



**St John the Baptist School**  
Elmbridge Lane  
Kingfield  
Woking  
Surrey  
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[www.sjb.surrey.sch.uk](http://www.sjb.surrey.sch.uk)

## **St John the Baptist School is a Voluntary Aided Catholic School in the Diocese of Arundel and Brighton**

### **Policy on Admission to the School – 2017/18**

Students on roll as at September 2015: 1234  
Age range of students: 11-18

St John the Baptist School is a Voluntary Aided Secondary co-educational day school operating under the Trust Deed of the Diocese of Arundel and Brighton. It was founded for the education of Catholic children and it is the intention of the Governors that the Catholic character of the school will always be maintained.

The School has Teaching School Status.

The Governors ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not Catholics to apply for and be considered for a place here. We welcome applications from those of other denominations and faiths, or of none.

The school primarily serves the Catholic community of the Woking Deanery which comprises the parishes of Woking, Camberley, Camberley North with Bagshot, Frimley, Knaphill and West Byfleet. A map of the deanery is available at the school office. The deanery primary schools located in that community which are the feeder schools for St John the Baptist School are

- St Dunstan's Primary School, Woking
- St Augustine's Primary School, Camberley
- St Hugh of Lincoln Primary School, Knaphill
- The Marist Primary School, West Byfleet

We encourage parents to visit our school in order to find out more about how we work and the education that we offer. Parents are welcome to arrange a visit by contacting the school office. Such visits, however, are not obligatory and do not form part of the process of deciding which children are to be offered a place at the school. If you would like to visit the school to discuss the entry of your child please telephone our Admissions Managers:

Mrs Claire Antal	Years 7-11	01483 729343 ext 123
Mrs Juanita Areington	Years 12-13	01483 729343 ext 154

An Open Evening is held at the end of September or early October when interested families may look round the school and meet the Headteacher and staff. The School Prospectus and Supplementary Information Form for admission are available at the Open Evening or at any time from the school website.

A New Parents' Evening is held in July for all new students, their parents and families. Parents and prospective students are also welcome to visit the school at any time. Students are admitted to all other year groups only if places are available. Parents are requested to make an appointment to see the Deputy Head, Mr Patrick Doyle, in the first place.

## Procedures for Admission

All parents applying for a place for their children at St John the Baptist School (SJB) should complete and submit two forms:

- (a) the **Common Application Form** (available on-line) or a paper copy can be obtained directly from your Local Authority who are responsible for co-ordinating the allocation of **all** places at maintained schools in their area. It will also pass on any applications recorded on the form for places at schools in other Local Authorities;
- (b) the SJB Supplementary Information Form. This form may be obtained from the school website or alternatively from the school office.

Every applicant must complete their Local Authority's Common Application Form (CAF). For students living in Surrey the CAF is available online at [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions) or alternatively a paper copy is available from Surrey's Admissions team. Students living outside Surrey should complete the CAF for the Local Authority where they live. The closing date for the CAF is 31 October 2016.

The Governing body of St John the Baptist School is responsible for determining the admission arrangements of the school, including the priority of admission to the school. When the application deadline has closed, the Local Authority (LA) provides the school with a list of all applicants who have applied to the school. The school will then rank the applications in strict accordance with its published admission arrangements and provide the LA with a ranked list. The LA is responsible for co-ordinating the allocation of places in its area, offering individual places to parents on behalf of the school governors on the common offer date.

Please note that the SJB Supplementary Information Form is in addition to the Common Application Form. This is not a mandatory form, however, a Supplementary Information Form is an important document that asks parents about their membership of, or relationship to, the Catholic Church or other religious denomination and allows Governors to put all applicants, including those from other Christian denominations, in order of priority for admission, using the school's admission policy. The School therefore asks applicants applying for a place under the admission criteria 1 – 9 and criterion 15 to complete a Supplementary Information Form. Please note that if a completed Supplementary Form is not received the governing body will only be able to consider the application based on information provided to the Local Authority on the Common Application Form. To put this in practical terms, if a completed Supplementary Information Form is not received, it is likely that governors will only be able to rank applications within the bottom half of the oversubscription criteria. The completed supplementary form must be returned to the school office by 31 October 2016.

Parents will be sent the outcome of their application at the beginning of March 2017 by their Local Authority.

If a parent is found to have supplied false or incorrect information to gain a place at St John the Baptist School, the Governing Body reserves the right to withdraw any offer of a place even if the child has already started school. An example of false or incorrect information would be the use of an address that is not the child's normal residence.

*It is very important to read the Notes as well as the main section of this document. The Notes add detail and provide explanation and are part of the policy.*

The published admission number (PAN) for the school will be 180 children in Year 7. If there are 180 or fewer applications, all applicants will be allocated a place. The school operates an equal preference system so all applications are treated equally against the Admissions Criteria. The school received 565 applications for places in September 2015.

If there are more than 180 applications received, including the admission of pupils with Statements of Special Educational Needs/Education Health and Care Plans (EHCPs) where the school is named, the Governors will offer places using the following criteria in the order stated:

- 1) 'Looked after' Baptised Catholic children and 'previously looked after' Baptised Catholic children (see note 1 as relevant.)
- 2) \*Baptised Catholic children who have exceptional medical or social need. (See Note 2).
- 3) Baptised Catholic children who are in one of our feeder schools and have a sibling at St John the Baptist School at the time of admission. The application must include a certificate of Catholic baptism, the parish priest's signature and the parish stamp or seal to confirm the parent/carer is known to the priest.\*\*
- 4) Baptised Catholic children who are not in one of our feeder schools and have a sibling at St John the Baptist School at the time of admission. The application must include a certificate of Catholic baptism, the parish priest's signature and the parish stamp or seal to confirm the parent/carer is known to the priest.\*\*
- 5) Other Baptised Catholic children who are in one of our feeder schools. The application must include a certificate of Catholic baptism, the parish priest's signature and the parish stamp or seal to confirm the parent/carer is known to the priest.\*\*
- 6) Other Baptised Catholic children who live in the Woking Deanery. The application must include a certificate of Catholic baptism, the parish priest's signature and the parish stamp or seal to confirm parent/carer is known to the priest.\*\*
- 7) Other Baptised Catholic children who live in the Woking Deanery who do not meet all of the criteria in categories 1 – 6.
- 8) Other Baptised Catholic children who do not live in the Woking Deanery. The application include a certificate of Catholic Baptism, the parish priest's signature and the parish stamp or seal to confirm the parent/carer is known to the priest.\*\*
- 9) Other Baptised Catholic children who do not live in the Woking Deanery and who do not meet all of the criteria in category 8.
- 10) 'Looked after' children who are not catholic and 'previously looked after' children who are not Catholic (see note 1) as relevant.
- 11) \*Other children who have exceptional medical or social need. (See Note 2)
- 12) Other children who are in one of our feeder schools and have a sibling at St John the Baptist School at the time of admission.
- 13) Other children who are not in one of our feeder schools and have a sibling at St John the Baptist School at the time of admission.
- 14) Other children who are in one of our feeder schools.
- 15) Other Christian children whose application must include a Certificate of Baptism (where applicable) and a signature from the Minister of their Church to confirm the parent/carer is known to the Minister.\*\*
- 16) Any other children.

\*\* Being "known to the priest" or "known to the minister" can apply to the child or the parent/carer, either is acceptable. The priest/minister concerned would be the priest/minister where the child/parent/carer normally worship or, if they do not practice their faith by attending Mass/Services, the parish priest/minister in the parish in which they are resident.

## Additional Information

Note 1. **‘Looked after children’** are children who are registered as being in the care of the local authority (LA) or who are provided with accommodation by the LA in accordance with Section 22 of the Children Act 1989(a) eg fostered or living in a children’s home, at the time an application is made. **‘Previously looked after children’** means such children who have previously been in the care of the Local Authority or provided with accommodation by a Local Authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a ‘child arrangement order’ (in accordance with Section 8 of the Children Act 1989 as amended by the Children and Families Act 2014) or special guardianship order (in accordance with section 14A of the Children Act 1989).

Note 2. **\*Exceptional medical need:** If the child has a serious medical condition/disability such that the parent feels the child must go to this school, this must be specified on the Supplementary Information Form. Governors can only consider applications under this category if supporting evidence is attached, e.g. a letter from a registered health professional, setting out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child attended another school. Governors will make their decision based on the medical evidence provided by the child’s medical consultants. Governors will consult the LA’s medical advisers and only agree to a priority placement if the medical advisers consider it necessary for the child to attend this school.

**\*Exceptional social need:** If parents feel there are sensitive, individual and serious family circumstances, perhaps involving the support services (eg social care) these may be considered at the time of the application for a school place. This will need to be specified on the Supplementary Information Form and evidence provided, eg a report from Social Services or from a priest detailing why this school is the most appropriate placement for the child given the circumstances of the case.

**If you wish to apply for a place under Category 2 or Category 11 a submission in writing must be made to the Chair of Governors and sent to St John the Baptist School together with all supporting evidence. This must be submitted by Monday 2 November 2015.**

Note 3. For the purposes of the Admissions Criteria, the Governors, after consultation with the Diocese of Arundel and Brighton, define a “baptised Catholic” as one the following:

- a) a **‘Baptised Catholic’** describes a member whose Church of Baptism is ‘in communion with the See of Rome’. The Catholic Church comprises within it the Latin Rite (Roman Catholics) and the Eastern or Oriental Rite (composed of Catholic (Uniate) Churches – see below). This will be evidenced by a certificate of Baptism in a Catholic Church or a certificate of reception into full communion with the Catholic Church.

<b><i>Eastern or Oriental Rite Catholic Churches in Full Communion with Rome</i></b>	
<b><i>ALEXANDRIAN</i></b>	<i>Coptic, Ethiopian (Gheez)</i>
<b><i>ANTIOCHIAN</i></b>	<i>Malankrese, Maronite, Syrian</i>
<b><i>ARMENIAN</i></b>	<i>Armenian</i>
<b><i>CHALDEAN (EAST SYRIAN)</i></b>	<i>Chaldean, Syro-Malabar</i>
<b><i>CONSTANTINOPOLITAN (BYZANTINE)</i></b>	<i>Albanian, Belarusian, Bulgarian, Georgian, Greek (Hellenic), Greek-Melkite, Hungarian, Italo-Albanian, Krizevci, Macedonian, Romanian, Russian, Ruthenian, Slovak (Greek), Ukrainian (Greek)</i>

Notes: 1. Eastern Orthodox Churches, including the Coptic Orthodox, Greek Orthodox and Russian Orthodox Churches, are **NOT** in full communion with the See of Rome. 2. Ordinariates are members of the Latin Rite. 3. Anglicans describing themselves as ‘Anglo Catholics’ are members of the Anglican Communion and therefore not in communion with the Holy See.

- b) a child baptised as a Christian by a church minister/priest of another denomination eg Anglican, and who has been received into the Roman Catholic Church.

Note 4. Siblings: For admission to this school, a sibling is defined as a brother or sister (i.e. another child of the same parents, whether living at the same address or not), or a half-brother/ half-sister or a step-brother/ step-sister or an adoptive or foster brother/ sister, living at the same address. A child will be given sibling priority if they have a sibling at the school at the time of the child's admission. Governors will also take into account any information on siblings that is provided by the Local Authority from the Common Application Form.'

### **Tie Breaker**

If accepting all applicants in a particular category would cause the school's admissions in that year group to exceed 180, a tie-breaker will be used (the tie-breaker will be distance from the school with those children living nearest to the school being given higher priority). Distance will be measured in a straight line from the address point of the child's house (including flats) as set by Ordnance Survey to the main entrance of the school. This is calculated using the LA Admissions and Transport Team's Geographical Information System. In some cases, applicants who live in the same block of flats may share the same address point. In such cases, applicants will be considered to be living equidistant from the school, the applicant to be ranked with the higher priority will be selected by the drawing of lots supervised by an independent person.

Where two or more applicants share priority for a place eg where two applicants live equidistant from the School, the applicant to be ranked with the higher priority will be selected by the drawing of lots supervised by an independent person.

A child's address is classified as where the child spends most of the time. For cases where there is formal equal shared custody it will be up to the parents to agree which address to use.

### **Multiple Births**

In the case of multiple births, where children are ranked consecutively in their order of priority for a place and there are not sufficient vacancies remaining for each of them, wherever it is logistically possible, each child will be offered a place. Where it is not logistically possible to offer each child a place the child(ren) to be offered the last remaining place(s) will be determined by the drawing of lots.

### **Appeals**

Parents who are unsuccessful in their application for a place for their child at the school are entitled to appeal to an independent panel if they disagree with the decision. Any appeal should in the first instance be directed to the Admissions Manager, who will explain the procedure.

### **In Year Admissions**

The oversubscription criteria in this admission policy will also apply to applications made outside the normal age of entry to secondary education (Year 7) ie in succeeding years or during the academic year.

In year applications must be made directly to the school.

### **Waiting List Policy**

If a place is not offered to a child, because of over-subscription, the child will **NOT** automatically be placed on a waiting list. Parents should, therefore, contact the school and ask for their child's name to be put on a waiting list. The list will be in the descending hierarchical order of the categories in the admission criteria. The child's name will stay on the waiting list until the end of the Autumn term. If a parent wishes their child's name to remain on the waiting list beyond this time the parent should contact the school and the child's name will remain on this list for the year group until the end of the academic year. Parents who wish their child's name to remain on the waiting list beyond this time are requested to contact the school to indicate this in the September of the following academic year

In order to support the needs of Catholic families moving into the area, no matter how long a child's name has been on the waiting list, his or her position on the list may change if the school adds a child's name to the list who has a higher priority eg a baptised Catholic child whose family is moving or has recently moved into the area.

The school is also under a duty to admit children who are presented for admission under the Local Authority's 'fair access protocol'. These children must take precedence over any children already on the waiting list.

### **Admission of children outside their normal age group**

Please note that it is the view of the Government, the Diocese, the LA and the Governing Body of this school that a child is educated alongside his/her age equivalent peers, in almost all cases.

Should a parent/carer request to have a decelerated entry to school ie to start later than other children in their chronological age group, they must initially apply for a school place in accordance with the deadlines that apply for their child's chronological age.

If the request is accepted, the application for the normal year group may be withdrawn before a place is offered. The parent/carer will be required to apply in the usual way the following year, along with the cohort of applicants for that year group. It should be noted that the application will not receive priority over or above any other applicant for this year group and the application will be considered alongside all other applicants to the school.

If a parent/carer requests to have an accelerated entry to school ie to start earlier than other children in the chronological age group, they must initially apply for a school place at the same time that other families are applying for that cohort. If the governing body agrees for the child to have an accelerated entry, the application will be processed. If it is not agreed for the child to have an accelerated entry they will be invited to apply again in the following year for the correct cohort.

In relation to the request, decisions are made on the basis of the circumstances of each case and in the best interests of the child. The governing body will expect the parent/carer to supply them with appropriate information and evidence. What the governing body will take into account will include:

- Views of parent/carer
- Information relating to the child's academic, social and emotional development, where relevant
- Medical history and the views of a medical professional
- Any previous history of being educated outside of their normal age group
- If the child may naturally have fallen into a lower age group if it were not for being born prematurely
- View of the headteacher of the school.

Please note that parents/carers do not have the right to insist that their child is admitted to a particular age group. It is the governing body who, having considered the circumstances of each individual case, will make a decision. The governing body will set out clearly for the parents/carers concerned the reasons for their decision in each case.

If the parent/carer is unhappy with a decision about which year group their child will be admitted to, the following applies. Parents/carers who are refused a place at a school for which they have applied have the right of appeal to an independent admission appeal panel. However, there is not a right of appeal if the child has been offered a place and it is not in the year group the parent/carer would like. In such cases, the parent/carer could make a complaint through the school's complaint procedure.

### **Late Applications**

For admission in the following September, all applications received by the closing date will be considered in accordance with the Admissions Criteria set out above. People who had the opportunity to apply for a place at St John the Baptist School through the Surrey system on time, but who chose not to, can apply as a late applicant. Such 'late' applications will only be considered when applications who met the deadline have been processed.

## PREVIOUS YEARS' ADMISSIONS

Note: children with a Statement of Special Educational Needs/EHCP are admitted under a separate procedure according to the Code of Practice and these children are included in the figures below:

### Previous years' admissions numbers for Year 7:

Year	Number of Pupils
2010	195
2011	190
2012	193
2013	188
2014	194
2015	189

### Previous years' categories of students offered places on March 1<sup>st</sup> for Year 7:

Year	Category	Percentage Offered
2010	1,2,3,4,5	100% of 1,2,3,4,5
2011	1,2,3,4,5,6	100% of 1,2,3,4,5      4% of 6
2012	1,2,3,4,5,6	100% of 1,2,3,4,5      10% of 6
2013	1,2,3,4,5,6	100% of 1,2,3,4,5      22% of 6
2014	1,2,3,4,5,6	100% of 1,2,3,4,5      27% of 6
2015	1,2,3,4,5	100% of 1,2,3,4,5