



## Admission Policy

**This policy will apply to the intake into Reception Year in the year 2018-2019**

### Aims

St John's and St Clement's Church of England Primary School has a distinctive Christian ethos which is at the heart of this school and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. 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 CE 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 2018-2019.

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 15th January 2018. 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 15 January 2017. 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 15 January 2017.

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 LA, 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 35 places to be offered to pupils whose parents / carers are faithful and regular worshippers of a Christian denomination recognised by Churches Together in England or the Evangelical Alliance. Applicants should supply the reference number 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 35 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 parents / carers are faithful and regular worshippers 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 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 whose parents / carers are faithful and regular worshippers of an Anglican church, another Christian denomination, as recognised by the Churches Together in England or the Evangelical Alliance [See note 2], or an Affinity Church. [See note 2]

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 measured as the shortest straight line to prioritise these applications. If applicants live equidistant from the school, the governing body will draw lots to decide between applicants.

If there are fewer than 35 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 23 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 23 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. For the purpose of measurements the school determines the distance using a company called GI Tech Services Limited who use their measurement software. This 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.

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.

### **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 worshippers mean that parents will be expected to have attended worship on a regular basis over two years. 'Attendance' is normally taken to mean twice a month. A minister will be required to sign the Supplementary Form. 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 (see supplementary form). 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.

**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.

Looked after children are children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions as defined by Section 22(1) of the Children Act 1989 at the time of making an application to the school. Previously looked after children are children who were looked after immediately prior to being adopted, or who became subject to a residence order, (now termed child arrangement order under the Children & Families Act 2014), or special guardianship order. 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.

**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 15 January 2018 will be considered late applications and will be dealt with in the second round of applications in May 2018.

### **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 2018/2019
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If you wish to apply for a Foundation place, please complete this Supplementary Form and return it to school by **15 January 2018**. 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 15 January 2018 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 .....

<b>Minister's Reference Form Part A</b>
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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 **15 January 2018** at the latest.

<b>Evidence of Parent / carer's religious commitment</b>	
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. Below is a list of examples of commitment (this list is not exhaustive) <ul style="list-style-type: none"> <li>• participation in church activities, eg, home groups, reading in church, mission, worship groups,</li> <li>• membership of church committees;</li> <li>• responsibilities in the church, eg, steward, sidesperson, youth leader, Sunday school teacher;</li> <li>• leading worship.</li> </ul>	
Have you attended church worship for at least 2 years?	Yes / No
Do you attend church worship at least 2 or 3 times a month?	Yes / No
Do you hold office, exercise leadership or assist with an activity in your church?  Do you take part in other activities in your church? (Please give details)	

<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)	
There are compassionate grounds for considering the application sympathetically. This is only in reference for being considered as a "regular and faithful worshipper" when the criterion set out in note 2 have not been met. (Please give details)	
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 .....

**THIS BOX MUST BE COMPLETED**

(except for Church of England, Roman Catholic, Methodist, United Reformed or Orthodox churches)

Reference of membership of Evangelical Alliance ..... OR

Reference of membership of Churches Together in England .....