

# Admissions Policy for entry to Year 5 in September 2026

## St John's C of E Middle School Academy



This policy is reviewed and updated by Alison Elwell, Head of School and Rachel Bourne, Admissions Officer at St John's C of E Middle School. It is approved annually by the Local Governing Body.

Reviewed: September 2024

Next Review: September 2025

In collaboration with



## **1. Introduction**

St John's is a C of E Middle School and is part of The Spire Church of England Learning Trust. It has approximately 690 students serving the Bromsgrove area.

The main principle of admission to St John's is to maintain the character of the school as a Church of England school, providing for the needs of young people within the 9-13 age range who live in Bromsgrove within our catchment area; however, there is no guarantee of a place for children living in our catchment area. St John's may also provide places for children living outside the catchment area whose parents/carers wish them to attend the school, provided that they can be accommodated within the published admission limits.

Admission to St John's is not dependent on any 'voluntary' contribution.

Students will be admitted without reference to ability or aptitude using the criteria below.

## **2. Admissions Process**

### **Entry to the school at the normal time of transfer (Year 5)**

St John's participates in the Local Authority co-ordinated admissions scheme for entry to the school at the normal time of transfer and all applicants should keep to deadlines within that scheme. Full information can be found in the 'Information for Parents' booklet published by Worcestershire Local Authority. The co-ordinated admissions schemes can be viewed at:

<https://www.worcestershire.gov.uk/schools-education-and-learning/school-admissions-policies>

If you do not live in Worcestershire, you need to follow the procedure published by your own Local Authority (LA).

Transfer information is provided by your LA early in the Autumn term to parents/carers of students in Year 4, at maintained Local Authority first schools. If your child does not attend a maintained school, you should contact your LA for information. Applications for school places must be made online through your home LA, where you will have the opportunity to nominate schools ranked in order of preference. For residents living in Worcestershire, transfer information is available on-line at:

<https://www.worcestershire.gov.uk/schools-education-and-learning>

Your completed application must be received by your home LA by their deadline. Please note that only one application must be completed and a school in any LA can be named as one of your preferences.

Parents/carers are strongly recommended to check all the information they have given on their applications forms. The admission authority cannot be held responsible for any places offered or refused, according to ranking of applications based on incorrect or incomplete information received.

### **Procedure**

Experience suggests that there will be more applications than places. The following procedure for applications is designed to ensure that the Admissions Policy is applied as fairly and consistently as possible. Information about all applications submitted to the home Local Authority naming St John's Middle School will be forwarded to the school. The Local

Governing Body will rank all applications with reference only to their published oversubscription criteria. We are not permitted to consider information such as ability, aptitude, behaviour, previous achievement or references from current schools, etc, either for the applicant or any member of their family.

### **Education Health and Care Plan (EHCP)**

**Please note that if your child has an EHCP, even if this names St John's, you should also submit an application in the usual way via your Local Authority, under the co-ordinated scheme.**

Children for whom an EHCP has been agreed naming St John's: where places required by such students are known to St John's, the number of students with EHCPs naming this school will be deducted from the places available to be offered. Such students are automatically offered places at the school and the Headteacher and Local Governing Body will consider each application for these students individually.

If parents/carers are considering whether St John's should be named on their child's EHCP, St John's should be involved in the appropriate review. A response of concern may be raised if the school considers that provision will be inadequate for the child's needs, or if there is evidence that to admit the applicant would have a detrimental impact on the learning of other students.

### **Late Applications**

Applications received after the closing date published in the Local Authority's co-ordinated admissions scheme, are classed as late and will be ranked lower than all applications received on time.

The Governing Body may at their discretion consider an application received after the closing date as "on time" only where a family is making a first application for St John's, because they have been prevented from applying on time. It must be agreed by The Governing Body that extenuating circumstances apply, and the delay was reasonable given the circumstances of the case.

### **Offers of Places for Year 5 transfer**

The School Admissions Officer will rank all applications received by the deadline in order of priority as described below in the Oversubscription Criteria. The names of applicants to whom places could be offered will then be provided to the Local Authority who will make offers on our behalf. This will be a single offer to the parent/carer of a place at the school for which their child ranks highest, where a place is available. If it is possible to make a potential offer at more than one school, the final offer will be for the school identified as higher preference. If St John's is notified that you will be offered a higher preference school, we cannot offer you a place. If parents/carers have named St John's as their first preference school but have not been offered a place, they will be advised of their right to appeal by the Local Authority.

Offers of Year 5 places will not be made directly by St John's Middle School and you should contact your Local Authority if you have not received notification of an offer. Parents/carers must reply to the Local Authority's offer as soon as possible, indicating whether they are accepting the place. If you withdraw your application or wish to decline an offer of a place at St John's you must inform the Admissions Officer at St John's and Pupil Admissions at your home Local Authority immediately in writing. You must also notify any change of the

student's home address, contact details or school immediately in writing to the Admissions Officer at St John's and to Pupil Admissions at your home Local Authority.

The Governors have the right to withdraw an offer of a place where it is found that:

- the offer of a place has been obtained through a fraudulent or intentionally misleading application, for example, the use of an inappropriate home address; or
- the parent/carer has not responded to the offer within a reasonable period of time of the offer being made and after a reminder has been issued.

If you knowingly give false information in order to obtain a school place you could be guilty of an offence under the Perjury Act 1911.

### **Waiting Lists**

If your child does not receive an offer of a place at St John's in the normal round of applications, you may write to the Admissions Officer at St John's to request that his/her name is placed on a waiting list. You should not rely on your Local Authority to pass on requests to join the waiting list.

If a place becomes available, it will be allocated from the waiting list after the deadline for the return of acceptances, according to the oversubscription criteria listed below. There is no priority for children who have been on the list longer than others. This waiting list is maintained until the end of December of the intake year in which your child is applying for. If you wish your child's name to remain on the waiting list for Year 5 after December, you must write to the Admissions Officer at St John's Middle School at the start of each new term confirming this.

If you did not apply to St John's on your original application, you must complete a new application and forward this to your Local Authority. We will only accept requests to join the waiting list when a fully completed valid application has been received.

All schools in the MAT have signed up to the local Fair Access Protocol. We must admit any student who is the subject of a direction by the Secretary of State or allocated to us according to the Worcestershire Fair Access Protocol. In such cases we may exceed our Published Admission Number, and these students take precedence over those on the waiting list.

### **In-Year Admissions in Existing Year Groups**

Generally, students only transfer from one school to another when there has been a change of home address. Parents/carers are recommended to read the information provided by their Local Authority. If you feel that there are problems with your child's current school, you should attempt to resolve these with the Headteacher of that school before applying to transfer.

We welcome initial enquiries about in-year transfer by telephone or by email. You must apply for an in-year transfer directly with the Local Authority. This can be done online by visiting: <https://www.worcestershire.gov.uk/schools-education-and-learning>  
You may use this online form to apply for in-year transfer to St John's even if you do not live in Worcestershire. If you are unable to apply online, please contact Worcestershire School Admissions. When applying for in-year transfer, you must ensure an Education History Form is completed by your child's current or most recent school. We are not usually able to consider applications which do not include the Education History Form.

St John's intends to hold waiting lists for any oversubscribed year group after 1st September. Each term the waiting lists for each year group are re-compiled. Parents/carers must write to or email the Admissions Officer at St John's Middle School at the start of each new term if they wish their child's name to remain on the list. If a place becomes available, applications currently on the waiting list will be ranked according to our oversubscription criteria and an offer will be made to the child who ranks highest at that time.

When a place is offered for in-year transfer and there is no significant house move or reason for immediate transfer, admission may need to be deferred for up to a few weeks in order for St John's to obtain information from the student's previous school/s, to facilitate our planning and provision mapping to meet the student's individual needs with a personalised learning experience. During this period, it is the parent/carer's responsibility to ensure that the child receives appropriate education.

### **Parental Responsibility**

Should more than one parent/carer have parental responsibility for a child, both parents/carers should agree over the preferences expressed prior to the application being submitted. Where more than one parent/carer applies for a child, or where there is a parent/carer not in agreement with the preferences, the Local Governing Body legally has to comply with the preferences expressed. If the preferences expressed are not the same, then parents/carers will have to seek resolution and if necessary legal resolution. It may be necessary for the courts to determine which parent/carer can make the final decision on schooling. Failure to ensure agreement prior to submission may result in a delay in an application being processed.

When submitting your application, as part of the terms and conditions, you will be required to confirm that parents/carers agree with the preferences expressed. This will also apply to in-year transfer applications. If it is subsequently determined that agreement was not made prior to the application being submitted, it could result in the withdrawal of the offer of a place, if it is determined that the information supplied was intentionally misleading or fraudulent.

### **Appeals**

The parents/carers of children who are unsuccessful in gaining a place at St John's Middle School may appeal to an Independent Appeals Panel. The procedures are in accordance with the Schools Standards and Framework Act 1998 and the School Admission Appeals Code effective from 1 October 2022. Please refer to the latest guidance published by the Department for Education on admission appeals at:

<https://www.gov.uk/schools-admissions/appealing-a-schools-decision>

Parents/carers considering lodging an appeal are strongly recommended to obtain all relevant information before deciding whether to appeal.

If you wish to appeal you should write, setting out in full your grounds for appeal, to the Chair of Governors within 20 school days of receipt of notification that your application was unsuccessful. You will receive at least 10 school days' written notice of the date of the appeal hearing, but in exceptional circumstances you have the right to waive this notice.

Any additional evidence submitted after lodging an appeal must be in writing and must be received by the school at least five school days before the hearing, to allow for efficient administration of the appeal. Information or evidence received after this deadline might not be considered at the appeal, or the appeal might need to be postponed.

For on-time applications for Year 5 entry, appeals will be heard within 40 school days of the deadline for lodging appeals. For late applications, appeals should be heard within 40 school days of the deadline for lodging appeals where possible or within 30 school days of the appeal being lodged. For in-year transfer applications, appeals will be heard within 30 school days of the appeal being lodged. Appeals lodged after the relevant deadline will be heard as soon as practicable.

Parents/carers are invited to attend the hearing of their appeal and make their case to the panel, although if this invitation is declined the appeal may be heard on the basis of written evidence only. You will be informed of the outcome of your appeal within 5 school days. Only one appeal is permitted in respect of the same academic year.

### **3. Oversubscription criteria**

Where there are more applications than places students will be offered places in the following order of priority:

1. Looked After Children and previously Looked After Children, including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children of staff to include teaching and non-teaching staff, who are currently employed by the school on a permanent contract and have been for the last two years at the date of application, or who have been recruited to fill a vacant post for which there is demonstratable skill shortage.
3. Students whose home is within the catchment area of the school.
4. Students with a sibling still on roll at St John's at the time of admission.
5. Students who are children of families committed to practising the Christian religion or other faiths, which is defined as attending a place of worship at least once a month for a minimum period of 12 months prior to application and can provide a letter of support from their minister at the time of application.
6. Students who have special medical or social needs as supported by their doctor or other professional person at the time of application. Independent supporting evidence will be required to be provided with the application.
7. Students whose home is nearest the school by the shortest straight-line distance.

Applications will be further ranked within each category according to the above criteria. For example, Applicant A who lives in catchment and has a qualifying sibling will take precedence over Applicant B who lives in catchment but who does not have a qualifying sibling (even if Applicant B lives nearer).

## **Definitions**

**Looked After Children and previously Looked After Children**, including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. 'Looked after' means all those currently in the care of a Local Authority or accommodated by a Local Authority, under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, a child arrangements order or special guardianship order and includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. By children previously in state care outside of England, we mean children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. Independent supporting evidence will be required to be provided with the application.

## **Children of Staff**

In order to qualify under this category, the applicant's parent/carer must have been either:

(a) continuously employed to work at St John's Middle School on a permanent (not casual or fixed-term) contract for a period of at least two years at the date of application, in either a teaching or non-teaching capacity; or:

(b) recruited to fill a vacant teaching or non-teaching post for which there is a demonstrable skill shortage;

and in either case must be expected, at the closing date for applications, to remain in employment at St John's Middle School at the date of admission of the applicant. The member of staff must live at the same home address as the applicant and have legal parental responsibility for the applicant.

## **Catchment Area**

Our catchment area is defined on the map which is available on the school website at:

<https://www.st-johns-bromsgrove.worcs.sch.uk>

If you wish to check whether your address falls within the catchment area for St John's, you may use the on-line postcode catchment area checker by visiting:

<https://www.worcestershire.gov.uk/schools-education-and-learning/find-school>

While there is no guarantee of a place for children living in our catchment area, in previous years places have been offered to all applicants living in catchment who submitted a valid application by the appropriate deadline for transfer at the normal time into Year 5.

## **Home**

Home is defined as the only or main permanent residential address, at the closing date for applications where the child usually resides, and which is the usual address of the parent/carer with main responsibility for the child.

Where parents/carers have shared responsibility, for example usually as a result of separation or divorce, the child's home address will be considered to be that of the parent/carer with whom the child lives for the majority of the school week (e.g. three or more days out of five, Monday to Friday during term-time) and who has main responsibility for the

child. Where care is split equally, parents/carers must provide independent supporting documentary evidence to prove that care is equally split and evidence that the child and his or her main parent/carer live at the address used on the application. An offer of a place may not be made, or may be withdrawn, if acceptable evidence is not provided when requested.

Examples of documentary evidence would include:

- (a) a court order.
- (b) a benefits statement showing the applicants name and address.
- (c) a utility bill such as water, gas or electric.
- (d) a council tax bill.

In such cases the address used will be determined by random selection (lottery). Someone totally independent of the Governing Body will supervise this process.

Places cannot be offered on the basis of a possible future address. Documentary evidence of home address may be required, including evidence that the child and his or her main parent/carer will be resident at the address at the date of admission and that any previous home has been permanently relinquished. Applications considered by The Governing Body to use an invalid address may be rejected and while a further application may be submitted from an alternative address, if this is received after the closing date it will be placed below all on-time applications in accordance with our policy on late applications. An offer of a place at St John's may not be made, or may be withdrawn, if acceptable proof of residence is not provided when requested.

For **house moves**, parents/carers must apply from the home address where they and the child live at the date of application and must amend their application address if they move home between application and the closing date. Changes of address after the closing date will not usually be taken into consideration by St John's.

For children of UK service personnel with a confirmed posting, or crown servants returning from overseas, we will allocate a place, as long as one is available, in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date. We may require documentary evidence of the intended address in order to establish how the application meets our oversubscription criteria, for example catchment area and/or distance from home to school. Parents/carers of service children may, if they wish, provide this evidence of their intended address in the form of an official letter that declares a Unit or quartering address, which may be taken as the home address for a service child. For children of UK service personnel or crown servants, we will not refuse to process an application and will not refuse a place, where one is available, solely because the family do not yet have an intended home address or do not yet live in the area.

### **Sibling**

Applicants who have a sibling on roll at St John's at the time of application who would still be on roll at the time of admission may claim a sibling connection. Siblings are defined as brothers or sisters who share at least one birth or legally adoptive parent, or who have birth or legally adoptive parents living at the same home address as partners. Children who are brought together as a family by a civil partnership and who are living at the same address are also considered to be siblings. In order to claim a sibling connection, applicants must live at the same home address as the sibling. There is no guarantee of a place at St John's for applicants who have qualifying siblings on roll.

The Governing Body cannot guarantee that a place can be offered to every child of a multiple birth if insufficient places are available. If it is not possible to make an offer for all children, the Governing Body will randomly allocate the place(s) available.

### **Distance**

If applications have to be ranked according to distance from home to school, the measurement will be taken using the Geocode points for each property and the Geocode point for the school. The Governing Body will utilise the Local Authority software package called Arcview GIS to determine distance. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system. In the event of equidistant applicants, a place will be allocated by random selection (lottery). Someone totally independent of the Governing Body will supervise this process.

## **4. Useful contact details**

### **Worcestershire School Admissions**

Tel: 01905 822700

Email: [schooladmissions@worcestershire.gov.uk](mailto:schooladmissions@worcestershire.gov.uk)

Web: <https://www.worcestershire.gov.uk/schools-education-and-learning>

### **Postcode catchment area on-line check (Worcestershire only)**

Web: <https://www.worcestershire.gov.uk/schools-education-and-learning/find-school>

SENDIASS: local information and independent advice on pupil admissions and transfers to schools including Special Educational Needs

Tel: 01905 768153

Email: [sendiass@worcestershire.gov.uk](mailto:sendiass@worcestershire.gov.uk)

Web: <https://www.worcestershire.gov.uk/sendiass>

### **Transport Assistance**

Free transport to school may be provided by the Local Authority in certain circumstances. Full details are available from your Local Authority. The contact details for Worcestershire are:

Tel: 01905 765765

Web: <https://www.worcestershire.gov.uk/schools-education-and-learning>

The information contained in this policy is correct at the time of publication, but amendments may be made without notice, for example to comply with new statutory requirements or due to circumstances beyond the control of the admission authority including information published by Worcestershire County Council.