St John's CEVAP School

Admission Policy 2027/2028

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 2027 to August 2028. Applications will be considered for children born between 1st September 2022 and 31st August 2023.

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 2027/2028*.

St John's has one class per year group and the Published Admission Number (PAN) for each class in the school year 2027/2028 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 Childrens 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	**For church attendance** (where relevant and which must have been for at least two years prior to 1st September 2027) 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	**For siblings** 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 **not** 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	**For place of residence (home address)** 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 **not** 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 *or* affiliated to the Evangelical Alliance *or* Affinity *or* 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	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. 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. 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. 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. **Gypsy, Roma and Traveller children** 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.
Sibling	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. Priority will be given, where necessary, to applications where there is the smallest age gap in calendar days between the child's date of birth and the date of birth of any sibling already attending the school, or who has been offered a place at the time of application. 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.
Moving house	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 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.

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 Sibling tie-breaker

Priority will be given, where necessary, to applications where there is the smallest age gap in calendar days between the child's date of birth and the date of birth of any sibling already attending the school, or who has been offered a place at the time of application. In the unlikely event that two applicants competing for a single place at a school have the same number of days difference in age from their closest aged sibling, the place will be offered to one applicant on the basis of lots drawn by someone independent of the school to determine the successful applicant.

4.3 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.

For summer born children whose parent or carer wishes them to start in Reception Year in the September following their fifth birthday (out of their normal age group) see the section on **Applications for a place outside the normal age** group below.

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. Parents are advised to read the online guidance before making their application.

The CAF1 form should be returned to the LA by Friday 15th January 2027.

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 Friday 15th January 2027.

Places will be allocated for the following school year – not on a term by term basis. Forms received by Friday 15th January 2027 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 2027. 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

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

   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

It is expected that children will normally be educated within their normal age group (chronological year group). However, sometimes parents or carers may request that a child is educated in a lower or higher year group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

When a requested to do so by a parent or carer, The Governing Body of the school will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned in line with the School Admissions Code.

A request should be made in writing to the school. This will need to include, where relevant, any supporting information about why the child should be admitted out of their normal age group.

When considering the request this will include, but is not limited to, taking account of the parent's views; information about the child's academic, social, and emotional development; whether the child has 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. Any evidence in respect of these or any other reasons can be submitted. Where relevant, consideration can be given to the child's medical history and any evidence from a medical professional involved with the child's care or treatment such as:

- a speech and language therapist
- an occupational therapist
- a social worker
- a paediatrician
- the child's nursery, childminder or current school.

Parents and carers are not expected to get evidence that they do not already have.

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 as well as the views of the headteacher of the school.

Any decision made by an admission authority about a change to the normal age group will not be binding on any other admission authorities considering applications for the same year group or schools in later years. The admission authorities of the preferred schools named in such an application would have to consider the evidence provided and reach their own conclusion, in the light of the legislation and guidance available at that time.

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

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. The school will write to the parent or carer with the outcome including the reasons for the decision.
4. The Governing Body will ensure that the parent(s)/guardian(s) receive the response to their request before primary national offer day.
5. 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.

6. An application for the child's normal transfer year group should be made at the same time. A CAF1 application form must be sent to the SCC Admissions Team along with the decision letter from the school, by the national closing date 15 January 2027.
7. Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year. Even if the request is agreed there is no guarantee there will be a place available.
8. For in year applications and applications to other year groups, parents or carers should submit the request with the school's application form.

5.10 Deferred entry for the Reception Year

Parents and carers offered a place in the Reception Year 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 fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

6 Further Information

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

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 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	
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