

St. John the Baptist Primary School, Colwick

Admissions Policy

Last Revised: May 2008

1. Responsibility

The responsibility in law for the admission of pupils rests with the Governors.

2. Area of Benefit

- 2.1 The original Trust Deed will have stated that the School is for the benefit of the children of the Parish of Colwick. The Area of Benefit is the Ancient Ecclesiastical Parish of Colwick, which includes the Colwick Park Estate, The Elms in the Parish of Netherfield and a large portion of the Parish of Saint John (Oakdale Road). Applications are invited from parents/carers of any child whether or not they attend any church.
- 2.2 Children whose families regularly attend a Christian Church may be admitted from outside the Parish, but cases are treated on their individual merits, according to the Admission Criteria. Special circumstances may be taken into consideration.

3. L.A. Agreed Admission Limit

The Standard Number for the School is currently 25. The capacity of the School under Open Enrolment figures is 157.

4. Initial Admission

We can offer children places within our Foundation 1 Scheme, but this does not constitute an offer of a place at the School. Admission is considered via the current Nottinghamshire LA guidance of completing the appropriate forms from the Nottinghamshire LA and returning to them. Applicants must also complete a form issued by the school detailing their preference for admittance to St John the Baptist School and this also has to be sent to the Nottinghamshire LA together with the official application form. The Nottinghamshire LA will then send the forms to the school for consideration at the appropriate date. Successful applicants will be notified by the Nottinghamshire LA in due course.

For Admissions for the Academic Year 2009-2010 the following timeline applies:

Application Forms and Booklets distributed to parents	tbc (inline with Notts County Council Admission Arrangements Dates)
Closing Date for Applications	tbc
Parents are sent letters communicating offers	tbc

- 4.1 An Admissions List is kept in School, the placing of names on this list at an early age gives no priority. Children should be placed on the list at the latest by 1st September at the start of the academic year PREVIOUS to the academic year of their proposed admission. This list is used solely for the distribution of application forms, together with the offer of Foundation 1 places.
- 4.2 The School produces an annual Prospectus which is distributed according to law along with the Nottinghamshire LA leaflet detailing educational facilities in the Gedling Area.
- 4.3. Should the number of applicants sent by the Nottinghamshire LA exceed the standard number, the Governors' Personnel & Pupils Committee will meet to consider the applicants according to the criteria given in descending order of priority. In the event of over subscription in any criteria places will be allocated by lot, drawn by an independent person.
- 4.4 After the meeting the Nottinghamshire LA will be notified of the successful candidates, who will in turn notify the applicant. Unsuccessful applicants will be notified by the Nottinghamshire LA of their right to appeal.
- 4.5 Any late applications will be administered in conjunction with the Nottinghamshire LA, with parents/carers applying in the same way as above.
- 4.6 The school will operate a waiting list in conjunction with the Nottinghamshire LA. Unsuccessful candidates will be retained on this list until the end of the Spring Term during the admission year. In the event of a vacancy, the over-subscription criteria will be applied to determine which applications will be granted.

5. Admission to year groups other than the intake year

Applications for admission to other year groups will normally be considered in relation to the published admission limit which applied when the year group was first admitted to the school. Applications will be considered in accordance with the admission criteria through the Nottinghamshire LA.

6. Right of Appeal

Any parent or carer whose child is refused a primary school place for which they have applied has the right of appeal to an independent appeals panel. The right of appeal also applies at times other than at the normal time of admission to school (for example, when families move into the area during the school year). Parents and carers who have missed the normal deadlines for applying for admission to primary school or who have had an offer of a place withdrawn also have a right of appeal if they are refused a place.

Any appeals should be addressed to the Clerk to the Governors c/o the school and should be returned to school within two weeks of the date of the letter of refusal.

7. Admissions from the City Area

When children are admitted from housing within the City boundary they are reminded that under present arrangements their catchment secondary school is not Carlton le Willows, and that admission to St John's School, Colwick does not entitle them to a place at Carlton le Willows.

Appendix 1

Over-Subscription Criteria

The school's area of benefit is the ancient parish of Colwick.

The number of places for first time admission per year is 25.

In the event of over-subscription, the following criteria will be applied, in priority order, to determine which applications will be granted:

1. Looked After Children
2. Children whose particular medical needs, mobility support needs, special educational needs or social circumstances are supported by written evidence from a doctor, social worker or other relevant professional at the time of application.
(Where a child has a statement of special educational needs that name our school in the statement, we are required to admit that child.)
3. Children who have a sibling* attending the school at the time of admission
(* "sibling" is defined as having one or both parents/guardians in common)
4. Children whose parents regularly and frequently (monthly) worship at a Church of England Church
5. Children whose parents regularly and frequently (monthly) worship at any other Christian Church which is a member of Churches Together in England
6. Children who regularly (monthly) attends Sunday School at a Christian Church which is a member of Churches Together in England
7. Any other children

If in any of the above categories the number of eligible children exceeds the remaining available place, names will be drawn by lot (see paragraph 4.3 of Admissions Policy).

Appendix 2

Churches Together in England

The following is a list of Churches identified within “Churches Together in England” as provided by the Diocese of Southwell:

The Baptist Union

The Church of England

The Congregational Federation

The Open Christian Centre

The Methodist Church

The Moravian Church

The Roman Catholic Church

The Salvation Army

The United Reformed Church

Appendix 3

Definitions of “Looked After” children

Under the Children Act 1989, a child is looked after by a local authority if he or she is in their care or is provided with accommodation for more than 24 hours by the authority. They fall into 4 main groups:

- (i) children who are accommodated under a voluntary agreement with their parents
(Section 20)

- (ii) children who are the subject of a care order (section 31) or interim care order
(Section 38)

- (iii) children who are the subject of emergency orders for their protection (section 44 and 46)

- (iv) children who are compulsorily accommodated. This includes children remanded to the local authority or subject to a criminal justice supervision order with a residence requirement. (section 21)