

# St John's



## Admissions Policy For Academic Year 2023/2024

**Our Pupil Admission Number (PAN) is 60**

**Review period:** 12 months

**Next review:** October every year

**Owner:** Headteacher

**Approver:** Board of Directors

**Category:** Public

**Type:** Local

# St John's CE Academy – Primary admission arrangements for 2023

## Introductory statement

St John's CE Academy is an all-through school providing education for Nursery aged children aged 2 - 4 years and schoolchildren aged 4 - 16 years.

The school operates over a split site on the old Grove Airfield site in south Oxfordshire. Primary aged children are taught in a purpose built, state of the art building providing school places for 60 pupils (two classes) per year group along with a Nursery.

The secondary part of the school is housed half a mile away in a purpose built, state of the art building housing 120 students (4 classes) per year group. Within the secondary school building there are specialist facilities for primary aged children to aid transition and a close working relationship between the two age groups.

All primary children will automatically have a place within the secondary school.

**This policy is for the Primary Phase of our school.**

## Admission number(s)

The school has an Admission Number (PAN) of 60 for entry in Reception year. The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, we will offer places at the school to all those who have applied.

Children attending the nursery will not transfer automatically into Reception. Parents must apply for a Reception place and places will be allocated strictly in accordance with our oversubscription criteria should we receive more applications than places available.

## Application process

The Vale Academy Trust ("the Trust"), of which we are a member school, will process applications outside the normal local authority process for co-ordinating school offers. This means you will need to complete your Local Authority (LA) common application form for your other choices of school, in addition to a separate application for this school.

Applications for this school should be sent to Roxy Boulter at the following address: The Admissions Team, The Vale Academy Trust, The Studio, St Mary's Convent, Denchworth Road, Wantage OX12 9AU.

Or by email to [enquiries-primary@stjohnsce.vale-academy.org](mailto:enquiries-primary@stjohnsce.vale-academy.org)

The application form can be downloaded from

If submitting a written application please write 'St John's CE Academy' on the envelope containing your application.

The closing date for applications is 15<sup>th</sup> January 2023.

Offers will be made on Monday 17<sup>th</sup> April 2023. If we have not entered into a funding agreement with the Secretary of State opening the school by that date, they will be conditional offers and will be confirmed once we have a signed funding agreement.

### **Oversubscription criteria**

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

The over-subscription criteria below will be followed in descending order of priority.

1. Children who are "looked after" by a Local Authority within the meaning of Section 22 of the [Children Act 1989](#) at the time of their application, and "previously looked after" children. The term "previously looked after" refers only to 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).

In addition, and of equal priority, children who were previously in state care outside England but have been adopted and are no longer in state care. Evidence of the previously looked after status and/or the adoption will be requested. Where such evidence is not available, we will make a pragmatic decision based on the information available.

2. Children who have exceptional medical or social needs that make it essential that they attend our school rather than any other. Supporting written evidence from an appropriate professional will be required.
3. Children eligible for Pupil Premium or Service Pupil Premium. Evidence of eligibility will need to be submitted with the application.
4. Children eligible for Pupil Premium who attend our nursery.
5. Children who live in our designated (catchment) area and have a sibling on roll at our school at the time of application who will still be attending at the time of entry.
6. Children who live in our catchment area

7. Children of members of staff recruited to fill a vacant post at the school or nursery for which there is a demonstrable skill shortage.
8. All other children.

## **Tie-break**

If in categories 2-8 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the centre point of the child's home to a single fixed central point at the school in a straight line. The centre point at the permanent school site will be used to calculate distances.

Random allocation undertaken by the local authority will be used as a tie-break in categories 2-8 above to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any two or more cases.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all and exceed our PAN.

## **Late applications**

All applications received by the school after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

## **Deferred entry for infants**

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

## **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested

When such a request is made, we will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

## **Waiting lists**

The school will operate a waiting list. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by us and it will be open to any parent to ask for his or her 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 the waiting list.

## **Appeals**

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.

Appellants should contact The Clerk to the Appeals Panel, School Appeals, County Hall, New Road, Oxford, OX1 1ND for information on how to appeal. The telephone number is 01865 810180. Information on the timetable for the appeals process is accessible here [www.oxfordshire.gov.uk/schoolappeals](http://www.oxfordshire.gov.uk/schoolappeals)

## **Notes:**

Home address:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

Sibling: '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 as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

Medical and Social Need:

'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school. 'Medical need' does not include mild medical conditions.

Free School Meals Priority:

Those eligible for **free school meals** admission priority are:

Children who:

- Are currently registered as eligible for free school meals

Children for whom their parents cannot provide evidence that their child is currently registered for free school meals but where the child or its parents receive any of the following:

- Universal Credit
- Income Support;
- income-based Jobseekers Allowance;
- an income-related employment and support allowance;
- support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual income that, from 6 April 2011, does not exceed £16,190 (as assessed by Her Majesty's Revenue and Customs);
- where a parent is entitled to the Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit);
- the Guarantee element of State Pension Credit

Parents will be required to provide evidence of eligibility with their application.

Pupil Premium Priority:

Those eligible for **Pupil Premium** admission priority are:

Children who:

- Are currently registered as eligible for free school meals;

Children for whom their parents cannot provide evidence that their child is currently registered for free school meals, [or has been in the past 6 years] but where the child or its parents receive any of the following:

- Universal Credit
- Income Support;
- income-based Jobseekers Allowance;
- an income-related employment and support allowance;
- support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual income that, from 6 April 2011, does not exceed £16,190 (as assessed by Her Majesty's Revenue and Customs);
- where a parent is entitled to the Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit);
- the Guarantee element of State Pension Credit

Parents will be required to provide evidence of eligibility with their application.

Pupil and Service Premium Priority:

Those eligible for **Pupil Premium** admission priority are:

Children who:

- Are currently registered as eligible for free school meals;
- [Have been registered as eligible for free school meals at any point in the last six years]

Children for whom their parents cannot provide evidence that their child is currently registered for free school meals, [or has been in the past 6 years] but where the child or its parents receive any of the following:

- Universal Credit
- Income Support;
- income-based Jobseekers Allowance;
- an income-related employment and support allowance;
- support under part VI of the Immigration and Asylum Act 1999

- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual income that, from 6 April 2011, does not exceed £16,190 (as assessed by Her Majesty's Revenue and Customs);
- where a parent is entitled to the Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit);
- the Guarantee element of State Pension Credit.

Those eligible for **Service Premium** admission priority are:

- children whose parent(s) are serving in the regular UK armed forces;
- children of ex regular UK armed forces personnel who were serving in the last 3 years;
- children where at least one parent died while serving in the UK armed forces and the child is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS).

Parents will be required to provide evidence of eligibility with their application.