

# ST. JOHN'S CE PRIMARY SCHOOL

## Policy for the Admission of Pupils 2022

Our Christian ethos, character and values pervade St John's CE Primary ensuring the exceptional personal development and academic achievement of the whole child, as well as the overall 'well-being' of the school community. The school is wholehearted in its commitment, putting faith and spiritual development at the heart of the curriculum.

### Working within the context of Christian beliefs and practice:

At St John's our children and their families always come first.  
We value our children's feelings, creativeness and success in  
their learning equally, helping each child's love of learning  
grow, whilst also developing their interior posture.

At St John's our Core Christian Values are

Compassion	Interior Posture
Wisdom	Courage and Endurance

#### Compassion

Compassion is responding to the feelings and actions of others with kindness. Jesus was often "moved with compassion" and acted accordingly. Compassion leads to a desire to do something good for someone else.

***"You must love your neighbour as you love yourself."* Luke 10:27b**

#### Interior Posture

Someone who has a strong interior posture makes the right choice simply because it is the right choice. God's love for us and our love for him helps us to do what is right. We love and serve others, because he first loved us.

***"The righteous care about justice for the poor."* Proverbs 29:7**

#### Wisdom

Wisdom is a true understanding of the consequences of our thoughts, words and actions and an awareness of the true value of things. It is rooted in a proper reverence for God, the source of all life and values. Jesus told the parable of the 'Rich Fool'; true happiness is found with God.

***"God gave Solomon wisdom and very great insight, and a breadth of understanding as measureless as the sand on the seashore."* 1 Kings 4:29**

#### Endurance and Courage

Jesus' followers are challenged to think of life like a race. However - NOT a short sprint but a marathon! The bible says that we are made stronger for the future every time we endure and refuse to give up.

***"You know that many runners take part in a race, but only one of them wins the prize. Run, then, in such a way as to win the prize."* 1 Corinthians 9:24**

## **Policy for the Admission of Pupils**

St John's Church of England Primary School is part of the Bradford Diocesan Academy Trust (BDAT) family of schools; the Academy Trust is responsible for admissions. The planned admissions number (PAN) for reception is 60.

Children with an Education Health Care Plan (EHCP) have a statutory entitlement to a place at the school named in the EHCP. This is not part of the oversubscription criteria.

### **Admissions Procedure for Admission into Reception**

Applications must be made by completing the Local Authority's Common Application Form which is available online from 12 November 2021 and must be submitted to your Local Authority by 15 January 2022. You should receive information on how to make an application from your child's current nursery.

### **Over Subscription Criteria for Admission into School**

When the number of those seeking a place at St John's exceeds the number of places available, the following criteria will be applied, in priority order as listed, to determine who will be offered a place in the school. In the event of over subscription in any of the over subscription categories listed below, the governors will apply the subsequent criteria to determine allocation of places.

#### **1. Looked after children (LAC)**

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 or became subject to a child arrangements order or special guardianship order (see notes 1a and 1b).

#### **2. Siblings of pupils currently on roll**

Sisters and brothers of children (siblings), who are at present on roll at the school, and will still be attending the school at the expected time of admission (see notes 2, 5a and 5c).

#### **3. Children of parents seeking a Christian-based education**

A maximum of 30% (rounded up) of the remaining places will be awarded to children who have an established family commitment to a Christian church. In all cases written evidence from a minister of religion will be required to confirm regular church attendance. The school has a Supplementary Information Form which should be completed as part of the application process, and returned to the school by 15 January 2022. If a Supplementary Information Form is not submitted the application cannot be considered under this criterion. (See notes 3, 4, 5a, 5c and 5d).

If there are more church applicants than places available, the 30% will be allocated to those applicants in the following priority order:

- a. Children living within the ecclesiastical parishes of Tong or Bierley, and whose families worship at the heart of St John's Bierley or St Christopher's Holme Wood. (See note 3)
- b. Children living within the ecclesiastical parishes of Tong or Bierley, and whose families worship at the heart of another Church of England church. (See note 3)
- c. Children living within the ecclesiastical parishes of Tong or Bierley, and whose families worship at the heart of another Christian church. (See note 3)
- d. Children living outside the ecclesiastical parishes of Tong or Bierley, and whose families worship at the heart of St John's Bierley or St Christopher's Holme Wood. (See note 3)
- e. Children living outside the ecclesiastical parishes of Tong or Bierley, and whose families worship at the heart of another Church of England church. (See note 3)
- f. Children living outside the ecclesiastical parishes of Tong or Bierley, and whose families worship at the heart of another Christian church. (See note 3)

Should there be fewer than 30% of places filled under this criterion; the remaining places will be allocated to applicants in the order of the following criteria.

#### **4. Proximity to school**

Children living within the defined priority areas of Holme Wood/Tong or Bierley (see notes 5b, 5c, 5e and 6).

#### **5. Other Children**

Children living outside the defined priority areas of Holme Wood/Tong or Bierley (see notes 5c, 5e and 6).

### **NOTES**

#### **Note 1: Looked after children (LAC)**

- a. A 'looked after child' is a child who is (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 (section 22/1 of the Children Act 1989) at the time of making an application to a school.
- b. All references to previously looked after children in this Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after.

#### **Note 2: Siblings**

'Siblings' refers to children of statutory school age who reside 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.

#### **Note 3: Christian Churches**

- 'A Christian Church' is one that is a member of 'Churches Together in England' – or, if not a member, one that publicly professes an orthodox Trinitarian belief in God.
- 'Families', for the purpose of this policy the worshipper will be the child and a parent or guardian.
- 'At the heart of the church' means attendance at public worship twice a month or more and who has demonstrated this commitment for at least 2 years prior to the application being made.  
*'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'*

#### **Note 4: Nearest Church of England School**

St John's CE Primary School must be the nearest Church of England school; the distance between home and school is measured in a straight line basis from the home to the main entrance and is provided by the Local Authority using GIS software. Church of England schools in neighbouring authorities will be taken into account when determining whether St John's is the nearest.

#### **Note 5: Child's Address**

- a. In the case of over-subscription in Criteria 1, 2 or 3, from those who live within the ecclesiastical parishes of Tong or Bierley the Governors will allocate places in proportion to the populations of the parishes of Tong and Bierley; currently 2:1 Tong to Bierley (2001 Census).
- b. In the case of over-subscription in Criteria 4, from those who live within the defined priority areas of Holme Wood/Tong or Bierley the Governors will allocate places in proportion to the populations of the parishes of Holme Wood/Tong and Bierley; currently 2:1 Holme Wood/Tong to Bierley (2001 Census).

- c. The home address is considered to be where the child is habitually resident with parents or carers on the date that the offer of a place is made. The address of a carer/childminder or relative who does not have parental rights under the provision of the Children's Act must not be given. Governors will seek to confirm the child's residency when the offer of a place is made and may withdraw the offer of a place if false information has been given.
- d. Maps showing ecclesiastical parish boundaries are attached.
- e. Maps showing defined priority area boundaries are attached.

#### **Note 6: Calculating the distance from home to school**

When demand exceeds places in any one of the above criteria, priority will be given to those living nearest to school. The distance between home and school is measured on a straight line basis from the home to the main entrance and is provided by the Local Authority using GIS software.

Tie breaker: In the unlikely event of two applicants with an identical distance competing for a single place at the School the place will be offered to one applicant on the basis of random selection by a School Governor not involved in admissions and witnessed by an independent person, as set out in the School Admissions Code.

#### **Waiting list**

Unsuccessful applicants may request that their child is placed on the waiting list held by the school.

- Any applications for entry into reception will be held in order of the 'Over Subscription Criteria for Admission into Reception.
- Names will not be held by the date of entry on to the waiting list.

The waiting list will be held until the end of the academic year; subsequently parents must contact the school to request that they remain on the waiting list.

#### **Right of appeal**

Parents who make an unsuccessful application for admission to St. John's will be informed of their statutory right of appeal. The Appeal Procedure will follow the School Admission Appeals Code, which can be found on the Department for Education website. Appeals should be made by completing the School Admissions Appeal form; this is available from the school office or from Bradford Metropolitan Council website and should be returned to the Admissions Team, Department of Children's Services, Margaret McMillan Tower, Princes Way, Bradford, BD1 1NN.

#### **Admission of children below compulsory school age**

- Children who are offered a Reception place in the school will be able to start school in the September following their fourth birthday.
- Parents may request that the date their child is admitted to the school is deferred until later in the same school year or until the child reaches compulsory school age in that school year.
- Parents may request that their child attends part-time until the child reaches compulsory school age.
- Requests for a child to start their schooling on a part-time basis or to defer the start until they reach compulsory school-age should be addressed to the Head teacher.

#### **Deferred entry to primary schools**

- Compulsory school age is the beginning of the term following the child's fifth birthday.
- Parents of children who are offered a place at the school before they are of compulsory school age may defer their child's entry until later in the school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child during the remainder of the school year for which application was made. It should be noted, however, that such children will only be allowed to start at the beginning of a term.
- Parents may not defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the summer term of the school year for which the original application was accepted.

**Nursery Attendance**

Attendance at the nursery does not guarantee a place in the main school and parents must apply for a place in the reception class following guidelines issued by the Local Authority. Families living in Bradford can apply online at [www.bradford.gov.uk/education](http://www.bradford.gov.uk/education).

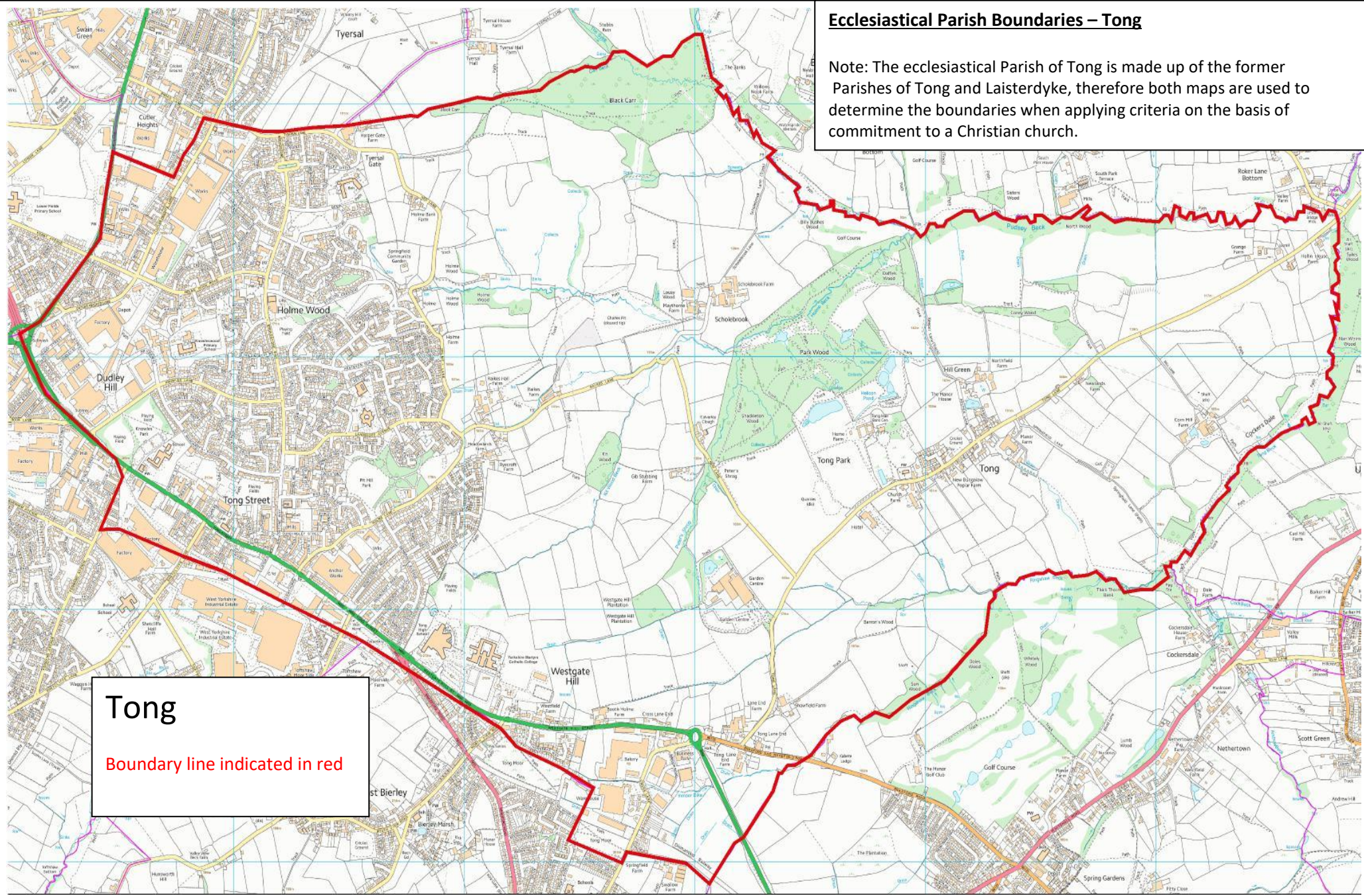
**In-year applications and transfers**

In-year applications are defined as applications at any time other than at the start of reception and all in-year applications for St John's C of E Primary School must be made directly to the school.

If more applications are received than there are places available then applications will be ranked in accordance with the over subscription criteria. If a place cannot be offered at this time then the school will provide the parents with the reason and offer an opportunity to be placed on the waiting list. If a vacancy then becomes available the highest priority applicant will be offered a place. Please note that children who are the subject of a direction by Bradford City Council will take legal precedence over those on the waiting list.

We actively encourage parents who wish their children to attend a different school to their current one to discuss this with the child's current headteacher. Please note that school transfers can only take place at the start of a full term unless there are exceptional reasons that have been approved by the headteacher.





## Ecclesiastical Parish Boundaries – Tong

Note: The ecclesiastical Parish of Tong is made up of the former Parishes of Tong and Laisterdyke, therefore both maps are used to determine the boundaries when applying criteria on the basis of commitment to a Christian church.

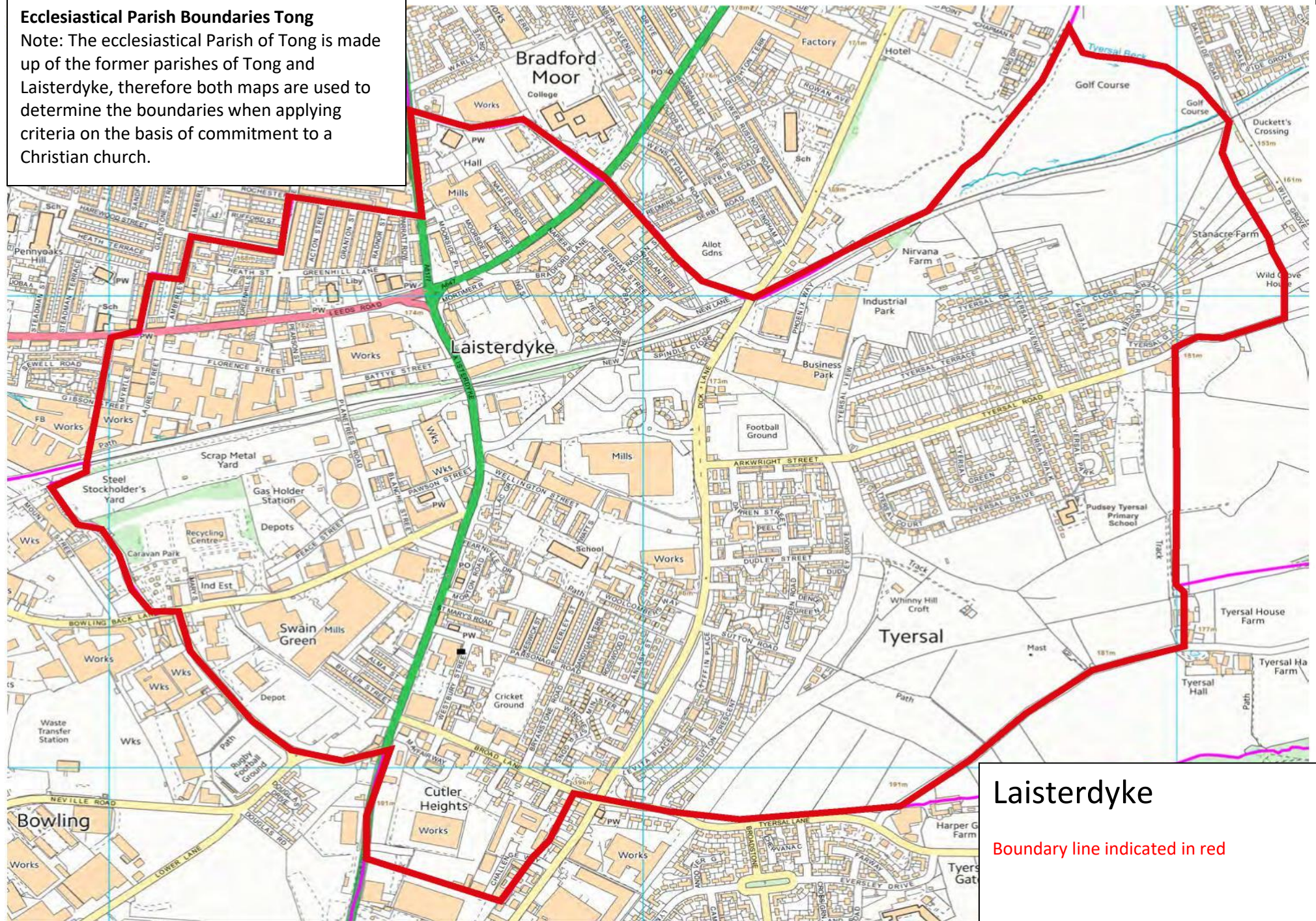
**Tong**

Boundary line indicated in red



### Ecclesiastical Parish Boundaries Tong

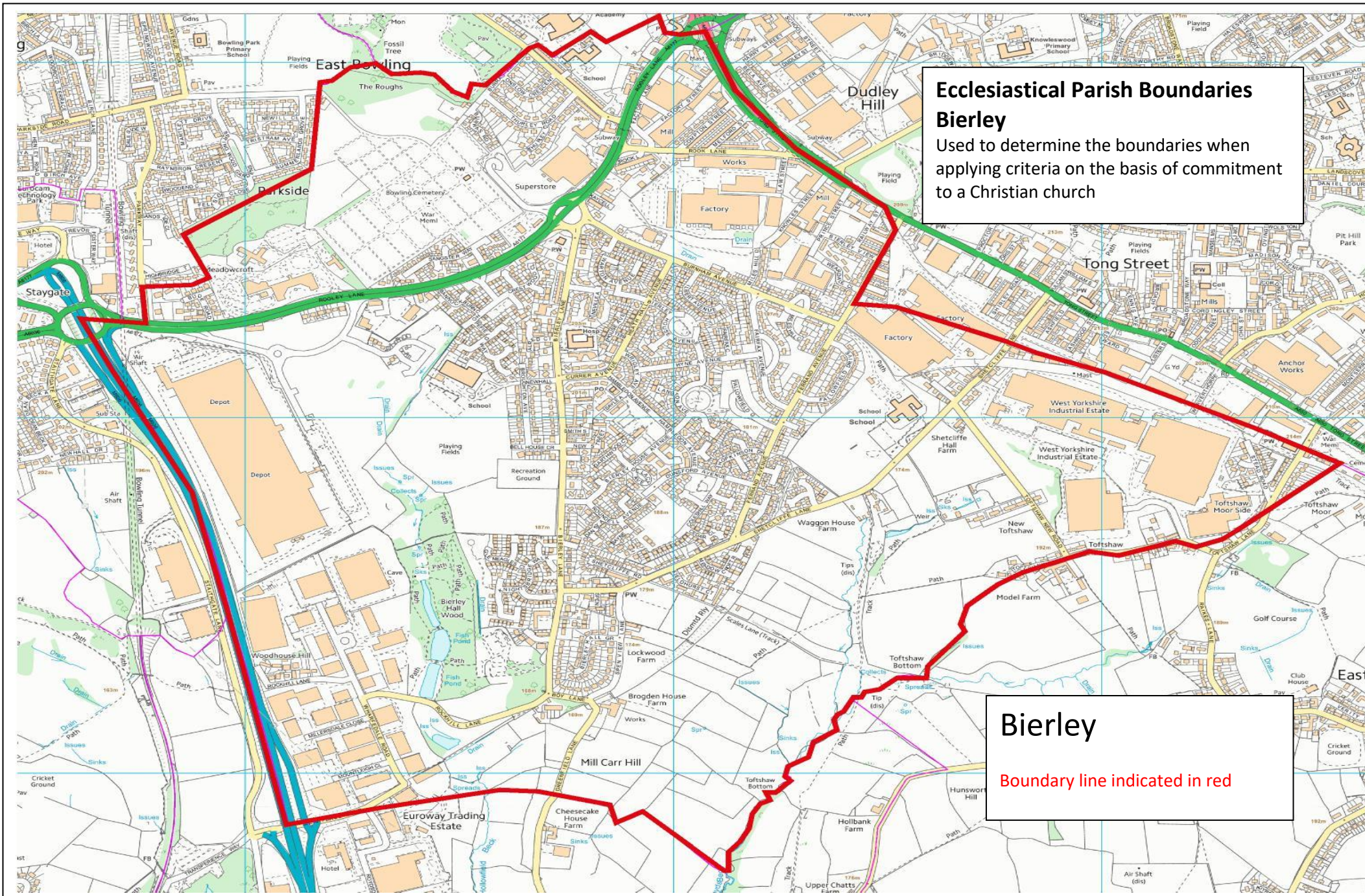
Note: The ecclesiastical Parish of Tong is made up of the former parishes of Tong and Laisterdyke, therefore both maps are used to determine the boundaries when applying criteria on the basis of commitment to a Christian church.



Laisterdyke

Boundary line indicated in red





## Ecclesiastical Parish Boundaries

### Bierley

Used to determine the boundaries when applying criteria on the basis of commitment to a Christian church

### Bierley

Boundary line indicated in red

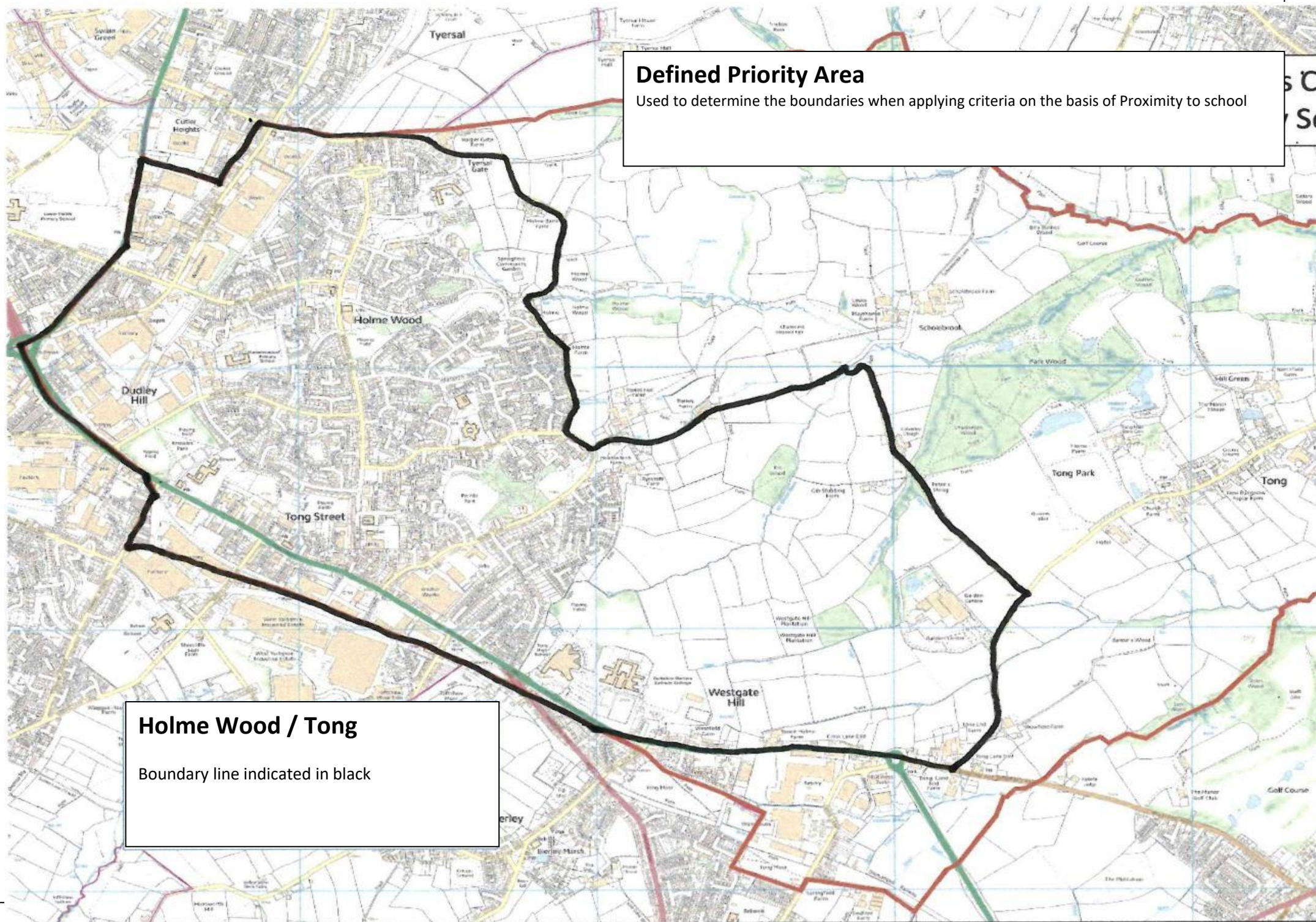


## Defined Priority Area

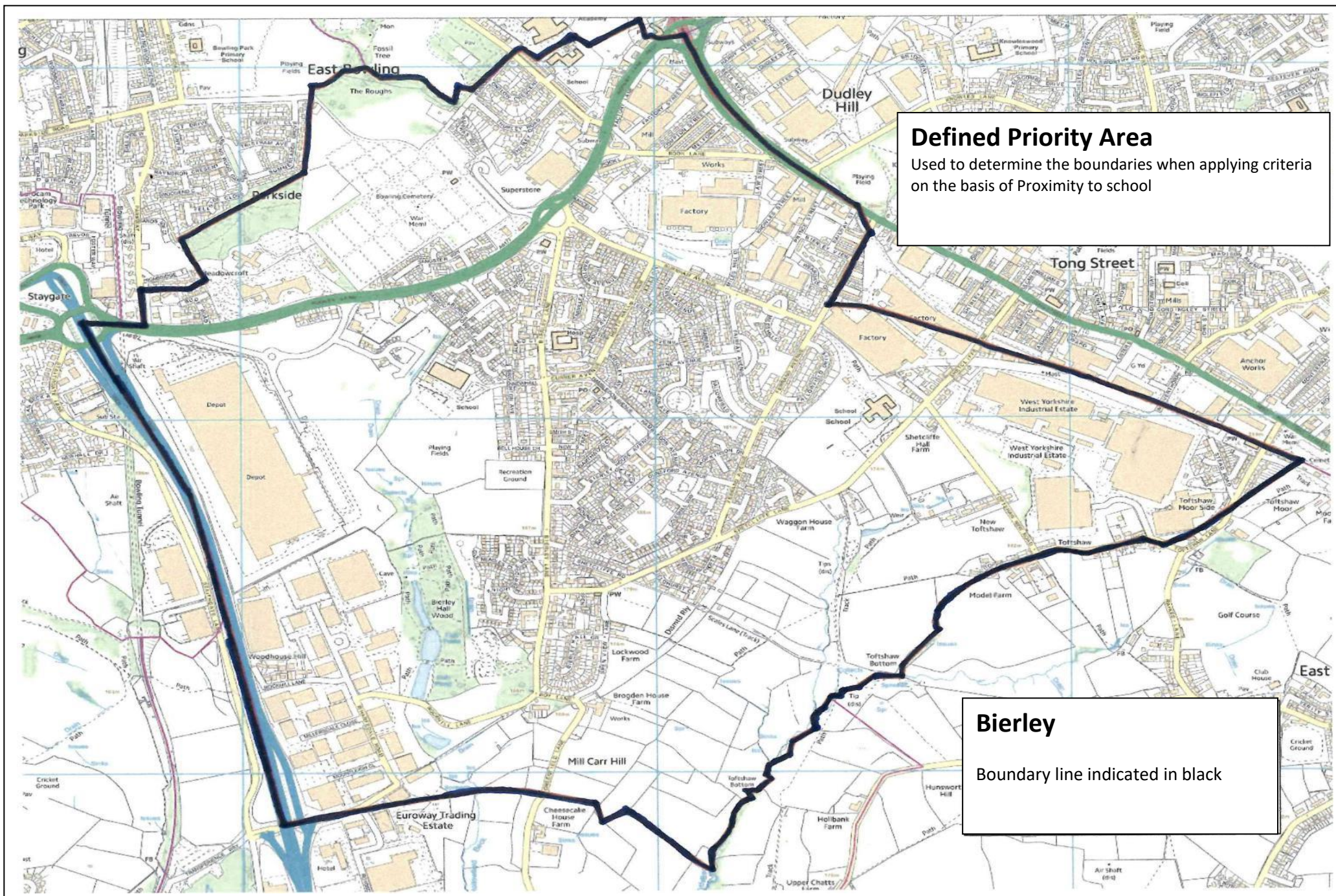
Used to determine the boundaries when applying criteria on the basis of Proximity to school

## Holme Wood / Tong

Boundary line indicated in black









**SUPPLEMENTARY INFORMATION FORM (SIF) FOR ENTRY TO THE SCHOOL IN 2022 - 2023**

The governors have the task of ranking all applications against the published over subscription criteria. Applicants seeking a place on the grounds of Christian commitment must complete this form. If this form is not submitted the application cannot be considered under this criterion.

The information given on this form will be used to contact the nominated minister of religion to obtain written evidence confirming regular church attendance. This will then be used to determine allocations under criteria 3 of the over subscription criteria.

Please complete the information below including sections 1, 2 and 3 and return the completed form to the school office by 15<sup>th</sup> January 2022.

Child's full name: .....

Date of Birth: .....

Parent/Guardian Names: .....

Address: .....

Postcode: ..... Tel. no: .....

**1. Please indicate which church or place of worship you usually attend**

Your church or place of worship's name: .....

Your Religious Denomination: .....

Address: .....

**2. Please give details of your vicar/minister of religion to whom reference can be made to support your application.**

**Name:** .....

**Address:** .....

**Tel. no:** .....

We will contact the vicar/minister of religion you have named as a Church reference. It is advisable to inform them that you have named them as a referee.

**3. Attendance of immediate family members at worship**

I confirm that my family worship at the heart of the Church named above;

- We worship there at least twice a month; and
- we have worshipped there for at least 2 years.

*'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'*

Signed: ..... Parent/Guardian Date: .....

*Note: If you have changed your place of worship in the last 2 years you should also complete an additional SIF*

***Supplementary Information Form – school staff to arrange for clergy to complete this form:***

**CONFIDENTIAL**

**For clergy use only:**

The parents named on the attached Supplementary Information Form have nominated you to verify the information that they have given regarding church attendance for the following applicant.

Name of child: .....

**Would you please complete the sections below?**

a) Can you confirm that the church or place of worship given in Section 1 is the applicant's regular place of worship? **YES / NO**

Please indicate any information which may be relevant

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b) Can you confirm to the best of your knowledge that the information given in section 3 is correct? **YES / NO**

Please provide any other information which may be relevant. Please state reason if no is indicated

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Signed: ..... Date: .....

Full Name: .....

Vicar/Minister of Religion of which church: .....

**Please complete this form for the School Governors at  
St John's CE Primary School, Dawson Lane, Bradford, BD4 6JF  
before *(date to be agreed once Admission Timetable agreed)***