

# Admission Policy



**This policy will apply to the intake into Reception Year in the year 2022-2023**

## **Aims**

Creativity, inclusion and challenge form the core of all we do at St John's & St Clement's. We are committed to enabling our children to be successful citizens with a love for learning. Our beliefs are underpinned by our school values of aspiration, resilience, creativity, community and kindness and are guided by our Christian ethos. We welcome applications from all members of the community and we ask all parents to respect the Christian ethos of our school and its importance to our community.

The Governing Body is responsible for the admission of pupils to St John's and St Clement's C of E School and admits 60 pupils to the Reception Class each year in September.

This admission number has been agreed between the Governing Body and the Local Authority and applies to the year 2022-2023.

The school is accommodated in a three-storey building with no lift, but adaptations have been made to provide some access and amenities for pupils with disability, including acoustic treatment of most teaching spaces. As far as possible, the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

**The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), i.e., 30 pupils per class.** However, there may be exceptional circumstances under which additional pupils (beyond 30) can be admitted, as stated in paragraph 2.15 of the School Admissions Code 2014 ["SAC"].

## **Applications**

**Application for reception places at this school must be made by [enter date]. If you are a Southwark resident, you must apply online by visiting [www.southwark.gov.uk/schooladmissions](http://www.southwark.gov.uk/schooladmissions).** If you live in another borough, you must complete the admission application for the borough in which you live, even if you would like to apply for a school in Southwark.

Applicants who wish to be considered for a **Foundation Place** must also complete a Supplementary Form (see appendix 1) which should be **returned to the school by January 14<sup>th</sup> 2022 11.59pm**. The applicant must complete part A of the Minister's Reference Form. The Minister should then complete and sign this form and it must be returned to school by **January 14<sup>th</sup> 2022 11.59pm**.

Neither completion of a Common Application Form nor completion of a Supplementary Form means that the child is guaranteed a place at the school. Once the offer of a place has been made by the Local Authority, the school will request proof of the child's residential address and the child's original short birth certificate. [See note 1]

## **Waiting Lists**

Unsuccessful applicants may ask for their child's name to be added to the waiting list. The waiting lists for both Foundation and Open place applicants are managed separately in accordance with the oversubscription criteria for each. The waiting list is maintained until the end of August. *Please note that children who are subject of a direction by the LA to admit or who are allocated to a school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.*

## Places

There are three categories of places at St John's and St Clement's Primary School

- Places for Hearing Impaired Pupils
- Foundation Places
- Open Places

### Places for Hearing Impaired Pupils

The school is resourced for Hearing Impairment and 2 places are reserved each year for pupils who are known to the Hearing Support Service of the London Borough of Southwark as children who would benefit from attending this school. Parents of Hearing Impaired children who do not have a statement of special need or Education Health Care Plan should attach supporting documentation from a doctor, social worker or other appropriate professional to their Common Application Form.

If these two places are not taken up by **31 May** of the academic year before admission, they will become additional open places for that year. If more than two hearing impaired children request places, then the two places will be allocated after taking advice from the Southwark Hearing Support Service.

### Foundation Places

The Governing Body has designated **25** places to be offered to pupils whose parent/carer is faithful and regular worshippers of a Christian denomination recognised by *Churches Together in England* or the *Evangelical Alliance*. Applicants should supply formal confirmation of their Church's membership of CTE or EA. Written evidence of applicants' commitment to their place of worship (in the form of a minister's reference on the Supplementary Form) will be required at the time of application. [See note 2]

**If** there are more than 25 qualified applicants, places will be offered according to the following criteria. These are stated in order of priority:

### Foundation Places

- (i) Looked after children or previously looked after children [See note 4]
- (ii) Children with known medical or social needs for whom this is the only appropriate school. Written supporting evidence must be attached to the Common Application Form at the time of application, stating why this is the only suitable school for the child and explaining the difficulties that would be caused if their child had to attend another school, from a relevant professional, such as a paediatrician, social worker or educational psychologist.
- (iii) Children whose parent/carer is a faithful and regular worshipper at the Churches of St John the Evangelist, Goose Green, or St Clement's with St Peter's, Friern Road. [See note 2]
- (iv) Children whose parent/carer is a faithful and regular worshipper at an Anglican Church within England.
- (iv) Children who will have a sibling on roll in the school at the time of admission. [See note 3]
- (v) Children of permanent staff members [See note 5]
- (vi) Children in order of nearness of the school [See note 6]

If there are fewer than **25** qualified applicants for foundation places, any unfilled places will become additional open places. Unsuccessful applicants for foundation places will be considered for any open places remaining unfilled at the end of the allocation procedure.

### Open Places

The Governing Body has designated 33 places each year as open places, to be offered to pupils who do not qualify for a foundation place, but whose parents have chosen the school for the type of education it provides. Parents applying for an open place do so knowing that the school aims to provide an education based on Christian

principles and involving Christian worship. Therefore, the Governing Body hopes that all pupils will take a full part in the life of the school.

If there are more than 33 applicants, places will be allocated according to the following criteria. These are stated in order of priority:

#### **Open places**

- (i) Looked after children or previously looked after children [See note 4]
- (ii) Children with known medical or social needs for whom this is the only appropriate school. Written supporting evidence must be attached to the Common Application Form at the time of application, stating why this is the only suitable school for the child and explaining the difficulties that would be caused if their child had to attend another school, from a relevant professional, such as a paediatrician, social worker or educational psychologist.
- (iii) Children who have a sibling on roll in the school at the time of admission [See note 3]
- (iv) Children of permanent staff members [See note 5]
- (v) The nearness of the home to the school, measured as the shortest straight line [see note 6]

In the event that two or more applicants have equal right to a place under any of the above criteria, the Governing Body will use nearness to school to prioritise these applications. If applicants live equidistant from the school, the governing body will draw lots to decide between applicants, which will be supervised by someone independent of the school.

#### **Note 1**

Proof of the child's residential address will be required in the form of the child benefit documentation or NHS card.

If a child lives with parents with shared responsibility each for part of the week, the address that the parents have chosen to put on the Common Application Form will be the address used in the school's process and the address for which proof of the child's residence is required.

#### **Note 2**

Faithful and regular worshipper is defined as attendance of the parent/carer at worship at least fortnightly for at least two years prior to application. *In exceptional cases a parent/carer for whom unavoidable circumstances has prevented their attendance at worship at least fortnightly for at least two years prior to application may be considered to be a faithful and regular worshipper; the relevant Minister will determine whether, or not, there were unavoidable circumstances.* Those who have recently moved to the area and who worshipped previously in a different church will be asked to supply a reference from that church so that the two-year period is covered. The governors do not give a higher preference to families where both parents worship.

#### **Note 3**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of parent/carer's partner, who is, in every case, living in at the same address.

#### **Note 4**

*Looked after children or previously looked after children.*

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 the definition in Section 22(1) of the Children Act 1989) at the time of making an application to the school. A previously looked after child is a child who immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. An adoption order is an order under the

Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). The Governors will require written confirmation that the child is looked after, or previously looked after, and will be so at the time of making an application to the school.

#### **Note 5**

Staff members must have at least 2 years' service with the school at the time. Alternatively, they may have less than 2 years' service but have been recruited, especially with a skill/expertise required by the school.

#### **Note 6**

For the purpose of measurements the school determines the distance using a company called GI Tech Services Limited who use their measurement software. The system measures the distance from each applicant's home to the designated entrance of the school (front office gates) by the shortest straight line route in metres. The address co-ordinates, supplied by the Ordnance Survey (OS), determines the start point of the home address. If a child lives in a block of flats where a communal entrance is used, the centroid for the block and not the individual flat is used for calculation purposes. When dealing with multiple applications from a block of flats to the school, lower door numbers will take priority.

#### **Children with a statement of special educational needs**

For the avoidance of doubt, where the school is named on a Statement of Special Educational Needs the school is required as a matter of law to admit the child outside of the Admissions Criteria. Parents/carers of pupils who have a statement of special educational needs, or Education, Health and Care (EHC) Plan are required to apply for school places separately through the local authority from whom advice is available. If a child with a statement, or EHC Plan, is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced.

#### **Children with a shared residence arrangement**

Where a child is subject to a shared residence arrangement between two parents or carers, for the purposes of measuring the distance to school the school will use the address on the Child Benefit documentation or NHS card.

#### **Late Applications**

Applications returned to the LA and Supplementary Forms returned to the school after [enter date] will be considered late applications and will be dealt with in the second round of applications in May [enter year].

#### **Right to Appeal**

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the school. The form should be sent to reach the Clerk to the Appeal panel, care of the school, within **20 school** days of the date of the letter confirming the Governors' decision not to offer a place. Should some appeals be unsuccessful, the Governing Body will not consider further appeal applications from those parents within the same academic year unless there have been significant material changes in their circumstances.

#### **Compulsory School Age/Deferred Entry**

The School admits children to the Reception class in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1 September to the 31st August.) All parents/carers are entitled to a full-time place for their child in the reception class from September, but may defer entry until the beginning of the term after their child is five years old (i.e. when the child reaches compulsory school age) or until the beginning of the summer term whichever is earlier. Children may attend part-time until their child reaches compulsory school age. Parents/carers who have been offered a place at the School and wish to defer entry for

their child and/or attend part-time must put this in writing to the headteacher at the earliest opportunity and before the start of the autumn term.

**Education out of normal (chronological) age group**

Children are educated in school with others of their age group. However, in exceptional circumstances parents/carers may choose to seek places outside of their child's chronological year group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interest and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

**In year admissions**

Applications for places outside the normal round of admissions (in year admissions) will be allocated in accordance with the school's published admission criteria and processed as per Southwark's agreed protocol. The Governing Body is responsible for in-year admissions to this School. Parents/carers wishing to apply in-year must complete an application form and return this to the School.

**Appendix 1**

**St John's and St Clement's CE School**  
**Supplementary Form for the intake into Reception Year in the year 2022/2023**

If you wish to apply for a Foundation place, please complete this Supplementary Form and return it to school by **[enter date]**. Failure to return this form will result in any application being considered under the open place criterion.

Please complete Part A of the Minister's Reference Form and give it to the minister of your place of worship with a stamped envelope addressed to: Admissions, St John's and St Clement's CE School, Adys Road, SE15 4DY. Please ask your minister to complete part B and return it to school as soon as possible and by **January 14<sup>th</sup> 2022 11.59pm** at the latest.

**You must also complete a Common Application Form and return it to the LA by the published date.**

Surname of child .....

Christian names of child .....

Date of birth .....

Names of Mother and/or Father .....

Or name of guardian(s) .....

Address .....

..... Post code .....

Telephone number.....

Email address .....

Name of church or place of worship .....

Address .....

..... Post code .....

Name and address of priest or minister .....

.....

..... Post code .....

Denomination .....

**Minister's Reference Form Part A**

Child's name ..... Date of birth .....

Please complete Part A of the Minister's Reference Form and give it to the minister of your place of worship to complete Part B.

Return the completed form to school as soon as possible and by **January 14<sup>th</sup> 2022 11.59pm** at the latest.

<b>Evidence of Parent / carer's active involvement in the life and worship of their church</b>	
Active involvement in the life and worship of the church is defined as participating in one activity within any of the four broad categories below for at least two years prior to application. The Governors do not give more weight to one activity than another: all activities will be treated equally. Also, the Governors do not give higher preference where both parents are involved rather than one. <ul style="list-style-type: none"> <li>• participation in church activities, e.g., home groups, reading in church, mission, worship groups,</li> <li>• membership of church committees (provided these are not directed at purely social purposes);</li> <li>• responsibilities in the church, e.g., steward, sides-person, youth leader, Sunday school teacher;</li> <li>• leading worship, or other involvement, in services or liturgy;</li> <li>• Baptism of children or dedication/thanksgiving for the birth of a child.</li> </ul>	
Have you attended church worship for at least 2 years immediately prior to application?	<b>Yes / No</b>
<i>Do you attend church worship fortnightly?</i>	<b>Yes / No</b>
Have you been actively involved in the life and worship of your church for two years immediately prior to application?  Please provide details:	<b>Yes / No</b>
Would the applicant have otherwise qualified as a 'faithful and regular worshipper' but were prevented from doing so because during the period specified for attendance at worship the church has been closed for public worship, and has not provided alternative premises for that worship?	<b>Yes / No</b>

<b>About your child</b>	
Has your child been baptised, dedicated or equivalent?	Date

Signed ..... (Parent / guardian) Date .....

**Minister's Reference Form Part B**

To be completed by the Priest or Minister

Please indicate which of the statements below applies by ticking one or more:

*I support the application on the strength of commitment to the Church in accordance with the oversubscription criteria (see note 2 from the school admissions policy below)	
I am unable to support this application	

**\*Note 2**

*Parents will be expected to show evidence of the history of their attendance at worship on a regular basis over two years. 'Attendance' is normally taken to mean twice a month. If the family have attended for less than two years a reference will be sought from the previous place of worship. There should also be evidence of committed activity in the life of the church. This evidence will be required for each sibling applying for a place at the school. Baptism of children or dedication/thanksgiving for the birth of a child is taken as one sign of commitment for those attending churches where this is usual practice.*

Please give information about any reservations which you have, or any compassionate grounds or special circumstances which you believe should be considered.

Signed .....

Name ..... Position .....

Telephone number .....

Name and address of Church .....

.....

.....Post code .....

<b>THIS BOX MUST BE COMPLETED</b>	
<b>(except for Church of England, Roman Catholic, Methodist, United Reformed or Orthodox churches)</b>	
Reference of membership of Evangelical Alliance .....	OR
Reference of membership of Churches Together in England.....	



## Appendix 2 - **PROCESS FOR REQUESTING EDUCATION OUT OF NORMAL (CHRONOLOGICAL) AGE GROUP - INFORMATION FOR PARENTS/CARERS**

### **ADMISSION TO A RECEPTION CLASS**

All children have a right to a full-time place in a reception class in the September following their child's fourth birthday. Most parents/carers are happy for their child to start school at this time and the Governors of this School agree with the Government's view that children should be educated in their normal age group with their peers with the curriculum differentiated, as appropriate, and that children should only be educated out of their normal age group in very limited circumstances.

Children must be in school full-time by the time they reach compulsory school age, ie, the beginning of the term after their fifth birthday. A parent/carer may choose to defer entry in accordance with our admissions arrangements until their child reaches compulsory school age, or, for a child born between 1 April and the 31 August, (ie, a summer-born child) until the beginning of the summer term. If, as a parent/carer of a summer-born child, you are considering requesting that your child is educated out of their normal age group, ie, admitted to the reception class a year later than other children in that age group, the following process will apply to such requests. This follows advice published by the DFE in December 2014.

- 1 Contact the school to make an appointment with the headteacher to visit the school and to discuss your request. The headteacher will be able to explain the provision on offer to children in the reception class and how it is tailored to meet the needs of the youngest pupils. The Early Years Foundation Stage curriculum which is taught in the reception year is largely based around learning through play.
- 2 If after your visit you decide that you wish to request education out of normal age group for your child, you should nonetheless apply to the school for a place in your child's normal age group at the usual time using your home local authority's common application form (and any supplementary information form, if applicable). (This will allow you the opportunity to accept a place for your child's normal age group should the governors decide not to allow your request.) At the same time you must submit your request for education out of normal age group. This request should be submitted by letter, or email, with any documents attached and should cover any relevant points from paragraphs 3(i) to (iii) below.
- 3 The Governors' Admission Committee will meet to consider your request. Decisions will be made on the basis of the circumstances of each case and in the best interests of the child. It is helpful if you provide as much information as possible and, in coming to its decision, the Committee will take into account the following:
  - (i) your own views as to why it would be beneficial for your child to be educated in reception a year later, rather than year one; this may include information about your child's individual needs and abilities and the potential impact on your child of being admitted to year one without having completed the reception year; the governors will also take account of the professional views of the headteacher;
  - (ii) whether, or not, your child was born prematurely and would have fallen into a different age group had they been born at full term;
  - (iii) any information about your child's academic, social and emotional development, medical or special educational needs, if relevant; professional evidence may be provided to support this, but is not compulsory.

- 4 Once the Admissions Committee has considered all the information you have provided it must decide the age group to which your child would appropriately be admitted if a place is available. There are two possible outcomes:
- (a) if the governors decide to allow your request for education out of your child's normal age group, you will need to make a new application for reception in the following admission round, ie, a year later than normal. There is no guarantee that you will be offered a place in that year, but your application will be considered alongside other applications and in accordance with the school's oversubscription criteria. When making your application you must include a copy of the Governors' decision letter granting your request.
  - (b) If the governors decide not to allow your request for education out of normal age group, you may then decide whether to continue with your application for your child's normal age group, or to withdraw the application and to apply for a year one place as an in-year applicant the following September. Again your application will be decided in accordance with the oversubscription criteria; there is no guarantee of a place.
- 5 The Admissions Committee will notify you in writing of their decision and the reasons for it as soon as possible and in advance of the deadline for offers to be sent out to parents/carers.
- 6 If you are offered a place at our school, but it is not in the year group you wish for, there is no right of appeal. You may, however, make a complaint, following the Governing Body's complaints procedure which is available from the school.
- 7 Any decision about a request to educate a child out of normal age group is made in respect of this school only; you may wish to consider whether to request admission out of normal age group at your other preference schools and should follow the process adopted by the admissions authority for those schools.

## **ADMISSION TO OTHER YEAR GROUPS**

The Governors will consider requests from parents/carers for education out of normal age group where parents/carers request this when transferring their child from another school, or when an application is received to admit a child in-year. Decisions will be made on the basis of the circumstances of each case and in the best interests of the child. Parents/carers should contact the School to make an appointment with the headteacher (*or other appropriate person*) to visit the School and to discuss your request. The Admissions Committee will consider your request taking into account the following:

- (i) your own views as to why it would be beneficial for your child to be educated out of their normal age group; this may include information about your child's individual needs and abilities and the potential impact on your child of being admitted to their normal age group; the governors will also take account of the professional views of the headteacher;
- (ii) any information about your child's academic, social and emotional development, medical or special educational needs, if relevant; professional evidence may be provided to support this, but is not compulsory;
- (iii) whether your child has been educated out of their normal age group prior to your request and any evidence provided by your child's previous school.

If you are offered a place, but it is not in the year group you wish for, there is no right of appeal. You may, however, make a complaint, following the Governing Body's complaints procedure which is available from the school.

## **MOVING CHILDREN TO THEIR NORMAL AGE GROUP**

Once a child has been admitted to school, it is for the headteacher to decide how best to educate them. It may be appropriate for a child who has been admitted out of their normal age group to be moved to their normal age group at a future date. Any decision to move a child to their normal age group will be based on sound educational reasons and made by the headteacher in consultation with the parents/carers.