

Admissions Policy

2026 - 2027

St. John's CE Primary



This policy is reviewed and updated by Suzanne Finlay, Headteacher at St. John's CE Primary. It is approved annually by the Local Governing Body.

Reviewed: September 2025

Ratified: **September 2025**

Next Review: September 2026

In collaboration with





St John's C.E Primary School
The Spire Church of England Academy Trust



Vision Statement

Shaping lives. Shaping futures.

Start children off on the way they should go, and even when they are old, they will not turn from it.

Proverbs 22:6

Our vision is rooted in our core values of:

Love

Friendship

Truthfulness

Forgiveness

We promote:

- ❖ An inclusive and nurturing ethos where children can grow in confidence and knowledge in order to achieve their full potential both academically, socially and morally.
- ❖ An engaging and inspiring curriculum that meets the needs of our pupils and fosters a lifelong love of learning.
- ❖ Positive relationships and a developed moral understanding for all of our pupils.
- ❖ Independence and resilience to allow pupils to achieve their potential
- ❖ Self-belief, motivation and a desire to aim high.
- ❖ A collaborative approach between parents, school and the local community with the children at the centre.

1.0 Introduction

1.1 The governing body of St John's C.E. Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and also further explains in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

2.0 Aims and objectives

2.1 We are an inclusive school that welcomes children from all backgrounds and abilities.

2.2 All applications will be treated on merit and in a sensitive manner.

2.3 The only restriction we place on entry is that of number. There are 30 places available in each year group. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

2.4 The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school. A child with an Education, Health and Care Plan will be offered a place if the school is named in the Plan.

2.5 In the event that one or more but not all children from a multiple birth can be allocated a place(s), all of the children from that multiple birth will be admitted even if this takes the school over PAN. These children are exceptions to the Infant Class Size legislation.

2.6 Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health, effectively in the year group below or above their chronological age group. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1.

Parents must seek the permission of the admission authority for their child to continue to be educated outside their normal age group when the child transfers to a different school.

The process is set out in full in documentation on the Worcestershire School Admissions website, [Policy on Delayed and Accelerated Transfer](#). Parents should adhere to the relevant dates for completion of application forms and late applications published by the LA.

Where a request is made for a child to be placed outside their normal age group, the Governing Body must make the decision based on the circumstances of each case and in the best interests of the child concerned. The Governing Body will request the head teacher of the school to take account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

2.7 The school follows the Worcestershire County Council Fair Access Protocol.

3.0 How parents can apply for their child to be admitted to our school

3.1 The Admissions Authority for this Academy School is the Governing Body; however, the Governing Body participates in the Co-ordinated Admission Arrangements of the Local Authority ("LA"). The Governing Body will adopt the relevant dates for completion of application forms and late applications published by the LA.

3.2 The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Applications should be made to Worcester County Council School Admissions department. Full details are available on Worcestershire County Council's website: www.worcestershire.gov.uk. The LA notifies parents about the school place as soon as all the applications have been considered.

3.3 In this area, children enter school in the academic year they become five. Parents who would like their child to be admitted to this school during the year their child is five should ensure that they complete the necessary application by the 15th of January on Worcestershire County Council's website. Where a child has been offered a place at the school:

a) that child is entitled to a full-time place in the September following their fourth birthday

b) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made

c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

This school encourages parents to admit their children to school in the September following their fourth birthday. Children starting school at the beginning of September alongside their peers will benefit from the best possible learning and social experience.

3.4 Applications received after the closing date and up to the date announced by the school each year with the details of the co-ordinated admissions arrangements, will be treated as being on time only in the following circumstances:

- a. Where a family have recently moved address into the catchment area of this school,
- b. Where it is agreed by the Governing Body that individual circumstances apply and the delay was reasonable, given the circumstances of the case.

In each case supporting documentary evidence will be required. In all other circumstances, or if the application is not received until after the date set out in the scheme, late applications will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.

3.5 Applications for places in existing year groups are co-ordinated the Local Authority. Details of the co-ordinated scheme, which is adhered to by the Governing Body, can be viewed using the following link:

<https://www.worcestershire.gov.uk/council-services/schools-education-and-learning/apply-school-place>

4.0 Priority order

4.1 The governing body have agreed that the aim shall be to admit pupils, regardless of ability in the following priority order:-

- 1.** “Looked After” and previously “Looked After” children.
A “looked after child” has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A “previously looked after child” is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order and 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.
- 2.** Children from the area designated as the catchment area within Kidderminster.
- 3.** Children who have a sibling at the school at the time of application and admission. Where such a connection is to be relied on it must be clearly stated on the application form. The sibling connection, as well as brother and sister will include half-siblings, adopted children, stepsiblings or a child of the parent/carers partner. They must also be living at the same home address. Children who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.

4. Children of staff who have been employed at the school on a permanent contract for at least two years at the date of application or who have been recruited to fill a vacant post for which there is demonstrable skill shortage.
5. Children who live nearest to the school by the shortest straight line distance. The measurement will be taken using the GeoCode Points for each property and the GeoCode point for the school. The governing body will utilise the Local Authority software package called Arcview GIS to determine distance. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system. In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of the governing body will supervise this process.

4.2 Waiting List

The school operates a waiting list system for entry into the Reception Class at the start of an academic year. The waiting list opens from the date when places are offered. If your application is unsuccessful, you will be automatically added to the school's waiting list, which will be kept until 31st December 2026.

The school also operates a waiting list system for Years 1 to 6. Where an application for admission to Years 1 to 6 is refused a child may be placed on the waiting list for that class by contacting the school office

On any waiting list children will be ranked according to the admissions oversubscription criteria (see above). Priority on a waiting list is not given to children on the basis of the date their names were added to the waiting list. Positions on waiting lists are always subject to change if a child with a higher priority according to the oversubscription criteria joins the waiting list or if the circumstances of a child already on the waiting list changes.

5.0 Admission appeals

- 5.1 If a child is not offered a place at this school, it is because the school is full and to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.
- 5.2 If parents wish to appeal against a decision to refuse entry, they can do so by writing to the school's Governing Body within 20 working days. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals, which came into force in October 2022).

6.0 Review

- 6.1** This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.

Signed: *S Finlay*

Date: 3rd September 2025