



Admissions Policy

2026 –2027

St John of Jerusalem Church of England School is a welcoming and inclusive community, established to serve all children in Hackney from the age of 2 to 11. Rooted in a strong Christian foundation, we embrace and celebrate diversity, welcoming applications from families of all faiths and none.

The admission numbers and dates of admission were agreed upon 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 the Nursery to Reception.

Admission criteria for oversubscribed classes

In the event that the school is oversubscribed in anyone-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:

Children with an Education, Health and Care Plan

Children for whom the school has been named in an Education, Health and Care Plan (EHCP) will be admitted to the school and will count against the planned admission number.

01. A looked-after child or a child who was previously looked after. Previously looked after children are children who were looked after, *including children in state care outside of England*, 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 who have siblings** attending St John of Jerusalem CE Primary School and will continue to do so at the time of attendance.
03. 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 or who are members of the Churches together in England.
04. 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.
05. Children who live nearest to the main entrance of the school

Notes

In the event of over-subscription in all the 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 3 and 4, 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.

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
2. A total of 30 children in the Reception Class
3. There will be one intake per year

Application for Nursery Places

Places for Nursery can be applied for at the Schools' Main Office:

Telephone	020 8985 0730
Contact Email	admin@st-johnjersalem.hackney.sch.uk
Contact Name	Caroline Garten

St John of Jerusalem has capacity for 25 children; these are a mixture of full time and part-time places. Full time places can either be funded based on Government childcare criteria or paid for and run from 9am – 3.30pm.

Free Childcare

In addition to the Universal free childcare hours, some working parents can apply for additional 15 hours of free childcare per week (term time). This is known as 30 hours Free Childcare Entitlement for 3 and 4-year-olds or the Extended Entitlement. Eligibility criteria apply for the 30 hours Free Childcare scheme.

If parents are eligible for 30 hours free childcare they can access this offer in the school term after their child's third birthday.

Your child's birthday	When they can get their hours from	Recommended time to apply
1 September to 31 December	Term starting on or after 1 January	15 October to 30 November
1 January to 31 March	Term starting on or after 1 April	15 January to 28 February
1 April to 31 August	Term starting on or after 1 September	15 June to 31 July

How to apply

For parents to check if they are eligible for 30 hours free childcare, they can apply now on the Childcare Service.

Follow this link: <https://www.gov.uk/get-tax-free-childcare>

- Parents will need their national insurance number and, where applicable, their partner's national insurance number to fill in the application form.
- Eligible parents will receive a code which must be given to the school for their child to receive 30 hours.
- This process must be completed before the start of each school term in order to receive a funded place. All other children will be considered for a part-time place (15 hours per week).

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.

Admission Procedures

As part of our admission procedures, we will complete a home visit for every new child joining our school.

Nursery

Two- and Three-Year Olds at St John of Jerusalem

Parents are invited into school for an open day. They will be taken on a tour of the nursery and have a meeting with the Head teacher and the Early Years Foundation Stage lead teacher.

The class teacher and key worker will visit the parents and child in their home before the child starts nursery.

During the first week there will be a staggered start and the child's hours in nursery will be increased and the amount of time the parent stays with the child will decrease.

Two-Year-Old Check

All two-Year Olds will have a formal developmental check during their time in Nursery.

In-year Nursery Admissions

We will invite parents into the nursery and visit them at home. The first week at nursery will be a staggered start and once the adults and child have got to know one another the baseline assessment will take place.

Reception

Parents are invited into school for an open day. They will be taken on a tour of the Reception Class and have a meeting with the Head teacher and the Early Years Foundation Stage lead teacher.

The class teacher and key worker will visit the parents and child in their home before the child starts Reception.

At the beginning of July, we have transition days. The children are invited into school to meet their teachers and get to know the routines. See also the school Settling in Policies.

Baseline assessment

Children are given time to settle into their new classroom and build relationships with the adults before we conduct baseline assessments. We collect evidence through daily observations, verbal interaction, planned play and self-initiated activities. The baseline assessment will focus on all prime areas: Personal, Social and Emotional Development; Physical Development; Communication and Language Development and will also focus on Literacy and Mathematics.

In-year Admissions (R – Yr 6)

Parents and children will be encouraged to make a school visit. A member of the Senior Leadership Team will conduct a school tour.

The Admissions Team will meet to discuss any individual support needed for the child and then share information with the new class teacher and parents.

On the first day the child and parents will arrive at 8.45am and be met by a member of staff in the school office area. Buddies must be arranged by the class teacher to help support transition. The office staff will phone parents with an update at lunch time if necessary.

The buddies and class teacher will continue to support the child's transition throughout the first week.

During the second and third week the appropriate Maths and English Assessments will take place. Class teachers will complete a report on the child's social and emotional development and how the child has settled into the class and school. This report must be shared with members of the SLT.

A full report including academic, speech & language and social & emotional development must be completed at the end of the fourth week and shared with SLT.

Explanation of terms used in the document

Multiple Births

If only one place is available for more than one child, who are twins or of multiple births 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, stepbrother 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 <https://education.hackney.gov.uk>*
- *Please note: such requests will only be agreed upon in very exceptional circumstances.*

Deferred Entry

- *Parents who wish to defer their child's place into the reception class or for their child to attend part-time until later in the year 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 should refer to the guidance in “Hackney’s Primary Schools” Admissions Guide for Parents available at <https://education.hackney.gov.uk>*

In Year Application Process

In-Year Applications are made to Hackney Education in accordance with the In-Year scheme of coordination. The governing body decides which children can be offered places. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria and offers made by Hackney Education on behalf of the governing body

EHCP admissions

A home visit will be arranged by the SENCo and Family Support Worker before the child starts school.

The parents and child must visit the school to familiarise themselves with the school at least once.

The school's SENCo will arrange a review with the SENCo of the previous setting and parents before transition to devise a personalised transition plan.

The transition may be staggered, and the child may visit for mornings or afternoons only whilst remaining at their current school.

Personalised Support

When needed we will provide:

EAL – a programme of support for learning English

SEAL – social and emotional support

Catch-up – if needed specific support for areas of the curriculum

Behaviour – however we will be explicit about our expectations and if necessary, arrange a personalised support plan.

High expectations of behaviour for learning – we treat a change of school as a new start for children, if a child has been excluded from school or close to exclusion, we will arrange a meeting with the Head teacher for the child and parents to explain our behaviour expectations. This will also give the child a chance to develop a positive relationship with the Head teacher.

Monitoring arrangements

This policy will be reviewed and approved by the governing body every year.