

St John's CE Primary School

Admissions Policy



NAME OF POLICY WRITER	ST JOHN'S CE PRIMARY SCHOOL
LAST REVIEWED	FEBRUARY 2026
NEXT REVIEW DUE	FEBRUARY 2027

We strive, shine and aspire to be the best we can be along our rainbow path to the future, remembering God's everlasting promise (Genesis 9:16).

Introduction

1. This document sets out the admission arrangements of St John's CE Primary School. For the purposes of this policy, The Learning Accord Multi Academy Trust is the admission authority for the school and determines the Admissions Policy for St John's CE Primary School.

Process

1. Applications for admission to the school should be made using the Online Portal through the Local Authority by the national closing date of 15th January. This Portal can be accessed via the following link –

<https://www.kirklees.gov.uk/beta/admissions/apply-primary-school-place.aspx>

2. The Local Authority will inform parents of the offer of a place on behalf of the Local Authority on the national offer date 16th April or the next working day.

3. The St John's CE Primary School has an admission number of 30 pupils for entry into Reception. The school will accordingly admit at least 30 each year if sufficient applications are received. All applicants will be admitted if 30 or fewer apply. The school will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria set out below.

Oversubscription Criteria

Looked After Children and Previously Looked After Children

1. The first oversubscription criterion must always be Looked After, Previously Looked After and Internationally Adopted Previously Looked After Children. As this is a legal requirement, it automatically appears as the first of the school's oversubscription criteria.

A "Looked After Child" (LAC) 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.

A "Previously Looked After Child" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order immediately following having been looked after.

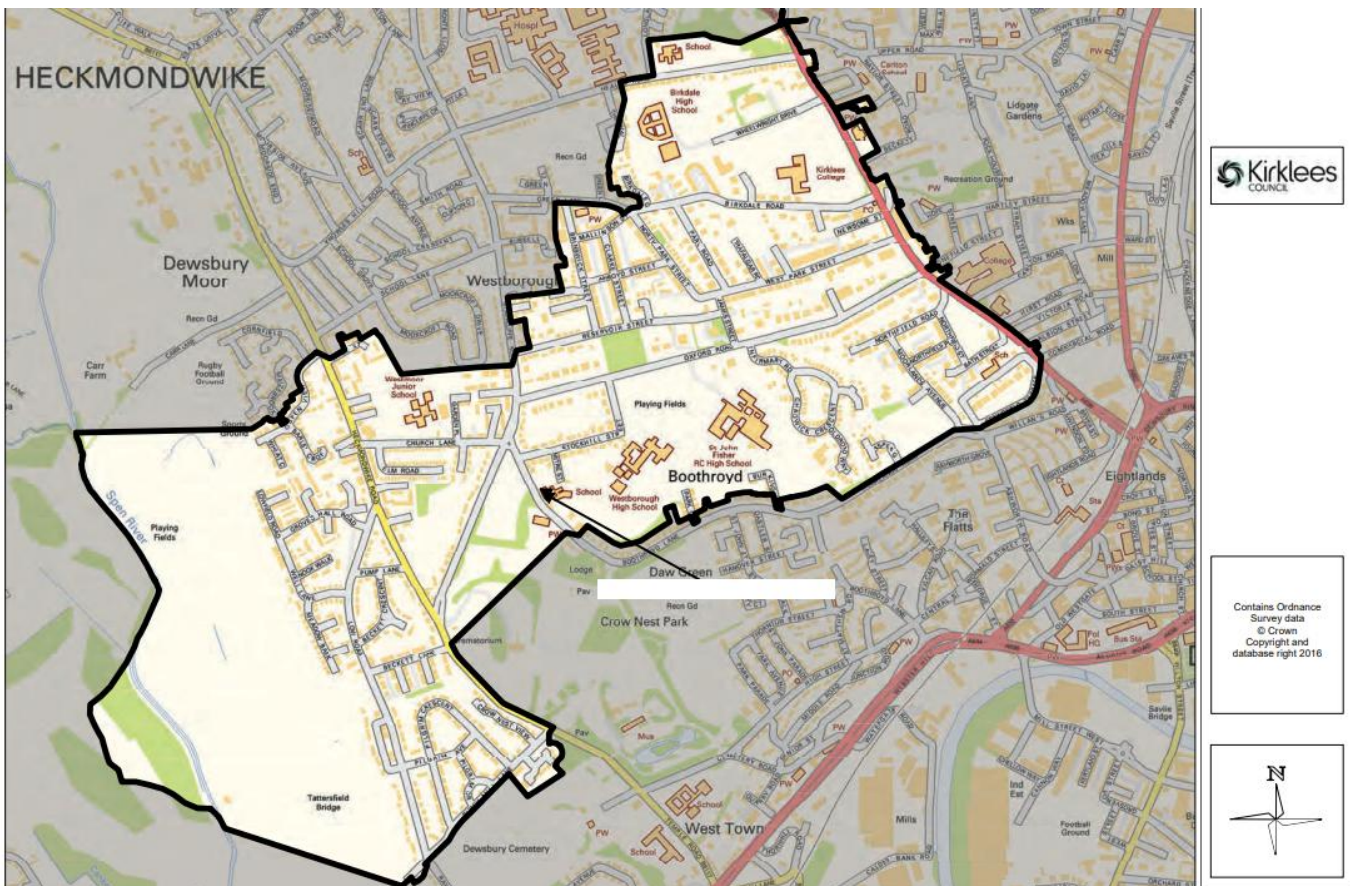
An "Internationally Adopted Previously Looked After Child (IAPLAC) is a child who appears (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Siblings in Catchment Area

2. Siblings of pupils attending the school at the time of admission in the catchment area. 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

Catchment Area

3. Children living in the catchment area of the school.



Siblings Out of Area

4. Siblings of pupils attending the school at the time of admission out of the catchment area. 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

Out of Area

5. Children living outside the catchment area of the school shown on the map above.

Distance from school

Closest proximity to the school will be considered as the highest priority once the PAN is reached. This applies to all the criteria mentioned above. Distances will be measured in a straight line (“as the crow flies”) from the child’s permanent home address to the school, using a standardised mapping system to ensure consistency and accuracy.

The child’s address will be determined by Child Benefit records or Council Tax records or if moving to the area proof of house purchase by means of a solicitor’s Contract of Sale/Purchase.

Tie-breaker

Proximity to the school.

In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code).

Late applications

Applications received after the closing date and before the Admissions Committee meeting will be placed last in the criteria in which they fall unless St John’s CE Primary School is satisfied that there are exceptional circumstances which reasonably prevented the application from being submitted on time.

In-Year admissions

From time to time a place becomes available further up the school. The allocation of places is in accordance with the admissions criteria. Preference will be given to children moving into the area from outside the Local Authority area who do not have a school place. Evidence will need to be provided that the child has recently moved in.

Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where a child has suffered from particular social or medical issues impacting on their schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows: With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

Waiting Lists

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate termly. Parents must contact the admission authority at the start of each term. Lists will be maintained by the admission authority and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

The waiting list will be reviewed and revised:

- Each time a child is added to, or removed from the waiting list;
- When a child's changed circumstances will affect their priority
- At the start of each term.

Appeals Procedure

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Parents/Carers who would like to appeal should contact:

Miss Claire Hellewell – Independent Appeal Clerk

Church of England Voluntary Aided Schools and Academies

Telephone – 07949 707868

E-mail – churchschoolappeals@gmail.com

Contact must be made within 21 days of the date of the letter refusing your child a place at the school. Information on the timetable for the appeals process is on the Kirklees School Appeals website:-

<https://www.kirklees.gov.uk/beta/admissions/about-admission-appeals.aspx>

School age

A full-time school place in the Reception class is available for children from the September following their 4th birthday.

Deferred entry for infants

A child is entitled to a full-time place in the September following their 4th birthday. Parents have the right to defer their child's entry until later in the school year, or to attend part-time until they reach compulsory school age. Places cannot be deferred to the next academic year.

Address definition

The address is the place where the child is a permanent resident with his or her parent or parents or legal guardians. Evidence may be requested to show the address, for example: to which any Child Benefit is paid or at which the child is registered with a medical GP together with recent utilities bill, council tax bill or tenancy agreement. This evidence will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with parents with shared responsibility for each part of the week). Parents should not assume that a place will automatically be allocated to their child.

Enquiries

Should be to the Head of Admissions at Boothroyd Lane, Dewsbury, WF13 2LP.