



Admission Arrangements for the  
Academic Year 2020/21

St John's Primary Academy  
Nursery & Reception

## 1. Contents

1.	Contents .....	2
2.	Version control.....	3
3.	Admission Arrangements for Designated Nursery Provision – 2020/21 .....	4
4.	Admission Arrangements for Reception Entry for Academic Year 2020/21 .....	4
5.	Oversubscription Criteria for Nursery & Reception .....	4
6.	Additional Notes.....	5
7.	Deferred Entry to Reception Class.....	6
8.	Waiting Lists .....	7
9.	Late Applications .....	7
10.	Appeals and Repeat Applications .....	7
11.	“In-Year Transfer” Arrangements .....	8
12.	Relevant Area .....	8
13.	Published Admission Numbers and Nursery Capacities 2020/21 .....	8
14.	Monitoring and Review .....	8

## 2. Version control

Date	Version	Revision	Owner
03/11/17	1.0	New Policy.	Future Generation Trust Policy Team
27/02/18	2.0	Amendment following consultation.	Future Generation Trust Policy Team
13/04/18	3.0	Amendment to measuring distance from academy for Nursery applications.	Future Generation Trust Policy Team
14/01/19	4.0	Annual review of Policy.	Future Generation Trust Policy Team

### **3. Admission Arrangements for Designated Nursery Provision – 2020/21**

Children will be admitted in September of the academic year in which they become four years old.

It is our policy to try and meet parents' wishes where possible. Where there are more applications than available places in our Nursery, admission is determined by the oversubscription criteria detailed in section 5.

### **4. Admission Arrangements for Reception Entry for Academic Year 2020/21**

Full time places in reception classes (normal age of entry) will be available in September of the academic year within which the child becomes five years old.

Although parents have the right to express a preference for the school that they wish their child to attend, there is no guarantee of a place being offered at their preferred school.

It is our policy to try and meet parents' wishes where possible. However, in some cases there may be more applications for St John's Primary Academy than there are places available. Again, admission is determined by the oversubscription criteria is detailed in section 5.

### **5. Oversubscription Criteria for Nursery & Reception**

If the total number of preferences for admission to St John's Primary Academy (Nursery or Reception) exceeds the number of available places (see section 13), then the following order of priority will be used to allocate the available places.

- 1) Children in Care and children who ceased to be in care because they were adopted (or became subject to a residence order or special guardianship order).
- 2) Children who satisfy both of the following tests:

Test 1: the child is distinguished from the great majority of other applicants either on their own individual medical grounds or by other exceptional circumstances.

Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application). This report must clearly justify, for health reasons only, why it is better for the child's health to attend St John's nursery or reception rather than any other nursery or reception.

Exceptional circumstances must relate to the choice of nursery or reception, and the individual child, i.e. the circumstances of the child, not the specific economic or social circumstances of the parent/carer, and be supported by a professional report (obtained by the applicant and provided at the point of application), e.g. social worker, justifying why it is better for the child to attend St John's nursery or reception rather than any other nursery or reception.

Test 2: the child would suffer hardship if they were unable to attend the preferred nursery or reception setting.

Hardship means severe suffering of any kind, not merely difficulty or inconvenience, which is likely to be experienced as a result of the child attending a different school. Applicants must provide detailed information about both the type and severity of any likely hardship at the time of application.

- 3) Children who have an elder brother or sister in attendance at St John's Primary Academy and who will still be attending the school at the time of the proposed admission date. (For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)
- 4) Children living within the defined catchment for St John's Primary Academy.
- 5) Children who have a parent who has been directly employed by St John's Primary Academy for more than two years and for a minimum of 0.5 FTE, or who have been recruited to fill a vacant post for which there has previously been a difficulty with recruitment or retention.
- 6) **Nursery:** Other children arranged in order of priority according to how near their home addresses (front door) are to the main gate of the Academy, determined by a straight-line measurement as calculated utilising Google Maps.

**Reception:** Other children arranged in order of priority according to how near their home addresses are to the main gate of the Academy, determined by a straight-line measurement as calculated using the Local Authority's Geographical Information System.

Where it is not possible to accommodate all children applying for places within a particular category then the Academy and/or Local Authority will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area children cannot be accommodated at a school, children who are resident within the catchment area will be arranged in order of priority according to the remaining criteria.

## 6. Additional Notes

A map of the catchment area of St. John's Primary Academy is available on our website and a copy is available from our school office upon request.

There is no charge or cost related to the admission of a child to a school.

Applications for Nursery places for 2020/21 will be processed and managed directly by the Academy.

Applications for Reception places for 2020/21, will be processed by the Staffordshire School Admissions and Transport Service, who manage the process on our behalf.

Attendance at St. John's Primary Academy Nursery will not guarantee admission to our Reception Class or give any advantage to the child's application for Reception. Parents must make a separate application for admission to Reception at the appropriate time.

In accordance with legislation, children who have a statutory statement of special educational need or an Education, Health and Care Plan (EHCP) that names a particular nursery setting must be admitted to that nursery or reception. This will reduce the amount of places available to other applicants.

Children in Care means children who are in the care of, or provided with accommodation by a local authority in accordance with section 22(1) of the Children Act 1989 at the time of making the application.

It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the published admissions criteria, the Academy and/or Local Authority will not seek to obtain this information on behalf of the applicant.

The Staffordshire School Admissions and Transport Team uses a Geographical Information System (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address is determined and provided by the Local Land and Property Gazetteer (LLPG) and OS Address Point data.

The requirement for St. John's Primary Academy to meet the Infant Class Size legislation may result in the refusal of catchment area or sibling applications where a class has already reached its limit of 30 pupils. However, as an exception, we will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

The home address is considered to be the child's along with their parent/carer's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relative's address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

If a child's home address changes during the admissions process it is the responsibility of the parent/carer to inform the Academy and/or Local Authority (who manage the process for Reception admissions on our behalf) immediately. Where there is a proposed house move taking place during the admissions process the Academy and/or Local Authority will only accept the revised address for purposes of allocation where parents/carers can provide documentary evidence of the move by 1 April 2020.

If a place is offered on the basis of an address that is subsequently found to be different from the child's normal and permanent home address at the time of allocation of places then that place is likely to be withdrawn.

If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats or are the result of a multiple birth, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

## **7. Deferred Entry to Reception Class**

St John's Primary Academy will consider requests from parents to retain a place where the parents wish to defer their child's entry to a Reception Class until later in the same academic year or until the term in which the child reaches compulsory school age providing it is not beyond the academic year. The effect is that the place will be held for the child and is not available to be offered to any other child. A parent may not defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the application was accepted.

St. John's Primary Academy will also consider requests from parents who wish their child to attend Reception Class on a part-time basis until the child reaches compulsory school age.

## **8. Waiting Lists**

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received. If places become available after the offer date they will be offered to the child at the top of the waiting list.

Inclusion on our waiting list does not mean that a place will eventually become available at St John's Primary Academy.

A child's position on a waiting list is not fixed and is subject to change during the year, i.e. they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria listed above.

For cases where the infant class size regulations apply, the waiting list will operate until the cohort concerned leaves Year 2.

For all other cases, Waiting Lists will be kept until the end of the autumn term of admission.

Children who are subject of a direction by a local authority to admit or who are allocated to a school in accordance with the Fair Access Protocol will take precedence over those on the waiting list.

## **9. Late Applications**

Preferences received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late preferences will be considered only after those that were made before this point.

A late application does not affect the right of appeal or the right to be placed on a academy's waiting list.

## **10. Appeals and Repeat Applications**

There is no statutory right of appeal for admission to a nursery setting. Any disputes over the administration of the policy will be dealt with by the Future Generation Trust complaints policy and procedure.

Any appeals for Reception , will be processed by the Staffordshire School Admissions and Transport Service, who manage the process on our behalf.

Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, we can accept a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school, but still refuse admission.

## 11. “In-Year Transfer” Arrangements

Parents or carers seeking to transfer to St John’s Primary Academy may make an application using the appropriate application form. If the application is completed in full and meets the requirements set out on the form it will be processed in line with the procedure outlined in the determined admission arrangements. Parents and carers need to be aware that any date set for joining St John’s Primary Academy may be after the next term or half term holiday and those parents/carers are responsible for ensuring that their child continues to receive appropriate education in the interim.

## 12. Relevant Area

Staffordshire County Council’s relevant area for consultation is contained within the administrative area of Staffordshire County Council.

## 13. Published Admission Numbers and Nursery Capacities 2020/21

A school’s Published Admission Number (PAN) reflect the number of children to be admitted at the normal age of entry and should only be exceeded in exceptional circumstances and with prior agreement from the Local Authority.

FTE Capacity details the proposed nursery FTE capacities, where FTE is the “Full Time Equivalent” capacity and 26 FTE places is equivalent to 52 part-time nursery places.

Dfe No	School	PAN 2018/19	FTE Nursery Capacity
3145	St. John’s Primary Academy	60	26

## 14. Monitoring and Review

The Future Generation Trust Board has overall responsibility for this policy and for reviewing its implementation and effectiveness. The Headteacher has day-to-day operational responsibility for this policy and must ensure that all staff are fully aware of its contents and trained accordingly.

**Policy adopted on:** 14 February 2019

**Review Date:** January 2020

**Signed:** Stuart Ayres

**Designation:** Headteacher