St John Evangelist Catholic Primary School

Reception and Years 1 – 6 Admissions Policy 2026 – 2027

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

Determined by:
The Governing Board of St John Evangelist Catholic Primary School
Date:

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. John Evangelist 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 round[1]. The governing body has set its admission number at 30 pupils to the Reception year group in the school year which begins in September, 2026.

Applications to the school nursery
For applications to the nursery, please see 'Nursery Admissions Policy 2026 – 2027' 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 (see note 1)
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.

Over-subscription criteria
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 2i, 2ii and 3).
2. Baptised Catholic children who will have a brother or sister attending a Reception, Key Stage 1 or Key Stage 2 class in St John Evangelist Catholic

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

Primary School at the proposed date which is the deadline for admission (see notes 3 and 7).

3. Baptised Catholic children who are resident in the Catholic Parish of St John the Evangelist, Islington (see notes 3, 10 and 11).
4. Baptised Catholic children who are resident outside the Catholic Parish of St John the Evangelist, Islington (see notes 3, 10 and 11).
5. 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 2i and 2ii).
6. Catechumens and members of an Eastern Christian Church (see notes 4 and 5).
7. Children from families of other Christian denominations whose membership is evidenced by a religious leader (see notes 6).
8. 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 9).

ii. The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above

iii. In prioritising applications in each of the above Oversubscription Criteria priority will be given (after those in i) and ii) above), 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.

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 round, you must complete a Common Application Form online at www.islington.gov.uk/admissions. Applications will be accepted from the 1st of September 2025 for children due to start school in September 2026. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 4 and 6 to 7. Online applications to the local authority, and the submission of SIFs and

supporting documentation to the school, must be submitted by the 15th of January 2026.

The SIF should be returned, 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, Tuesday to Thursday only.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child may not be placed in criteria 1 to 4 and 6 to 7 and this may affect your child's chance of being offered 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.

Late Applications
Applications received after the closing date will be dealt with after the initial allocation process has been completed. You are encouraged to ensure your application is received on time.

Right to 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 23rd May 2026.

Admission of Children Below Compulsory School Age and Deferred Entry
A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. Therefore a child who will reach five years of age during the summer term cannot defer entry beyond the 1st April 2027. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school.

Admission of Children outside their Normal Age Group
A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to 'The Chair of the Admissions Committee at St John Evangelist Catholic Primary School' via email at the same time as the admission application is made. The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the

head teacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

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.

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 or call the school office on 020722613144.

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. 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.
2. 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.

3. '**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.

4. '**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.

5. '**Eastern Christian Church'** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. "**children of other Christian denominations**" means children who belong to other churches and ecclesial communities which, acknowledge 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 CYTÛN 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.

7. '**brother or sister'** includes:
   (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or 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.

8. A '**parent**' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

9. To demonstrate an **exceptional social, medical or pastoral need** of the child which can be most appropriately met at this school, the admission authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

10. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2026 – 2027.
    [Map attached]

11. A child's "**residence**" 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.