



Love; Learn; Aspire; Achieve

At the heart of everything is a personalised approach to each unique individual as part of our Christian Community. The strong family ethos ensures that all children feel valued and grow in self-confidence. Enthusiastic staff, with high expectations demonstrate care beyond the classroom. Through God's guidance, we encourage his light in each and every child to discover their gifts and potential.

*Believe in the light, while you have the light
So that you become children of light*

Kingsley St John's Admissions Policy 2025

Parents should be aware before applying that in this school RE, collective worship and our whole ethos are based on the teachings of the Church of England.

Making an application

Applications for admission to the school should be made on the common application form enclosed with the Local Authority's brochure. Applications may also be made electronically.

The school's Supplementary Information Form for criteria numbers will also need to be completed. The Common Application Form and Supplementary Information Form should be completed and returned 15th January.

Applications may also be made on-line by using both the common application form and the supplementary information form (available from the LA/school website). It is not normally possible to change the order of your preferences for schools after the closing date.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on 16th April or the next working day. Parents of children not admitted will be informed of the reason, offered an alternative place by the Authority and be made aware of their right to appeal.

The number of places available for admission to the Reception class in the year 2025 will be a maximum of 13. This arrangement follows consultation between the Governing body, the Diocesan Board of Education, Local Authorities and

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other admissions authorities in the area. The Governing Body will not place any restrictions on admissions to the Reception class unless the number of children for whom admission is sought exceeds this number. By law, no infant class may contain more than 30 children.

Places are allocated according to the criteria, with each application treated equally regardless of where the school sits within the preferences expressed. All children with an Education Health and Care Plan in which the school is named will be admitted. In the event that there are more applicants than places remaining, the Governing/Trust Board will allocate these places using the following criteria, which are listed in order of priority:

1. Looked after children and all previously looked after children, including those children 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. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. Children with special medical or social circumstances affecting the child, where these needs can only be met at this school.
3. Children who have a sibling in school who will still be attending school the following year.
4. Children resident in the parish of Kingsley St John and/or resident within the Kingsley St John's School Catchment area shown on the Local Authority's website.
5. Children whose parents are faithful and regular worshippers in a Christian church, as recognised by Churches Together in Britain and Ireland.

"In the event that 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, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship".

6. Children, who live nearest to the school, measured using an Ordnance Survey address-point system which measures straight line distances in miles from address point of the school to the address point of the place of residence, with those living closer to the school receiving the higher priority.

Random allocation will be used as a tie-break in the final category above to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified. If a tie-break

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is required in earlier categories to decide who has priority for admission between two children, distance from the school will be used to decide as measured above.

Waiting list

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list 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 for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting 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. This waiting list will operate until the 31st December of the year of admission.

Late applications for admission

Where the Local Authority accepts that there are extenuating circumstances for an application being received after the last date for applications, and it is before the list of pupils to be admitted has been established 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 where applicable, placed on the waiting list in order according to the criteria.

Notes

- (a) 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 the school in question is the most suitable school and the difficulties which would be caused if the child had to attend another school.
- (b) By 'faithful and regular' we mean attendance at a minimum of two services per month for at least six months prior to the closing date for applications (where possible, unless church is closed, such as in a pandemic). A minister or church officer will be required to sign the form, or a supplementary form completed and signed by a minister or church officer as evidence under this criterion.
- (c) A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend.
- (d) A map showing the Parish boundaries is available from the Local Authority website.
- (e) Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's

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partner, and in every case, the child should be living in the same family unit at the same address.

- (f) All children with birthdays between 1 September and 31 August are admitted in September. For children with a birthday after Christmas or after Easter parents may defer entry until later in the year or choose to take up the place on a part-time basis. The Headteacher should be consulted if this option is being considered.

Children with Education Health Care Plans

SEND Legislation Sept 2015 requires the Governing Bodies of all maintained schools to admit a child with an Education Health Care Plan that names their school.

Admissions information:

Last year the school was able to admit all pupils whose parents applied.

Late applications for admission

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the Governors have established their list of pupils to be admitted, 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

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This waiting list will operate until the end of the autumn term only.

Address of pupil

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the

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current-at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. utility bills of various sorts may be used as evidence. Where there is dispute about the correct address to use, the 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.

Address of pupil

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. utility bills of various sorts showing the child's address as the one claimed. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

In-year admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine admissions or in-year admissions.

Information about In-year admissions can be found on the LA/School website with the relevant procedure and application forms or detail the process that the school follows.

Appeals

Where the governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission appeal panel. *Parents should fill in an appeals form and return it to by* Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

Please note that this right of appeal against does not prevent you from making an appeal in respect of any other school.

Closure of places of worship

In the event that 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, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship

Fraudulent applications

Where the Governing/Trust 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/Trust Board is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

Deferred admission

Children are eligible for a reception place from the beginning of the school year in which they become 5 years old. However, they do not become of compulsory school age until the start of the term after their fifth birthday. After a place has been allocated and accepted parents may defer the school place until later in the school year and if they do this the place will be held for the child. They cannot however defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the summer term. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

Children educated outside of their normal age group

Parents who wish to delay entry until the following year due to specific circumstances, such as ill health or summer born children (those between 1st April and 31st August), must speak to the school and Local Authority as soon as possible as this this would involve either an in-year application for year 1 or a new application for reception in the following year. The decision as to which year group the child will enter will be made taking into account information from the parents and headteacher and should be in the best interests of the child.

Parents should be aware that agreement by the school to allow a child to enter reception in the following year does **not** guarantee a place in the class. Parents must apply to the school in the normal co-ordinated round and the application will be considered in the normal manner following the oversubscription criteria. Parents may also choose to apply in-year for admittance to year 1 and the child's normal age group.

Similarly, if the parents of a gifted and talented child wish to apply for a place outside of their child's normal age group they should speak to the school and the Local Authority. Any application will be considered to ensure any decision is in the best interests of the child and parents informed of the outcome.

Special Educational Needs

Where a child has an education, health and care plan (EHCP) which names the School, then that child will be admitted to the School and the number of available

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places in the PAN will reduce correspondingly. Admission of children with an EHCP is dealt with by the home Local Authority (LA) (which is where you reside).

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Supplementary Information Form for *school name*

Name of child:

Surname		first names	
Date of birth			

Name of parent/guardian	
Address	

Place of worship parent/ guardian regularly attends:

Name of place of worship	
Address	
Name of vicar or church minister/officer	
Telephone	

Worship attendance:

Please tick if you have attended a minimum of public worship services per month for at leastmonths prior to the closing date for applications.	
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Church Vicar or Minister Confirmation of worship attendance

Name of Vicar or Minister..... Signature.....

Please note:

In the event that 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, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship".