



St John of Jerusalem  
Church of England Primary School

# Governors' Admissions Policy

September 2025 - July 2026

St John of Jerusalem CE Primary School, in the parish of South Hackney (Diocese of London), will admit the following numbers of children each year:

1. A total of 25 places in the Nursery Class
2. A total of 30 children in the Reception Class
3. There will be one intake per year

**The admission numbers and dates of admission were agreed upon in consultation with the Local Authority. All children who attend the nursery will be required to complete an application form, as there is no automatic transfer from the Nursery to Reception.**

#### **Admission criteria for oversubscribed classes**

In the event that the school is oversubscribed in any one-year group, the Governor's Admissions Committee will apply the following criteria in order of priority to reach a decision about a child's admission to the school:

#### **Children with an Education, Health and Care Plan**

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.

01. A looked-after child or a child who was previously looked after. Previously looked after children are children who were looked after, *including children in state care outside of England*, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship orders). 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 definition in section 22 (1) of the Children Act 1989)
02. Children whose Parent/s or Carer/s\*, are regular worshippers (at least once every three weeks, for one year) at St John of Jerusalem Church.
03. Children who have siblings\*\* attending St John of Jerusalem CE Primary School, and will continue to do so at the time of attendance.
04. Children whose Parent/s or Carer/s\* are regular worshippers (at least once every three weeks, for one year) at a nearby Anglican church, and for whom this is their nearest church school.
05. Children whose Parent/s or Carer/s\* are regular worshippers (at least once every three weeks, for one year) at a nearby Christian church, and for whom this is their nearest church school.
06. Children whose Parent/s or Carer/s\* are regular worshippers (at least once every three weeks, for one year) of other faiths/beliefs, and for whom this is their nearest church school.
07. Children who live nearest to the main entrance of the school

## Notes

In the event of over-subscription in all the above criteria, the distance from home to the school will determine the child's admission. The distance will be measured in a straight line from the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system. Those living closer to the school will receive the higher priority. If two applicants live exactly the same distance, the allocation will be determined by lottery, which will be carried out by the Admissions Committee in the presence of an independent witness.

Any child who attends a place of worship will only be considered if the minister of religion has confirmed regular worship on the attached form. Should this form not be received, this will reduce the possibility of the child's admission being accepted.

If you are making your admissions application in relation to criteria points 2, 4, 5, and 6, please ensure you provide the Supplementary Information Form (SIF) as confirmation of Church/other faith membership duly signed by your Vicar, Pastor or Religious Leader.

## Waiting list

The school maintains a waiting list, and children are ranked on the list in accordance with the school's oversubscription criteria. The list is maintained by the Local Authority for one term, after which it will be maintained by the School. We will contact you on a regular basis to enquire whether you want your child to remain on the waiting list.

## Explanation of terms used in the document

### Multiple Births

If only one place is available for more than one child, who are twins or of a multiple births within the same family, the Governing Body will establish if the school is able to admit above numbers. If this is not possible, the allocation of the place will be determined by lottery, which will be carried out by the Admissions Committee in the presence of an independent witness.

### Oversubscription Criteria

**\*Parent/Carer** – A parent or carer is any person who has parental responsibility for or is the legal guardian of the child. Where admission arrangements refer to "parents' attendance at church", it is sufficient for just one parent to attend.

**\*\*Siblings** refers to brother or sister, half brother or sister, adopted brother or sister, step-brother or sister, or the child of the parent or carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

## The Process for Requests for Admission out of the Normal Age Range

- *Parents seeking a place for their child outside the normal age group for the reception class or at any other time of the school year (In-Year transfer) and wish this to continue, should read the guidance on out of normal age group admissions in the "Hackney's Primary Schools" Admissions Guide for Parents. The booklet is **available at <https://education.hackney.gov.uk>***
- *Please note: such requests will only be agreed upon in very exceptional circumstances.*

## Deferred Entry

- *Parents who wish to defer their child's place into the reception class or for their child to attend part-time until later in the year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year should refer to the guidance in*

*"Hackney's Primary Schools" Admissions Guide for Parents* **available at**  
<https://education.hackney.gov.uk>

### **In Year Application Process**

- In-Year Applications are made to Hackney Education in accordance with the In-Year scheme of coordination. The governing body decides which children can be offered places. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria and offers made by Hackney Education on behalf of the governing body.