

# St John's CEVAP School

## Admission Policy 2023/2024



### 1 Aim

St John's is a Church School with God at its centre. Our vision is to transform lives by creating a caring Christian community, developing a lifelong love for learning and serving one another and reaching out into the wider world. We believe that our school should be inclusive and hospitable and should share the love of God as revealed through Jesus Christ. To this end, this policy aims to admit children to our school from both the local Christian church and the local community surrounding St John's school.

### 2 Introduction

This policy refers to all applications for admission to the School in the period September 2023 to August 2024. Applications will be considered for children born between 1<sup>st</sup> September 2018 and 31<sup>st</sup> August 2019.

As the demand for places in our school is high, St John's Governing Body, which is the Admissions Authority, seeks to issue clear guidelines and a points system for all applicants. This policy is revised every year in consultation with the Diocesan Board of Education and Suffolk County Council (SCC).

This policy should be read in conjunction with the SCC booklet *Admissions to Schools in Suffolk 2023/2024*.

St John's has one class per year group and the Published Admission Number (PAN) for each class in the school year 2023/2024 is 30 pupils.

### 3 Admissions Priorities:

Children who have an Education, Health and Care plan (EHC plan) which names the school must by law be offered a place at this school.

**3.1** The 2021 School Admissions Code (the Code) requires 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 to be given equal first priority in admission arrangements, alongside looked after children (LAC) and children who were previously looked after by English local authorities (PLAC). This advice refers to these children as internationally adopted previously looked after children – "IAPLAC"

**DEFINITION: Children in care** (looked after children LAC)

A 'child in care' or 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).

**DEFINITION; Children previously in care** (previously looked after children PLAC)

Children previously in care (previously looked after children) includes children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (section 46 adoption orders). Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

### 3.2 All other applications

After EHC plan and LAC, PLAC & IAPLAC applicants have been allocated places, the remaining applications will then be awarded points according to the following points policy.

Points will be allocated from **three** criteria: **Church attendance (ca)**, **siblings (s)** and **place of residence (pr)**. The maximum number of points that can be awarded is **15**.

Applications will be ranked in order of total points awarded and places allocated by the number of points, starting with the highest, until the number of admissions equals 30, as follows:

reference code	<b>For church attendance</b> (where relevant and which must have been for at least two years prior to 1 <sup>st</sup> September 2023) children whose parent(s)/guardian(s):	Points
ca1	Attend St John's church weekly	5
ca2	Attend another Christian church weekly	4
ca3	Attend St John's church fortnightly	3
ca4	Attend another Christian church fortnightly	2
ca5	Belong to another world faith or attend a Christian church less regularly	1

*Only one of the above categories can apply in respect of each application. If more than one of the above categories could be applied in respect of each application, the category with the highest number of points will be applied.*

reference code	<b>For siblings</b> where applicants will have a sibling at the School at the time of their admission and whose parent(s)/guardian(s):	Points
s1	Attend St John's church weekly	5
s2	Attend another Christian church weekly	4
s3	Attend St John's church fortnightly	3
s4	Attend another Christian church fortnightly	2
s5	Belong to another world faith or attend a Christian church less regularly	1
s6	Are ordinarily resident in the local community surrounding St John's CEVA Primary School (See attached appendix for street list)	5
s7	Are ordinarily resident in the Deanery or Borough of Ipswich	3
s8	Are <b>not</b> ordinarily resident in the local community surrounding St John's CEVA Primary School or in the Deanery or Borough of Ipswich	0

*Only one of the above categories can apply in respect of each application. If more than one of the above categories could be applied in respect of each application, the category with the highest number of points will be applied.*

reference code	<b>For place of residence (home address)</b> applicants whose parent(s)/guardian(s):	Points
pr1	Are ordinarily resident in the local community surrounding St John’s CEVA Primary School (See attached appendix for street list)	5
pr2	Are ordinarily resident in the Deanery or Borough of Ipswich	3
pr3	Are <b>not</b> ordinarily resident in the local community surrounding St John’s CEVA Primary School or in the Deanery or Borough of Ipswich	0

*Only one of the above categories can apply in respect of each application. If more than one of the above categories could be applied in respect of each application, the category with the highest number of points will be applied.*

#### 4 Definitions

Weekly/Fortnightly /Less Regularly	It is recognised that most people are ill or go on holiday sometimes. The Governors’ understanding of weekly/fortnightly/less regularly is that in normal circumstances the parent(s)/guardian(s) of the child would attend church.
Another Christian Church	Refers to churches which are members of Churches Together in Britain and Ireland <i>or</i> affiliated to the Evangelical Alliance <i>or</i> Affinity <i>or</i> whose members subscribe to the doctrine of the Trinity.
Belong to another world faith	Members of the following faiths: Buddhism, Hinduism, Islam, Sikhism and Judaism, worshipping in the local community.
Home Address	Where a child lives with separated parents who have shared responsibility, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays.) Both parents must provide evidence in writing to confirm the child’s living arrangements at the time of the application. In cases where the child spends an equal proportion of the school week with both parents, evidence of the main contact address will be required to support the application. Both parents must agree in writing which address is to be used as the ‘ordinarily resident’ address. This address will then be used when processing all school preferences expressed. It is not acceptable to use one address for one school preference and another address for another school preference.

Ordinarily resident	<p>By ordinarily resident we mean the place where your child usually lives. We consider this to be where they sleep overnight. We may need proof of this address. If you use another address to give the impression that your child lives at a different address to where they are ordinarily resident, such as a second home or a grandparent’s address, so that you have a higher priority for a place at that school; we consider this to be a fraudulent application.</p> <p>Where a child lives at two or more addresses, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays). Separate evidence in writing from each parent must be provided to confirm the child’s living arrangements at the time of the application.</p> <p>In cases where the child spends an equal proportion of the school week at two or more different addresses, evidence of which is to be considered the main contact address will be required to support the application. Agreement in writing by the parents will be required to state which address is to be used as the ordinary resident address. This address will then be used when processing all school preferences expressed. It is not acceptable to use one address for one school preference and another address for another school preference.</p> <p>If we are aware of a parental dispute affecting the application, we may not be able to deal with the application and you may need to seek independent legal advice in order to resolve the matter.</p> <p><b>Gypsy, Roma and Traveller children</b> who move into an area served by a school will be regarded as ordinarily resident in that area when they apply for a school place.</p>
Sibling	<p>Where the child has a sibling in the school or a sibling has already been offered a place at the school, and where the sibling will still be attending the school at the time of admission but not in the sixth form.</p> <p>The term ‘sibling’ includes: natural, half, step and adopted brothers and sisters; a child of the partner of the parent/carer; and children who are fostered into the family. In all these cases, the child and their sibling will both be living at the same address (that is where the child is ordinarily resident) in a single family unit. This means that children from different family units, where those separate families are living together at the same address, are not considered siblings under this criterion.</p>
Moving house	<p>If you are moving to a new address and want that address to be considered as your child’s ‘ordinarily resident’ address, you must give us written evidence by the closing date that you are legally committed to the move and that it will take place before</p>

	<p>your child is due to start at the school you have applied for. Examples of this evidence could be proof of exchange of contracts, a signed letter/tenancy agreement confirming your new address, an assignment order that declares a relocation date and a unit postal address or quartering area address for a service child, or, for returning UK Service/Crown Servant families, proof of the posting.</p>
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#### **4.1 Distance tie-breaker**

In the event of a tie between applicants who receive the same number of points, the determining factor will be distance.

We will give priority to the applicants who live nearest to the school as measured by a straight line ('as the crow flies'). All straight line distances are calculated electronically by the LA using data provided jointly by the Post Office and Ordnance Survey. The data plots the co-ordinates of each property and provides the address- point between which straight line distance is measured and reported to three decimal places. Where there is more than one home within a single building (for example apartments) we will measure to a single point within that building irrespective of where those homes are located.

In the unlikely event of two or more applicants living the same distance and competing for a single place, lots will be drawn by someone independent of the school to determine the successful applicant.

#### **4.2 Twins, triplets and other multiple births**

If the final place available at a school is offered to a twin, triplet or other multiple birth and the remaining sibling/s would ordinarily be refused, the Admissions Authority will offer places to the remaining sibling/s at the same school. The law requires that this will apply even in those primary schools where this would mean that more than 30 pupils would be admitted to an infant class.

### **5 The Procedure for Admission in Reception Year (Class R)**

#### **5.1 Normal Process**

All children will be eligible for admission full time in the September following their fourth birthday. Where parents are offered a place for their child in the Reception Year, they may decide either to take up the offer full time in September, or take up the offer part-time or defer entry. If a parent wishes to defer entry to later in the year, the place at St John's will be held open until the child starts school. However, parents must take up the full time place no later than the beginning of the term after the child's fifth birthday, and must in any case take up the place before the end of the school year for which the original application was accepted.

It would normally be expected that parents will take up the offer of a primary school place (be that full or part-time) at the beginning of a school term, unless there is agreement with the school that a place could be taken up at another time in the year.

#### **5.2 Normal year of entry Application Form (CAF1)**

During the Autumn Term prior to the school year in which your child is five years old, you should apply for a place at the school using the Normal year of entry Application

Form (CAF 1), naming St John's as one of your preferences. Copies of these forms are available from the school or Local Authority Admissions Team, The Admissions Team, Endeavour House, 8 Russell Road, Ipswich IP1 2BX.

Alternatively you can complete your application online at: [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions). Parents are advised to read the online guidance before making their application.

The CAF1 form should be returned to the LA by Sunday 15<sup>th</sup> January 2023.

### **5.3 Supplementary Information Form (SIF)**

In order that the Governors have sufficient information to correctly process an application parents are encouraged to complete the Supplementary information Form (SIF) which is also available from the School. The completion of the SIF alone does not constitute a valid application.

The SIF form, together with any supporting evidence, should be returned to the school by Sunday 15<sup>th</sup> January 2023.

Places will be allocated for the following school year – not on a term by term basis. Forms received by Sunday 15<sup>th</sup> January 2023 are given equal consideration regardless of the date of receipt.

### **5.4 Late applications**

If all 30 places for the Reception class are offered and taken up any late applications will be placed on the waiting list in the priority order set out in our admissions oversubscription criteria.

### **5.5 Waiting Lists**

If you apply for a school place in the normal year of entry and your preference is refused, your child's name will automatically be placed on a waiting list. Names are placed on the waiting list in the priority order set out in our admissions oversubscription criteria.

The order of children does not remain static – as circumstances change a child's place on the waiting list can go up or down, for example due to withdrawals or additional applications. If you change your address while your child is on a waiting list you must let us know. Please be aware that this may change your child's position on the waiting list, particularly if you move into or out of the local community surrounding St John's school. Written evidence of this will be required.

Having your child's name on a waiting list will not affect your right to appeal for any of the schools you have been refused a place at.

Late applicants will be added to the waiting list in oversubscription priority order if their parental preference cannot be met. If a place becomes available, we will offer it to a child on the waiting list in priority order. We do not offer places on the basis of the date on which names were placed on the list.

The waiting list will cease to operate on 31 December 2023. The school does not hold waiting lists for any other class.

## 5.6 Appeals procedure

If the Governing Body's decision is not to grant a place for your child, you have the right to appeal against their decision. You will be sent information on how to appeal. There is no deadline for the submission of appeals which are independently administered by the **Education Appeals Office, PO Box 579, Ipswich, IP1 2BX.**

## 5.7 Making another application for a place at the same school

A parent/carer can apply for a place for their child at any time to any school outside of the normal admissions round. However, if your application for a school place is refused, we will not determine a further application for a place in the same school in the same school year, unless there has been a significant change in the circumstances of the parent/carer, child or school. Such circumstances might be a house move or a place becoming available at the school.

If there is no significant change in circumstances, you can make another application for the following school year. However, this will not normally be considered more than one term ahead of the date when you want your child to start at the school.

## 5.8 Application for admission to other classes or an In-Year application.

Please read this guidance in conjunction with the advice available at:

[www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions)

1. Applications are not normally considered more than one term ahead of the date the place is required.
2. Parents wishing to transfer their children from one Suffolk school to another where there is no change of address should, in the first instance, discuss the matter with the Headteacher of their current school before applying for another school. (see also point 8. below)
3. Parents who wish to make an in-year application for a place at this school should contact the school office for an application form. Alternatively they can complete an ADM1 application form available from the Admissions team or from:

[www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions)

The completed form should be returned to the school office.

4. We will, on receipt of an in-year application, notify the Local Authority (LA) of both the application and its outcome, to allow the LA to keep up-to-date figures on the availability of places in the area.
5. When a place becomes available in a year group that has been full at this school, any applicant refused a place for that school year in the last 15 school days and any applicant for whom an appeal has been lodged and is still to be heard, will be considered alongside any new applications. The place will be offered to the pupil ranked highest in accordance with the oversubscription criteria.
6. All applications will be processed by the school within 5 school days and the decision communicated in writing. An e-mailed decision will always be confirmed by letter. Acceptance of offers can be made by e-mail or letter, but, in all cases, within two weeks of the offer date.
7. If the number of applications exceeds the number of places available, the Governors will use their published oversubscription criteria to determine the offer of places. Any unsuccessful applicant has the right to appeal the decision to

an independent panel and details of how to do this will be included in the decision letter.

8. Where an applicant is offered a school place following an in-year application, and the offer is accepted, arrangements should be made for the child to start school as soon as possible, particularly where the child is out of school.

## **5.9 Application for admission outside of the normal age group**

Please read this guidance in conjunction with the non-statutory advice available at: [www.gov.uk/government/publications/summer-born-children-school-admission](http://www.gov.uk/government/publications/summer-born-children-school-admission))

1. Where a parent requests their child is admitted out of their normal age group (eg summer born children), the Governing Body is responsible for making the decision on which year group a child should be admitted to.
2. Children born in the summer term are not required to start school until a full year after the point at which they could first have been admitted – the point at which other children in their age range are beginning Year One. Should the parent(s)/guardian(s) wish their child to be admitted to Reception, rather than Year One, at this point, they may request that they are admitted out of their normal age group.
3. Parents or carers should make a request to the Governing Body in writing. This will need to include, where relevant, any supporting evidence and a report from the child’s current nursery/pre-school provider where relevant.
4. The Governing Body will make a decision on the request, taking into account the views of the headteacher and on the basis of the circumstances of each individual case and in the best interests of the child concerned. They will take into account the child’s individual needs and abilities and consider whether these can best be met in Reception or Year One. The potential impact on the child of being admitted to Year One without having first completed the Reception year, will also be taken account of.
5. The school will write to the parent or carer with the outcome including the reasons for the decision. The Governing Body will ensure that the parent(s)/guardian(s) receive the response to their request before primary national offer day.

If their request is refused, the parent(s)/guardian(s) must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to Year One for the September following the child’s fifth birthday. If parent(s)/guardian(s) wish to make a complaint following a refusal, information can be found at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions).

If their request is agreed, their application for the normal age group may be withdrawn before a place is offered. Even if the request is agreed there is no guarantee there will be a place available.

6. Parent(s)/Guardian(s) must send a CAF1 application form to the LA along with the decision letter(s) from the school and other relevant evidence by the national closing dates.
7. Where a parent’s request is agreed, they must make a new application as part of the main admissions round the following year.



## 6 Further Information

A copy of this policy is available on the school's website:

[www.st-johns.suffolk.sch.uk](http://www.st-johns.suffolk.sch.uk)

You may also contact the school at St John's CEVAP School, Victory Road, Ipswich, IP4 4LE. Tel 01473 727554. Further information can also be found at: [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) or by phoning 0345 600 0981

## 7 Policy Review and Consultation

This policy is reviewed annually each Autumn in line with the School Admissions Code. Consultation takes place locally with our parents and, more formally, with the Diocesan authorities and the Local Authority.

		Date
Version	1.1	
Drafted by	Admissions Committee	
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Approved by	Governing Body	29.09.21
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Set by	Statutory	