

# St John the Baptist Church of England Primary School

## Admissions Policy

As the Admissions Authority, the governing body of St John the Baptist Church of England School is responsible for admission arrangements.

The policy must be reviewed annually in consultation with the Leicester Diocesan Board of Education.

St John the Baptist Primary School offers 90 places in the “Reception” (FS2) year group, and this number normally remains the admission limit for the cohort as it advances through the school.

Applications for [First Time Admission](#) into the Reception year group are co-ordinated through Leicester City Council. (<https://www.leicester.gov.uk/schools-and-learning/school-and-colleges/school-admissions/>) Application forms may be obtained from Leicester City Council (School Admissions team) or from St John’s school office, or from the council/school websites. The school’s Supplementary Information Form is also available from these locations. This Supplementary Information Form must be returned to the school, together with supporting evidence, where priority is requested under the school’s admissions criteria.

Applications for admission to the school in any other year group or at any other time are known as “In Year Admissions” and are made directly to the school, using a single [In Year Admissions form](#). This is available from the school office or on the school’s website.

In accordance with Government legislation (Section 324 of the Education Act 1996) the Governing body will admit children who have a statement of special educational needs (or Education Health and Care Plan) that names St John the Baptist Primary School as the appropriate school.

Then the governors will consider all applications and offer places according to the following admission criteria, listed in order of priority:

1. 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 their social services functions (see section 22(1) of the Children Act 1989); or who was (c) a “looked after” child immediately prior to becoming subject to an adoption, residence, or special guardianship order.
2. A child with a brother or sister at the school at the date of intended admission. “Brother or sister” includes a full brother or sister (or adopted brother or sister), whether or not resident at the same address. It also includes a half-brother, half-sister, step-brother, step-sister, or the son or daughter of the parent/carer’s partner, in each case where the child for

whom the school place is sought is being brought up as a sibling in the same family unit at the same address.

3. A child whose parent (or person with legal parental responsibility) will have been continuously employed by the school for a period of at least twelve months up to and including the date of intended admission.
4. A child whose application is supported by a [form/letter](#) from their priest, minister or religious leader (submitted with the application) confirming that the child, or their parent, or someone with legal parental responsibility, is currently an active member of the church of any Church of England church, or of another Christian church belonging to Churches Together in England.
5. A child whose application is supported by a [form/letter](#) from their faith leader (submitted with the application) confirming that the child, or their parent, or someone with legal parental responsibility, is currently an active member of a place of worship within another faith.
6. All other children.

Notes:

It is the applicant's responsibility to ensure that any certificates (copies, not originals please) and/or letter of support are submitted together with the application.

**Any offer of a place at St. John's will be subject to satisfactory proof of address and of any priority status claimed. A school place can be withdrawn if false or misleading information is given on the application or in any supporting documents.**

Priority under the admissions criteria is cumulative. Where several applications have equal priority, they are ranked by distance from the school. This will be the straight line distance between the main entrance to the school and the child's usual place of residence, with those living closest to the school receiving the highest priority. Where two or more applications are still tied, even after application of the above distance criterion, the place will be allocated by random allocation administered by the Governing Body's Admissions Committee.

For first time admissions, the Local Authority will confirm whether a place has been awarded each year in April/May prior to the start of the academic year in which the child will start at the school. For In Year Admissions, the Governing Body will confirm whether or not a place can be offered, within ten school days of receiving your application. If no place is offered, then the parents have the right of appeal to the Leicester Diocesan Board of Education who can be contacted at St Martin's House, 7 Peacock Lane, Leicester LE1 5PZ.

A full list of churches belonging to Churches Together in England is available at [www.churches-together.net](http://www.churches-together.net) or on request from the school office.