



Over St. John's C.E. Primary School
'Let your light shine before others.' Matthew 5:16
Admissions Policy

Introduction

Our Governing Board 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 was later revised in the Education Act of 2002. Our admissions policy conforms to the regulations that are set out in that Act and are further explained in the statutory School Admissions Code of Practice (2014) and the statutory Appeals Code of Practice (2012).

Aims and Objectives

We seek to be an inclusive school, welcoming children from all backgrounds and abilities.

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

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, the Local Authority will follow the procedure set out below to determine whether a child is to be accepted or not for the Reception intake and the school will follow this procedure for in year admissions. It is our wish for parents and carers to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.

A child's level of ability is irrelevant to this school's Admissions Policy, as are any special needs the child may have.

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

Our school is a community school, and it determines the admission arrangements in agreement with the local authority (LA). The Admissions Authority for our school is therefore the LA, which publishes its entry regulations every year. Parents and carers can receive a copy of these regulations directly from the LA.

The agreed criteria for admission to this local authority community primary school is:

1. **A 'Looked After Child'** or a child who was previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements order, or special guardianship order). A looked after child is 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 the definition in section 22(1) of the Children Act 1989).
2. **Siblings** – pupils with elder brothers or sisters, step-brothers or step-sisters, half-brothers or half-sisters, adopted brothers or adopted sisters **living together as part of one household**, already attending the preferred school (in years Reception through to Year 5).
3. **Children resident within the designated catchment zone of the school.**
4. **Pupils living nearest to the school.** Distance will be measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG).

The LA's annual admissions prospectus informs parents and carers how to apply for a place at the school of their choice. Parents and carers have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Application should be made on a form that can be obtained

from the local authority admissions department and should be returned by the date stipulated on that form. The LA will notify parents and carers of the decision on the date as published in the Admissions Prospectus.

In this area, children enter school at the start of the academic year in which they become five. There is one admission date per year, early in September (i.e. when the autumn term begins). Therefore, parents and carers who would like their child to be admitted to this school during the year their child is five should ensure that they return the necessary application form by the date as stated by the LA.

Admission Appeals

If a place is not offered for a child in this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much.

If parents and carers wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent panel considers all such appeals and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom a place has been refused, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school. (Further details of appeal arrangements are set out in the revised Code of Practice on School Admissions Appeal Code (2012).

The Published Admission Number

The Published Admission Number (PAN) is the number of children the LA considers the school can accommodate. The PAN for our school is 147 (21 children per year group). We keep this number under review and the governors will apply to change the number if circumstances change.

Key Stage One Class Size

We teach Key Stage One children (aged five to seven) in classes that have a maximum number of 30 children.

Monitoring and Review

This policy will be monitored by the senior leaders, who will always take due note of the guidance provided by the local Admissions Forum.

The policy will be reviewed each year and changed if necessary to take account of any change in circumstances, either in our school or in the local area.

Signed: *E Snowden*

Head Teacher

Date: **October 2025**

Review Date: **October 2026**