

## **Admissions Policy 2011/2012**

This information is published by the Governors of  
**St John's CE (Voluntary Aided) J & I School, Belgravia Road,  
Wakefield, WF1 3JP**

Parents wishing to visit school before or after application is made should contact the Headteacher to make arrangements. Planned group visits and meetings for each new intake are also arranged before your child begins school.

The school's Governing Body is the admissions authority for our school. All Wakefield Local Authority (LA) schools, including voluntary aided schools such as St John's are now included in the Co-ordinated Scheme for Admission which is administered by Wakefield Local Authority. For children starting school in our Reception Class there is a standard form - the Wakefield Common Application Form (WCAF) which needs to be completed by all parents applying for a place in our school or any other LA school. The Wakefield Common Application Form (WCAF) can be obtained from the LA. The Co-ordinated Scheme is a mechanism that will ensure that every parent resident in Wakefield, who has applied for a school place in Wakefield during the normal admission round, receives a single offer of a school place on the same day from the LA.

Parents applying for a place in our school must complete a Wakefield Common Application Form (WCAF see explanatory note 1 below) expressing up to three preferences in rank order of preference. The Wakefield Common Application Form is available from the LA (tel. 01924 305616). A Supplementary Information Form (SIF) which asks about Church commitment is available from our school. This form should be completed if you want your application to be considered using the Christian Commitment Oversubscription Criteria of the School's Admissions Policy. The Common Application Form and SIF are used to determine priority for admissions for our school where there are more applications than places available. Failure to complete this form may affect the oversubscription criteria in which your child is placed. The form should be forwarded to our school.

Children are admitted to the Reception Class at the beginning of the school year (i.e. September) in which their fifth birthday falls. Places are offered on either a full-time or a part-time basis dependent on the child's date of birth (see below):

<b><u>Date of Fifth Birthday</u></b>	<b><u>Term of part-time Admission</u></b>	<b><u>Term of full-time Admission</u></b>
1 <sup>st</sup> September to 31 <sup>st</sup> March	N/A	Autumn (September)
1 <sup>st</sup> April to 31 <sup>st</sup> August	Autumn (September)	Spring (January)

The closing date for applications for Reception Class for September 2011 is 15<sup>th</sup> January 2011. The planned admission limit to Reception Class in the school for the year commencing September 2011 will be a maximum of 30. This arrangement follows consultation between the Governing Body, the Church of England Diocesan Board of Education, Local Authority, other admissions authorities in the area, parents and local groups. The Governing Body will not place any restrictions on admissions to Reception Class unless the number of children for whom admission is sought exceeds this number of places available. By law, no infant class may contain more than thirty children. If there are more applications received than places available during the normal admissions round the Governing Body applies the following criteria in strict order of priority, which is determined by the Governing Body. The admission criteria sets out the order in which places will be offered. Where there are more applications on the same criteria level than places available then places will be offered in order of proximity to the school i.e. those living closest to the school will be offered places in priority to those living further away. The distance measured will be from the central (centroid) point of applicant's property to the central (centroid) of the school's ground. Measurement will be made using the local authority's in-house admission system and mapping software. The local authority will inform parents of the offer of a place on 11th April 2011. Parents who intend to make an appeal against the decision of the Governing Body to refuse admission must submit a notice of appeal to: The Clerk to Aided School Appeal Panel, Wakefield C of E Diocesan Board of Education, Church House, 1 South Parade, Wakefield WF1 1LP.

The admission criteria...

### **The Oversubscription Admission Criteria:**

When there are more applications for admission than there are places available, preference will be given in the following order:

1. 'Looked After Children' defined as children who are in the care of the Local Authority (in accordance with Section 22 of the Children Act 1989) at the time of admission (see explanatory note 1)
2. Children who live within the Local Authority (LA) catchment area for the school (see explanatory note 2) who also have brothers or sisters in the school (see explanatory note 3) and whose parents have a church commitment; (see explanatory note 4)
3. Children who live within the LA catchment area for the school (note 2) and who also have brothers or sisters in the school (note 3)
4. Children who live within the LA catchment area for the school (note 2) and whose parents have a church commitment (note 4)
5. Children who live within the LA catchment area for the school (note 2)
6. Children who live in the Parish of St. John's, who also have brothers or sisters in the school and whose parents have a church commitment (note 3&4)
7. Children who live in the Parish of St. John's and who also have brothers or sisters in the school (note 3)
8. Children who live in the Parish of St. John's and whose parents have a church commitment (note 4)
9. Children who live in the Parish of St. John's
10. Children who live outside the Parish of St. John's, who also have brothers or sisters in the school (note 3) and whose parents have a church commitment (note 4)
11. Children who live outside the Parish of St. John's and who also have brothers or sisters in the school (note 3)
12. Children who live outside the Parish of St. John's whose parents have a church commitment (note 4)
13. Children who live outside the Parish of St. John's

**Children with a Statement of Special Educational Needs** are dealt with under a different mechanism. Any child with a school named on their statement will automatically gain a place at the school named in the statement via the statementing process. For children with a statement of special educational needs, certain other conditions also have to be satisfied. Further information can be obtained from SEN Group or Parent Partnership at the Local Authority.

### **Explanatory Notes**

1. **Children in Care** - This refers to children who are subject to care orders and interim care orders, or who are accommodated by a local authority in full time placements.
2. **Catchment area** – The school's catchment area is the area immediately around the school, as defined by the Local Authority. The school holds a list of addresses included. Our school serves our local community so the school's catchment area figures in our admissions criteria. Parents are, however, required to express a preference, stating their choice of school, even if this is the catchment area school. Whilst every effort is made to ensure that there will be a place for every child in their catchment area school, it cannot be guaranteed that this will always be the case. If parents have any queries as to whether their street is included, please contact the school.
3. **Brothers and Sisters** - This category includes children with brothers or sisters (including step-brothers or sisters residing at the same address) of statutory school age, living at the same address, in attendance at our school, on the date of admission. Parents who have older children already attending the school are not guaranteed a place for their younger child/ren. Please note that where there are more applications than places available the Oversubscription Admission Criteria (above) will be followed.
4. **Church Commitment – Supplementary Information Form (SIF)** The purpose of the Supplementary Information Form is to verify the Christian commitment of the parent(s) applying for a place at St John's CE (VA) J & I School. **This form should be completed if you want your application to be considered using the Christian Commitment Oversubscription Criteria of the School's admissions policy. Failure to complete this form may affect the oversubscription criteria in which your child is placed.** The SIF is available from school and needs to be returned to the Headteacher at the school.

**The Wakefield Common Application Form (WCAF)** will be sent to you directly by the Local Authority (LA). Please supply your contact details to the school office so that we can pass these details to the LA to ensure a form is sent to you in good time. Your application needs to be returned to the School Admissions Team at the LA as soon as possible, and by 15<sup>th</sup> January 2011 for admission to Reception Class in September, 2011.