

### **The 2021 School Admissions Code and the Schools Admissions Criteria**

The 2021 School Admission Code determines the content of the schools Admissions Criteria.

As per the 2021 School Admission Code, it is important to note the following points:

#### **Entry to Reception Classes**

- Pupils will be offered a full time place from the September which follows the child's fourth birthday.
- Where a child's birthday falls between 1<sup>st</sup> Sep and 31st March, parents have the right to delay their child's start until the child turns compulsory school age (the term after their fifth birthday). The school will ensure that the place is held open.
  - Parents have the right to send their child on a part-time basis until later in the school year but not beyond the point at which they reach compulsory school age.

#### **Admissions to Reception for Summer Born Children**

- For children whose fifth birthday falls between 1 April and 31 August, parents who do not wish them to start school in their allocated school year, but to be admitted in the following September, should discuss this with the school at an early stage. This request must be put in writing to the governors; reasons to support your request must be provided within this request and parents should include details as to why they believe this would be of benefit to their child. The headteacher will discuss any such requests with the child's parents or carers and options of part-time attendance during this period may be explored.
- Parents can decide not to apply for a Reception place in the school but to apply in the second half of the summer term for a Year 1 place starting in the following September. Parents should be aware that the Year 1 cohort may have no vacancies as it could be full with children transferring from the Reception Year group.
- Alternatively, parents have the right to apply in the normal round (no later than 15 January) for a Reception Year place for the following September, but you would need to provide strong supporting reasons for seeking a place outside of the normal year group via the protocol outlined above.

St John and St James' Church of England School has a distinctive Christian character and ethos which is at the heart of the School and provides an inclusive, caring and supportive environment where children learn and flourish. This is driven by our school's distinctive Christian vision: 'Love your neighbour as yourself' where we respect each other and treat each other as we would like to be treated. Children engage with our key themes of: peace, compassion, justice, forgiveness, endurance and thankfulness. We welcome applications from all members of the community, and we ask all parents to respect the Christian character of our school and its importance to our community.

1. The school will admit 30 children to the reception class each year. Children with an Education, Health and care plan (EHCP) which names the school will be admitted and will count against the planned admission number. Priority will be given to children in public care.

The governors have decided that 15 places will be foundation places and 15 places will be open places or the same ratio following admission of children in public care.

The following criteria will be used by the governors, in order of priority if a year group is over-subscribed; this has been determined in line with the 2021 School Admission Code.

2. A looked-after child or a child who was 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. This includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

**Criteria for 15 Foundation Places:**

1. Children who live in the parishes of St John's Hackney, St James' Clapton, St Luke's and the Hackney Marsh Team and St Luke's Homerton (see map attached ) and whose parent(s) attend one of these parishes at least twice a month for the past 2 years.\*

**Criteria for 15 Open Places:**

1. Children who have a sibling attending the school at the time they would attend.

2. Children of staff in either or both of the following circumstances:

a. where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or

b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

3. Children who live in the parishes of St John's Hackney, St James' Clapton, St Luke's and the Hackney Marsh Team and St Luke's Homerton (see map attached)

4. Children whose acute medical or social needs justify the allocation of a place at the school. Supporting evidence from a doctor or social worker must be provided at time of application setting out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another.

5. Children who live outside the parishes of St John's Hackney, St James' Clapton, the Hackney Marsh Team and St Luke's Homerton.

Notes:

\*Attendance confirmed using the supplementary form and signed by the Rector of Hackney, the Vicar of St James' or St Luke's. These must be handed into school before the admissions deadline. Copies of this form can be found on the school's website or collected from the school's office.

#### **General Principles:**

If there is a vacancy in the Foundation Place category which cannot be filled by pupils who meet the criteria for Foundation Places, governors will consider children for these places using the criteria for Open Places.

If there is a vacancy in the Open Place category which cannot be filled by pupils who meet the criteria for Open Places, governors will consider children for these places using the criteria for Foundation Places. If two applicants live exactly the same distance the allocation of the place will be determined by lottery which will be carried out by the Admissions Committee in the presence of an independent witness.

When deciding between applicants who appear to have equal entitlement to admission under the criteria, the governors will offer the place to the applicant who lives nearest to the main entrance to the school in Isabella Road measured by a straight line. For children who live between more than one address, the address on the application should be the one the child is registered with at their GP. In the event that multiple applicants are considered to be of equal distance as per this measurement, random allocation will be used and this will be independently verified.

In the event that multiple birth applicants (twins, triplets etc.) apply but are not all successfully offered a space due allocation limitations, spaces will be allocated to children in alphabetical order. The child/ren whose name appears first in alphabetical order will be offered the available spaces while the unsuccessful applicants will be placed on the schools waiting list.

Late applicants will be added to the waiting list, if the year group they are applying for is over subscribed. When a child is added to the waiting list, the list will be ranked again in line with the oversubscription criteria. In the event of a place becoming available, all eligible applicants currently on the waiting list are considered in the light of the school's admission criteria and a place offered accordingly. Waitlists remain open until the end of the Autumn term.

**Sibling** refers to brother or sister, half brother or sister, adopted brother or sister or the child of the parent/carer's partner, and in every case the child should be living in the same family unit at the same address

**Parent/family member** A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to parent's attendance at church it is sufficient for just one parent to attend. 'Family members' include only parents and siblings.

**Looked After Child** 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 its social services function (c) subject to an adoption order made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46) (d) subject to 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) (e) subject of a 'special guardianship order' where one or more individuals are appointed to be a child's special guardian/s (Children Act 1989, Section 14A). This includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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)."

**In Year Admissions** are made via Hackney Education using the In Year application form. If a place is available and there is no waiting list, the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria. Offers will be made by Hackney Education on behalf of the Governing Body.

## Appeals

If your child has not been offered a place at the school, you can appeal the decision via the Hackney Education website. When completing an online appeal form you must explain your reasons for your appeal and include any evidence or supporting information. If your appeal is unsuccessful you can only appeal again if there has been a significant change in your circumstances. You will be told the outcome of your appeal by letter usually sent within five school days after the last hearing for all the appeals held for that particular school but could be longer due to the high number of appeals during the summer. The decision of the panel will be legally binding and if your appeal is successful your child will be given a place at the school. If your appeal is unsuccessful, your child will not be given a place but they will be allowed to remain on the school's waiting list.

## Other

All applications must be made via the Local Authority and details of this process can be found on their website. For a Supplementary Information form, please either download a copy from the school's website or visit the school office and collect one from the admin team. Once it has been completed and signed, please return it to the school office before the application deadline.

Parish Map of St John's, Hackney; St James', Clapton; St Luke's and the Hackney Marsh

