

**DIOCESE OF LONDON / LONDON BOROUGH OF HARROW  
ST JOHN'S CHURCH OF ENGLAND SCHOOL  
127 Stanmore Hill, Stanmore, Middlesex, HA7 3FD**

**2020-2021 ADMISSIONS POLICY**

**The Governing Body will consider all applications to the School in accordance with this Admissions Policy and the Admissions Criteria.**

The Governing Body intends to admit no more than 60 pupils into its Reception Classes in any school year. Parents/Carers should be aware that the School regularly receives more applications than the number of places available and that the submission of an application does not guarantee the offer of a place at the School.

**Making an application**

**For Reception**

1. Harrow residents applying for a place in the Reception class commencing September 2019 must apply on-line via the Local Education Authority (LEA) website. The website allows each applicant to nominate up to six schools, including St. John's School, in order of preference. The applicant should submit **only one application** by the specified date of return. Residents who do not have access to an on-line facility should complete the paper Common Application Form. These forms are also available directly from the school office. Non-Harrow residents should complete their home local authority Common Application Form.

2. Applicants applying under the Foundation Criteria should complete and return to the School the Supplementary Information Form (obtainable from the School Office) and provide the required documentation, and, if appropriate, baptismal certificate. The Supplementary Information Form should be returned directly to the School Office by the specified date.

**Applications must be submitted no later than the date specified for the return of the LEA's form. Late applications will not be processed until after completion of the Coordinated Admissions Procedure.**

**For any other year group (In-Year)**

3. Applications for places other than for the Reception class commencing September 2020 may be made directly to the school, using the in year admission form. This is available from the school office or the school website.

Applicants must provide proof of their residential address, for example a current Council Tax letter or Child Benefit letter, **which must be dated no earlier than 6 months before the specified date of return of application forms.** The Governors reserve the right to seek independent verification of the applicant's residential address. This must be the address where parent and child normally live and they must be living there on the closing date for receipt of applications.

If an application for a place in the School is refused, the parent/carer has the right of appeal to an Independent Appeal Panel.

Unsuccessful applicants may request to be placed on a waiting list maintained in each year group. If a place becomes available this will be allocated in accordance with the School's Admissions Policy and Admissions Criteria.

**Reception**

Admission to a full-time place in education at **Reception** level is September of the academic year (1st September to the 31st August) in which your child turns five.

### **Reception Year Deferred entry**

If a child has not reached compulsory school age, the parent has the option of deferring their child's entry. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until their child reaches compulsory school age (the term after they reach their fifth birthday). For children born between 1st April and 31st August, this is not beyond the beginning of the final term of the school year for which the offer of a place was made. St Johns school will hold any agreed deferred place. Parents should however, discuss the options with the Headteacher of the school to help them in making a decision. Parents may wish their child to attend part-time until they reach compulsory school age.

Parents wishing to defer entry need to apply for Reception by the closing date and when an offer is made inform the Local Authority and the school that they want to defer entry or only attend part-time.

### **Admission of children outside of their normal age group**

Where a parent wishes their child to start school in a year group outside their normal age range, they may request this and should discuss it with the school as soon as possible. Parents should provide reasons and since decisions will be made based on available information, parents may wish to provide professionally supported evidence (if such evidence is available) to explain why their child's needs cannot be met in the chronological year group. Requests will be considered by the school's Admissions Committee on a case by case basis. Each request and supporting evidence will be carefully considered on its individual merits and the educational, social and developmental reasons will be taken into account to arrive at a decision in the best interests of the child. Applying by the age appropriate deadlines will mean that in the event the request is refused, the child can still be considered for a place in their correct age group, if a place is available. Where a parent's request is agreed, they must make an application by the deadline for the agreed academic year, providing a copy of the decision as part of the application. Please note that the decision to agree the request to make an application outside a child's normal age group does not guarantee that a place will be available. Parents do not have the right of an appeal against a decision not to accept a request to admit outside of their year group.

# ST JOHN'S CHURCH OF ENGLAND SCHOOL, STANMORE

The Governing Body is responsible for determining admissions to this Church of England Voluntary Aided School. When there are more applications than places available, the following criteria will be considered in order when considering applications for admissions to the school. It would also be made available in the event of an appeal. The School's admission number is 60. Following the allocation of places to any Looked After Children, remaining places will be allocated in proportion of 50 places under the criterion 2 and 10 places under criterion 3.

## GOVERNORS' CRITERIA AND ADMISSIONS PRIORITIES

<b>1.</b>	<p><b>Looked After Children, adopted children who were previously looked after (and children who leave care under a special guardianship or residence order)</b></p>
<b>2.</b>	<p><b>Foundation Criterion</b></p> <p><b>A Practising Anglican Church Families</b> Children of families who worship regularly<sup>1</sup> in an Anglican Church.</p> <p><b>B Practising Christian Families of other denominations</b> Children of families who worship regularly<sup>1</sup> in Church or Chapels of other Christian denominations<sup>2</sup>.</p> <p><sup>1</sup> Regularly is defined as being a parent attending Church at least twice a month for a minimum of at least 12 months. Confirmation is required from the Parish Priest/Minister giving details of church attendance – see Supplementary Information Form.</p> <p><sup>2</sup> i.e. Churches Together in Britain and Ireland (CTBI) and the Evangelical Alliance.</p> <p><b>C Non-practising Christian Families who wish their children to attend a Church School.</b> Baptismal dedication certificate to be produced to the School.</p> <p>Any applications received under criteria 2A or 2B which do not meet the qualifications for those criteria will automatically be processed under criterion 2C.</p>
<b>3.</b>	<p><b>Open Places Criterion</b></p> <p><b>Children of families living within the local community<sup>3</sup> who wish their children to attend St John's C of E School.</b></p> <p><sup>3</sup> Local community is defined as "those families living nearest to the School within Categories 1 – 6 below."</p>

Note: Within categories 2 and 3 priority will be given in order as follows:

1. **Medical \***
2. **Siblings** - "Sibling" means brother or sister, to include adopted brothers and sisters, half brothers and sisters and step brothers and sisters. A sibling relationship does not apply when older child(ren) will leave before the younger one starts. The sibling priority does not include cousins or other extended family members who live in the same household.
3. **Residents of the Parish of St John, Great Stanmore (for a map of the parishes please visit [www.achurchnearyou.com](http://www.achurchnearyou.com))**
4. **Residents of the Parishes of:**
  - a. All Saint's, Harrow Weald
  - b. St Lawrence, Little Stanmore
  - c. St Anselm, Belmont
  - d. St Michael and All Angels, Harrow Weald
5. **Residents of other Parishes in the Anglican Deanery of Harrow**
6. **All Others.**

*4\* where evidence is provided by a hospital consultant clearly demonstrating why St John's is the ONLY school that can meet the child's needs.*

### **Tie-breaker**

In the event of there being insufficient vacancies to admit all applicants in any of the categories detailed above, priority will be given to children whose parent/legal guardian residential address is the shortest distance from the centre point of the school. Distance is measured in a straight line using the LA's computerised mapping system. In cases where applicants live equidistant from the school and places cannot be offered to both children, the place will be offered using random allocation in the presence of an independent witness.

Where a child lives with parents with shared responsibility, each for a part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address of the parent who received child benefit. In cases where parents are not eligible for child benefit the address will be that of the parents where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

If an application for a place at St John's is not successful, the parent/carer will have the right of appeal to the Independent Appeal Panel. Further details of this procedure will be sent out with the notification letter.

In the event of under-subscription in either criterion, places will be offered in strict ranking order to those applicants on the waiting list of the parallel criteria.

In the event of twins, triplets, or other multiple births where only one place is available and twins (or other multiple birth children) tie for that place, both (or all) will be offered a place even if this exceeds the planned admission number.

Unsuccessful applicants may request in writing to be placed on the waiting list maintained for each year group. If a place becomes available this will be allocated in accordance with the School's Admissions Policy and Oversubscription Criteria. Names will remain on the list for the remainder of the academic year. Applicants will need to show, in writing, their continued interest at the end of each academic year. Children with a Statement of Special Educational Needs, where the School is named in that Statement, do not apply through the Coordinated Admissions Process.

### **In-Year Admissions**

An In Year Application is any application for a school place that is received after completion of the normal admission round for a place in Reception, or for a school place in Years 1-6. In Year applications should be made directly to the school.

If a place is available and there is no waiting list then the governors will offer a place to the family. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the governing body will decide who is at the top of the list and inform the parent that the school is making an offer.

We will co-operate in keeping with the local authority's Fair Access Protocol for children who are hard to place. The school will admit children under the Fair Access Protocol before those on continuing interest and, if necessary above the published admission number (PAN).

### **Children of UK Service Personnel (UK Armed Forces)**

Families of Service Personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, the school will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address if the school has vacancy in the specific year group in accordance with the oversubscription criteria.

## **Definitions**

### **Distance**

The house address is where a child normally lives. Distance is measured in a straight line from home to school, using a computerised system provided by the London Borough of Harrow. The journey is measured from the address point for the home address to the centre point of the school site. In cases where applicants live equidistant from the school, and places cannot be offered to both children, the place will be allocated by random allocation in front of an independent witness.

### **Home address**

This must be the address where parent and child normally live and they must be living there on the closing date, of applications. Confirmation of address will be required.

Where a child lives with parents with shared responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address of the parent who receives child benefit. In cases where parents are not eligible for child benefit the address will be that of the parents where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

### **Medical**

Supporting evidence from a hospital consultant should set out the particular reason why the school is the ONLY school that can meet the child's needs.

### **Deferred Entry**

Where a place is offered in Reception to parents before their child is of compulsory school age, the child's entry to the school can be deferred until later in the school year. The place will be held for that child. The parent would not be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which admission is sought.

### **Looked after children and previously looked after children**

This term refers to children who are subject to care orders and those who are accommodated by any Local Authority, and those who were in care but have been adopted from care or are subject to a special guardianship or residence order. The school must, by law give first priority to looked after and previously looked after children.

### **Parents**

A parent is any person who has parental responsibility for or is the legal guardian of the child.

### **Siblings**

**Sibling** means brother or sister, to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters. The sibling priority does not include cousins or other extended family members who live in the same household. In order for the sibling criteria to be applied, the sibling must be a pupil in the School at the time of admittance of the applicant.

**Twins, triplets, other multiple births**

Places will be offered in accordance with the criteria. In the event of over subscription, and twins or other multiple birth children tie for one available place, places will be offered to both or all the children even if the published admission number is exceeded.