

ST. JOHN'S CHURCH OF ENGLAND JUNIOR SCHOOL ADMISSION POLICY AND PROCEDURES 2010

Making an application

Applications for admission to the school should be made on the School's application form. Parents applying under faith criteria will need to complete the School's "Supplementary Information Form" to enable the Governors to apply the oversubscription criteria.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the School. Parents of children not admitted will be informed of the reason.

Admission procedures

The number of places available for admission to the Year 3 class in the year 2010 will be a maximum of 40. 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 Year 3 class unless the number of children for whom admission is sought exceeds this number.

The Governing Body, and all authorities, must operate a system of equal preferences, under which all preferences are considered equally. The Local Authority must allocate places according to this policy.

All Governing Bodies are required by Section 324 of the Education Act 1996 to admit to the school a child with a statement of Special Educational Needs that names the school. This is not an over-subscription criterion.

In the event that there are more applicants than places, the governing body will allocate places using the following "**Over-subscription Criteria**", which are listed in order of priority:

1	Children who are in public care (Looked After Children LAC)
2	Children whose medical or social circumstances mean that their needs can only be met at this school.
3	Children who attend St. John's Infant School.
4	Children who will have an older brother or sister attending the school at the time of their admission
5	Children who attend St. John's Church.
6	Children who attend another place of worship.
7	Any other children

Notes:

- a) Where admission is sought under special medical or social circumstances criteria, professional supporting evidence, e.g. from a doctor, psychologist or social worker, is essential. Such evidence must set out the particular reasons

why the school is the most suitable for the child and the difficulties that would be caused if the child had to attend another school. (Please refer to Oldham Policy)

- b) 'Brother' or 'sister' includes step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart. The older sibling must still be attending the Nursery / Infant or Junior School when the younger child is admitted.
- c) Regular attendance (at least 12 times per calendar year) of the child at church or place of worship must be verified by a written reference from a member of the clergy, or another designated officer.
- d) Where there are more applicants for the available places, the geographical proximity will be considered. (Tie break criterion). The distance from the child's normal home address and the school will be measured. (See LA Guidance Booklet).
The 'normal' home of the child will be taken to be the home in which the child sleeps for the majority of the school week. Those children living in closest proximity to the school will take priority.
- e) The term parent may include both parents, single parent, guardian or carer.

Admissions information:

Last year the school was able to admit all pupils whose parents applied.

Late applications for admission

Applications that are received after the last date, will be considered after all the others, and placed on the waiting list in order according to the criteria.

Waiting list

Where we have more applications than places, the over-subscription criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the over-subscription criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

This waiting list will operate until the fourth week of the Autumn Term only.

Address of pupil

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will normally be

the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

Non-routine admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine admissions. Parents wishing their child to attend this school should arrange to visit the school. They will be given a copy of the St. John's C. of E. Junior School Admission Policy and Procedures and an Application Form once they have a definite local address. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place the parents have the right to appeal (see procedure below).

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 should notify the clerk to the governors at the school within 14 days of receiving the letter refusing a place.** Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

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.

Under the Code of Practice on Admissions to Schools, (2007), parents have the right to refer a school's admission policy to the School's Adjudicator if it fails to conform to the provisions of the Code.

Letters of appeal should be addressed to:

The Appeals Committee:

ST. JOHN'S C. OF E. JUNIOR SCHOOL, JAMES STREET, FAILSWORTH, MANCHESTER, M35 9PY.

Fraudulent applications

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

Twins

Where there are twins wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible. If only one place can be offered then parents will be advised that the place will be offered to the older twin. Parents should go to appeal for the other twin.

Please keep this copy of the Admissions Policy and Procedures for your own information.

Please note that St. John's C. of E. Nursery / Infant and St. John's C. of E. Junior School are two separate schools.