

ST JOHN THE BAPTIST C OF E PRIMARY SCHOOL

FINDON

ADMISSION POLICY



Reviewed:	March 2026
Next Review:	March 2027
Responsibility:	Standards & Curriculum
Category:	SCH

CONTACT DETAILS

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St. John the Baptist C of E Primary School, Findon Admissions Policy

These are the determined arrangements for admission for 2026-2027 for St John Baptist Primary School.

Findon St John Baptist Primary School is a Voluntary Aided Primary School for children aged 4-11 years. As an aided school the admission authority is the governing board who work with the Local Authority for admissions to the school.

The Governors wish the school to be seen as the village school. The published admission number (PAN) is 20. If oversubscribed, children will be admitted to the school according to the following oversubscription criteria which are set out in the following paragraphs in order of priority:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who, at the time of application, is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22 (1) of the Children Act 1989 applies).
2. Children who live with their families in the civil Parish of Findon and who have a sibling on the School Roll at time of admission.
3. Children with social, emotional, or medical needs that can only be met by attendance at the school.
4. Children who live with their families in the civil Parish of Findon.
5. Children whose families regularly worship at St John the Baptist Church Findon and live outside the civil parish of Findon.

6. Children whose parents worship regularly at a Church affiliated to Churches Together in Britain and Ireland or the Evangelical Alliance and live outside the civil parish of Findon.
7. Children who live outside the civil Parish of Findon and who have a sibling on the School Roll at time of admission.
8. Children who have been baptised into the Church of England.
9. Any other children.

Notes

To avoid confusion these notes on the Admission Policy will be important:

1. “Regularly worship” is defined as one or both parents attending church services once a month for a period of 2 years prior to admission.
2. In criteria 3, 5, 6 & 8, a supplementary information form, available from the school will be required.
3. A sibling is defined as “a full or half brother or sister permanently living in the same household, and adoptive or foster brother or sister.”
4. Should the number of children in any of the above categories exceed the designated year group number, preference will be given to those who live closest to the school measured by a straight line from the school gate to the child’s home using Ordnance Survey address point data.
5. For the purposes of this policy the “family” is the group in which a child regularly resides with their parent(s) or guardian.
6. Criteria 2 and 6 apply only to children whose elder brother or sister will be on roll when they join the school.
7. Criterion 3 applies to particular, specific needs which must be supported by evidence and professional judgement, to support how the child’s needs can only be met at St John’s.
8. Proof of residence may also be requested in the form of a solicitor’s letter confirming purchase. Rental agreements are only considered adequate if they are for a minimum period of one year.
9. A map showing the boundaries of the civil parish of Findon is available from the school.

Tie Breaker

If two applications for a place are equal in distance, the place will be allocated by random allocation, overseen by a person independent of the governing board and the school.

Waiting List

This is organised using the same criteria as for over-subscription, and a child will remain on the list for a maximum of one year.

Late Applications

Late applications will be considered and the above criteria applied, but after other on time applications have been allocated.

Supplementary Form (see page no. 6)

Applicants applying under criteria 3, 5, 6 & 8 must submit a supplementary information form. Those who have regularly attended at a church prior to them moving may submit a supplementary clergy form with their application from the church they have been attending. This form is available from the school office and must be returned to the school not the Local Authority by the closing date for main round admissions to be considered under these criteria.

In year admissions

For places at the school other than entry to reception in the main admissions round, please contact the school.

Appeals Process

Parents have the legal right to appeal against the Governors' decision to refuse a place at St. John's C of E (Aided) Primary School providing a formal application for a school place has been submitted and a decision letter sent out on behalf of the Governing Board explaining the reasons for refusal. Full details explaining the appeal process will be enclosed with this decision letter.

An appeals timetable will be published on the school website by 28th February every year. This sets out the timeframe for the various stages in the appeal process and includes statutory dates by which appeals must be heard. The Governors do not organise appeal hearings during school holiday periods and any appeal received when the school is closed will not be administered until school resumes.

An appeal form will be enclosed with the refusal letter or a copy can be downloaded from the Local Authority website.

Full or part time attendance

A parent may apply for his/her child to start school for the first time in the September following the fourth birthday and, where a place is offered, may choose for the child to start full time from day one, or to attend on a part time basis until statutory school age, which will occur during the term following the child's fifth birthday.

Deferred entry

While a child is below statutory school age, the parent may choose to defer his/her child's entry to school until later in the school year. However, parents cannot defer beyond the point at which the child reaches statutory school age, or beyond the start of the last term in the school year. The school operates on the basis of a three-term year.

Delayed Entry

Parents of summer born children (April-August) may also delay entry for the whole of that academic year and apply for a place in Reception class in the September following the child's fifth birthday. We recommend that parents who are considering delaying admission to Reception to the following academic year discuss their plans with us and any other relevant professionals. Parents wishing to apply for delayed entry must apply in writing to the Governing Board, as the Admission Authority for the school, giving their reasons for this application. If delayed entry is granted then parents must follow the application round for the year group in which their child is to be admitted, even if a place was applied for and granted in the 'normal' round of application, as this is not carried forward to the next academic year.

Education Health and Care Plan

A place will be provided for a child who has an Education Health and Care Plan (EHCP) (or a former Statement of Special Educational Needs) agreed at the time of application, which names St John the Baptist C of E Primary School, Findon as the education provider. This place will be allocated within the Published Admission Number (PAN) before the consideration of any other applications, or above the PAN if all places have

already been offered at that time. If a child is the subject of an Education Health and Care Plan (EHCP), which names a particular school, his/her parents should consult the local authority that issued the EHCP before applying for the child to change school.

Withdrawing an allocated place

The Governors will expect parents to confirm by post or email within 20 school days, their acceptance of any place offered at the school. The Governors reserve the right to withdraw the offer of a place if these conditions are not met and to reallocate the place to the highest ranked child on a waiting list, or to a new applicant where no waiting list exists. The Governors may also withdraw the offer of a school place if the child's home address is subsequently found to be fraudulent.



St John the Baptist CofE (Aided) Primary School

School Hill, Findon, West Sussex BN14 0TR

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Headteacher: Mrs J Sharrock

SUPPLEMENTARY INFORMATION FORM

The Admissions Policy for this school is attached to this form.

We wish to apply for entry to St John the Baptist C of E Primary School under category 3, 5, 6 & 8 of the oversubscription criteria. Please indicate the category for which you are applying:

For category 3, we attach supportive evidence and have completed child's name, date of birth below.

Or

For category 5, 6 & 8 we confirm we have attended Church at least monthly for a period of or he/she was baptised on (date of baptism).

The church attendance form below will also need to be completed by your member of the clergy.

Child's name Date of birth.....
Parent/Carer Name Date

Signature

Supplementary Information Form for Church Attendance

As part of the school's admission procedure, we need to collect information regarding church attendance. Please could you confirm the parents' attendance of worship at your church, as stated above. If there any comments you would like to make concerning any social circumstances affecting attendance at worship, which you are aware of, please give details. Thank you for your help.

I confirm that the family of the following address

.....
worship atChurch. I would also like to make the following additional comments:

.....
.....

Print Name Role in Church

Signed