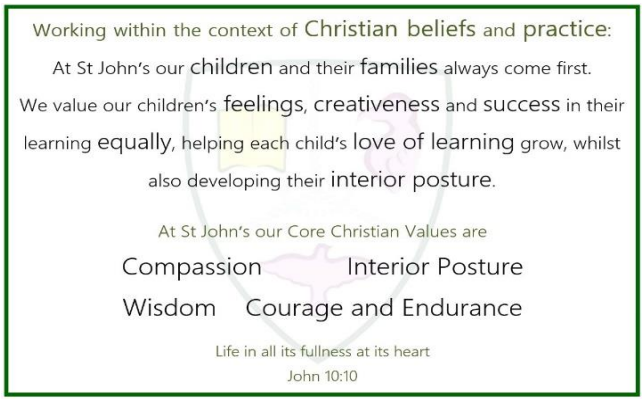
St John's CE Primary School
Admissions Arrangements for the Academic Year 2025

BDAT is the Admissions Authority for this school and the local Governing Body makes recommendations on their admissions arrangements to the Trust Board.

We welcome equally, applications from parents of the Christian faith, of other faiths and of no faith. We ask all parents applying for a place here to respect our distinctive Christian ethos and its importance to the school community.

Our Vision

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.



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

The planned admissions number (PAN) for the admission to the reception class in the school year commencing September 2025 will be a maximum of 60.

Making an application

Applications for places will be made using the local authority common application form by the national closing date of 15th January 2025. This can be found at Apply for a place at one of Bradford District's schools.

By law, no infant class may normally contain more than thirty children. The Governing Board will not place any restrictions on admissions to the reception class unless the number of children for who admission is sought exceeds this number.

The governing board will consider first all those applications received by the published deadline (above). Applications made after midnight on that date will be considered after all on-time application have been processed unless exceptional circumstances merit consideration alongside on-time applications.

Admission procedures

The Local Authority operates a co-ordinated admissions scheme and administers a system of equal preference which all applications are considered equally and the Governing body allocates the available places in accordance with its published admissions arrangements. In event that there are more applications than places available, the Governing Board will allocate palaces using the oversubscription criteria detailed below, which are listed in order of priority.

The Local Authority will inform parents of the offer of a place on behalf of the governors on the national offer date 16th April 2025.

For children transferring from nursery to reception a separate application must be made.

Children with an Education, Health and Care Plan (EHCP)

All governing boards are required by Section 324 of the Education Act 1996 or the Children's and Families Act 2014 to admit to the school a child with an education, health and care plan, (EHCP) formerly a statement of special needs (SEN), which names the school. This is not an oversubscription criterion and relates only to children who have undergone statutory assessment and for whom an EHCP has been issued. If this school is oversubscribed after the admission of children with an EHCP then the oversubscription criteria will be applied to other applicants.

Oversubscription criteria

Where the number of applications received exceeds the planned admission number of the school the Governing Board will apply the following criteria in strict priority order.

1. **Pupils who are 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 or became subject to child arrangements order or special guardianship order.

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.

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 15th January 2025. If a Supplementary Information Form is not submitted the application cannot be considered under this criterion.

4. **Proximity to school**
   Children living within the defined priority areas of Holme Wood/Tong or Bierley.

5. **Other Children**
   Children living outside the defined priority areas of Holme Wood/Tong or Bierley.

For definitions and additional explanations, please see Notes section below.

Tie Breaker

Where there are more applications than available within criteria 5, applications will be allocated to those living closest to the school. The distance will be measured using the same method as the Local Authority. 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 two or more applicants live equidistant from the school, as measure by the Local Authority, the remaining places will be allocated by random allocation; the process will be independently supervised.

Waiting lists

Where the application has been unsuccessful parents / guardians may request that the child's name is added to the waiting list. The waiting list will be maintained until December 31st. Any places that become available will be allocated according to the published oversubscription criteria of the admission arrangements with no account being taken of the length of the time on the waiting list.

In accordance with the School Admissions Code as soon as places become vacant the Governing Board must fill the vacancies from any waiting list, even if this is before admission appeals have been heard. Placing a child's name on a waiting list does not affect a parent's / guardian's right of appeal against an unsuccessful application.

It should be noted that children who are subject of direction by a Local Authority to admit or who are allocated in accordance with an In-Year Fair Access Protocol (The School Admission Code) must take precedence over those on a waiting list.

Appeals process

Where governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent appeal panel, set up under the School Standard and Framework Act 1998 as amended by the Education Act 2002.

Parents who intend to make an appeal against the Governing Board's decision to refuse admission must submit a notice of appeal in writing within 20 days of receiving the offer letter.

Please note the right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

Appeals forms can be obtained from the Local Authority Admissions Team.
Email: schooladmissions@bradford.gov.uk
Tel: 01274 439200

In year admissions

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.

Applications for will be made using the school In-Year Application form that is available with guidance notes on the school website at Link, or a paper copy is available on request from the school office. If you are applying for schools other than St John's CE Primary School, you will need to apply using the Bradford in year common application form.

Where more applications are received than places available, the over-subscription criteria will be used to support the decision.

Fair access protocol

The Local Authority has a Fair Access Protocol to ensure that unplaced and vulnerable children, and those who are having difficulty in securing a school place in-year are allocated a place as quickly as possible. A child would only be eligible to be placed via the Fair Access Protocol (FAP) where they have not been able to secure a school place in-year and they fall into one of the specified FAP categories.

Children below statutory school age and deferred entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date their child is admitted to the school until later in the school year but not beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part time place until later in the school year but not beyond the point at which they reach compulsory age. Following receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part time place as above.

Admission of children outside their normal age group

Parents may request a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Any such request should be made in writing to the Canon Gary Hodgson, Chair of the Governing Body, St John's CE Primary School, Dawson Lane, Bradford, BD4 6JF at the same time as the admission application is made to the Local Authority and not later than the closing date of the 15th January 2025. The decision will be based on the circumstances of each case and in the best interests of the child. In addition to considering the views of the headteacher /principal, the governors will also take in to account the parent's views and of appropriate medical and educational professionals.

Applications need to be made under the normal round expressing the wish that the child be admitted the following year.

Fraudulent applications

The Governing Board reserves the right to withdraw the offer of a place if fraudulent of intentionally misleading information has been used on an application, e.g. false home address. This includes cases where parents take out a short term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there. In fairness to all parents, all allegations of fraudulent practice brought to the Governing Board's attention will be investigated.

Notes and Definitions

Maps showing ecclesiastical parish boundaries and defined priority area boundaries are available on our school website and paper copies are available on request from the school office.

Parents

'Parents' include all those people who have parental responsibility for a child as set out in the Children Act 1989. Where responsibility for a child is 'shared', the person receiving child benefit is deemed to be the parent responsible for completing application forms.

Children who are looked after

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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

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 immediately following having been looked after and 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.

In the case of previously looked after children, a copy of the relevant documentation will be required in support of the application.

Siblings

Siblings' refers to all 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, stepsisters and brothers, and half sisters and brothers are also included.

Priority for Church Attendance

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

   Should there be fewer than 30% of places filled under this criterion; the remaining places will be allocated to applicants in the order of criteria 4 and 5.

St John's CE Primary School must be the nearest Church of England school. Church of England schools in neighbouring authorities will be taken into account when determining whether St John's is the nearest.

'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'

Home address

The child's home address must be where the child lives permanently. If the residency is split between two parents, the address must be where the child lives for the majority of the time. If the residency is split equally between two parents, they can nominate the address they wish to use for the allocation of a school place.

St John's CE Primary is a bi-parochial school, covering the ecclesiastic parishes of Tong and Laisterdyke and Bierley. To maintain fair access for applicants in both parishes the following is applied:

a) In the case of over-subscription in Criteria 1, 2 or 3, from those who live within the ecclesiastical parishes of Tong and Laisterdyke or Bierley the Governors will allocate places proportionate to 2:1 Tong and Laisterdyke to Bierley. The Ecclesiastical Parish Boundary maps are used to determine the boundaries.
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 proportionate to 2:1 Holme Wood/Tong to Bierley. The Defined Priority Area maps are used to determine the boundaries.

Families who are due to move house should provide:
a) a solicitor's letter confirming that exchange of contracts has taken place on the purchase of a property; or
b) a copy of the current Rental Agreement, signed by both tenants and the landlords, showing the address of the property; or
c) in the case of serving H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ

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.

Multiple births

Where a family of 'twins', 'triplets' or multiple births request admissions and one child has been offered the 60th place or the last place the 'expected pupil' rule comes in and the other twin / triplet is offered a place.

Supplementary Information Form (SIF)

This Supplementary Form should be completed by the parent/guardian of the child who is seeking admission to the school.

This form need only be completed to confirm and verify that you meet the requirements of the oversubscription criteria related to church attendance.

No additional information will be considered unless a family has attended more than one place of worship for that period, in which case more than one form may be submitted to cover the two years. It is the responsibility of the parent to get both sections complete and returned to school.

This form should be returned to the school office by no later than midnight on 15th January 2025.

Section A: Application for admission to St John's CE Primary School			
Please consider the following information as part of the admissions process for the following child:			
Child's Surname		Forename	
Date of Birth			
Name of parent / guardian			
Address			
Postcode		Contact No	

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

- We worship there at least twice a month; and 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'

Place of Worship			
Name of Vicar / Priest / faith leader			
Address			
Postcode		Contact no	

Section B: Verification This section is to be completed by the above church leader	
Can you confirm that the church or place of worship given above is the applicant's regular place of worship and that the child/parent/guardian named above has attended public worship at church at least twice a month for the past two years.	**Yes / No**
Please indicate any further information which may be relevant to this applicant	

Name:			
Signed:		Date:	