



# St John the Baptist CEVA Primary School Admissions Policy 2027-2028

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

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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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## ADMISSION POLICY

2027/2028

### 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 intake of children wishing to join St John the Baptist CEVA Primary School in the Reception intake. In-year admissions are dealt with directly by the school, please contact the school office.

<https://www.essex.gov.uk/schools-and-learning/schools/admissions/primary-school-places>

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).

### **Deferral of Reception intake admission**

Parents have the right to defer their child's entry to Reception until later in the academic year, provided the child starts school no later than the point at which they reach statutory school age. A place offered for the current admissions year will be held for the child until the agreed start date; however, the child must join the school by the beginning of the term following their fifth birthday. Parents may also request that their child attends school part-time until they reach statutory school age.

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Parents of summer-born children (those born between 1 April and 31 August) may request that their child is admitted to Reception a year later, outside of their normal age group. Such requests must be made in writing and will be considered by the admission authority on the basis of the child's individual needs and best interests, taking into account educational, social and developmental factors. If a delayed entry is agreed, parents must submit a fresh application in the following admissions cycle, and allocation of a place cannot be guaranteed. The decision relates only to the preferred school and may not be automatically applied by other schools or admission authorities.

For in-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. We will offer you the opportunity to apply for the school and inform you in writing of the outcome. A waiting list may be held for some year groups.

Please contact the school office via

[admin@st-john.essex.sch.uk](mailto:admin@st-john.essex.sch.uk) or 01787 269300 for a in-year application form or find it on our website.

## **ADMISSION PROCEDURE**

Each school has a published 'Published Admissions Number', known as PAN. The PAN is identified in the guidance issued by Essex County Council, entitled 'Primary Education in Essex'. St John the Baptist CE VA Primary School can admit 15 children in Reception.

<https://www.essex.gov.uk/schools-and-learning/schools/admissions/admissions-booklets-policies-and-forms/admissions-booklets>

## **ADMISSIONS AND APPEALS**

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

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After Child (LAC), Previously looked after children (PLAC) including 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 are 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 catchment area.
3. Children with a sibling attending the school this includes; step siblings, foster siblings, adopted siblings and other children living permanently at the same address or siblings who are former pupils of the school.

4.

Children whose parent(s) or legal guardian(s) are practising members of the Church of England.

For the purposes of this criterion, a practising member is defined as a parent or legal guardian who has attended public worship at a Church of England parish church on at least eight occasions during the twelve-month period immediately preceding the closing date for applications.

- Attendance must be at a Church of England parish church within the United Kingdom.
- Attendance may be at more than one Church of England parish church within that twelve-month period.
- Attendance at cathedrals or college chapels shall count only where these are the applicant's normal place of worship.
- Occasional offices (weddings, baptisms, funerals) do not count towards the required attendance.

Parents must complete the School's Supplementary Information Form (SIF). The SIF must be supported by a signature and stamp from the parish priest or minister confirming attendance and returned directly to the school by 15<sup>th</sup> January the County deadline.

5.

Children whose parent(s) or legal guardian(s) are practising members of a Christian church that is a member of, or in association with, Churches Together in Britain and Ireland (CTBI).

For the purposes of this criterion, a practising member is defined as a parent or legal guardian who has attended public worship at the same Christian church on at

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least eight occasions during the twelve-month period immediately preceding the closing date for applications.

- Attendance must be at a church that is a member of, or in association with, CTBI.
- Attendance may be at more than one church within that denomination during the twelve-month period.
- Occasional offices (weddings, baptisms, funerals) do not count towards the required attendance.

Parents must complete the School's Supplementary Information Form (SIF). The SIF must be supported by a signature and stamp from the minister or church leader confirming attendance and returned directly to the school by 15<sup>th</sup> January the County deadline.

### **Tie break**

Remaining applications. This will be determined on distance from the school in a straight line. Straight line distance is measured from the address point of the home address to the address point of the school. Distances are reported in miles to three decimal places.

## **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. Each added child to the waiting list will require the list to be ranked again in line with the over subscription criteria.

## **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.

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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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