



ST JOHN THE EVANGELIST CHURCH OF ENGLAND AIDED SCHOOL DIOCESE OF CHESTER ADMISSION POLICY 2026-27

Parents should be aware before applying that in this school RE, collective worship and our whole ethos are based on the teachings of the Church of England.

Applications for admission to the school should be made on the common application form available from the Local Authority's website and also on the School's Supplementary information form for those applying under criteria 4 or 5 between September and the 15th January.

The supplementary information form must be returned direct to the school.

The number of places available for admission to the Reception class in the year 2025 will be **30**. This arrangement follows consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The Governing Body will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds this number. By law, no infant class may contain more than thirty children.

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority allocates places according to its policy. In the event that there are more applicants than places, the governing body will allocate places using the following criteria, which are listed in order of priority:

1. Looked After Children and all previously looked after children. 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 including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who 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 (see the definition in Section 22(1) of the Children Act 1989). A child is regarded as having been in state care outside of 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 main purpose is to benefit society.
2. Children of Teaching staff, Teaching Assistants, Office Staff or Site Maintenance staff who have been employed at the school for more than two years or who will meet a skills shortage.
3. Children who have a sibling in the school who will still be attending school the following year.
4. Children whose parents are faithful and regular worshippers at the Church of St John the Evangelist Macclesfield.
5. Children whose parents are faithful and regular worshippers in a neighbouring Anglican Church or in another Christian denomination, as members of Churches Together in Britain and Ireland and for whom this is the closest Church of England school measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the school's coordinate point to the point of residence's coordinate point.
6. Children attending St John's Pre-School
7. Other children

If there are not enough places to admit all applicants meeting any one criterion the Governors will apply the subsequent criteria, in order of priority to all these applicants.

Notes

- (a) Siblings include step, half, foster, adopted brothers and sisters living at the same address and full brother and sister living apart.
- (b) By "faithful and regular" we mean attendance at a minimum of two services per month for at least six months prior to the closing date for applications. A supplementary form must be completed to evidence this.
- (c) Where the above criteria are not adequate to distinguish between requests for admission which cannot all be accepted without exceeding the admission limit, priority will be decided on the basis pupils living nearest to the school, measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the school's coordinate point to the point of residence's coordinate point. If there is a tie break a random allocation will be undertaken.

- (d) A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parents attendance at church' it is sufficient for one parent to attend.
- (e) 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 arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on 16th April (or the nearest date if it falls on a weekend) in the year of admission. Parents of children not admitted will be informed of the reason.

Admissions information:

Under the equal preference model, all applications are considered against the published criteria. School participates in Cheshire East Local Authority Fair Access Protocol.

Children with EHCPs

Where a child has an education, health and care plan (EHCP) which names the School, then that child will be admitted to the School and the number of available places in the PAN will reduce correspondingly. Admission of children with an EHCP is dealt with by the home Local Authority (LA) (which is where you reside).

Late applications for admission

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

Waiting list

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. This waiting list will operate until the 31st December of the year of admission.

Address of pupil

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required. Where parents share equal custody of a child and a child's time is split evenly between parents (for example week A with mother and week B with father and so on) then the closest home address to school will be used.

Appeals

Where the governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents should notify the clerk to the governors at the school within 21 school days of receiving the letter refusing a place.** An appeal form is available from the school. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

If your child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable governing would have made, or that your child would have been offered a place if the governors' admissions arrangements had been properly implemented.

Repeat applications (if the initial application in the academic year is refused and an appeal declined, then there cannot be a repeat application unless there are significant changes in the circumstances of the applicant or the school.

Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

Fraudulent applications

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

Deferred admission

Children are eligible for a reception place from the beginning of the school year in which they become 5 years old. However, they do not become of compulsory school age until the start of the term after their fifth birthday. After a place has been allocated and accepted parents can request that the school place be deferred until later in the school year and if they do this the place will be held for the child. They cannot however defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age. To be clear all requests will be granted and a meeting with the headteacher, deputy headteacher or Early Years Lead will take place to ensure parents are fully supported and informed in the decision making process.

Summer Born Children

Parents of summer born children (those born between 1st April and 31st August) who wish to delay entry until the following year must contact the school to arrange a meeting to discuss the matter so that the school can make an informed decision on the matter. The decision will be made taking into account information from the parents and Headteacher and should be in the best interests of the child.

Parents should be aware that agreement by the school to allow a child to enter reception the following year does not guarantee a place in the class. Parents must apply to the school again the following year and the application will be considered in the normal manner following the oversubscription criteria.

Multiple births

There could be a situation in which there are children of multiple births wishing to be admitted and one sibling is the 30th child and other siblings take the class size over 30. In this circumstance, the governors may admit over the infant class requirement if it is possible to do so with due consideration given to the safe management of the class within the setting.

In year admissions

St John's coordinates its own in year admissions. Parents wishing their child to attend this school may arrange to visit the school. Parents should contact the school where they will be advised whether a place is available and then be asked to contact the Local Authority (LA) to complete their application form. The LA will contact the school and confirm that an application has been made, the school will then formally accept the child if a place is available and the parents will be contacted to inform them that their child has been accepted. If there is no place available in our school then the parents and LA will be informed and the standard admissions appeals procedure will be available to the parents. Where more than one application is received the oversubscription criteria will be used to rank the applications.

Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

Supplementary form

Name of child:

Surname	Forenames
Date of birth	

Name of parent/guardian

Address

Post code

Telephone

Mobile

Place of worship one of parents / guardians regularly attends (by regular we mean attendance at a minimum of two services per month for at least six months prior to the closing date for applications :

Name of place of worship

Address

Name of vicar / priest / minister / faith leader / church
officer

Address

Post code

Telephone

Your faith leader will be contacted in order to confirm this information.

NOTE – 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 arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Signed

Name of Parent/carer

Name of child

School Vision Statement:

St. John's is a caring, Christian community striving to support its members to achieve their God given potential. Exploring our unique gifts and raising aspirations, we prepare our children for the challenges of the modern world. Following Jesus' example, we seek to grow good people who can make a difference.