



**ST. JOHN'S RC PRIMARY SCHOOL**  
**INNAGE GARDENS, BRIDGNORTH, WV16 4HW**

**School Admissions Policy 2020-2021**

*I am the vine you are the branches" – John, 15.*

St John's is a Catholic primary school under the Trusteeship of the Diocese of Shrewsbury and is maintained by Shropshire Council as the Local Authority (LA). As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admission arrangements is undertaken by the Local Authority.

The Catholic Faith and the Teachings of the Catholic Church have an essential role in school life and influence every aspect of the Curriculum. We ask all Parents/Carers applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of Parents/Carers who are not of the Faith of this school to apply for and be considered for a place here.

The Governing Body has set its planned admission number at 30.

Admission to the school will be made by the Governing Body. Children who have a Statement of Special Educational Needs or Education and Health Care Plan (EHCP) which names St John's Catholic Primary School as the appropriate school to meet those needs, will be offered places regardless of the following criteria. After that all preferences listed in application will be considered on an equal basis with the following set of Admissions Criteria, forming a priority order where there are more applications for admissions than the school has places available:

1. Looked After children and previously Looked After Children.( see note 3)
2. Baptised Catholic children in the parish of St John the Evangelist (see note 2)
3. Other baptised Catholic Children ( see note 2 )
4. Other Non-Catholic children whose parents wish them to have a Catholic education.

All Catholic applicants will be required to produce baptismal certificates which should be handed in to the school at the time of application for admission. All applicants will be considered at the same time and after the closing date for admissions set by LA.

*Within each of the categories listed above, the following provisions will be applied in the following order.*

- (i) Siblings of a brother or sister who attend the school at the time of enrolment will increase the priority of an application within each category in which the application is made after children in (1) ( See note 6)
- (ii) The children of staff who have been employed for two or more years at the time at which the application for admission to the school is made, will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above.
- (iii) If category (3) is oversubscribed, the children who satisfy (2) will have priority over children who satisfy only category (3). Subsequently if in this or any category there are more applications than places available, priority will be given on the basis of distance from home to school.

## The school year 2020/2021

September 2020 Children born between **01.09.15 – 31.08.16**

Closing date for application **15 January 2020**

### NOTES

1. Parents may opt to defer entry until the start of the term after their child's fifth birthday if they wish. Summer term born children may either defer to the start of the spring or summer term as a Reception age child. Or they can defer until September after the child's 5<sup>th</sup> birthday, but the child would then normally be of Year 1 age, and therefore the offer of a place could not be held over and the parents would have to apply separately for a Year 1 place. All applicants will be required to produce a Birth Certificate for the relevant child
  
- 2 **All Catholic applicants will be required to produce baptismal certificates which should be handed in to the school office at the time of application for admission.**
  
- 3 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. A previously Looked After Child is one who moved on from that status after becoming subject to an adoption, residence or special guardianship order.
  
- 4 It is the duty of Governors to comply with the class size limits at Key Stage One.
  
- 5 If category (3) is oversubscribed, the children who satisfy (2) will have priority over children who satisfy only category (3). Subsequently if in any category there are more applications than places available, priority will be given on the basis of distance from home to the nearest entrance gate of the school measured on a straight line with those living nearer the school having priority. (Distances will be measured by the Local Authority using a computerised mapping system.) Where the address is in a block of flats, the lowest number of flat nearest to the ground floor will be deemed to be the nearest in distance. In the event of distances being the same for 2 or more applicants, where this distance would decide the last place/s to be allocated (that is 2 or more individual applications are exactly the same after all other criteria have been taken into account) a tie-breaker will be used. This will be by random allocation and overseen by an independent party not connected with the admissions process.
  
- 6 An older sibling is defined as a brother or sister, step-brother or step-sister, half-brother or half-sister, living at the same address as part of the same family unit of compulsory school age (i.e.5-16 years). Adopted siblings are also included. However, cousins or other relatives who take up temporary residence in a home to establish an "In catchment area" address will not be given priority under the sibling criterion. Older siblings must be attending the school on the date of application for the younger sibling and still expected to be attending the school on the day that the younger sibling is due to start there.
  
- 7 In the case of twins or triplets from the same address the school will endeavour to admit both or all siblings.
  
- 8 The Governing Body reserve the right to admit children with proven and exceptional medical and social needs where admission to the school would be essential to satisfy those exceptional needs, providing that such an application is submitted with appropriate evidence or reports from a doctor or social worker.

**Notification of Allocations:**

All parents applying for admission to Reception year will be informed by letter sent by the Local Authority on behalf of the Governing Body and posted on 16th April, if their application has been successful.

**Late Applications:**

Late applications will be treated as per the policy published by Shropshire Council in the booklet "Parents' Guide to Education in Shropshire".

**Waiting Lists:**

The school operates a waiting list in accordance with Shropshire Local Authority (see the Parents' Guide to Education in Shropshire for details) School keeps a waiting list. If places are available then children qualifying under the published criteria will be admitted. If there are places available but more applicants than places, then the published criteria will be applied. Parents who wish to remain on the waiting list must inform the school each term. Parents will be contacted if a vacancy becomes available.

**Unsuccessful Applications:**

If an application for admission has been turned down by the Governing Body, Parents/Carers can appeal to an Independent Appeals Panel. This appeal must be sent in writing to the Clerk to the Governors at the school within 20 school days of refusal. Parents/Carers must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors. A copy of Shropshire Council's Policy can be found in the "Parents' Guide to Education in Shropshire" booklet, which is available on Shropshire Council's website [www.shropshire.gov.uk](http://www.shropshire.gov.uk), in local libraries or in school.

**Mid-term/In Year Applications:**

For In Year applications received outside the normal admissions round and where places are available, children will be admitted. If there are places available but more applicants than places, then the published oversubscription criteria will be applied. Where the year group is oversubscribed applicants may be included on a Waiting List and offered an Appeal; see details above. In such circumstances the Waiting List will cease at the end of that academic year.

**Fraudulent or Misleading Information:**

The Governing Body reserves the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.