



## St. John's Walham Green CE Primary School

Filmer Road, Fulham, SW6 6AS

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Email: admin@stjohnsce.lbhf.sch.uk Website: www.stjohnsce.lbhf.sch.uk

### Draft Admission Arrangements & SIF 2022-23

#### Introduction

St. John's School is a voluntary aided Church of England Primary with a Nursery. As a voluntary aided Church of England school, we aim to provide an education based on Christian principles and practise and enjoy close links with our parish church. Governors hope that parents who have chosen the school for their child recognise and are fully supportive of its distinctive ethos. Governors therefore hope that all children will attend acts of collective worship and take part in the religious education curriculum offered by the school. This does not affect the rights parents enjoy under the Educational Reform Act 1988s9(3).

The Governors, who are responsible for admissions to this Church of England Voluntary Aided Primary School, have agreed with the Local Authority to admit sixty pupils to the Reception class each year. These arrangements and the admissions criteria (below) are reviewed annually. When there are more applications than there are places available, the Governors will admit pupils according to the following criteria:

Overriding priority will be given to:

#### **Looked after children, i.e. children in public care**

The remaining places will be split on the basis of **70% Foundation Places** for those who are practising Christians and **30% Open Places**. Siblings will be placed into the applicable category.

#### **Foundation Places**

Places will be offered according to the following criteria, which are listed in order of priority:

1. Children whose families are committed regular<sup>1</sup> members of the congregation at St. John with St. James, Walham Green.
2. Children whose families are committed regular<sup>1</sup> members of a Church of England church in the Deanery of Hammersmith and Fulham.
3. Children whose family are committed regular<sup>1</sup> members of another Church of England church outside the deanery of Hammersmith and Fulham.
4. Children who are regular members<sup>2</sup> of another Christian denomination<sup>3</sup> and who live within a mile of the school.

*The school will seek a reference from the applicant's parish priest or minister **by parent(s) completing a Supplementary Information Form**. In each category, priority will be given to children with a sibling already attending the school.*

Once the Foundation places have been filled, all remaining applications are considered Open places.

### **Open Places**

Places will be offered according to the following criteria, which are listed in order of priority:

1. Siblings of children who will be on roll at the time of attendance.
2. Children living nearest the school measured by the straight-line distance from home to school.

### **Notes:**

Should there be vacancies in either category the places will be filled in order from the other category.

- 1 By 'regular' we mean a minimum of twice a month for 18 months.
- 2 By 'members' in category 4, we mean membership conferred by baptism (or dedication in churches that do not practise infant baptism).
- 3 By 'another Christian denomination' we mean those who are members of or affiliated to *Churches together in Britain and Ireland* (CTBI) or the Evangelical Alliance.

### **'Sibling'**

For the purposes of this policy the word 'sibling' is defined as brother or sister, half brother or sister, stepbrother or sister or foster child. The child must be living with the same parent/carer at the same address as the child already at St John's School. The older child must still be attending the school when the younger sibling joins the school.

### **Tie-breaker**

In the event of there being insufficient vacancies to admit all applicants in any of the categories listed above, priority will be given to children whose parents/legal guardians' residential address is the shortest distance from the school's main entrance in Filmer Road, when measured in a straight line.

### **Waiting list**

A waiting list will be kept in order under each category. Late applications and those made midyear will be placed on the list according to the above criteria. Places will be filled from the appropriate category.

### **In addition**

Parents/carers applying under Foundation places will need to fill in a Supplementary Form to ensure the School has the requisite information to apply the Admissions Criteria. Failure to fill in the Supplementary Form may affect priority afforded to the application. Supplementary Forms will be distributed by the School and must be returned to the School Office by the stipulated date.

### **Change of Address**

Applicants are obliged to inform the LA and the School immediately of a change of address. Failure to do so may result in the withdrawal of a place.

### **False or withheld information**

The Governors reserve the right not to make an offer, or may seek to withdraw an offer of a place to any child whose parents have supplied false information or withheld information on the Common Application or Supplementary Information Forms.

### **Applicants currently in Nursery**

A place in the Nursery does not guarantee a subsequent place in the Reception class. Parents of children who are admitted for nursery education will still need to apply for a place at the School if they wish their child to transfer to Reception.

### **Right of appeal**

If you are unsuccessful you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the policy and you will have the right of appeal to an independent panel. Should you wish to appeal please contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal. Appeals must be submitted by

### **Fair Access**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Governing Body and the Diocese for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

### **Pupils with an Education, Health and Care Plan (EHC)**

The admission of pupils with an Education Health and Care Plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC Plan you must contact your Local Authority SEN officer.

### **Reception year deferred entry**

Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also request that their child attend part-time until compulsory school age is reached. Entry may not be deferred beyond compulsory school age or beyond the year of application, therefore applicants whose children have birthdays in the summer term may only defer until 1<sup>st</sup> April

### **Admissions of summer born children**

Parents/carers may now request that their summer born child, i.e. a child born between the 1<sup>st</sup> April – 31<sup>st</sup> August be admitted to Reception in the September following his/her 5<sup>th</sup> birthday. Parents/carers should inform the Chair of Governors of this request at the time of application. An application must then be submitted in the usual way. This application will be treated in the same

way as all other applications and ranked according to the oversubscription criteria. There is no guarantee that an offer will be made.

### **ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP**

Parents of a summer born child (a child born between 1 April and 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted outside their normal age group – to reception rather than year 1. Decisions will be made on the basis of the circumstances of each case and in the best interests of the child. Parental views, the academic, social and emotional development of the child, and where relevant medical views will be taken into account. The views of the headteacher will also be taken into account. The reasons for the decision on the year group to which the child will be admitted will be clearly set out in writing.

Where it is agreed for a child to be admitted to reception outside their normal age group, the parents must make an application for the main admissions round for reception the following year. The application will be considered along with all the other applications in accordance with the determined admissions arrangements for that year.

Parents considering this option should discuss it with the school at an early stage, so that if the request is refused there is still time to apply for a place as part of the normal age group admissions.



# ST. JOHN'S WALHAM GREEN CE PRIMARY SCHOOL

"Love one another"

## SUPPLEMENTARY INFORMATION FORM

NAME OF CHILD:

**This application must be accompanied by:**

Birth Certificate

A current utility bill (proof of residence)

### FOR SCHOOL USE ONLY

DATE OF RECEIPT OF APPLICATION

CHURCH ATTENDED

SIBLING

PROOF OF RESIDENCE SEEN (UTILITY BILL)

APPEAL:	PLACE OFFERED:	START DATE:
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Filmer Road, Fulham, SW6 6AS

Tel: 0207 731 5454 Fax: 0207 731 5599

Email: [admin@stjohnsce.lbhf.sch.uk](mailto:admin@stjohnsce.lbhf.sch.uk) Website: [www.stjohnsce.lbhf.sch.uk](http://www.stjohnsce.lbhf.sch.uk)

PLEASE COMPLETE IN BLOCK LETTERS

## 1. ABOUT THE CHILD

Child's surname:

Child's forenames:

Date of birth

## 2. ABOUT PARENTS/GUARDIANS/CARERS

Surname of principle

carer/s: (i.e. who has parental rights)

Please give title:

Mrs / Mr / Ms / Rev'd / Dr /

Forename:

Address with postcode:

(Proof of address must be provided, e.g. copy of utility bill)

Telephone:

Day:

Evening:

Mobile:

Email

Relationship to child

### 3. CHURCH MEMBERSHIP

**Full name of Church Attended**

**Denomination**

**Name of Priest/Minister**

**His/her address with postcode**

**Daytime telephone**

You must ask your priest/minister to complete the next part of this section

**Commitment to congregation**

**(Number of years):** For how long has the child's family (parents or guardians) attended your church? *If less than one year, please attach a photocopy of this page completed by clergy from your previous church*

**Attendance:** Has the child's family attended church a minimum of twice a month for the period of time stated above?

**Signed** (parish priest)

**Name and date** (block capitals)

Daytime telephone

**4. DECLARATION BY APPLICANT**

To the best of my knowledge the above information is accurate.

Signed

Date

Please note there is no automatic right of entry to the reception class from the nursery. All parents need to fill out a further application form to the main school.

*THE FOLLOWING MUST BE COMPLETED BY ALL APPLICANTS*

We have read and accept the terms set out in the admissions policy.

Parent/Carer

Tick and date to indicate you have read the admissions policy for the proposed year of entry for your child