



**CLAYTON ST JOHN CofE PRIMARY**  
**ADMISSIONS POLICY**  
**2022-2023**

Ratified by Governors:	09/02/2021	Signed  Executive Headteacher: Mrs E Lawley  Full Governing Body
Next Review Date:	Spring Term 2022	

**‘Growing together in God’s Love’**

### Safeguarding Statement of Intent

At Clayton St John CofE Primary we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Clayton St John CofE. We recognise our responsibility to safeguard all who access the school and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying. We also work to ensure that our pupils are aware of Online Safety and who to talk to if they feel vulnerable or scared.

### Vision Statement

#### **‘Growing together in God’s Love’**

Rooted deeply in God’s love, we flourish as individuals and as a community.  
Within a nurturing environment, we develop curiosity, creativity and a love of learning.  
We learn and grow when things go well and things go wrong. In all we do we hope to be the best we can be.

Ephesians 3 v 16 and Jeremiah 17 v 7 & 8

### Statement of Intent

At Clayton St John CofE Primary we strive to ensure that our pupils are safeguarded against any form of harm. We ensure that our staff are trained appropriately, can identify signs of abuse and follow policy and procedures for reporting concerns, disclosures and allegations.

### Our Vision

At Clayton St John CofE Primary we pride ourselves on developing a positive ethos built on the foundations of the Christian faith. This ethos is based on the following Values and principles that, as stakeholders, we all aim to uphold:

#### **RESPECT**

R: Resilience- Trying our best to **work hard**, we **never give up** when things get **difficult**. We show the **determination** and **strength** to **learn** from our mistakes, showing our **courage** and **self-belief**.

E: Enjoyment- We are **motivated** by our family, friends and teachers and rejoice in **God’s love**; we are **fulfilled** by all that this brings. Our **love of learning** is inspired through **fun**, **creativity**, **curiosity** and **excitement**.

S: Security- The **love**, **care** and **responsibility** we are given make us feel **safe** at school. We value **honesty** and **trust** and **achieve more** when we feel **protected**.

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P: Pride-When we achieve success we feel **fulfilled** and **satisfied**. We are **happy** for each other and **confident** in all we **believe**.

E: Excellence- We **challenge** ourselves and one another with **high expectations** and **aspirations**. Together **God's greatness**, we achieve **brilliance** through our **efforts** and **dedication**.

C: Collaboration- **Working together, sharing** and **helping**, we **respect** our differences and listen to each other. We are a **team** built on **trust** and **co-operation**, celebrating **diversity** and **acceptance**.

T: Trust- With **faith** in God's love and each other, we show **kindness, loyalty** and **patience**. We are a **strong community, helping** each other by showing **forgiveness** and **honesty**.

## **Aim**

The aim of this policy is to ensure a clear and transparent admissions procedure through which children and families may become part of our school community. Visits to our school are welcomed and encouraged.

## **Admissions to Nursery**

All 3 and 4 year olds in Bradford Local Authority (LA), are entitled to free nursery provision for 3 hours a day or the equivalent of 15 hours a week.

Additionally some children are also eligible for 30 hours free nursery provision. Clayton St John CofE Primary school is also a 30 hour provider.

At Clayton St John CofE Primary School we admit children after their third birthday and as near to the beginning of a new half term as possible. Parents/Carers will be offered some flexibility in how they take up the 15/30 hours per week but this is dependent on availability in the setting.

At any time during the admissions process parents/carers are very welcome to visit school and should make an appointment to see the Head of School, by contacting the school office on 01274 815862. You will be shown around the school and given the opportunity to ask questions and meet the prospective new class teacher(s).

Our School Business Support Officer allocates places in Nursery. Parents/Carers can get more information and apply for sessions through our school office. They can be contacted on 01274 815862. Once a child is allocated a place at Clayton St John CofE Primary School an opportunity will be given to attend an information session, to meet the staff and ask further questions. Children will also have the opportunity to visit school. School will send

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information about these events. We also offer a Home Visit at which a child is able to meet a key member of school staff.

We currently allocate 68 places in our Nursery class. If at point of admission we have more children on the waiting list than available places we refer to the local authorities'

Oversubscription Criteria,

**In case of oversubscription** places in the Nursery will be allocated to children in the following priority order:

1. Looked after children – a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989(b) at the time an application is made (see Note 1).
2. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
3. Children with exceptional grounds, such as special educational, social or emotional needs, as evidenced by a professional from health, social services or education.
4. Children who already have an older sibling who will be attending the school at the point of admittance and live within the priority area. (Please see Bradford Local Authority Policy for definition of Sibling)
5. For primary schools with an admission priority area children living within the priority area.
6. Other children living closest to the school's main entrance (Please see Bradford Local Authority Policy for definition of how distance is calculated)

It is important to note that allocation to the Nursery at Clayton St John CofE Primary School does not guarantee your child a place in the Reception class. Please see our Policy on Admissions to Reception Class.

### **Pupils with an Education, Health and Care Plan**

The admission of pupils with an Education, Health and Care Plan (EHCP) is dealt with by a separate procedure. Such children are dealt with through a separate legislative process and without reference to the oversubscription criteria below. Children who have an EHCP which names a specific school, will be admitted to the school.

### **Multiple Births**

Where a parents of multiple births (twins, triplets etc) request admission and only one of the siblings can be offered a place, the remaining siblings will also be offered places above the admission number.

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## **Admissions to Reception Class**

For admission to Reception at Clayton St John CofE Primary School, parents/carers apply by naming the school on the local authorities' application form. Parents/Carers will receive information concerning this from a child's nursery, pre-school setting, or the local authority, in the November prior to the September of admission. If this information is not received, please contact the local authority's admissions department. The contact number is 01274 439200.

The school admits 60 children into Reception each academic year. When Clayton St John CofE Primary School is oversubscribed appeals and admissions are managed by the Local Authority.

At any time during the admissions process parents/carers are very welcome to visit school and should make an appointment to see the Head of School, by contacting the school office on 01274 815862. You will be shown around the school and given the opportunity to ask questions and meet the prospective new class teacher(s).

Once a child is allocated a place at Clayton St John CofE Primary School the opportunity will be given to attend an information evening to meet the staff and ask further questions. Children will also have the opportunity to visit school in the summer term. School will send information about these events. A home visit and/or a visit to a pre-school setting can also be arranged to help with transition.

Clayton St John CofE Primary School operates a staggered intake into Reception. This is to ensure the needs of the children are met. The points of entry and systems used to allocate start dates is at the discretion of the Head of School, however it will be reviewed annually ensure the needs of the cohort are best met.

If your child is not allocated a place at our school the Local Education Authority will allocate an alternative, please read the Local Authority 'Co-ordinated Admission Scheme for the Bradford Metropolitan District Area' for further information. Any parent who is unhappy with the allocation has the right of appeal.

Our Early Years Foundation Stage Policy offers further information about our transition arrangements, a copy can be obtained if requested from the school.

### **In-year applications and transfers**

In-year applications are defined as application at any time other than at the start of reception. We actively encourage all applicants for admission to school outside the normal admission round to be made in consultation with the Head of School. Parents who wish their children to attend a different school to their current one should discuss this with the child's current Head of School.

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There may be times when children move schools as they move through the primary years, usually due to a house move. All these admissions of children into school are managed by the Local Authority Admissions Team. Allocation is based on 60 children per year group – 30 children per class. There may be times when class sizes exceed this, mainly in Key Stage 2, perhaps due to Fair Access Protocols or other local demands or needs. This is unlikely in Foundation Stage 2 and Key Stage 1.

When our school is oversubscribed the Local Authority Admissions Team will operate a waiting list and will use their procedure for allocation based on priorities.

Where the number of preferences for a school exceeds the number of places available, priority will be given to children in the following categories:

The admission criteria below apply to Clayton St John CofE Primary School

1. Looked after children or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order (see Note 1).
2. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
3. Children who appear to have been in state care outside of England and ceased to be in care as a result of being adopted.
4. Children who have exceptional social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child.
5. Sisters and brothers of children living at the same address who are at present on roll at the school and will still be attending the school at the time of admission (see Note 2).
6. Children of parents who are members\* of the Church of England or other Christian denominations for whom the preferred school is the nearest Church of England school to the home address (see \*\* below).
7. Other children

1. A 'looked after child' is a child who is in the care of the local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (as defined in the Children Act 1989).

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2. The terms “siblings” refers to children who live with the same family at the same address. Children living with the same family e.g. foster children and step-sisters and brothers are also included.

\* For admission under criterion 5, parents will be asked to demonstrate membership of the appropriate Christian denomination by submitting with their application, a letter from their minister or other church leader confirming the parents’ regular and frequent attendance at church.

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

\*\* ‘Home address’ refers to the child’s permanent home at the date of admission. Where the child lives with split parents who have shared responsibility, it is for the parents to determine which address to use when applying for a primary school. Proof of residency may be required at any time during or after the allocation process.

### **Tie Break**

When demand exceeds places in any of the following policies, the distance between the child’s home and school, measured by a straight line distance from the Ordnance Survey address point of the home to the main entrance to the school building, will be used to decide who is given a place; those living nearest being given the available places. Where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection.

### **Review**

The policy will be reviewed annually.

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