



St John Evangelist Catholic Primary School

Reception and Years 1 – 6 Admissions Policy 2025 - 2026

Mission Statement: To love, to learn with God in our hearts

Determined by:

The Governing Board of St John Evangelist Catholic Primary School

Date: March 2024

St John Evangelist Catholic Primary School is a voluntary-aided primary school, founded to provide education based on the Catholic faith. As a Catholic school, we aim to provide a Catholic education for all our pupils, and we ask all families applying to St. Joan of Arc to give their full, unreserved, and positive support for the aims and ethos of our school. We welcome applications from families of all faiths, and of none.

Admissions authority and numbers

The governing body is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round¹. The governing body has set its admission number at 40 pupils to the Reception year group in the school year which begins in September, 2025.

For applications to the nursery, please see 'Nursery Admissions Policy 2025 – 2026' available on the school website [Admissions | St John Evangelist RC Primary School](#). For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (EHCP) (see note 2)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Allocation of places

For applications to Reception and years 1 to 6, children will be admitted to St John Evangelist Catholic Primary School in the order of priority outlined below. Whenever there are more applications than places available, places will be allocated in accordance with the over-subscription criteria.

Over-subscription criteria

¹ This is for admission to the school at the start of the school year in September and not for applications made in-year.

1. Catholic 'looked after' children and Catholic children who have been adopted or made subject to child arrangements orders or special guardianship orders, immediately after having been looked after (see notes 2 and 3).
2. Baptised Catholic children with a Certificate of Catholic Practice (CCP) who will have a brother or sister attending a Reception, Key Stage 1 or Key Stage 2 class in St John Evangelist Catholic Primary School at the proposed date which is the deadline for admission (see notes 5 and 9).
3. Baptised Catholic children with a Certificate of Catholic Practice (CCP) who are resident in the Catholic Parish of St John the Evangelist, Islington (see notes 4, 5, 12 and 13).
4. Baptised Catholic children with a Certificate of Catholic Practice (CCP) who are resident outside the Catholic Parish of St John the Evangelist, Islington (see notes 4, 5, 12 and 13).
5. Baptised Catholic children who are resident in the Catholic Parish of St John the Evangelist, Islington (see notes 4, 12 and 13).
6. Baptised Catholic children who are resident outside the Catholic Parish of St John the Evangelist, Islington (see notes 4, 12 and 13).
7. Other 'looked after' children and children who have been adopted or made subject to child arrangements orders or special guardianship orders, immediately after having been looked after (see note 3).
8. Catechumens or members of an Eastern Christian Church (see notes 6 and 7).
9. Children from families of other Christian denominations who are resident in the Catholic Parish of St John the Evangelist, Islington and whose application is supported by a letter confirming membership of a parish/faith community (see notes 8, 12 and 13).
10. Children from families of other Christian denominations who are resident outside the Catholic Parish of St John the Evangelist, Islington and whose application is supported by a letter confirming membership of a parish/faith community (see notes 8, 12 and 13).
11. All other applicants.

Twins and multiple births

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

Within each of the categories listed above, the following provisions will be applied in the following order.

- i) The Governing Body will give top priority after the appropriate category of looked after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at the school (see note 11).
- ii) In prioritising applications in each of the above Oversubscription Criteria priority will be given (after those with exceptional need), to children of staff

employed directly by the school on a current permanent contract and have been so for at least two years at the time of application, who are baptised Catholic applicants with a Certificate of Catholic Practice.

Tie Break

Where the offer of a place to all applicants in a category or sub-category would exceed the published admission number (PAN), priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated by the local authority, using a computerized mapping system. The local authority measures the distance in a straight line from the home address (as determined by the Land and Property Gazetteer) to the midpoint of the school's grounds (as determined by Islington Local Authority).

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by an independent witness.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round², you must complete:

1. A Common Application Form (CAF) available from the local authority in which you live. Islington residents must complete the application form online at www.islington.gov.uk/admissions. Islington residents can contact Islington School Admissions if they have any queries regarding completing the online form. Islington School Admissions can be contacted at: Islington Council, School Admissions, 222 Upper Street, London N1 1XR – Telephone number: 020 7527 5515. If you are not an Islington resident you will need to apply through your own Local Authority.

You are also requested to complete

2. The school's Supplementary Information Form (SIF). This is available on the school's website and from the school office during term time between 2:00 and 3:00pm, Mondays to Fridays.

Additional documentation

If you wish to be considered as practising Catholics please also provide:

- A Certificate of Catholic Practice (CCP) Applicants applying under criteria 2, 3 and 4 must submit a Certificate of Catholic Practice (CCP) by the closing date. This form is available from the priest at the parish where the family normally worships or from the Diocesan website <http://rcdow.org.uk/education/governors/admissions>. It is the parent's duty to ensure that the CCP is submitted to the school by the closing date in good time. The priest will only sign this form if he knows you and agrees that you are a practising Catholic family (see note 5).

If you wish for your child to be considered as a baptised Catholic, or baptised in another Christian denomination please also provide:

- Your child's Baptismal certificate, or equivalent.

² This is for admission to the school at the start of the school year in September and not for applications made in-year.

Submitting documentation to St John Evangelist Catholic Primary School

Please submit the SIF and any relevant additional documentation to the school. It is the applicant's responsibility to ensure that the SIF and any other supporting documentation is submitted to the school by the closing date.

You can return the SIF, together with the relevant documentation in the following ways:

- By email: please scan forms and send to office@stjohnevangelist.islington.sch.uk
- By post: Please send FAO: Tina Roseman, Senior Admin Officer, St John Evangelist Catholic Primary School, Duncan Street, Islington, N1 8BL
- In person: To the school office during term time only between 2:00 and 3:00pm, Monday to Friday

Timings

Applications will be accepted from the 1st of September 2024 for children due to start school in September 2025. Online applications to the local authority, and the submission of SIFs and supporting documentation to the school, must be completed by the 15th of January 2025. If you do not provide the information requested in the SIF and return it by the closing date, together with all additional supporting documentation, your child's application will be categorised under criteria 11; this is likely to affect the chance of your child being offered a place.

Late Applications

Applications received after the closing date will be dealt with after the initial allocation process has been completed. If the school is over-subscribed, it is very unlikely that late applicants will obtain a place.

Offers

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are offered a place, you are asked to accept or decline as soon as possible.

Right of appeal

If your application is unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel. The panel will consider whether the admissions policy and procedure were correctly applied but does not have the authority to change the stated over-subscription criteria. Should you wish to appeal, please contact the school for an appeal form. Appeals must be submitted to the school in writing by Friday 25th May 2025.

Waiting list

Unsuccessful applicants will be invited to join the waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria and not in the order in which the applications are received. Names will remain on the waiting list until the end of the Autumn term (December). If you wish to remain on the waiting list beyond this date, please reapply using the in-year admissions process.

Right to defer

Children below compulsory school age

A child is entitled to a full-time place in Reception in the September following their fourth birthday. However, you may defer the date that your child starts school until they reach compulsory school age, which is defined as the first day of term following the

child's fifth birthday. You may also request that your child attends part-time until they reach compulsory school age.

If you wish to defer your child's start date until the spring or summer term, or take up a part-time place, please apply in the usual way and contact the school to request deferred entry or part-time hours when you receive the offer of a place. Please note that a child's start date cannot be deferred beyond the point at which they reach compulsory school age, or beyond the start of the final term of the year in which the offer was made (the summer term). Therefore, children who will reach five years of age during the summer term cannot defer entry beyond the 1st of April 2026.

Children educated outside their chronological age group (except Reception applications for summer born children)

Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

Summer Born Children

If a parent wishes for their summer born child to start school in Reception in the September following his/her 5th birthday i.e. a child born between 1st April – 31st August being admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

In-Year Admissions

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. An online application should be made to the local authority here: [Apply for a school place in-year | Islington Council](#) and application should be made to the school by contacting Tina Roseman or Francesca Marinaro, admin team office@stjohnevangelist.islington.sch.uk

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied. If there are no places available, the child will be added to the waiting list (see above). You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

For further details about the process for making an in-year application, please visit the admissions section of the school's website [Admissions | St John Evangelist RC Primary School](#)

Children of UK service personnel and Crown Servants

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the school will allocate a place in advance of the family arriving in the area (as long as one is available), and provided the application is accompanied by an official letter that declares a relocation date and so long as some evidence of their intended address is provided for a unit or quarter address to be used.

Fair Access Protocols

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal

admissions round the governing body is empowered to give absolute priority to a child where admission is requested under any protocol that has been agreed by both the Diocese and the Governing Body for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

The governing body reserves the right to withdraw the offer of a place or, where the child is already attending the school the place itself, where it is satisfied that the offer or the place was obtained by deception.

Appendix

Notes (these notes form part of the oversubscription criteria)

1. **'Applicants'** refers to the parents and/or carers submitting an application for a place on behalf of a child.
2. 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 educational provision required for a child.
3. A **'looked after child'** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **'previously looked after child'** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

- i) A **'child arrangements order'** is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately before the order is made qualify in this category.
 - ii) A **'special guardianship order'** is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child's special guardian(s). A child 'looked after' immediately before the order is made qualifies in this category.
4. **'Catholic'** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].

5. **'Certificate of Catholic Practice'** means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of a child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these

circumstances can be found in the guidance issued to priests [Governance & Admissions – Diocese of Westminster Education Service \(rcdow.org.uk\)](http://rcdow.org.uk)

6. **‘Catechumen’** means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
7. **‘Eastern Christian Church’** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
8. **‘Children of other Christian denominations’** are defined as children who belong to other churches and ecclesial communities which, acknowledging God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and of CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.
9. **‘brother or sister / sibling’** includes:
 - (i) all natural brothers and sisters, half brothers and sisters, adopted brothers and sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address, and
 - (ii) the child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
10. A **‘parent’** means the person or persons who have legal responsibility for the child.
11. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.
12. **‘Residential address’** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (“CAF”). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.