

Admissions

Policy



Policy

Reviewed: September 2024
To be reviewed: September 2025

St. John's C.E. (C) Primary School Admissions Policy

Rationale:

In accordance with our Christian values, St. John's C.E. (C) Primary School Governing Body follow the guidance given by Kirklees, who act as the deciding body when allocating school places. St John's C E (C) Primary School have no direct control on the children they admit into any age group – this is all controlled centrally by Kirklees and is based around our Pupil Admission Number (PAN), which is agreed annually between the Governing Body and Kirklees Council. This is a statutory policy and is based on the following advice from the Department for Education (DfE):

[School Admissions Code 2021](#)

[School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

Aims and Objectives:

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

Definitions:

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Admission Arrangements:

- Parents wishing to apply for a place are asked to contact the school or Kirklees admissions on 01484 221000.
- Arrangements can be made for parents to visit the school prior to making an application by contacting the school office on 01924 325323.

- Children are admitted once a year into our Early Years Foundation stage (Reception) in September. These are children whose 5th birthday falls between 1st September and the 31st August the following year.
- Parents and carers can apply online for a school place in September 2024, between 1st September 2024 and 15th January 2025. If they apply after this date, it can severely reduce their chances of obtaining a place at their preferred school.
- St John's C E (C) Primary School has an agreed PAN of 30 for entry into Reception.
- As part of our conversion into a primary school, all children currently in school will be automatically allocated a place in each year group up until the end of Year 6. If parents wish to transfer their child to another school at any point then in-year transition forms should be completed. All year groups have been allocated a capped PAN of 30 to help manage the conversion. This means no children will be allocated a place by Kirklees Admissions until the number in that year group drops below 30.

How to apply:

Applications for entry into Reception must be made by signing up to the Kirklees Admissions Portal. There are 3 stages to an application on the Kirklees Parent Portal, which are:

Stage 1: Create an account (if you have not already created one in a previous year). If you are the legal parent/carers, enter your details and follow the link that will be sent to the email address you have used. The process will verify your account and provide you with a link that will take you to the login page of the Kirklees Parent Portal.

Stage 2 Add your child's details (if you have not already added them in a previous year).

Stage 3 Add your three preferred schools. Check the application and then submit the application.

Admission Criteria

The following criteria is used by Kirklees Admissions to prioritise the admission of children into Reception:

- 1) Children in public care (looked after children).
- 2) Children who live in the school's Priority Admission Area (PAA) who have an older brother or sister attending from the same address at the date of admission.
- 3) Other children who live in the school's priority admission area.
- 4) Children who live outside the school's PAA who have an older brother or sister attending from the same address at the time of admission
- 5) Other children who live outside the school's PAA.

In addition, as St John's C E (C) Primary School is a voluntary controlled school, so therefore legal recommendations state that children with Education and Health care plans, where the school is named in the plan, should be admitted unless there are health and safety concerns in doing so.

Notes

- a) Children in priority 1 above may also be admitted above the Published Admission Number (PAN).
- b) If we cannot agree to requests for admission in priorities 2 to 5 above without exceeding the PAN, we will give priority up to the PAN to children living nearest the school.
- c) Distance is measured in a straight line from a child's home address to the school. Measurements are calculated using seven-figure grid references for each address taken from Ordnance Survey ADDRESS-POINT® data. This grid reference relates to a point that falls within the permanent building structure corresponding to the address. The boundary of the building structure for the address is derived from Ordnance Survey Land-Line data. For smaller, residential properties the grid reference denotes a point near the centre of the building. For larger properties, like schools with, for example, multiple buildings and large grounds, the grid reference relates to a point inside the main addressable building structure. The distance calculated is accurate to within 0.1 metres.

d) 'Live' means the child's permanent home at the date when applications close or, if a significant house move is involved, the latest reasonable date before the final allocation of places.

e) A Priority Admission Area means a geographical area determined by Kirklees in consultation with the governing body of the school.

Fair Access Protocol:

We participate in Kirklees' Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

In-Year Admissions:

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school should be admitted under general circumstances.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Appeals:

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to pupiladmissions@kirklees.gov.uk. Support and advice can be obtained from Kirklees by contacting School Admissions on 01484 225007.

You can find details of the school's appeals timetable on the following webpage:

<https://www.stjohnsceinfantschool.co.uk/admission-arrangements/>

For further information and clarity on any of the above in this policy, parents are advised to seek support by using the following link; <https://www.kirklees.gov.uk/beta/admissions/apply-primary-school-place.aspx>

Inclusion and Equality

In line with our duties under the Equality Act (2010) and as set out in our Equality Policy we are committed to providing a teaching environment conducive to learning. Everybody is valued, respected and challenged regardless of race, gender, religion, social background, culture or disability.

Policy Monitoring and Review

This policy will be reviewed annually or when there are any changes to the statutory guidance that warrant it. It may also be reviewed earlier should it no longer comply with school practice or the legal requirements of the school.

Policy produced by ..Aidan Blackburn..... Date: 30.09.2024.

Approved by (Chair of Governors): **Date :**

Review Date: September 2025

If you need further copies of this document, or would like the document in another format, such as enlarged print, audio tape or another language, please contact Adrienne Hatfield, Bursar, at the school.

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