



**St John of Jerusalem**  
Church of England Primary School

# **Admissions Policy**

**September 2017 – July 2018**

## St John of Jerusalem C of E Primary School Governor's Admissions Policy 2017-2018

St John of Jerusalem CE Primary School, in the parish of South Hackney (Diocese of London) will admit the following numbers of children each year:

1. A total of 25 places in the Nursery Class: 14 full time places (allocated according to need using the Local Authority criteria) 11 part time (am) & 11 part time (pm) making a total of 25.
2. A total of 30 children in the Reception Class. There will be one intake per year.

**The admission numbers and dates of admission were agreed in consultation with the Local Authority. All children who attend the nursery will be required to complete an application form as there is no automatic transfer from Nursery to Reception.**

### Admission criteria for oversubscribed classes

In the event that the school is oversubscribed in any one year group, the Governor's Admissions Committee will apply the following criteria in order of priority to reach a decision about a child's admission to the school:

01. A looked after child or a child who was previously looked after. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship orders). 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 services functions (see definition in section 22 (1) of the Children Act 1989)
02. Children whose Parent/s or Carer/s\*, are regular worshippers (at least once every three weeks, for one year) at St John of Jerusalem Church.
03. Children who have siblings\*\* attending St John of Jerusalem CE Primary School, and will continue to do so at the time of attendance.
04. Children whose Parent/s or Carer/s\* are regular worshippers (at least once every three weeks, for one year) at a nearby Anglican church, and for whom this is their nearest church school.
05. Children whose Parent/s or Carer/s\* are regular worshippers (at least once every three weeks, for one year) at a nearby Christian church, and for whom this is their nearest church school.
06. Children whose Parent/s or Carer/s\* are regular worshippers (at least once every three weeks, for one year) of other faiths/beliefs, and for whom this is their nearest church school.
07. Children who live nearest to the main entrance of the school.

### Notes

In the event of over subscription in all above criteria, the distance from home to the school will determine the child's admission. The distance will be measured in a straight line from the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system. Those living closer to the school will receive the higher priority. If two applicants live exactly the same distance the allocation will be determined by lottery which will be carried out by the Admissions Committee in the presence of an independent witness.

Any child who attends a place of worship will only be considered if the minister of religion has confirmed regular worship on the attached form. Should this form not be received, this will reduce the possibility of the child's admission being accepted.

If you are making your admissions application in relation to criteria points 2, 5, 6, or 7, please ensure you provide the Supplementary Information Form (SIF) as confirmation of Church/other faith membership duly signed by your Vicar, Pastor or Religious Leader.

### Waiting list

The school maintains a waiting list and children are ranked on the list in accordance with the school's oversubscription criteria. The list is maintained by the Local Authority for one term after which it will be maintained by the School. We will contact you on a regular basis to enquire whether you want your child to remain on the waiting list.

Explanation of terms used in the

### Multiple Births

If only one place is available for more than one child, who are twins or of a multiple birth within the same family, the Governing Body will establish if the school is able to admit above numbers. If this is not possible the allocation of the place will be determined by lottery which will be carried out by the Admissions Committee in the presence of an independent witness.

### Oversubscription Criteria

**\*Parent/Carer** – A parent or carer is any person who has parental responsibility for, or is the legal guardian of the child. Where admission arrangements refer to "parents' attendance at church" it is sufficient for just one parent to attend.

**\*\*Siblings** refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent or 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.

### The Process for Requests for Admission out of the Normal Age Range

- ***Parents seeking a place for their child outside the normal age group for the reception class or at any other time of the school year (In-Year transfer) and wish this to continue, should read the guidance on out of normal age group admissions in the "hackney's primary schools" Admissions Guide for Parents. The booklet is available at [www.learningtrust.co.uk](http://www.learningtrust.co.uk) . Please note: such requests will only be agreed in very exceptional circumstances.***

**Note: This policy will be reviewed annually**

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