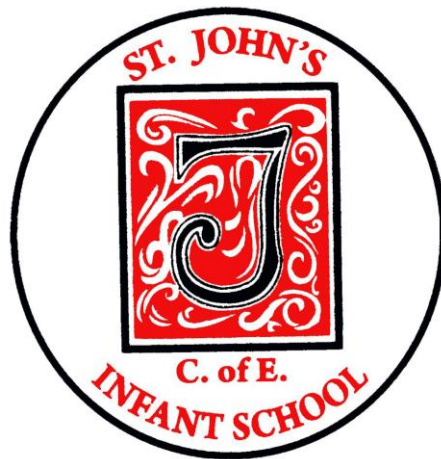


# ADMISSIONS POLICY

St John's Infant School



Approved	Date: December 2025
Review	Date: December 2026

From the smallest of seeds fed with faith and love our St John's family will flourish and grow

## **Admission Arrangements for the 2025/2026 Academic Year:**

Applications should be made using the Medway Coordinated scheme, which has a Fair Access Protocol and operates an Equal Preference Scheme.

Please complete the RACF application form which can be found online at [www.medway.gov.uk](http://www.medway.gov.uk)

In addition applicants should complete the supplementary information form (SIF) which can be obtained from the school office, at the back of this document or from the [medway.gov.uk](http://medway.gov.uk) website and return this to the school.

Completion of the SIF does not constitute an application and applicants MUST complete the RACF form as part of the Medway co-ordinated admissions scheme in accordance with the Medway guidance.

### **Admissions Policy**

It is the policy of the Medway Anglican Schools Trust to admit children without regard to ability or aptitude. Applications for admission of children with disabilities will be considered on the same basis as all other applications, subject to the Local Authority's provision of a more appropriate placement.

Children reach compulsory school age at the start of the term after their fifth birthday. All Saints CE Primary will admit children into its reception class. The children due to be admitted during the academic year 2025-2026 are those born between 1 September 2021 and 31 August 2022. The academy will decide when to admit four year old pupils in accordance with the LA guidelines as well as the admissions code as it stands for intake during the 2025/2026 school year.

Parents are not obliged to start their child at school until the beginning of the term after the child is five. Therefore parents who have been offered a September place may ask to defer their child's admission until the beginning of the spring term without losing the offer of a place. Children with summer term birthdays (1 April to 31 August) may ask to start their child in year 1 in September 2026, but the foundation stage place will not be saved. Parents will need to reapply for a year 1 place.

The planned admission number for the school is 30. Before the application of oversubscription criteria, children with a statement of special educational need or Education, Health and Care Plan which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly. A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child. An Education, Health and Care plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child

If there are more applications to St John's Infant School than there are places the following oversubscription criteria will be applied by the governors.

**1. Children in Local Authority Care or Previously in Local Authority Care** (as defined by the Medway coordinated admission scheme)

- a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. This applies equally to children who immediately after being looked after by the local authority became subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989).

**2. Sibling** Sibling means: children who have a brother, sister or step or half siblings including fostered and adopted siblings living at the same home address attending St John's Infant School at the time of admission. The School reserves the right to ask for proof of relationship. Extended family, for example cousins, living in the same house do not qualify as siblings

**3. Children of teaching staff** – the member of teaching staff has been employed at the school for two or more years at the time the application is made. Or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

**4. Denominational preference** When a parent/carer applies for a place at St John's Infant School on the grounds of denomination, such application must be supported by evidence that either the child or at least one parent/carer is a regular worshipper (the level of attendance should be at least once a month) at a church affiliated to, or represented at "Churches Together in England" or the "Evangelical Alliance" and has been for at least 12 months prior to the application being made. – A supplementary information form is also needed which must be completed and returned to St John's Infant School by the closing date for applications.

*'In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admission arrangements in relation to attendance, will only apply to the period when the church or alternative premises have been available for public worship'.*

**5. Medical, health and special access reasons** – Medical, health and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010, as follows: For children whose mental or physical impairment means that they have a demonstrable and significant need to attend a particular school, or For children whose parent/carers mental or physical impairment means that they have a demonstrable and significant need for their child to attend a particular school. Such claims must be clearly identified on the application and need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a specific connection between the needs of the child or parent/carer and the particular school. All evidence must be sent to the Student Service Team at Medway by the closing date for applications.

**6. Nearness of children's home**

We use the distance between the child's permanent home address and the school, measured by the shortest route to school from the child's home address using roads and paths that are known to the graphical information software (GIS) utilised by the Local Authority. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by Ordnance Survey. The same address point on the school site is used for everybody. The school uses the measurements provided by the Local Authority (LA) and further information on how distances are

calculated is available in the Admissions Booklet provided by the LA. In the case of distances from flats, the school will use the process defined below in 'Tiebreaker'

**Please note for children of multiple birth –**

In the event of the school being oversubscribed, where the parent/carer for the final qualifying place(s) available is the parent/carer of twins, triplets or other multiple birth, the governors will give multiple birth applications a higher priority for place than other applications with the exception of children in public care. Parents/carers/carers must tick the appropriate box on the application to indicate the children are of multiple birth.

**Tiebreaker –**

In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

Once all places have been allocated a waiting list will be maintained, ranking children in order of oversubscription criteria, not date of application. If a place(s) become(s) available they will be offered to the highest ranked child(ren) on the list.

**Appeals**

Parents/carers have the right to appeal if a place is not offered to their child. Appeals will be handled in line with the School Admissions Appeals Code and the Governing Bodies policy on admission appeals.

The Trust will appoint an Appeals Panel Clerk who will convene an Appeals Panel. The Clerk and the Panel will be trained in admissions law.

**Admissions out of Normal Admissions Rounds**

The process will follow LA guidelines that aim to make an out of normal admission round placement within 10 school days. Parents can apply for an out of normal admission round admission at any time during the school year. If no places are available at the time of application, a waiting list will be maintained. Names are kept in priority order

according to the oversubscription criteria and not according to how long a child's name has been on the list.  
Any place that becomes available will be offered to the child at the top of the list.  
All vacancies will be allocated as they arise.

**Policy Implementation Date:** December 2025

**Policy Review Date:** December 2026

## Supplementary Information Form for the Medway Anglican Schools Trust [MAST]

Completed forms must be returned directly to the school named by the closing date for applications

Please complete this form in block capitals

When a parent/carer applies for a place at one of the schools within the Medway Anglican Schools Trust, such application must be supported by evidence that the child or at least one parent/carer is a regular worshipper (the level of attendance should be at least once a month) at a church affiliated to, or represented at "Churches Together in England" or the "Evangelical Alliance" and has been for at least 12 months prior to the application being made.

The Medway Anglican Schools Trust schools are:

All Saints C of E Primary School      St Margaret's C of E Junior School      St John's C of E Infant School      St James C of E Primary School

### Section A – to be completed by parents/carers

#### Notes for parents/carers:

1. This form is not an application for the school. You must also complete the Medway Council application (either online or paper), which will be your formal application for the school.
2. You must complete a separate Supplementary Information Form (SIF) for each of the above schools you are applying for.
3. Please complete Section A with the details requested. Please note that the details given must be those of the person whose attendance at church is being verified in Section B. This can be the child or the parent/carer.
4. \* If you have attended your current church for less than 12 months please provide details of your previous church, as these will need to be verified.
5. ~~Once all sections have been completed, please return the form to the named school direct. It is your responsibility to ensure this form is submitted to the school by the above closing date.~~

<b>School being applied for</b>			
<b>Child's full name</b>			<b>Date of Birth</b>
<b>Parent/Carer full name</b>	<small>Title</small>	<small>Forename(s)</small>	<small>Surname</small>
<b>Home Address</b>	<b>Post Code:</b>		
<b>Phone Number</b>			
<b>Church currently attended</b>	<small>Church name and address</small>		
<b>Length of time you or your child has attended this church</b>			
<b>Church previously attended*</b>	<small>Church name and address</small>		

<b>Length of time you or your child has attended this church</b>			
<b>Signed</b>		<b>Date</b>	

Please hand this form to your vicar/minister to complete section B overleaf

## Section B – to be completed by Clergy

### Notes for Clergy:

1. You have been asked to complete this form to validate the denominational claim being made to support the application for a place at the named Medway Voluntary Controlled Church of England School.
2. Please note that you are being asked to verify either **the child's or the parent/carers** attendance and commitment to the church.

3. Please check the details in Section A (completed by the parent/carer) and verify they are correct.
4. Please verify the length of time **the child or parent/carer** has been a regular worshipper at your church and, if less than 12 months, that they were a regular worshipper at the previous church named. If you are unable to verify this, please provide your comments on the denominational claim.
6. Once you have completed this section, please return the form to the parent/carer so that they can submit it to the school named. **It is the parent/carers responsibility to ensure this form is submitted to the school by the relevant closing date.**

<b>Church for which you are the incumbent / pastor</b>	Church name and address
<b>Your name, role/responsibility</b>	

Please tick the appropriate box and/or provide any comments below

<b>I hereby confirm that the child or parent/carer named overleaf is a regular worshipper of this church and has been for at least 12 months.</b>	
<b>I hereby confirm that the child or parent/carer named overleaf is a regular worshipper of this <u>church</u>, but has not been so for at least 12 months. **</b>	
Time attended: <input style="width: 150px;" type="text"/>	From: <input style="width: 150px;" type="text"/>
	To: <input style="width: 100px;" type="text"/>
**If the child or parent/carer has not been a regular worshipper at the church for at least 12 months, please contact the previous church named to verify their claim. If you are unable to do so, please provide your comments below.	
I hereby confirm that I have contacted the previous church named and that I have verified the parent/carer claim.	<input style="width: 40px; height: 20px;" type="checkbox"/>
<b>The child or parent/carer named overleaf is <u>not</u> a regular worshipper of this church and therefore I do not verify their claim.</b>	

### General Comments:

<b>Signed by the incumbent / pastor</b>		<b>Date</b>	
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