



**St. John's C. of E.**

Blackpool's First Free School 1817

# Admission Policy 2023 - 2024

Last updated: September 2022

# St. John's C.E. Primary School

## Admissions Policy 2023/24

### ***Making an application***

Applications for admission to the school for September 2023 should be made on-line at [www.blackpool.gov.uk/schooladmissions](http://www.blackpool.gov.uk/schooladmissions) or on the Common Application Form between 1<sup>st</sup> September 2022 and 15<sup>th</sup> January 2023. It is not normally possible to change the order of your preferences for schools after the closing date.

Parents **must** complete the Local Authority form, stating three preferences. Parents who wish their application to this Church school to be considered against the faith criteria **should** also complete the supplementary form. If the school is oversubscribed, a failure to complete the supplementary form may result in your application for a place in this school being considered against lower priority criteria as the Governing Board will have no information upon which to assess the worship attendance.

**The Supplementary Information Form is available from the school and school website.**

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on 16<sup>th</sup> April 2023. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

### ***Admission procedures***

Arrangements for admission have been agreed following consultation between the Governing Board, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area.

**The number of places available for admission to the Reception class in the year 2023 will be a maximum of 30.**

The Governing Board will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds their admission number. By law, no infant class may contain more than thirty children. The Governing Board operates a system of equal preferences under which they consider all preferences equally and the Local Authority notifies parents of the result. In the event that there are more applicants than places, after admitting all children with a statement of educational need, educational, health and care plan naming the school, the Governing Board will allocate places using the criteria below, which are listed in order of priority.

#### **1. Children in public care and previously looked after children.**

This includes any "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 'Looked after' means that the child was (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. This criterion will also apply to children who were previously in state care outside of England and have ceased to be in state care as they have been adopted. This is in accordance with advice from the Minister of State for Schools. These are children who were looked after outside of England by a public

authority, a religious group or another provider of care whose sole purpose is to benefit society (eg orphanages). Parents / carers will be expected to provide evidence of previous looked after status. If this proves difficult, or not possible, they should contact the School Admissions Team for advice.

**2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school.**

Professional supporting evidence from e.g. a doctor, psychologist, social worker is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why St. John's CE Primary School is the most suitable school and the difficulties which would be caused if the child had to attend another school.

**3. Children who have an elder sibling (not in Year 6) on role at the time of application and still on role when the offer of a place is made to the younger child.**

Siblings include step, half, foster, adopted brothers and sisters living at the same address.

**4. Children with a parent/guardian who worships in a church in membership of Churches Together in England.**

"Parental worshipping" is normally taken to mean a minimum of monthly attendance at church at public worship for over at least one year. The date on which this is judged is the 1<sup>st</sup> September 2022.

**The governors will request confirmation of this from the relevant member of the clergy or church officer.**

The list of Churches can be found on the *Churches Together in England* website at [cte.org.uk](http://cte.org.uk), and is taken as that on 1<sup>st</sup> September 2022. The list must not include groups outside the main stream. Churches in membership of the equivalent bodies in Northern Ireland, Scotland and Wales are accepted.

**5. Children with a parent/guardian who worships in a non-Christian faith centre in membership of the UK Interfaith network.**

Children with a parent/guardian worshipping in a non-Christian faith which is in membership of the UK Interfaith Network. The major world faiths are those in membership of the UK Interfaith Network; in addition to Christians, it includes Buddhists, Baha'is, Hindus, Jains, Jews, Muslims, Sikhs, and Zoroastrians. The parent must meet the normal religious obligations of the faith. The governors will request confirmation of this from the relevant member of the clergy or worship leader.

**6. Children whose parents live within the ecclesiastical parishes of St. John's, St Thomas' and Christchurch with All Saints. A map of the ecclesiastical parishes is available from the school office.**

A map showing the boundaries is available at the school office. Temporary addresses will not necessarily be accepted when allocating place under this criteria. Please note that proof of address may be requested

**7. Other children**

Where there are more applicants for the available places within any category, then distance to home (Ordnance Survey address points for both the home and the school measured in a straight line) will be used as the final determining factor, nearer addresses having priority over more distant ones. In the event of equal distance, a random allocation will be used to determine who takes priority for a place. Temporary addresses will not necessarily be accepted when allocating place under distance criteria. Please note that proof of address may be requested.

### ***Tie break***

Where there are more applicants for the available places within a category, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where two addresses have the same distance, or the cut-off point is for addresses within the same building, then the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

### ***Admissions application information for September 2022***

Last year there were 57 applications for 30 places before the closing date. The Admissions Committee applied the criteria and offered places to:

- children under criterion 1; **3** (*children in care*)
- children under criterion 2; **0** (*children with medical or social circumstances*)
- children under criterion 3; **6** (*sibling*)
- children under criterion 4; **1** (*church worship*)
- children under criterion 5; **0** (*worship in a non-Christian faith*)
- children under criterion 6; **17** (*living in the ecclesiastical parish*)
- children under criterion 7; **3** (*living outside the ecclesiastical parish*)

There were many children who fell into criterion 6 and 7 so the tie break of distance was applied. The distance from school of the 30th successful applicant was **0.783** miles. Details relating to appeals for places will be available from school in October 2022.

### ***Late Applications***

Where there are extenuating circumstances for an application being received after the closing date for applications, and it is before the governors have established their list of pupils to be offered a place, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria

### ***Waiting List***

Where we have more applications than places for reception, the admissions criteria will be used. Children who are not admitted will have their names placed on our waiting list. The names 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 to the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible for a child who moves into the area later to have a higher priority than one who has been on the 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.

The waiting list will operate for the full autumn term.

### ***Address of pupil***

The address used on the school admission form must be the current one at the time of application however, temporary addresses will not necessarily be accepted when allocating places. If the address changes subsequently, parents should notify the school immediately. Where parents live at different addresses, the one where the child wakes up for the majority of Monday to Friday mornings will be used. Parents may be asked to provide evidence of the claim that is being made for the address e.g. official document or letter, showing the child's address as the one claimed. Where there is dispute about the correct address to use, governors reserve the right to make enquiries of any relevant third parties e.g. the child's GP. For children of UK Service personnel and other Crown Servants returning to the area, proof of the posting is all that is required.

### ***Non-Routine Admissions***

It sometimes happens that a pupil needs to change school other than at the "normal" time; such admissions are known as non-routine admissions. Parents wishing their child to attend this school should arrange to visit the school. All parents requesting a school place, either because they are new to Blackpool, or because they are wishing to transfer schools within Blackpool, will be required to complete a Local Authority Application Form, allowing them to express up to 3 preferences. The admission of all students to Blackpool schools will be co-ordinated by the Schools Admission Team.

Parents will always be given information about their right of appeal. Appeals for children moving into the area will not be considered until there is evidence of a permanent address eg. exchange of contracts or tenancy agreement with rent book.

Please note that you cannot re-appeal for a place at the school within the same school year unless there has been relevant, significant and material change in the family circumstances.

### ***Appeals***

Where Governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel. **Parents should notify the Local Authority's Admissions Team of their wish to appeal within 10 days of being notified their initial application has been unsuccessful.** Parents will have the opportunity to submit their case to the panel in writing and also to attend the appeal hearing in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

Appeals which are received after the deadline will be slotted into the schedule where this is possible. There is no guarantee that this will happen and late appeals may be heard after the stipulated date at a second round of hearings. The schedule is subject to change depending upon the availability of appeal panel members, clerks, venues and the number of appeals for each school (which will vary year on year).

If your child was refused a place in Reception, Year 1 or Year 2 because of the Government limits on infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable Governing Board should have made, or that your child would have been offered a place if the governors' admissions arrangements had been properly implemented.

Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school. When the Admission Appeals Panel meets to consider the appeal their decision is final and binding both on the parent and the school.

### ***Fraudulent Applications***

Where the Governing Board discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship), which effectively denies a place to a child with a stronger claim, then the Governing Board is required to withdraw the offer of the place. The application will then be considered afresh and a right of appeal offered if a place is refused.

### ***Deferred admission***

If your child is due to start school during the next academic year, it is important that you apply for a place for September. St John's CE Primary School follows our Local Authority Admissions Team's guidance and procedures for requests for delayed or deferred entry. Please note however, that as a school we do feel that in almost all cases it is in your child's best interest to start in September so they settle in and become part of their class very early.

### ***Multiple Births***

Where there are twins or triplets wanting admission and there is only a single place left within the admission number, then the Governing Board will exercise as much flexibility as possible within the requirements of infant class sizes. In exceptional circumstances we are now able to offer places for both twins or all triplets even when this means breaching infant class size limits. This may also apply to children who are siblings within the same year group.

**Supplementary Information Form  
Admission to primary school, 2023**

**St John's Church of England Primary School**

**Name of child:**

**Surname** ..... **Forenames** .....

**Date of birth** .....

**Name of parent/guardian** .....

**Address** .....

.....

.....

**Post code** .....

**Contact telephone number** .....

**If you are applying to this school on faith grounds, please complete the following sections:**

**Place of worship** one of parents / guardians regularly attends:

**Name of place of worship** .....

**Address** .....

.....

**Name of vicar / priest / minister / faith leader / church officer:**

.....

**Address** .....

.....

.....

**Post code** ..... **Telephone** .....

**Your faith leader will be contacted in order to provide the information.**

**Please note that for admission year 2023/24 church / place of worship attendance will be calculated only for the period when churches were open for public worship**

Return this form to the school before 15<sup>th</sup> January 2023.

This form is for use of the School; it will be sent to the appropriate faith leader, to be returned direct to the school.

**Clergy / Faith Leader Reference Form  
Admission to primary school, 2023**

**St John's Church of England Primary School**

**Name of child:**

**Surname** ..... **Forenames** .....

**Date of birth** .....

**Name of parent/guardian** .....

**Address** .....

.....

**Post code** ..... **Contact Telephone** .....

This parent has given your name as a reference for his/her commitment to the church/place of worship.

For parents who worship at churches in membership of Churches Together, our criteria require the parent to have attended their place of worship at least once a month for the 12 months prior to 1<sup>st</sup> September 2022\*

For parents who worship in a non-Christian faith centre in membership of the UK Interfaith network, our criteria require the parent to meet the normal religious obligations of the faith\*

Has this been the pattern for this parent? YES / NO

Signed .....

Name ..... Date: .....

Position .....

Church / Place of Worship. ....

This church / place of worship is a part of (please tick)

Churches Together in England       non-Christian faith centre in membership  
of the UK Interfaith network.

Please return this form to ..... By .....

**\* church / place of worship attendance will be calculated only for the period when they were open for public worship**