



St John the Baptist is a Church of England primary school with a 2-year-old and 3-year-old Nursery. We are a Church of England School which provides an inclusive, caring and supportive environment where children learn and flourish. This is driven by our school's vision "love your neighbour as yourself". We welcome applications for admissions from families of all faiths and none, with the expectation that all families will support the ethos of the school.

The school has a mixed admission limit of 30 and 60 places year groups from Reception to Year 6. For Nursery there are 2 rooms with 52 part time places (26 full time) in the over 3 Nursery room and 20 part time places (10 full time) in the 3 and under Nursery room. We offer a mixture of full time and part time places according to parent's needs.

### **The 2021 School Admissions Code and the Schools Admissions Criteria**

*The 2021 School Admission Code determines the content of the schools Admissions Criteria.*

As per the 2021 School Admission Code, it is important to note the following points:

#### **Entry to Reception Classes**

- Child(ren) will be offered a full-time place from the September which follows the child's fourth birthday.
- Where a child's birthday falls between 1<sup>st</sup> Sep and 31st March, parents have the right to delay their child's start until the child turns compulsory school age (the term after their fifth birthday) but not beyond the final term of the school year (summer term). The school will ensure that the place is held open.
- Parents may request that their child attend part time until the child reaches compulsory school age (the term after their fifth birthday).

#### **Admissions to Reception for Summer Born Children**

- For children whose fifth birthday falls between 1 April and 31 August, parents who do not wish them to start school in their allocated school year, but to be admitted in the following September, should discuss this with the school at an early stage. This request must be put in writing to the governors; reasons to support your request must be provided within this request and parents should include details as to why they believe this would be of benefit to their child. The headteacher will discuss any such requests with the child's parents or carers and options of part-time attendance during this period may be explored.
- Parents can decide not to apply for a Reception place in the school but to apply in the second half of the summer term for a Year 1 place starting in the following September. Parents should be aware that the Year 1 cohort may have no vacancies as it could be full with children transferring from the Reception Year group.
- Alternatively, parents have the right to apply in the normal round (no later than 15 January) for a Reception Year place for the following September, but you would need to provide strong supporting reasons for seeking a place outside of the normal year group via the protocol outlined above.

## **Determined Admissions Criteria 2026-2027**

The school will admit up to 30 places (unless opened to 60 places) to children to the Reception classes each year. Priority will be given to children in public care. The governors have decided that 15 places will be foundation places and 15 places will be open places or the same ratio following admission of children in public care.

Children for whom the school has been named in an Education, Health and Care Plan (EHCP) will be admitted to the school and will count against the planned admission number.

If you would like your child to be considered for a place at St John the Baptist CE Primary School you must name the school on the **Common Application Form** which is available online. [Here is the link](#)

If you are applying under criterion 2 (foundation place) you will need to complete a Supplementary Information Form, which is available from the school.

## **Oversubscription Criteria**

The following criteria will be used by the governors, in order of priority if a year group is over-subscribed; this has been determined in line with the 2021 School Admission Code.

1. A looked-after child or a child who was previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. This 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.

### **Criteria for Foundation Places:**

2. Children whose parent(s) regularly attend\* St John's Hoxton. A supplementary information form is to be completed confirming eligibility for a foundation place with the vicar of St John's Hoxton.

### **Criteria for Open Places:**

3. Child(ren) who have a sibling attending the school at the time they would attend.
4. Child(ren) of staff\*\* employed at St John the Baptist C of E Primary School.
5. Children whose acute medical or social needs justify the allocation of a place at the school. *Please note supporting evidence needs to be submitted to the school from a doctor or social worker at time of application. The supporting documents need to set out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another.*
6. All other children

**General Principles:**

*In all criteria applicants will be ranked from the closest distance to the furthest distance from the school. This measurement is determined from the distance from the school's front office on Crondall street to the applicant's main residence. If two applicants live exactly the same distance the allocation of the place will be determined by random selection which will be carried out by the Admissions Committee in the presence of an independent witness.*

*If there is a vacancy in the Foundation Place category which cannot be filled by child(ren) who meet the criteria for Foundation Places, governors will consider children for these places using the criteria for Open Places.*

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**Late Applicants and Waiting Lists:** *Late applicants will be added to the Reception Class waiting list<sup>[LG1]</sup>, similarly if the year group they are applying for is oversubscribed child(ren) will be added to the waiting list. Each time a child is added to the waiting list the list is 're-ranked' according to the agreed oversubscription criteria. In the event of a place becoming available, (a vacancy) this is offered to the family at the top of the waiting list irrespective of whether there are any appeals outstanding at the time. The waiting lists for the intake year is limited for one school term (Autumn term). After the 31<sup>st</sup> December applications need to be made via Hackney council for an in-year admission (see below for more information).*

**Regularly Attend\*:** *is at least twice a month for a period of 12 months.*

**Child(ren) of staff \*\*:** *refers to either/both of the following:*

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or*
- b) the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.*

**Sibling** *refers to brother or sister, half brother or sister, adopted brother or sister or the child of the parent/carer's partner, and in every case the child should be living in the same family unit at the same address*

**Parent/family member** *A parent is any person who has parental responsibility or care of the child.*

**Main Residence:** *This is the address that the child is resident at for the majority of the week; if shared equally: the address the child is registered at the GP.*

**Looked After Child** *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 its social services function (c) subject to an adoption order made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46) (d) subject to a 'child arrangements order' where one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 12) (e) subject to a 'special guardianship order' where one or more individuals are appointed to be a child's special guardian/s (Children Act 1989, Section 14A). This 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. Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order)."*

**In Year Admissions** *are made via Hackney Council using the In Year application form. If a place is available and there is no waiting list the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in*

*accordance with the oversubscription criteria. Offers will be made by Hackney Learning Trust on behalf of the Governing Body. The waiting list is in place until the 31st December of each year.*

**Statutory Right of Appeal**

*Parent(s) have a statutory right of appeal against the refusal of a place at St John the Baptist CE Primary School. This applies to all year groups. Full details of the right of appeal will be set out in the formal letter notifying parents of the refusal of a place, including the deadline and process for lodging an appeal.*

**Other information**

- Nursery places do not guarantee a place in Reception. Parent(s) will need to apply for a place using the Common Application Form and submit it by 15<sup>th</sup> January.

## Supplementary Information Form

Dear Parent(s) and Guardian(s),

**On behalf of the staff, governors and children of St John the Baptist, I would like to welcome you to our school and into our fantastic school community.**

St John the Baptist is a Church of England primary school with a 2-year-old and 3-year-old Nursery. We provide an inclusive, caring and supportive environment where children learn and flourish. This is driven by our school's vision "love our neighbour as ourselves." We welcome applications for admissions from families of all faiths and none, with the expectation that all families will support the ethos of the school.

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As a community, we share the responsibility of ensuring that the children in our care are happy, resilient, and successful; fully prepared to meet the challenges of an ever-changing world. At our school, our ultimate goal is for all children to become independent, self-motivated, and responsible members of society.

However, this can only be achieved when we all work together. The school is strongly committed to working in partnership with our families and extended communities. Good communication between home and school enables a strong partnership which is built on trust.

On the reverse of this letter, you will find a Supplementary Information Form. To apply to our school please fill out Section 1 and then take to the vicar at St John's Hoxton who will complete Section 2. Please then return the form directly to the school by the 15<sup>th</sup> of January (*same date as the CAF – Common Application Form is due*).

If you would like your child to be considered for a place at St John the Baptist CE Primary School you must name the school on the **Common Application Form** which is available online. [Here is the link](#)

We are proud of our school and would love you to join our community. We look forward to receiving your application and if you have any questions in the meantime, please speak to a member of our school team by emailing us [office@st-john.hackney.sch.uk](mailto:office@st-john.hackney.sch.uk) Please also arrange a tour of the school which can be arranged at a convenient time for you and your family, please book here [school tour booking](#).

Yours Sincerely,

Ms Toni Mason  
Headteacher

## St John the Baptist CE Primary School Admissions

# SUPPLEMENTARY INFORMATION Form

**This form** is for applications for a Foundation place and should be completed and returned directly to the school office. If you would like your child to be considered for a place at St John the Baptist CE Primary School you must **also complete the application form** which is available online. [Here is the link](#)

### Section 1 - To be completed by parent(s)/Guardian(s)

<b>Date when place is required:</b>		
<b>Child's Surname:</b>		
<b>Child's First name:</b>		
<b>Date of birth:</b>		
<b>Name of parent(s) or guardian(s):</b>	<b>PARENT 1</b>	<b>PARENT 2</b>
<b>Permanent address where child normally lives:</b>		
<b>Contact phone number (s):</b>		
<b>Church membership:</b>	<p style="text-align: center;">I can confirm I regularly (<i>at least twice per month for 12 months</i>) attend St John's Hoxton church on Pitfield Street Hoxton.</p> <p>Signed: _____ Date: _____</p>	

### Section 2 - To be completed by the Vicar at St John's Hoxton

<b>Vicar:</b>		
<i>Please sign below to confirm the following statements:</i>		
The parent(s)/guardian(s) has been attending for at least 12 months	<b>Yes</b>	<b>No</b>
The parent(s)/guardian(s) attend at least twice monthly.	<b>Yes</b>	<b>No</b>
<p><b>Declaration:</b> "I confirm that a parent named above of the child (also named above) is known to me and that I have truthfully answered the statements above."</p> <p>Signed: _____ Date: _____</p>		