



# St John the Baptist CEVA Primary School Admissions Policy 2025-2026

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*Policy amendments may occur at any time. Please consult the Policies page on the website for the latest update.*

**Date of Issue:** Jan 24  
**Issued By:** Teresa Gage  
**Ratified by Governing Board:** March 24  
**Review Date:** January 2025

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Together we are a caring community of ambitious learners, curious to explore the wider world, guided by Christian beliefs and values. As unique individuals we celebrate diversity and support one another in our difference.

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SHINE

**ADMISSION POLICY**  
**September 2025/26**

**ADMISSION**

As required by law, this school provides for the full-time admission of all children offered a place in the Reception year group from the September following their fourth birthday.

The Schools Planning and Admissions Department at Essex County Council allocate all intake of children wishing to join St John the Baptist CE VA Primary School. In the first instance you will need to contact 0845 603 2200 to request a common application form or apply online at

<https://www.essex.gov.uk/EducationSchools/Schools/Admissions/Pages/ApplyOnline.aspx>

We warmly welcome visits to our school to meet pupils and staff. Please make an appointment at a mutually agreeable time by contacting the school office on 01787 269300 or by emailing the School Office at [admin@st-john.essex.sch.uk](mailto:admin@st-john.essex.sch.uk) .

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Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in the same school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Where parents choose to defer entry, the school may reasonably expect that the child would start at the beginning of a new school term.

Where a parent of a 'summer-born' child (1 April – 31 August) wishes their child to start school in the autumn term following their fifth birthday, they will need to apply for a place at the correct time for the normal admission round for the following academic year. Supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort should be submitted.

For mid-year applications for all year groups to St John the Baptist CE VA Primary School, please contact us to view the school in the first instance to check place availability. A waiting list may be held for some year groups.

Please note that mid-year applications are now processed by St John the Baptist CE VA Primary School directly. Please contact the school office via [admin@st-john.essex.sch.uk](mailto:admin@st-john.essex.sch.uk) or 01787 269300 for a mid-year application form.

## **ADMISSION PROCEDURE**

Each school has a published 'Number Intended to Admit', known as NIA. The NIA is identified in the guidance issued by Essex Local Education Authority, entitled 'Primary Education in Essex'. St John the Baptist CE VA Primary School can admit 15 children.

More information can be found at [https://www.essex.gov.uk/Education-Schools/Schools/Admissions/Documents/Primary\\_Admissions\\_Booklet.pdf](https://www.essex.gov.uk/Education-Schools/Schools/Admissions/Documents/Primary_Admissions_Booklet.pdf)

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## ADMISSIONS AND APPEALS

Subject to the availability of places within the published number intended to admit, it is the policy of the Governors to admit the children of all parents who opt for their children to be educated at this school.

In the event of more applications being received than there are places available, places will be allocated in accordance with the following criteria in the order given.

1. Under the Statutory Instruments 2006 No 128, 'The Education (Admission of Looked After Children) England Regulations 2006, the Governing Body as Admissions Authority recognises the statutory requirement that any Looked After Child (LAC) is now given first priority.

*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 (as defined in Section 22(1) of the Children Act 1989).*

2. Children of parents / parent or guardian resident in the parishes of Pebmarsh, Alphamstone and Lamarsh – the priority admission area.
3. Children with a sibling attending the school
4. Whether the parents, parent or guardian are regularly involved in the work and worship of the Church. Please complete the School's Supplementary Information Form. (SIF) The SIF should be returned to the Headteacher, St John the Baptist CE VA Primary School, The Street, Pebmarsh, Halstead, Essex, CO9 2NH by the County deadline.
5. Whether the parents / parent or guardian are active members of a Non-Anglican Christian denomination and wish their child to attend this school because of its Religious Foundation. Please complete the School's Supplementary Information Form (SIF). The SIF should be returned to the Headteacher, St John the Baptist CE VA Primary School, The Street, Pebmarsh, Halstead, Essex, CO9 2NH by the County deadline.
6. Remaining applications.

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## **CHILDREN WITH A STATEMENT OF EDUCATIONAL NEEDS**

Children with Statements of Special Educational Needs or an Education, Health and Care Plan (EHCP) that name the school on the statement/plan are required to be admitted to a school regardless of their place in the priority order.

In the event of over-subscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given the highest priority. The Governing Body will maintain a 'waiting list' for the main round of admissions up to the end of the autumn term in question. After that date the Governing Body will maintain the list with published admission arrangements.

## **APPEALS**

The Schools Standards and Framework Act 1998 give parents the right to appeal against the decision of the Governors regarding admission. Parents wishing to appeal should do so in writing within 14 days of receiving the decision of the Governors. An appeal should be made in writing to the Chair of Governors at St John the Baptist CE VA Primary School, The Street, Pebmarsh, Halstead, Essex, CO9 2NH

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