



*Nurturing potential within a Christian ethos*



Oxford Diocesan  
BUCKS SCHOOLS TRUST

Empowering our unique schools to excel

# St John's Church of England Primary School

## Admissions Policy 2020/21



## **ADMISSION ARRANGEMENTS ST JOHN'S CHURCH OF ENGLAND PRIMARY SCHOOL 2020/21**

St John's Church of England Primary School ('St John's School') is part of the Oxford Diocesan Bucks Schools Trust ('The Trust'), who are the admissions authority for the school. The Board of Trustees has delegated the admissions authority operation to the Local Governing Body of the school.

St John's School values highly its Christian ethos which is central to the daily life of the school. We provide an inclusive, supportive and caring environment, shaped by Christian values in which children can learn and flourish. We welcome applications from all members of the community without reference to ability or aptitude, and irrespective of whether they are of the Christian faith, another faith or no faith, but we expect parents to respect the Christian ethos of our school.

The Trust has made every effort to ensure that these arrangements comply with the School Admissions Code 2014 and all relevant legislation including that on infant class sizes and equal opportunities.

### **Admission arrangements for September 2020**

#### **Admission numbers**

The school has an admission number of 30 for entry in the Reception Year, and an admission number of 15 at Year 3.

#### **Application Process**

Parents<sup>1</sup> wishing to apply for the Reception Year or Year 3 in September 2020 must complete the common application form provided by their home local authority, which is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 15 January 2020. Applications received after this date will normally only be considered after all those received on or before the closing date. Offers and refusals of places will be sent by your Local Authority on 16 April 2020.

Procedures for applying to any school in Buckinghamshire are explained on Buckinghamshire County Council's website:

<https://www.buckscc.gov.uk/services/education/school-admissions/>

Parents seeking a place at the School on the grounds that one of them is a regular worshipper at a Christian church<sup>6</sup> should also complete a **Supplementary Form "SF1"** attached at Appendix 4 and have this completed and duly signed by the church Vicar. The form must be returned to the school no later than 15 January 2020.

## **Over-subscription criteria**

Children with an Education, Health and Care (EHC) plan naming St John's School will always be offered places. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

- 1 Looked-after children<sup>2</sup> and children who were previously looked after but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order.
- 2 Families who have exceptional medical<sup>3</sup> or social needs that make it essential that their child attends St John's School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.
- 3 Children with a normal home address<sup>4</sup> in the catchment area (see appendix 1) and with a sibling<sup>5</sup> on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
- 4 Children with a normal home address in the catchment area.
- 5 Children with a normal home address outside the catchment area and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
- 6 Children whose parent or parents regularly attend Church worship<sup>7</sup> at a church in the school catchment area.
- 7 Children whose parent or parents regularly attend Church worship outwith the school catchment area.
- 8 (For admission to Year 3 in September 2020) Children, who are attending Speen CE School on the date of application who are not eligible under criteria 1 -7.
- 9 Other children.

## **Tie-Break**

If in categories 3-9 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child's home to the front gates of the school in a straight line<sup>6</sup>.

Random allocation, undertaken by the local authority, will be used as a tie-break in categories 3-9 above to decide who has highest priority for admission if the distance between a child's home and the academy/free school is equidistant in any two or more cases.'

## **Waiting Lists**

After national offer day (16 April), Buckinghamshire County Council will automatically add the names of the children who have not been offered a place at a preferred Buckinghamshire school to the waiting list for the schools where we were not able to offer a place. If you don't remove your child from the waiting list and they are able to offer you a place at a higher preference school, they will automatically re-allocate your original offer to another child. **It is important to inform the county if you no longer want your child's name to be included on a waiting list.** Details of these arrangements are available on BCC's admissions website.

The order of priority on the waiting list is the same as the list of criteria for over-subscription and does not depend on the date on which an application is received. No account is taken of length of time on a waiting list. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list.

## **Admission of children below compulsory school age and deferred entry to school**

The Local Governing Body will carefully consider requests from parents for a place outside a normal age group e.g. for those who have missed education due to ill health, or those who are "summer born" children (for example those children whose fifth birthday falls between 1 April 2021 and 31 August 2021, whose parents do not wish them to start school in school year 2020-21, but to be admitted to the Reception Year in September 2021). Each case will be considered on its own merits and circumstances. Such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the Headteacher in advance of applying for a place which should still be done in line with the child's normal curriculum year group. It should be noted any decision made will only be relevant for our school.

An application should be submitted at the usual time to the LA for a place in September 2020 together with a written request that the child is admitted outside his or her normal age group. Parents need to provide supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher as early as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way the following year. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2020 (NB it will still be subject to the over-subscription criteria above) or to withdraw their application and apply in the second half of the summer term 2021 for a place in the normal year group in September 2021. Parents should be aware that the normal year group may have no vacancies as it could already be full with children transferring from the existing cohort.

### **Deferred Entry**

Children are entitled to a full-time place in the September following their fourth birthday. However, once a place has been secured, the parents of a child whose fifth birthday falls between 1 September 2020 and 31 March 2021 may request that their child is not admitted until later in the school year 2020/21 (no later than the term, after the child's fifth birthday, when s/he reaches compulsory school age, 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). The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

Until the child reaches compulsory school age, parents may also request that s/he attends part-time. In such cases, detailed arrangements should be discussed with the head teacher.

### **In year Admissions**

Admission to the school during the school year, or in the September for a year group other than the normal entry point of the school, depends on whether there are places available. The school has 30 places for year groups from Reception up to and including Year 2 and 45 places for Years 3 – 6. Applications must be made directly to the school on the form available from the school office.

In year admissions will be dealt with as indicated below.

- If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria 1-9 above), a place will be offered.
- Applications will only be considered by the Local Governing Body up to half a term in advance of the desired date for entry. For example, for entry in January, the application will not be considered until after the October half term break.

### **Multiple births**

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed published admission number.

### **Fair Access**

The school participates in the Buckinghamshire County Council Fair Access Protocol. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and may take priority for admission over children on the waiting list.

## **Appeals**

There are established arrangements for appeals against non-admission. Details are available from the school, including the date by which an appeal should be submitted. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further application in the same school year (1 September – 31 August), unless there has been a material change in circumstances, for example a change of address which results in a move from outside the catchment area to inside it.

## **Further information**

Parents who wish their children to attend the school are most welcome to visit. Arrangements can be made through contacting the school office (telephone: 01844 343521 or email: [office@stjohn.bucks.sch.uk](mailto:office@stjohn.bucks.sch.uk)).

## **Admissions in September 2018**

All applicants expressing a preference for admission to the Reception Year and Year 3 in 2018 by the closing date in January 2018 received an offer.

## Notes to the Admissions Policy

The following are detailed notes referring to the definitions in use for this school's policy

1. **"Parent"** is defined in law (The Education Act 1996) as either:
  - any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
  - any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

2. By a **"looked-after child"** we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).
3. When applying under criterion ii (**"exceptional medical or social needs"**), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring St John's School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.
4. **The "normal home address"**, is the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:



- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are **not** sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

If parents are moving, we will ask for evidence of the move, before considering any application for a place under the co-ordinated scheme.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

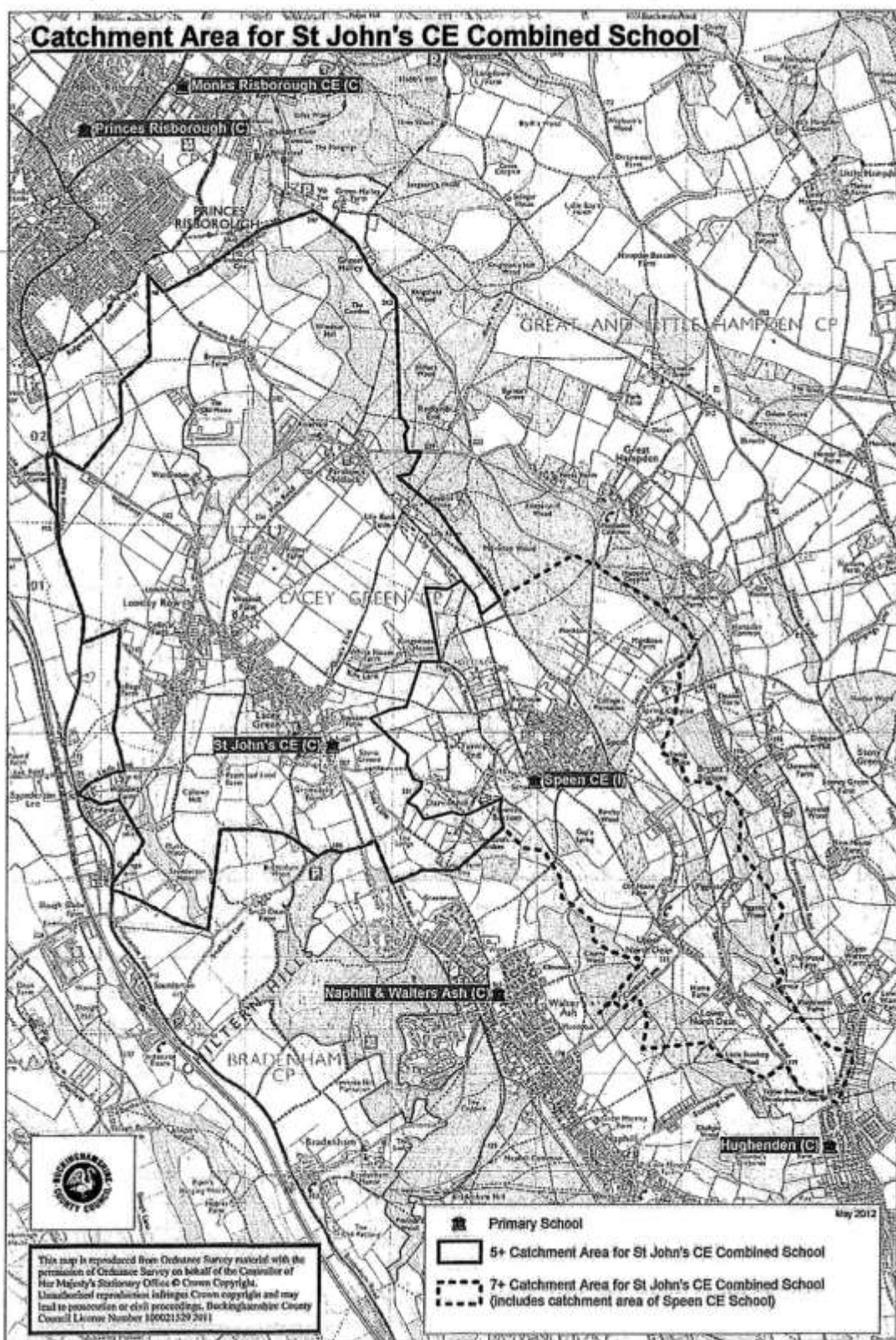
5. By “sibling” we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent’s/carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.
6. BCC uses a straight line distance to determine proximity of the home to the school. This is the distance from your child’s Normal Home Address, as set out by Ordnance Survey, to the nearest open school gate available for pupils to use. We use a computerised system to measure straight line distance.

The point measured to at your child’s address is determined by the Ordnance Survey AddressBase, which is an Ordnance Survey data product that provides a National Grid coordinate and a unique reference for each postal address in Great Britain that is on the Royal Mail’s Post Office Address File. This is different to the shortest walking route which is used for transport purposes – more information is in the School Transport Policy and Guidance ([www.buckscc.gov.uk/schooltransport](http://www.buckscc.gov.uk/schooltransport)).

7. Parents seeking a place at the school on the grounds that one of them is a regular worshipper\* at a Christian church should sign the Supplementary form SF1 declaring that they are a regular worshipper and then pass the signed SF1 form to the church Vicar so that the Parent/Carer declaration is verified at the church that was attended. For the purposes of the Admissions Policy references to ‘Church’ applies to a Christian Church which is a member of ‘Christians Together in Britain and Ireland’ or a member of the ‘Evangelical Alliance’

\*Regular worshipper" is defined as attending worship at least twice a month for the 12 months prior to the application. Where a parent has moved into the area during the year preceding the application then two SF1 forms may be completed to demonstrate regular worship.

Catchment area description & map



## Appendix 2

### **Objections to and referrals about determined school admission arrangements**

Members of the public can make an objection to the Office of the Schools Adjudicator (OSA) if they think that the admissions arrangements of a maintained school or an academy do not comply with the 'School Admissions Code' (the Code) or other legislation relating to school admissions.

All admissions authorities must determine their admission arrangements by 28 February every year, even if they have not changed from previous years and a consultation has not been required. Complainants have until 15 May to contact the adjudicator if you have an objection.

If people wish to make an objection they must complete the '[school admission arrangements objection form](#)'

Further guidance is available on the [Office of the Schools Adjudicator web site](#)

**ST JOHN'S C of E PRIMARY SCHOOL  
SUPPLEMENTARY FORM (SF1)**

This form **must** be completed by a parent that is seeking admission for a child under Categories 6 and 7 of the school's published Admissions Policy.

**Please pass this form to your local clergy for completion and return to:**

**St John's C of E Primary School  
Main Road  
Lacey Green  
Princes Risborough  
Bucks, HP27 0PL**

---

**Name of Child:** \_\_\_\_\_

**Name of Parent/Guardian** \_\_\_\_\_

**Church attended:** \_\_\_\_\_

**Church Address:** \_\_\_\_\_

\_\_\_\_\_

**I confirm that I have worshipped at least twice a month for the 12 months prior to the date of application at the church named above.**

**Signature of Parent/Guardian** \_\_\_\_\_

**Date** \_\_\_\_\_

Please pass this signed form to the Local Member of the Clergy confirming your attendance

\_\_\_\_\_

To the clergy:

To enable the school to apply its admission rules, please could you verify the above parent's declaration. Thank you.

I am able / unable to verify the above declaration.

**Signed:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Clergy Position:** \_\_\_\_\_