



## ADMISSION ARRANGEMENTS 2018-2019

### ST JOHN'S MEADS CHURCH OF ENGLAND PRIMARY SCHOOL

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St John's Meads is a Church of England voluntary aided primary school in the Diocese of Chichester. The School's Governing Board is the admissions authority responsible for the admission arrangements and its implementation. The Arrangements has been written after consultation with the Diocese, Local Authority, Admissions Forum and other schools in the area. St John's Meads has a Christian ethos and aims to provide a caring environment in which pupils are encouraged to reach their full potential in academic work and a wide range of extra-curricular activities.

#### Application Procedure for Reception Class

East Sussex operates a co-ordinated admission scheme for primary schools. Application should be made on the East Sussex County Council application form completed in accordance with the information provided in its School Admissions Booklet, available online via the East Sussex website [www.eastsussex.gov.uk](http://www.eastsussex.gov.uk). A hard copy may be obtained on request. Applications may be made online or by post. **Parents wishing their application to be considered under categories 2 or 3 must complete the Clergy Reference Form.**

#### Right of Appeal

If you have applied for a place at St John's Meads CE Primary School and your child has been refused admission, you have the legal right to appeal against that decision. The information regarding appeals and the timeframe can be found on our website <http://www.meads.e-sussex.sch.uk/>

#### Application Procedure for In Year Applications

**Please note: parents should apply direct to the school**

#### Admission Numbers

There is one class for each year group; the Published Admission Number (PAN) is 30

In accordance with government policy and statutory requirements, there will be a maximum of 30 pupils in each infant class.

The Governors have agreed that the admission limit (AL) in Key Stage 2 is 32.

#### Place of Residence

The child's normal place of residence will be the property at which the parent(s) or person with parental responsibility for the child resides at the time of application for admission to the School. Where parental responsibility is held by more than one person residing in separate properties, the child's normal place of residence will be the property at which the child resides for the greater part of the week (Monday to Friday) during term time.



## ADMISSION ARRANGEMENTS 2018-2019

### OVER-SUBSCRIPTION CRITERIA

In the event of over-subscription, the Governors will allocate places according to the oversubscription criteria listed below. St John's Meads has a very strong Christian ethos which informs every aspect of our school curriculum and our life together. Priority is given to applications under criteria 2 and 3 because we have found that experience of Christian worship and service within a local church community is a helpful preparation, for both parents and children, for life in the school community.

Any child whose Education, Health and Care Plan names this school will be admitted. This will reduce the number of places available to other children accordingly. For In-Year admissions, the child will be admitted whether or not we have reached the PAN or AL for the Year Group.

An Education, Health and Care Plan is a formal document issued by the Local Authority describing a child's additional needs and how they will be provided for in a school.

1. Looked After Children or Previously Looked After Children (previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order).
2. Children whose parent worships regularly at an Anglican Church within a radius of 3 miles of Eastbourne Town Hall (to include East Dean and Friston, St John's Meads being the nearest school to these areas).
3. Children whose parent worships regularly at a Church that is a full member of Churches Together in Britain and Ireland or of the Evangelical Alliance and within a radius of 3 miles of Eastbourne Town Hall (to include East Dean and Friston, St John's Meads being the nearest school to these areas).
4. Other children

### Notes

- a) Within each category, priority will be given to children with a sibling currently attending St John's Meads and who will be on the register when the applicant is admitted.
- b) 'Sibling' is deemed to mean a full, half or step, adoptive or foster brother or sister permanently living in the same household.
- c) 'Parent' (2 and 3 above) means legal guardian.
- d) Looked after children are Looked After by or provided with accommodation in the exercise of its functions (see the Children Act 1989 section 22(1)) by a local authority.
- e) Where the Published Admission Number is reached part way through any criterion, a straight-line measurement 'as the crow flies' between home and the school will be calculated for every child satisfying that criterion. The distance will be measured using East Sussex County Council's Geographic Information System method, to calculate on an electronic map, the distance 'between the delivery point of the child's permanent home and the main front door entrance of the school'. Places will be offered for those children living nearest to the school until all available places have been allocated.

Random allocation will be used as a tie-break to decide who has the highest priority for admission if the distance between two or more children's homes and the school are exactly the same. This process will



## ADMISSION ARRANGEMENTS 2018-2019

involve the drawing of lots, which will be supervised by a person independent of the Admissions Authority i.e. the Local Authority.

- f) Applications under criteria 2 or 3 must be accompanied by a Clergy Reference Form signed by the priest or minister, confirming that the criterion is satisfied. Applicants who have recently moved to the area must also submit a Clergy Reference Form from their previous priest or minister.
- g) The word 'regularly' (in criteria 2 and 3 above) shall mean at least twice a month at a church service for a period of at least 18 months uninterrupted prior to the application. Toddler groups in themselves do not constitute a church service.
- h) Late applications are considered after all those applications received by the specified deadline stated by the local authority.

### Accepting a place

Where a place is offered, parents will be asked to confirm their acceptance of a place within 14 days of receiving the offer.

### Waiting List

Children refused a place may, at their parents' request, be put on a waiting list, where priorities will also be determined by over-subscription criteria set out above.

- In the Normal Round of Admissions, Children are kept on this list until 31<sup>st</sup> December of year of entry and parents wishing to extend this must inform the school in writing.

For In Year Applications, Children are kept on this list for 2 terms (1<sup>st</sup> September to 31<sup>st</sup> December, 1<sup>st</sup> January to 30<sup>th</sup> April, 1<sup>st</sup> May to 31<sup>st</sup> August). Parents wishing to extend this period must inform the School in writing.

### Entry to Reception

There is no legal requirement for a child to start school until the beginning of the term following the child's fifth birthday. Attendance times are as follows:

#### When must my child attend school?

If your child turns five between:

**1 September 2018 and 31 December 2018** – they are allowed to start school at the start of term one (full or part time) and must be attending full time at the start of term three.

**1 January 2019 and 30 April 2019** – they are allowed to start school at the start of term one or term three (full or part time) and must be attending full time at the start of term five.

**1 May 2019 and 31 August 2019**– they are allowed to start school, at the start of term one, term three or term five either full or part time.

#### Starting school and compulsory school age

Children must start school at the beginning of the term which follows their fifth birthday.

However, your child is allowed to start school full time at the beginning of the school year which follows their fourth birthday.

You may want your child to start at school part time which is allowed, but you will have to arrange this with the headteacher once your place has been allocated.



## ADMISSION ARRANGEMENTS 2018-2019

### Deferred admission for infants

Places are offered to children for admission at the beginning of the September term after the fourth birthday. That is before they reach compulsory school age. Parents 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. The place that was offered would be held open for them at the school.

We encourage parents to discuss deferred or part time admission with us and any other relevant professionals. Places cannot be deferred and held open beyond the beginning of the final term of the school year for which the offer was made. If you decide that admission will be deferred, you must tell us so that we know to hold the place open. Where a parent doesn't tell us that admission is to be deferred and doesn't admit the child in September, it is possible that the place will be withdrawn and offered to another child.

### Admission of summer-born (April 1<sup>st</sup> to August 31<sup>st</sup>) children outside their normal age group

For summer-born children, we recommend that parents who are considering delaying admission to Reception to the following academic year discuss their plans with us and any other relevant professionals. If the decision is to go ahead with delayed admission, parents will then make an application in the next normal round. There is no additional priority for admission based on the child delaying admission and there is no guarantee that the school will be able to offer the child a place.

### Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. When such a request is made, we will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent. The process for requesting such an admission is as follows. We ask parents to tell us in writing with as much supporting evidence as they wish why they are requesting admission outside the normal age group for a child. We will consider this when it is made and reach a decision in the child's best interests. We will take into account:

- the parent's views;
- the views of the headteacher;
- information about the child's academic, social and emotional development submitted by the parent;
- the child's medical history and the views of a medical professional, where relevant and if submitted by the parent;
- whether the child has previously been educated out of their normal age group;
- whether the child may have fallen into a lower age group if it were not for being born prematurely.

We will advise parents who make a request that they should consider the implications of being taught out of the normal age group as any school the child later moves on to will not be obliged to continue to educate their child out of the normal age group.