are on the electoral roll of that church, and who are:

'At the heart of the church'

A regular worshipper. A person who worships at least twice per month **for a period of 12 months prior to the closing date for application**. 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 child whose parents have moved to become resident in the parish of Royston having been on the Electoral Roll of another Anglican parish, will qualify upon proof of membership being provided by the priest of that parish

4. A child whose parents/guardians reside within the parish of Royston who are members of another Christian Church recognised by Churches Together in England and Wales whose Church is within the parish, who are (i) 'At the heart of the church' or (ii) attached to the church. See definitions above.

Where the child or parents/guardians have recently moved into the parish, evidence of attendance in the previous church will be required and taken into consideration. A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is attached to this policy. The form should be completed and signed by the parent/guardian and Minister of the Church or, during a vacancy, by the Church Warden and returned to the school by the date stated on the form. Failure to complete this form may affect the oversubscription criteria in which your child is placed.

5. Children who have siblings (including a half-, step- or adoptive brother or sister) attending the Academy at the time of admission.

8. Tie Breaker

Where there are more applications than places available within one of the above criteria, applications will be allocated to those living closest to the school.

Where two or more applicants live equidistant from the school, as measured by the Local Authority, the remaining places will be allocated by random allocation; this process will be independently supervised.

Appeals

Where the Trust/Governing Body is 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 Trust/Governing Body's decision to refuse admission must submit a notice of appeal, within twenty one days of receiving the refusal letter, to:

Admission Appeal Clerk
Church of England Voluntary Aided Schools and Academies
PO Box 1694
Huddersfield
HD1 9DL
Telephone: 07949707868
Email: churchschoolappeals@gmail.com

Timetable for admission to Primary School

Closing date for receiving applications 15 January 2026

Offer day 16 April 2026

Appeals completed End of Summer Term 2026

Appendix A.

SUPPLEMENTARY INFORMATION FORM FOR ADMISSIONS TO ST JOHN'S CE PRIMARY SCHOOL

This Supplementary Information Form should be completed by the parent/guardian of the child who is seeking admission to the school. This form need only be completed to confirm and verify that you meet the requirements of the oversubscription criteria related to church attendance. No additional information will be considered unless a family has attended more than one place of worship for that period, in which case more than one form may be submitted to cover the two years. It is the responsibility of the parent to get both sections complete and returned to school.

This form should be returned to the school office by no later than midnight on 15th January 2026

Section A: Application for admission to St John Baptist CE Primary School.

Please consider the following information as part of the admissions process for the following child:			
Child's Surname		First Name	
Name of parent/Guardian			
Address			
Postcode		Contact no:	

I confirm that		
Is a regular worshipper at the church below, defined as attending public worship at that place, for at least once a month, for 12 months prior to the date of this application.		

Place of worship:			
Name of vicar/priest/faith leader			
Address			
Postcode		Contact no:	

Section B: Verification			
This section to be completed by the above mentioned church leader.			
I confirm that the child/parent/guardian named above has attended public worship at church at least once a month for the past 12 months.			
Name			
Signed		Date	

