



# **St John's C of E Primary Academy Admissions Policy 2025 - 2026**

**Author: Local Academy Committee**

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## **Key Personnel**

**Executive Principal: Matt Seex**

**Chair of Local Academy Committee: Michael Ward**

## **1. Admission Criteria**

The Local Academy committee will admit 30 children into the reception class at the beginning of the school year.

Places for the Reception Class will be allocated on the following priority order:

1. Children who are in public care and children who were previously in public care but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Children who for social or medical reasons would find our school most suitable for their needs. Priority in this category would be given to those of the Anglican Faith. A letter of evidence of need would be required from a professional practitioner, for example a doctor or social worker.
3. Children whose parents regularly attend worship at an Anglican church within the Deanery of Wednesbury and who have completed from ASU75/A and have submitted a letter of support from the parish priest.
4. Any other children who have a brother or a sister in the school at the time of admission.
5. All other children.

If there are too many applicants in any one category then distance will be used as a tie break clause. The distance will be measured from the main playground gate to the child's home address.

Worshipping regularly means attending a service on a Sunday or weekday at least once per month. A letter of evidence of attendance would be required from the parish priest.

The Local Academy Committee reserve the right to only offer a place in school to parents able and willing to support the Christian ethos of the school, including the children's participation in the regular worshipping life of the school.

The Local Academy Committee have adopted the Local Authority timetables definitions published in their current prospectus of:

### Sibling

The definition of a brother or a sister is:

- A brother or sister sharing the same parents and living at the same address.
- Half-brother or half-sister where two children share one common parent and living at the same address.
- Step brother or step sister, where two children are related by a parent's marriage and living at the same address.
- Adopted or fostered children and living at the same address.

### Home address

The home address of a pupil is the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required. Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.

### **2. Tie breaker**

If two or more applicants tie for last place during the allocation process the final place shall be decided by a random number generator, independently overseen by Sandwell Local Authority

### **3. Waiting Lists**

Any preferences which cannot be met following the application of the admission priorities, will be placed on a waiting list which will be ranked in accordance with the published admission priorities.

### **4. Procedure for accepting late applications**

Applications received after the closing date will go through the Local Authorities late application process.

### **5. Applications other than the Normal**

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. All in year admissions to St. John's CofE Primary Academy are managed by Sandwell Council. They can be contacted on 0121 569 6765 or via the website.

<http://www.sandwell.gov.uk/schooladmissions>

### **6. In Year Fair Access Protocol**

The Local Academy Committee recognises its duty to comply with the Local Authority Fair Access Protocol to provide fair access to school for pupils who need a school place because they have missed, or are at risk of missing, education.

### **7. Appeal Procedure**

The appeals procedure is carried out on behalf of St. John's C of E Primary Academy School by the Local Authority.