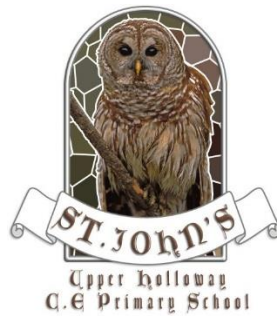


# St John's Upper Holloway CE Primary School



## Admissions policy 2024-25



### **Our Vision**

*Jesus said: 'Love each other as I have loved you'. John 15:12*

As we are loved, so we shall love.

As we are taught, so we shall teach.

As we are nurtured, so we shall flourish.

### **Our Mission**

St John's is a small, caring Church of England Primary School. It is committed to supporting our pupils to be happy, successful and fulfilled throughout their lives. We believe that everyone is unique and valued by God. We aspire to be a high achieving school that provides an outstanding education:

- ❖ promoting the highest standards of teaching and learning, with excellent leadership
- ❖ being inclusive, celebrating diversity and valuing all religions, faiths, cultures and backgrounds
- ❖ providing a rich and stimulating curriculum that will inspire and challenge
- ❖ being a happy, healthy and safe place
- ❖ providing excellent care, guidance and support with a strong partnership between school, parents and the community.

**We seek to promote six Christian values of creativity, thankfulness, truthfulness, friendship, perseverance and courage, each linked by our core value of love. We believe these help to prepare our children for a successful and fulfilling life, so being:**

- ❖ considerate and respectful with excellent manners
- ❖ confident, happy, independent and self-motivated
- ❖ co-operative and collaborative
- ❖ honest and trustworthy
- ❖ resilient, hardworking and determined
- ❖ highly principled with moral, spiritual, cultural and social awareness, including shared British Values.

# ADMISSION POLICY

FOR

## ST JOHN'S CHURCH OF ENGLAND PRIMARY SCHOOL

### For the School Year 2024-25

St John's admits children **once** a year in Nursery and Reception classes in September. However, where there are spaces in Nursery and Reception class, children may be admitted during the year. We admit up to **30 pupils in Reception class and 26 full time equivalent in Nursery.**

The School does not have any designated units or facilities for pupils with specific special needs and there are no additional facilities for pupils with physical disabilities. The School is, however, on a level site with all accommodation on one floor and ramps to some classrooms. As far as reasonably possible, the School will ensure that pupils with disabilities have access to the same opportunities as other pupils.

#### **Nursery**

- Children who have their 4<sup>th</sup> birthday between September 1<sup>st</sup> and August 31<sup>st</sup> will be admitted in the September before their 4<sup>th</sup> birthday. Where there are spaces in the Nursery class, children may be admitted in the term they turn 3 years old.

#### **Reception**

- Children start in the September before they are 5 years old.

#### **Admission Criteria for Reception class and Years 1-6**

When there are more applications than there are places available the Governors will admit pupils according to the following criteria, which are listed in order of priority.

Parents are reminded that the School receives many applications for admission and therefore some applicants are likely to be disappointed.

Children with an Education, Health and Care (EHC) plan naming St John's Upper Holloway Primary School will always be offered places, provided the school can make reasonable adjustments to meet their specific needs. If there is greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

PLEASE READ THE NOTES THAT ACCOMPANY THE ADMISSION CRITERIA

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1. Looked-after children/children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to

- an adoption, child arrangements or special guardianship order, including those who appear to have been in state care outside England.
2. Children who have siblings on-roll at the school, at the time of admission.
  3. Children who have regularly attended one of the following churches in the Archway Group during the previous year with their family:
    - The Parish Church of St John the Evangelist, Pemberton Gardens. N19
    - The Parish Church of St Andrew's Church, Whitehall Park. N19
    - The Parish Church of St Mary's Church, Ashley Road. N19

(See notes below)

4. Children who have one or more parents verified by their minister to be regular members of other Christian Churches, and for whom St John's is the nearest Church of England Primary School to where they live (see notes below)

Note: Parents who are applying under criteria 3 or 4 will need to complete a supplementary information form (see appendix at end of the policy)

5. Children who live nearest to the school. (See notes below)

#### Tie-breaker

In the event of there being insufficient vacancies to admit all applicants in any of the categories listed above, priority will be given to children whose parents/legal guardians' residential address is the shortest distance from the mid-point of the school's grounds, N19 5RR, when measured in a straight line. In the event of two or more distances being the same then a place will be determined by random allocation using a computerised system.

Children with an Education, Health and Care Plan naming the school are automatically admitted.

#### **NOTES ON CRITERIA 1**

By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order)."

#### **NOTES ON CRITERIA 2**

Siblings refer to brother or sister, half-brother or sister, adopted brother or sister, step-brother or sister or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that

sibling. *If a child admitted in Nursery has a sibling who applies for a place in Reception to Year 6 classes, this sibling criteria does not apply. This is because Nursery children do not automatically get a place in Reception to Year 6 classes- it is a separate admissions procedure. Similarly, the sibling criteria does not apply to Reception class age siblings of children who are currently in Year 6 because they will be leaving the school by the time they enter.*

#### **NOTES ON CRITERIA 3 and 4**

- a) Children will only be considered if they and their family have attended their church at least twice a month for one year prior to the closing date for applications to be received by the school.
- b) Parents must provide the school with the completed Minister's form enclosed with the application.
- c) Families who have changed their place of worship during the last year must supply a letter confirming the regularity of their attendance, from their previous parish in addition to a reference from their new church. Children will be considered under the criteria for their current church.
- d) "Children who worship with their family" is defined as children who attend full church services with their parents or grandparents, or who attend Sunday School while their parents or grandparents take part in the full church service and have done so at least twice a month for a year. A form is available to be signed by the church to confirm this.
- e) *In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.*

#### **NOTES ON CRITERIA 5**

Nearness to the school will be determined by a computerized mapping system using a straight line distance measurement. Routes will be calculated from the home address (as defined by the Land & Property Gazetteer) to the midpoint of the school grounds (as determined by Islington Local Authority). In the event of two or more distances being the same, then a place will be determined by random allocation using a computerized system.

As an exception to the general policy the governors will give special consideration to an applicant who can demonstrate that admission to St John's School is necessary on the grounds of a professionally supported medical condition or special educational needs.

#### **GENERAL NOTES**

Parents who have a child in St John's Nursery class are required to make a formal application for their child's admittance to Reception class through Islington admissions.

The inclusion of the child's name on the school application list does not guarantee a place in the school for the child.

Parents who are not offered a place for their child are entitled to appeal to an independent committee under the provisions of the School Standards and Framework Act 1998. Parents wishing to appeal should contact the school in the first instance within 20 school days from National Offer Day.

Admission authorities may refuse to offer a place to a child applying for admission to Reception, where that admission would cause a “class size prejudice” i.e. would put the school in the position of having to take qualifying measures – additional accommodation or teachers – to comply with the duty to limit the size of infant classes.

Where a child has been offered a place in the Reception class:

- It is for a full time place from the September following the child's fourth birthday;
- Parents of a child whose fifth birthday falls between 1 September 2024 and 31 March 2025 may request that their child is not admitted until later in the school year 2024/25 (no later than the term [using three term year] after the child's fifth birthday, when s/he reaches compulsory school age). For children born between 1 April and 31 August, this is not beyond the beginning of the final term of the school year for which it was made. The school will hold any deferred place for the child.
- Where parents wish a child may attend part time until they reach compulsory school age

### **Admissions out of the normal age group**

For children whose fifth birthday falls between 1 April 2025 and 31 August 2025, parents who do not wish them to start school in school year 2024-25, but to be admitted in September 2025 for school year 2025-26, should discuss this with the school at an early stage. The parent will be asked to meet with members of the school's leadership team including the head, prior, to the admissions deadline for 2024-25, to discuss the reasons for this. Parental views, academic achievement, social and emotional development and where relevant, medical views will be taken into consideration as well as the views of the school's head. The final decision will be made on the circumstances of each case and the best interests of the child. The reasons for the decision will be clearly set out and shared with the parent.

Parents may decide not to apply for a Reception place in the school but to apply in the second half of the summer term 2025 for a Year 1 place in September 2025. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2024-25 Reception Year group. Alternatively, they may decide to apply in the normal round (no later than 15th January 2025) for a Reception Year place in September 2025, but would need to provide strong supporting reasons for seeking a place outside the normal year group via the protocol outlined above.

### **CHILDREN EDUCATED OUTSIDE THEIR CHRONOLOGICAL AGE GROUP (*except summer-born applications for Reception*)**

Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

## **NURSERY CLASS ADMISSION CRITERIA (including 2 year olds) For the School Year 2024-25**

When there are more applications than there are places available the Governors will admit pupils according to the following criteria, which are listed in order of priority below.

Parents are reminded that the school receives many applications for admission and therefore some applicants are likely to be disappointed.

The number of children in Nursery class is normally equivalent to 26 full time pupils. However, there is likely to be a combination of full time and part time places with full time being 30 hours and part time 15 hours. In order to be offered a full time place, parents must apply on-line and meet all the criteria for a full time place, including obtaining a code which needs to be given to the school in the term prior to them starting. This needs to be repeated each term for them to retain a full time place. If the school feels there is capacity, they may extend the number of pupils during Spring and Summer term to 28 full time equivalent. If the school have any spaces, parents may request a full time place or additional hours on specific days. The charges for this additional provision can be seen on our charging policy.

A two year old is eligible for a FREE part-time place from the term after their second birthday if they meet one of the national criteria. Parents may request a full time place subject to additional payment (see charging policy) and sufficient space within the 2 year old provision.

### **PLEASE READ THE NOTES THAT ACCOMPANY THE ADMISSION CRITERIA**

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1. Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order, including those who appear to have been in state care outside of England.
  2. Children who have sibling's on-roll at the school, at the time of admission.
  3. Children who have regularly attended one of the following churches in the Archway Group during the previous year with their family:
    - The Parish Church of St John the Evangelist, Pemberton Gardens. N19
    - The Parish Church of St Andrew's Church, Whitehall Park. N19
    - The Parish Church of St Mary's Church, Ashley Road. N19(See notes below)
  4. Children who have one or more parents verified by their minister to be regular and committed members of other Christian Churches, and for whom St John's is the nearest Church of England Primary School to where they live (see notes below)
- Note: Parents who are applying under criteria 3 or 4 will need to complete a supplementary information form (see appendix at end of policy)
5. Children who live nearest the school. (see notes below)

Tie-breaker

In the event of there being insufficient vacancies to admit all applicants in any of the categories listed above, priority will be given to children whose parents/legal guardians' residential address is the shortest distance from the mid-point of the school's grounds, N19 5RR, when measured in a straight line. In the event of two or more distances being the same then a place will be determined by random allocation using a computerised system.

### **NOTES ON CRITERIA 1**

By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order)."

### **NOTES ON CRITERIA 2**

Siblings refer to brother or sister, half-brother or sister, adopted brother or sister, step-brother or sister or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling

### **NOTES ON CRITERIA 3 & 4**

- a) Children will only be considered if they and their family have attended their church twice a month for at least one year prior to the closing date for applications to be received by the school.
- b) Parents must provide the school with the completed Minister's form enclosed with the application.
- c) Families who have changed their place of worship during the last year must supply a letter confirming the regularity of their attendance, from their previous parish in addition to a reference from their new church. Children will be considered under the criteria for their current church.
- d) "Children who worship with their family" is defined as children who attend full church services with their parents or grandparents, or who attend Sunday School while their parents or grandparents take part in the full church service and have done so at least twice a month for a year. A form is available to be signed by the church to confirm this.
- e) *In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.*

### **NOTES ON CRITERIA 5**

Nearness to the school will be determined by a computerized mapping system using



a straight line distance measurement. Routes will be calculated from the home address (as defined by the Land & Property Gazetteer) to the midpoint of the school grounds (as determined by Islington Local Authority). In the event of two or more distances being the same, then a place will be determined by random allocation using a computerized system.

As an exception to the general policy the governors will give special consideration to an applicant who can demonstrate that admission to St John's School is necessary on the grounds of a professionally supported medical condition or special educational needs

## **GENERAL NOTES**

The offer and acceptance of a place in the Nursery Class does not give an automatic right of entry into the Reception Class. Parents are required to make a formal application for admittance to the Reception Class through Islington admissions team. The inclusion of a child's name on the school application list does not guarantee a place in the school for the child.

*Children are expected to be toilet trained by the time they start in Nursery class. If your child is not toilet trained, then they will not be permitted to start in Nursery until they are. If children are not toilet trained due to reasons of a special educational need or disability, then staff and SENCO will meet with parents to draft an agreed toileting plan/intimate care plan.*

### **Admission Appeals for unsuccessful applicants to the Reception Class.**

Unsuccessful applicants have the right to appeal to an independent panel. Parents wishing to appeal should write to the School. This should be completed and returned to the School, marked for the attention of Clerk to the Admission Appeal Panel, within 20 school days of receipt of the letter confirming that the application has been unsuccessful. (This should be 20 school days from the National Offer Day).

If an appeal is unsuccessful no further appeal may be made within the same school year unless there have been significant and material changes in the applicant's circumstances.

### **Application waiting list**

If there is no place available at the School, parents/carers may have their applications placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria and not in the order in which applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the governing body will determine who is at the top of the list so that an offer can be made.

### **In-Year Admissions**

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. Residents applying for a place outside the 'normal time' (i.e. starting statutory schooling in Reception) should apply directly to the school.

If more applications are received than there are places available, then applications will be ranked by the governing body in accordance with the oversubscription criteria above. If a place cannot be offered at this time then you may ask us for the reasons

and you will be informed of your right to appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscribed criteria and not in the order in which the applications are received. When a place becomes available the governing body will decide who is at the top of the list so that an offer can be made.

Approved by staff \_\_\_\_\_ (head) on \_\_\_\_\_

Approved by governors \_\_\_\_\_ (chair of Resources and wellbeing committee) and the full governing body on \_\_\_\_\_



PLEASE ASK YOUR CHURCH MINISTER TO COMPLETE THIS FORM

**St. John's Upper Holloway C.E. Primary School Pemberton Gardens, London N19 5RR**  
*Telephone: 020 7272 2780 – Email: info@st-johnsholloway.islington.sch.uk*

If you have links with a place of worship or church etc. please take this form to your minister at the place of worship and ask him/her to fill it in and send it to our school.

Please supply your minister with a **stamped addressed envelope** so that s/he can send this report directly to the school

**REPORT BY MINISTER TO SUPPORT AN APPLICATION FOR ADMISSION TO THE SCHOOL**

**STRICTLY CONFIDENTIAL**

**Report by Minister on:                      Name of child    Date of Birth**

\_\_\_\_\_  
**Name of Minister:**

\_\_\_\_\_  
**Name of place of worship  
You are in charge of:**

\_\_\_\_\_  
**Address of worship**

\_\_\_\_\_  
**Telephone no.**

**Who in the applicant's  
family attends your  
place of worship with the applicant?**

<b>How long have they been attending your church?</b>	<b>Less than 2 years</b>		<b>More than 2 years</b>	
	<b>Give date started attending:</b>			
<b>How regular is their attendance? Please circle</b>	<b>Weekly</b>	<b>Fortnightly</b>	<b>Monthly</b>	<b>Occasionally/ hardly ever</b>

**Ministers signature** \_\_\_\_\_

**Date** \_\_\_\_\_



Supplementary Information Form

**St John's Upper Holloway C of E Primary School**

<b>FIRST NAME OF CHILD</b> (Block capitals)	<b>SURNAME</b>
<b>Date of Birth</b>	
<b>ADDRESS</b>	
<b>Post Code</b>	
<b>HOME TELEPHONE NUMBER</b>	
<b>MOBILE</b>	
<b>EMAIL ADDRESS</b>	
<b>NAME OF CHURCH ATTENDED (if applicable)</b>	
<b>ADDRESS AND TELEPHONE NUMBERS OF CHURCH ATTENDED (if applicable)</b>	
<b>NAME OF VICAR / PRIEST (if applicable)</b>	
<p><i>To be completed by Vicar / Priest</i>          The above mentioned person has regularly* attended _____ church over the last year.</p> <p><i>Signature of Vicar / Priest</i> _____          *please see definition of regular attendance overleaf</p>	
<b>CONTACT DETAILS OF VICAR / PRIEST IF DIFFERENT FROM CHURCH</b>	
<b>NAME OF ANY SIBLING ALREADY ATTENDING THE SCHOOL YOU ARE APPLYING TO</b>	

**PLEASE NOTE:** This is a supplementary information form. If you are applying for admission to reception class, you will also need to complete an Islington Primary Admission Form available from: **The School Admissions section @ Islington 222 Upper St, London N11XR. Tel 020 7527 5517**

I have received a copy of the School's Admissions Policy. I understand that the completion of this form is not an offer of a place YES / NO

Parent / Carer's name in capitals: \_\_\_\_\_

Signed \_\_\_\_\_ (Parent / Carer)

Date \_\_\_\_\_

\*Clarification regarding 'regular attendance at church'

- Under criteria 3 of our admissions policy, regular attendance at one of the Archway group of churches is defined as at least twice a month for a year prior to application. This includes The Parish Church of St John the Evangelist, Pemberton Gardens. N19, The Parish Church of St Andrew's Church, Whitehall Park. N19 and The Parish Church of St Mary's Church, Ashley Road. N19
- Under criteria 4 of our admissions policy, parents verified by their minister to be regular members of other Christian Churches, and for whom St John's is the nearest Church of England Primary School to where they live, are required to attend the church at least monthly for a year prior to application.