

**ST JOHN'S CE PRIMARY SCHOOL, RADCLIFFE**  
**Primary School Admissions Policy for Admission in September 2018**

St John's Church of England Aided Primary school has a strong Christian foundation. Parents who wish their children to attend should be willing to support the Christian nature of the school. Admissions to an Aided School are the responsibility of the Governors, in agreement with the Diocesan Board of Education and the Local Authority.

Children will be admitted to the Reception class at the beginning of the autumn term before their fifth birthday and to the Nursery class at the beginning of the autumn term before their fourth birthday.

The maximum number to be admitted this year is **30**. The governors will admit all children who have a statement of special educational needs or an Education, Health & Care plan in which the school is named.

If the school is oversubscribed the following admissions criteria will be used, in order, by the Governing Body and head teacher to help in the selection of pupils.

- 1. Looked After Children (children in local authority care) and previously looked after 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).**
- 2. Children whose parent/guardian regularly and frequently worships at an Anglican Church and for how long.**
- 3. Children whose parent/guardian worship regularly and frequently at another Christian church within the parish.**
- 4. Children whose parent/guardian although worshipping in another faith wishes their child to attend a Christian school because of its religious emphasis.**
- 5. Whether or not the applicant has any brothers or sisters attending St John's at the time of the child's admission.**
- 6. Any other children.**

Regular attendance is normally taken to mean a minimum of fortnightly attendance for at least the year prior to the 1st September in the year before admission to the school. Evidence of regular attendance of parent/guardian must be provided by a member of the clergy.

Evidence of worship in another faith must be provided from a faith group leader.

Siblings – brother or sister includes step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart. Where twins, triplets etc. or other children born within the same school year might be split when allocations take place, and there

are too few places available at the school to accommodate them all, the governors will consult the Local Authority and the parent to consider whether all the siblings can be offered a place at the same school (which may not be a preference school names on the CAF) or whether the parents can be offered places at two or more schools with a view to the parent deciding which child will take up which offered place. If this consultation fails to resolve the issue the Admissions Committee will use random allocation to decide which of the children can be offered a place.

Children living at more than one address, the address of the parent to whom child benefit is paid will be used.

If there is over-subscription in any category, places will be offered using a straight line distance measurement from home to school. The distance will be measured using the Local Authority's computerised mapping system, which measures from the address point of the home property to the address point of the school as defined by Bury Council's LLPG (Local Land and Property Gazetteer). Those living closer to the school on this basis will receive the higher priority.

### **Late Applications**

Applications received after the closing date will be treated as late applications. The Local Authority will only accept applications received after this date if there is a genuine reason for doing so. Late applications will be considered after those applications received on time.

### **Waiting List**

Where we have more applications than places, the admissions 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 admissions 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 end of the autumn term only. All applications must be dealt with by the Local Authority with effect from September 2010, parents of children who are admitted to the school before they are of compulsory school age can defer their child's entry until later in the school year. Where entry is deferred, the school will hold a place for that child and not offer it to another child. A parent cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

## **APPEALS PROCEDURE**

Where the governors are unable to offer a place because the school is oversubscribed, 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 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.