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## ADMISSION POLICY

FOR

### ST JOHN'S CHURCH OF ENGLAND PRIMARY SCHOOL

For the School Year 2012 – 2013

St John's admits children **once** a year in Nursery and Reception classes in September.

#### **Nursery**

- Children who have their 4<sup>th</sup> birthday between Sept 1<sup>st</sup> and August 31<sup>st</sup> will be admitted in the September before their 4<sup>th</sup> birthday

#### **Reception**

- Children start in the September before they are 5

#### **Reception Admission Criteria**

When there are more applications than there are places available the Governors will admit pupils according to the following criteria, which are listed in order of priority.

Parents are reminded that the School receives many applications for admission and therefore some applicants are likely to be disappointed

PLEASE READ THE NOTES THAT ACCOMPANY THE ADMISSION CRITERIA

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1. Children in public care
2. Children who attend St John's School Nursery
3. Children who have siblings on the roll of the school at the time of admission
4. Children who have regularly attended one of the following churches during the previous year with their family :

- The Parish Church of St John the Evangelist, Pemberton Gardens
- St Andrew's Church, Whitehall Park
- St Mary's Church, Ashley Road

(See notes below)

5. Children who have one or more parents verified by their minister to be regular members of other Christian Churches, and for whom St John's is the nearest Church of England Primary School to where they live.

6. Children who live nearest to the school (see Notes below)
  
7. As an exception to the general policy the governors will give special consideration to an applicant who can demonstrate that admission to St John's School is necessary on the grounds of a professionally supported medical condition or special educational needs.

Children with Statements naming the school are automatically admitted.

### **NOTES ON CRITERIA 3**

Siblings refer to brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent / carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

### **NOTES ON CRITERIA 4 and 5**

- a) Children will only be considered if they and their family have attended their church weekly for at least one year prior to the closing date for applications to be received by the school.
- b) Parents must provide the school with the completed Minister's form enclosed with the application.
- c) Families who have changed their place of worship during the last year must supply a letter confirming the regularity of their attendance, from their previous parish in addition to a reference from their new church. Children will be considered under the criteria for their current church.
- d) "Children who worship with their family" is defined as children who attend full church services with their parents or grandparents, or who attend Sunday School while their parents or grandparents take part in the full church service and have done so at least twice a month for a year. A form is available to be signed by the church to confirm this.

### **NOTES ON CRITERIA 6**

Nearness to the school will be determined by a computerized mapping system using a straight line distance measurement. Routes will be calculated from the home address (as defined by the Land & Property Gazetteer) to the midpoint of the school grounds (as determined by Islington Local Authority).

### **GENERAL NOTES**

- a) The offer and acceptance of a place in the Nursery Class does not give an automatic right of entry into the school's Reception Class. Parents are required to make a formal application for their child's admittance to Reception class through Cambridge Education at Islington.
- b) The inclusion of the child's name on the school application list does not guarantee a place in the school for the child.
- c) Parents who are not offered a place for their child are entitled to appeal to an independent committee under the provisions of the Education Act 1980. Parents wishing to appeal should contact the school in the first instance within 14 days from the notification of the decision not to admit the child

- d) Admission authorities may refuse to offer a place to a child applying for admission to Reception or Year 1, where that admission would cause a “class size prejudice” i.e. would put the school in the position of having to take qualifying measures – additional accommodation or teachers – to comply with the duty to limit the size of infant classes

## **NURSERY CLASS ADMISSION CRITERIA**

### **For the School Year 2012 – 2013**

When there are more applications than there are places available the Governors will admit pupils according to the following criteria, which are listed in order of priority.

Parents are reminded that the school receives many applications for admission and therefore some applicants are likely to be disappointed.

The school will offer 21 full-time places and 10 part time places

### **PLEASE READ THE NOTES THAT ACCOMPANY THE ADMISSION CRITERIA**

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1. Children in Public Care
  2. Children who have siblings on the roll of the school at the time of admission
  3. Children who have regularly attended one of the following churches during the previous year with their family:
    - The Parish Church of St John the Evangelist, Pemberton Gardens
    - St Andrew’s Church, Whitehall Park
    - St Mary’s Church, Ashley Road
- (See notes below)
4. Children who have one or more parents verified by their minister to be regular and committed members of other Christian Churches, and for whom St John’s is the nearest Church of England primary School to where they live.
  5. Children who live nearest the school (see Notes below)

#### **NOTES ON CRITERIA 2**

Siblings refer to brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent / carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling

#### **NOTES ON CRITERIA 3 & 4**

- a) Children will only be considered if they and their family have attended their church weekly or fortnightly for at least one year prior to the closing date for applications to be received by the school.
- b) Parents must provide the school with the completed Minister's form enclosed with the application.
- c) Families who have changed their place of worship during the last year must supply a letter confirming the regularity of their attendance, from their previous parish in addition to a reference from their new church. Children will be considered under the criteria for their current church.
- d) "Children who worship with their family" is defined as children who attend full church services with their parents or grandparents, or who attend Sunday School while their parents or grandparents take part in the full church service and have done so at least twice a month for a year. A form is available to be signed by the church to confirm this.

As an exception to the general policy the governors will give special consideration to an applicant who can demonstrate that admission to St John's School is necessary on the grounds of a professionally supported medical condition or special educational needs.

#### **NOTES ON CRITERIA 4**

Parents must provide evidence of attending church (other than the 3 mentioned above) regularly for the past year.

#### **NOTES ON CRITERIA 5**

Nearness to the school will be determined by a computerized mapping system using a straight line distance measurement. Routes will be calculated from the home address (as defined by the Land & Property Gazetteer) to the midpoint of the school grounds (as determined by Islington Local Authority).

#### **GENERAL NOTES**

The offer and acceptance of a place in the Nursery Class does not give an automatic right of entry into the Reception Class. Parents are required to make a formal application for admittance to the Reception Class through Cambridge Education @Islington. The inclusion of a child's name on the school application list does not guarantee a place in the school for the child.

Supplementary Information Form

**St John's Upper Holloway C of E Primary School**

<b>FULL NAME OF CHILD (Block capitals)</b>	
<b>Date of Birth</b>	
<b>SURNAME</b>	<b>ADDRESS</b>
	<b>Post Code</b>
<b>CONTACT TELEPHONE NUMBERS</b>	
<b>NAME OF CHURCH ATTENDED (if applicable)</b>	
<b>ADDRESS AND TELEPHONE NUMBERS OF CHURCH ATTENDED (if applicable)</b>	
<b>NAME OF VICAR / PRIEST (if applicable)</b>	
<p>The above mentioned person has attended _____ over the last year</p> <p>Signature of Vicar / Priest _____</p>	
<b>CONTACT DETAILS OF VICAR / PRIEST IF DIFFERENT FROM CHURCH</b>	
<b>NAME OF ANY SIBLING ALREADY ATTENDING SCHOOL YOU ARE APPLYING TO</b>	

**PLEASE NOTE:** This is a supplementary information form. If you are applying for admission to reception class, you will also need to complete an Islington Primary Admission Form available from: **The School Admissions section, Cambridge Education @ Islington 222 Upper St, London N11XR. Tel 020 7527 5517**

I have received a copy of the School's Admissions Policy. I understand that the completion of this form is not an offer of a place YES / NO

**Parent / Carer's name in capitals:** \_\_\_\_\_

**Signed** \_\_\_\_\_ (Parent / Carer)

**Date** \_\_\_\_\_