

St John & St James Church of England Primary School



Proposed New Admissions Policy September 2026

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St John and St James CofE Primary school is a two form entry primary school situated in the Enfield Deanery, and part of the London Diocesan Board for Schools (LDBS), serving a diverse community and pupil population. We have a stunning, bright and spacious new building

equipped for 21st century learning. We are well supported by the Diocese and Local Authority and have a supportive Governing Body.

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1. Aims

This policy aims to:

Explain **how to apply** for a place at the school

Set out the school's **arrangements for allocating places to the pupils** who apply

Explain **how to appeal** against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#) · [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

3. Definitions

The **normal admissions round*** is the period during which parents can apply for state funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

***This is usually a deadline of October for Secondary School applications and January for Reception applications.**

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

For applications in the normal admissions round you should use the online application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for up to 6 state-funded schools, in rank order.

St John & St James CE Primary school requires that a supplementary information form is completed. This is available from the school office.

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

5.1 Admission of children below compulsory school age and deferred entry to school

All children are entitled to a school place in the September after their fourth birthday.

However, a child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made. Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Decisions regarding deferred places will be accepted where places are available and in line with the oversubscription criteria outlined in 6.2 of this policy.

5.2 Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

Parents' views

Parents will be requested to support the admission process by providing the following:

- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria

listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

The school has Pupil Admission Numbers (PAN) for 30 pupils. This means that 30 pupils will be accepted into Reception each year, until further notice, as agreed with Enfield Local Authority and the London Diocese Board for Schools.

6.2 Oversubscription criteria

All children who have clearly identified SEN needs will be admitted, in consultation with the Local Authority, before any or other places are allocated where the school is confident, with reasonable adjustments, that it can meet their needs.

If the school is not oversubscribed, all applicants will be offered a place, where possible. In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school.
2. Priority will next be given to children on the basis of social or medical need. The school requires evidence for external professional or medical practitioners as supporting evidence if you are making an application on the basis of social or medical need.
3. Children whose parents are communicant members of and 'regularly worship' (at least twice a month) at St John the Baptist & St James Church or St Johns.

4. Children whose parents are communicant members of and 'regularly worship' at any other local Church of England Church.
5. Children whose parents are members of and 'regularly worship' in local Churches and Chapels of other Christian Denominations (i.e. churches affiliated to Churches Together in Britain & Ireland and The Evangelical Alliance and The Caribbean Evangelical Alliance).
6. Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.
7. Children of parents / carers not falling within the criteria above but who live in close proximity to the school, priority being given to those living the closest.

Definition: 'regularly worship' – means at least twice a month over a period of at least a year.

6.3 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front gates on Grove Street. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

7. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round.

As is the case in the normal admissions round, all children with clearly identified SEN needs

will be considered a priority, in consultation with the Local Authority, before any other places are allocated and where reasonable adjustments will enable the young person's needs to be met.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the school and to the local authority.

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

APPEALS: c/o of the school.

9. Monitoring arrangements

This policy will be reviewed and approved by the governing board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.