St John and St Nicolas Schools Federation | For the good of all through curiosity, creativity and love

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1.4				

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St John and St Nicolas Schools Federation

Admissions arrangements for St John the Evangelist Infant School 2027-2028

At St John and St Nicolas Schools Federation, the vision is 'For the good of all – through curiosity, creativity and love.' This vision applies equally to the federation's admissions policies and the aim is for our policies to be applied as fairly as possible to meet the needs of all members of our schools' community.

1: Admission arrangements for Reception

As a church school, we welcome applications from Christian families and those of other faiths or none. We ask parents *(see Note 1)* applying for a place at our school to respect this ethos and its importance to the whole school community.

The governors have made every effort to ensure that these arrangements comply with the new School Admissions Code dated May 2021 and all relevant legislation, including that on infant class size and equal opportunities.

The governing board of the federation is responsible for deciding on admissions to St John the Evangelist School, but works in partnership with West Berkshire admission authority to co-ordinate admissions to maintained schools. Details of the Local Authority arrangements for

West Berkshire Schools and Voluntary Aided Church Schools are available in the West Berkshire Parent's Guide which is available on West Berkshire Council website.

All applications from West Berkshire residents must be on the Common Admission Form (CAF) available from West Berkshire. Those residing outside of West Berkshire must apply on the CAF of their home Local Authority. The offer/refusal letter will also come from the home local authority on behalf of the Governing Board:www.westberks.gov.uk/primaryadmissions

St John the Evangelist admission arrangements are available on the federation website: https://stjohnandstnicolasschools.org.uk
For the 2026/27 academic year St John the Evangelist School will be admitting pupils at a single point of entry as follows: September 2027 (Autumn Term) - For a child whose 5th birthday falls between 1st September 2027 and 31st August 2028.

The admissions committee will allocate places for reception year, following receipt of all applications received by 15th January 2027.

The Published Admission Number (PAN) to the reception year 1st September 2027 is 60. All other year groups (year 1 and 2) also have 60 places. The federation has made every effort to ensure that this policy complies with all relevant legislation, including that on infant class size legislation, which restricts classes to 30.

2: Deferring Entry
Parents of a child whose fifth birthday falls between 1st September 2027 and 31st March 2028 may defer entry until their child reaches compulsory school age (the term beginning in January or April after their fifth birthday). The school will hold the deferred place for the child (provided it is taken up during the school year 2027/28), although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

For children whose fifth birthday falls between 1st April 2028 and 31st August 2028 (summer born children) parents can defer the date that their child is admitted to school but not beyond the beginning of the final term of the school year. Parents should refer to DfE Guidance on requesting a delayed school start for children born in the summer: Summer born children: advice for parents.

Until the child reaches compulsory school age, s/he may attend part-time. If parents wish to exercise this right, they should discuss detailed arrangements with the head teacher.

Parents (see Note 1) wishing to apply for the Reception [Foundation] Year in September 2026 must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 15 January 2026. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be given to parents on 16 April 2026.

Part Time Attendance
Until the child reaches compulsory school age, they may attend part-time. If parents wish to exercise this right they should discuss detailed arrangements with the executive headteacher.

Offers and refusals of a place will be issued on 16th APRIL 2027 (see West Berks Co-ordinated scheme). Once you receive your offer of a place you must return the acceptance slip by the date included in the offer letter (usually early May).

3: Special Educational Needs
Children with an Education, Health and Care Plan (EHCP), naming St John the Evangelist School, will be admitted at any time above any other child including those on the waiting list. This is a legal requirement.

4: Over subscription Criteria and Admission Arrangements
The following arrangements apply to reception year applications only and should be read alongside the nursery admission arrangements, as your child may already be attending the nursery class or have been offered a place, which you have accepted. Attendance in the nursery class does not guarantee admission to St John's School.

Entry to school between September 2027 and August 2028 is open to all children born between 1st September 2022 and 31st August 2023. Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below.

A. Looked After Children and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted. *(See Note 2)*

B. Families who have exceptional medical or social needs that make it essential that their child attends St John's School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. *(See Note 3)*

C. Catchment Area Siblings
Children whose permanent home address *(see Note 4)* is in the school's designated catchment area and with a sibling (*see Note 5)* living in the same family unit who is already on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be on roll at the time of entry.

D. Catchment Area St Nicolas School Siblings
Children whose permanent address is in the school's designated catchment area and with a sibling living in the same family unit **either** (a) who is already on the roll of St Nicolas School at the time of application or whose parent has accepted an offer of a place at the school and who is expected to be on roll at the time of entry **or** (b) on the Year 2 roll of St John's School at the time of application and whose parent has applied for a place at St Nicolas School for September 2027.

E. Catchment Area Pupils - Children whose permanent home address is in the school's designated catchment area.

F. Siblings - Children whose permanent home address is out of the school's designated catchment area with a sibling living in the same family unit already on the roll of the school

at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be on roll at the time of entry.

G. St Nicolas School Siblings - Children not living within the designated area served by the school, but have a sibling living in the same family unit already on the roll of St Nicolas School at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be on roll at the time of entry.

H. All other children.

Notes:

Note 1:

"Parent" is defined in law (The Education Act 1996) as either:

a) any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or

b) any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

Note 2:

By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. Previously looked after children are children who have been adopted, subject to child arrangement orders or special guardianship orders. Adopted children are those for whom an adoption order is made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A "child arrangements order" is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A "special guardianship order" is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order). Evidence that a child from outside England was previously in state care will be required to come within this criterion. A child is regarded, as having been in state care outside England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Note 3:

When applying under criterion B (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring St John's School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

Note 4:

Children whose permanent home address is within the designated catchment area of the school. This is shown on the map at www.westberks.gov.uk/catchment, a copy of which is

available on the school website or from the school office on request and will be provided with any paper copies of the policy.

By normal home address, we mean the child's permanent home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned or rented by the child's parent/s or person with legal care and control of the child.

In the majority of cases, applicants rent or own one property. However, family circumstances vary, so we have identified below how we will consider different cases:

- *If you own a house or a flat and are renting and living in another property, we will consider the rental address as your permanent address if:*
  1. *Your owned property is rented and*
  2. *You have been living at the rental address for at least 1 year (we will require proof)*

  In some cases, we may consider a rental address where you have lived for a period shorter than a year as your permanent address if your owned property is a considerable distance away from the rented accommodation where you are living. In these cases we will decide what evidence you should provide us and we will review it and make a decision.

- *If you own two or more houses, the permanent home address is where you live and we may ask for evidence to determine which address is the permanent home address.*

- *If your permanent home address is not owned or rented (for example, living with parents), we will consider it as your permanent home address if you do not own or rent another property. We will require evidence to show you do not own or rent another property. If you cannot show evidence that you have lived at the current address for more than 1 year, we will need to see documentation that confirms what the previous address was and that you do not own or rent the property.*

- *If you own or rent a property and have moved because of an emergency, for example fleeing domestic violence, we will consider the address where you are staying as your permanent home address. We will require evidence such as a police report.*

- *Where parental responsibilities are shared and the child/children live at both parents' addresses, either address will be considered the permanent address, but only one address can be used on the application form and only one application can be made for each child. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:*
  1. *Any legal documentation confirming residence, such as the legal separation documents*
  2. *Information on the actual pattern of the residence*
  3. *The period of time over which the current arrangement has been in place*
  4. *Confirmation from any previous school of the contact details and home address supplied to it by the parents*

5. *Where the child is registered with his/her GP*
6. *Council Tax bill payments*
7. *Any other evidence the parents may supply to verify the position.*

Families of service personnel with a confirmed posting to West Berkshire or crown servants returning from overseas to live in the area will be considered as catchment applicants if the application is accompanied by an official letter that declares a relocation date and a unit postal address or quartering area address.

The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where they sleep for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at their parent's address. For example, if they resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are not sufficient reason for listing another address.

If parents/carers are moving or plan to move, and are applying for a school place in the normal admission round, the new address will be accepted for the forthcoming allocation if evidence such as exchange of contracts or a tenancy agreement to confirm a completed move and actual residence at the new address is received by 31st January for a primary place (see moving house in the School Admission guides at: www.westberks.gov.uk/primaryadmissions)

Confirmation received after the initial allocation process will not be taken into account until immediately after allocation dates when waiting lists will be adjusted accordingly. At all other times changes of address will be considered immediately on receipt of evidence.

***Note 5:** By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It is helpful if parents make it clear on the application form where the sibling has a different family name.*

Where there is more than one sibling at the school, only the youngest should be listed on the application form.

5: Late Applications

Late applications are considered as detailed in the co-ordinated and in year admissions scheme.

6: Right to Appeal

Parents/legal carers have a right to appeal against the governing board's admission decision. An independent panel managed by the Diocese of Oxford deals with all appeals. Information on

how to make an appeal will be provided to parents and guardians immediately upon refusal of a place at the preferred school, including the date by which an appeal should be submitted.

Accepting an offer does not affect your right to appeal for a place at your first or a higher ranked preference school that has been refused.

In the event of an unsuccessful appeal against non-admission to the school, the governing board will only consider a further appeal in the same academic year if there has been a significant change of circumstances.

If you decide to appeal you will need to confirm your intention in writing to the governing board.

7: Waiting List

A waiting list for the reception year will be kept until the first day of the new academic year (September 1st). After that date, parents will be contacted and asked to confirm in writing whether they wish to stay on the list.

A waiting list will be kept for all other year groups and again parents will be contacted and asked to confirm in writing their wish to be on the waiting list.

If a place becomes available, parents will be contacted and the child at the top of the waiting list will be offered a place. The position on the waiting list will be determined by applying the over-subscription criteria using the tie breakers listed below.

Positions may change due to new applications or revised applications in respect of a change of preferred schools.

A register of interest is kept by the school following receipt of the form distributed at the time of a visit to the school. Registration of interest on a pre-admission form is not considered as an application for a school place.

8: Tie Breaker

Distances will be measured using the West Berkshire Admissions Geographical Information System, taking a straight line between the home address and the school using the unique property identification points within the National Land and Property Gazetteer (NLPG). This will serve to differentiate between pupils in criteria C to H should the need arise.

In the event that two distance measurements are identical to 3 decimal places, the school will use a lottery system to decide which child should be offered the place. In order to ensure fairness, the process will be conducted in the presence of a person independent of the school.

The applicant's names will be drawn in order and that order will be applied to their ranked order in the admission list for the school.

9: Multiple Births

Where the admission of all children from a multiple birth (twins, triplets etc.) would lead to the published admission number being exceeded, all the children will be admitted.

10: In Year Applications 2027/2028
In year applications for admission to all years or those for entry at the beginning of years 1 and 2 will be dealt with under the co-ordinated scheme. In-year co-ordination of applications is offered by the LA as an opt-in arrangement.

The school must inform the LA by 1st August 2027 whether it intends to be part of this arrangement for the period to 31st August 2028. All applicants, including those who live outside West Berkshire, who would like to apply for a place at St John the Evangelist School, should apply via the West Berkshire Common Application Form. Should there be more applications than places available the over-subscription criteria as shown above will be applied.

The school will only consider applications up to half a term (using the three term school year) in advance of the desired date of entry. Outside the normal admission round the West Berkshire 'In Year Fair Access Protocol' will also apply. Parents/legal carers must be notified of the result of their application in writing within 15 school days, but the school will aim to do so within 10 school days.

Parents/legal carers have a right to appeal against the governing board's admission decision, which must set out the reason for refusal. Information on how to make an appeal will be provided to parents and guardians immediately upon refusal of a place at the preferred school.

Please see http://info.westberks.gov.uk/index.aspx?articleid=29470 for more information on in-year applications.

11: Admission outside Normal Age Group
Requests from parents for places outside a normal age group, will be considered carefully, e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's best interests.

It is recommended that parents discuss their wishes with the executive headteacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

For further information, in the first instance, please contact:

Address: Executive Headteacher
St John the Evangelist School
Old Newtown Road
Newbury West Berkshire RG14 7DE

Telephone: 01635 41281 Fax: 01635 38264 Email: office@stjohnev.w-berks.sch.uk

12: Admissions data for previous years
Full details for all schools are available in the West Berkshire Admission Booklet.

Preference 2025

		Preference	Final Allocated
Children with statements or EHC plans naming the school		1	0
Criteria A	Public Care	0	0
Criteria B	Families who have exceptional medical or social needs	0	0
Criteria C	Catchment siblings St John's	9	4
Criteria D	Catchment siblings St Nicolas	11	7
Criteria E	Catchment	37	22
Criteria F	Out of catchment sibling St John's	0	3
Criteria G	Out of catchment sibling St Nicolas	2	3
Criteria H	Out of catchment	49	16

The school received 109 applications expressing a preference for admission to the Reception Year in 2025 by the closing date in January 2025. These were ranked following oversubscription criteria and final allocation categories are shown above.

55 places were offered initially.

Please see the federation website for the School Catchment Map:
Admissions | St John and St Nicolas Schools Federation