

ADMISSIONS POLICY

ST JOHN'S CHURCH OF ENGLAND PRIMARY SCHOOL



ACADEMIC YEAR FOR WHICH THIS POLICY APPLIES: 2025-2026

St John's School is a Church of England primary school with a distinctively Christian ethos. This underpins the values of the school and reflects its nature-to serve others with love. The school's purpose is to serve the community of Sparkhill by providing each child with the education they need to flourish and each family the support they need to thrive. St John's is a Church school where every child is welcomed, valued and loved. A place where children can grow in, and reflect on, their own faith -no matter what that may be- and learn to respect the beliefs, opinions and lifestyles of others.

School Correspondence Address:

St John's Church of England Primary School
Stratford Road,
Sparkhill,
Birmingham,
B11 4EA

The Governing Board of St John's Church of England Primary School manages admissions into the academy.

St John's CE Primary School's admission number for Reception is 60 and for Nursery is 72. Where the number of applications is lower than this admission number, all applicants will be admitted.

All children whose education, health and care (EHC) plans name St John's CE Primary School will be admitted before any other places are allocated.

1.0 How to apply for Reception:

1.1 Our admissions process for September admissions is part of the Local Authority co-ordinated scheme. Applicants must apply to their home Local Authority by the published closing date. The Local Authority allows parents to express their preference for a minimum of 3 state-funded schools, in rank order. For Birmingham school admissions, you must submit your preferences to the Local Authority online at the following website www.birmingham.gov.uk/schooladmissions

1.2 Applications for Reception received after the Local Authority's designated closing date for receipt of applications will be deemed to have been made late and will be considered after applications with the same priority that were received on time.

1.3 You will receive an offer for a school place directly from the local authority on the published "offers day". This is usually via email.

2.0 How to apply for St John's School Nursery:

2.1 The Governing Board manages admissions into Nursery- there is no Local Authority form to fill in. Children may be admitted to the Nursery class at the beginning of the school year in which they reach the age of four. Where the number of applications is lower than this admission number, all applicants will be admitted. Where the Nursery is oversubscribed, places will be given out in accordance with the oversubscription criteria in Section 3 (below).

2.2 An application form is available in Appendix 1 of this policy. Applications for Nursery admissions should be sent to the following address:

via email on: enquiry@st-johns-pri.bham.sch.uk

Or to:

The Chair of Governors: St John's CE Primary School,
Stratford Road,
Sparkhill,
Birmingham,
B11 4EA

2.3 Please note, pupils attending St John's CE Nursery will not transfer automatically into the Reception class. A separate application must be made for a place in Reception.

3.0 Oversubscription criteria for all places:

If the number of applications for a particular year group exceeds the number of places available, each application will be given a priority and places will be allocated in the following order:

Priority 1:

Children **looked after by a Local Authority** (in accordance with section 22 of the Children Act 1989) at the time of making an application to the school and children who were previously looked after but ceased to be so because they were adopted or became subject to a Child Arrangements Order or Special Guardianship Order immediately following having been looked after. From September 2021, this includes those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Priority 2:

- (a) Children and parents/guardians (*see note 1) who are in regular attendance at public worship at any Church of England church (regular referring to attending twice a month for the year before the application is made.)

- (b) Children and parents/guardians (*see note 1) who are in regular attendance at public worship at any Christian church. (*see note 3) (regular referring to attending twice a month for the year before the application is made.)

You will need to fill in a SIF (section A and B):

Attendance will be established by information provided on the Supplementary Information Form completed by a member of the clergy or other designated church officer

Priority 3:

Children with siblings (*see Note 2) 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.

You will need to fill in a SIF (sections A and C):

This will be established using information provided on the Supplementary Information Form.

Priority 4:

Children living nearest to the school. Distances are measured by the Local Authority from the front door of a child's legal place of residence (*see note 4) to the centre of the school site.

If offering places within any one of the criteria would cause the St John's CE Primary School's admission number to be exceeded, then children living nearest will be offered first.

4.0 Tie break- Distance from the school

If two or more applicants share the same distance to the school and only one place is available, the applicant to whom the place will be offered will be determined by the Local Authority by random selection (unless this involves multiple births, in which case, all the siblings will be admitted).

5.0 In-Year applications:

5.1 Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

5.2 The Admissions Committee of the Governing Board of St John's CE Primary School manage the in-year admissions process so please apply directly to the school. Applications for in-year admissions should be sent to the following address:

via email on: enquiry@st-johns-pri.bham.sch.uk

Or to:

The Chair of Governors: St John's CE Primary School,
Stratford Road,
Sparkhill,
Birmingham,
B11 4EA

5.3 Parents wishing to apply in-year will need to fill in the application form (Appendix 1). Any parents applying under over-subscription criteria 2 or 3 (see section 3), will need to fill in a Supplementary Information Form (Appendix 2)

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

5.5 If the governors determine that 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 3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

5.6 The school will notify parents of the decision in writing within 15 school days and will notify the local authority of both the application and its outcome to allow the Local Authority to keep up to date with figures on the availability of school places in their area.

6.0 Waiting lists

6.1 Waiting lists are produced in strict order of priority, against the over-subscription criteria. Waiting lists are kept until the end of the autumn term in the year of admission.

7.0 Appeals:

7.1 If your child's application for a place at the school is unsuccessful, you have the right to appeal this decision. If you wish to appeal, you must fill in the Appeal form (Appendix 3) and return it by the date you will be given. This form will need to be returned to:

enquiry@st-johns-pri.bham.sch.uk

or by post to:

The Chair of Governors: St John's CE Primary School,
Stratford Road,
Sparkhill,
B11 4EA

7.2 The governing board will arrange for the appeal to be heard by an independent panel and you will be contacted with the details.

7.3 You cannot normally appeal again in the same academic year unless there is a significant and material change in circumstances.

8.0 Fair Access Protocol:

The Governing Board recognises its duty to participate in the Local Authority Fair Access Protocol.

9.0 Admission of children below compulsory school age and deferred entry:

9.1 A child is entitled to a full-time place at school in the September following their fourth birthday. The child's parents can defer the date their child is admitted to St John's CE Primary 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 application was made.

9.2 Where 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.

9.3 Compulsory school age is the prescribed day on or following the child's fifth birthday. The prescribed days are **31 December, 31 March and 31 August**: i.e. A child born between 01 September and 31 December must be in compulsory education by the 31 December. A child born between 01 January and 31 March must be in compulsory education by 31 March. A child born between 01 April and 31 August must be in compulsory education by the beginning of the final term of the school year (unless the provisions relating to summer-born children below are applied).

10. Summer-born Children (those born between 01 April and 31 August)

10.1 Parents of a summer born child may choose not to send their child to school until the September following the child's fifth birthday, when they will apply for the child to enter Year 1. There is no guarantee that a place will be available at the school at this stage, as the year group may well already be full.

10.2 Parents of a summer born child may, *at the same time as making an application to the Local Authority for a Reception place in the child's normal age group*, make a request of the school's Governing Board that the child may **apply** the next year to be admitted to the Reception Class in the September following the child's 5th birthday instead.

The request should be made in writing to the Chair of the Governing Board of the school, via the school office, setting out the reasons for the request. The Governing Board will make its decision on the basis of the individual circumstances of each case and in the best interests of the child concerned and will set out clearly the reasons for the decision.

(a) If the Governing Board agrees to the parent's request, the existing application for a Reception place may be withdrawn and the parent must then make a **new** application for a place in Reception **as part of the main admissions round the following year**, which will be considered against the normal oversubscription criteria (and there is no guarantee of a place being offered at this school at that stage).

(b) If the Governing Board does not agree to the parent's request, the parent must decide whether to accept any offer of a place for the normal age group, or to refuse it and make an in-year application for admission to Year 1 for the September following the child's fifth birthday (when, again, there is no guarantee of a place being available at this school).

10.3 A decision made by one admission authority in respect of admission of a child out of their normal age group is not binding on any other admission authority. Therefore, a child educated out of their normal age group at this school may not be accepted out of their normal age group when moving to a different school or from primary to secondary school.

10.4 Parents' statutory right of appeal against a decision to refuse admission does not apply if the child is offered a place at the school but it is not in the parent's preferred age group.

10.5 If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they read the DFE guidance to be found at: <https://www.gov.uk/government/publications/summer-born-children-school/Academy-admission>

11. Admission of children outside their normal age group

11.1 Parents may seek a place for a child outside of their normal age group in special circumstances, for instance if the child is gifted and talented or has experienced problems such as ill health. Such applications should be made in writing to the Chair of the Governing Board of the school, *via the school office*, setting out the reasons for the request.

11.2 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
- ✓ 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

11.3 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 3. 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.

11.4 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.

12. Notes for Parents:

Note 1:

For the purposes of education law, the Department for Education considers a 'parent' to include:

- all biological parents, whether they are married or not;
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative;
- any person who, although not a biological parent and not having parental responsibility, has care of a child or young person. A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

Note 2:

Under priority 4 of the over-subscription criteria, a brother or sister must live at the same address and could be:

- 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.

Note 3:

‘For the purposes of these admission arrangements 'other Christian church' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally Designated churches can be found at [list of designated churches 3 oct 18.pdf \(churchofengland.org\)](#)

Note 4:

A child’s home address is the place where the child is permanently resident with his or her Parent(s). When a child lives between two addresses, the address used for offering a school place will be where the child lives for most of the school week (Monday to Friday). If care is split equally, the parents can choose which address will be used. [In the event of a dispute between parents who each have parental responsibility, the matter may ultimately need to be resolved by the courts.]

13. Monitoring arrangements

This policy will be approved annually by the Governing Board.

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. If no changes are proposed, the Board will publicly consult on the school’s admission arrangements at least once every 7 years.

Date of Last Review:	
Date of Next Review:	

- Appendix 1: Application Form
- Appendix 2: SIF
- Appendix 3: Appeals Form



Appendix 1: NEW ADMISSIONS FORM

CONFIDENTIAL

Child's Details:	
Child's Name:	
Date of Birth:	
Applying for which Year Group:	Gender: Male Female
Legal place of residence:	
	Postcode:
Main Telephone Number:	
Mobile Number:	
If you change your address please let the office know immediately as this can affect your position on the waiting list	

Family Information: First point of contact: Mother Father Both (tick as appropriate)

Mother's Name:			
Mother's Address:	Same as son/daughter, or:		
Mother's Home Phone:		Mother's mobile:	
Mother's Email:			
Father's Name:			

Father's Address:	Same as son/daughter, or:		
Father's Home Phone:		Father's Mobile:	
Father's Email:			
Is your child?			
In public care or accomodated by a local authority (a looked after child) or previously looked after?			
	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If Yes, which local authority?			
Please give the name of the social worker and a contact telephone number:			
Name:			
Telephone:			

Appendix 2: SIF (Supplementary Information Form) You only need to fill this in if you wish to apply for a place under the oversubscription criteria priority 2 or 3.

Supplementary Information Form for 2025/26

Admission applications under oversubscription criteria 2 and 3

If the number of applications for a particular year group exceeds the number of places available, each application will be given a priority and places will be allocated in the following order:

Priority 2:

- (c) Children of parents/guardians (*see note 1) who are in regular attendance at public worship at any Church of England church (regular referring to attending twice a month for the year before the application is made.)
- (d) Children of parents/guardians (*see note 1) who are in regular attendance at public worship at any Christian church. (*see note 3) (regular referring to attending twice a month for the year before the application is made.)

Priority 3:

Children with siblings (*see Note 2) 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.

Notes for Parents:

Section A is to be completed by **all** parent(s)/carer(s) applying under criteria 2 or 3.

Section B must only be completed by a minister from the relevant church if you are applying under priority 2a or 2b.

Section C must only be completed if you are applying under priority 3- Siblings

This form is only an *additional* part of your application for a place at this school if you are applying under Priority 2 or 3.

For Reception September admissions, you must complete your home Council's **online** Admissions Procedure. Details for Birmingham schools can be found at www.birmingham.gov.uk/schooladmissions

For in-year applications, you must also complete the school's application form (Appendix 1). If you are applying under criteria 2 or 3 you must complete the school's SIF and return to:

enquiry@st-johns-pri.bham.sch.uk

or by post to:

The Chair of Governors:
St John's CE Primary School,
Stratford Road,
Sparkhill,
B11 4EA



Supplementary Information Form for 2025/26

Section A: ALL PARENT(S)/CARER(S) FILL THIS IN:

Child's Details:	
Child's Name:	
Date of Birth:	
Applying for which Year Group:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
Legal place of residence:	
	Postcode:
Main Telephone Number:	

SECTION B: Application under Priority 2: Attendance at a Church

To be completed by the Minister/Vicar
I confirm that the parent/guardian of the child named above has attended:

Name of Church:
And has attended public worship twice a month for the 12 months immediately prior to this date of application.
Name:
Position:
Contact Number:

SECTION C: Application under Priority 3: Siblings attending St John's CE Primary School

Does your child have siblings attending St John's School?	Yes	No
Name(s) of siblings:		
Current Year Group(s)		

Appendix 3: Appeals Form

Stratford Road, Sparkhill, Birmingham B11 4EA
 Mr Des Ricketts – Chair Governors
 E-mail: enquiry@st-johns-pri.bham.sch.uk



NOTICE OF APPEAL AGAINST ADMISSION DECISION

NAME OF CHILD: HOME ADDRESS: EMAIL ADDRESS: (essential so that we can send you the meeting link) :	Is your child attending school now? If YES please state which school: If NO please state last date of attendance at school: Have you recently moved into the area? If YES please state the date:
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TELEPHONE NO:	
DATE OF BIRTH:	AGE:

Have you any other children attending this school now? If so, please state their name(s) and date(s) of birth:

Name:

Date of birth:

Name:

Date of birth:

Reason for appeal (continue overleaf and/or on another sheet as necessary):

overleaf

Continued

IMPORTANT *Due to Coronavirus social distancing requirements, the DfE has amended its guidance on Appeal Hearings, advising that rather than holding a meeting, appeals may instead be held via video-conferencing or paper submission only.*

You may attend the appeal personally and bring a friend/representative with you to assist in the presentation of your case. If you are unable to attend, or do not wish to, the appeal may be heard on the basis of written evidence.

Do you agree to accept less than 14 calendar day's notice of the appeal hearing date? Yes / No

Will you come to the appeal? Yes / No

Will you bring someone with you? Yes / No

If yes, please state their name and relationship to you (*eg parent/friend*):

.....

If attending, will you need a translator? Yes / No

If you have said Yes, please state which language:

.....

Will you need any other special arrangements at the hearing? Yes / No
(*eg access requirements/hearing loop*)

If you have said Yes, please state what you will need:

.....

.....

I [*please write your name clearly*]

.....

wish to appeal against the refusal of a Primary school place for my child

for Year Group

at [*name of school*]

.....

Please find here the link to the Birmingham Diocesan Board of Finance Privacy Notice which informs you how your personal data will be handled during the course of your appeal:

<https://www.cofebirmingham.com/privacy-notice.php>

Parent/guardian signature: **Date:**

Please return this form to the Chair of Governors at the school address above.

DRAFT