

Jasper City School Admissions Policy

Introduction:

Jasper City School is an Independent, co-educational, Christian (non-denominational), all-through (3-16yrs) school, situated in Ilford, in the London Borough of Redbridge.

The Governing Body of the school will be responsible for determining and administering the policy relating to the admissions of pupils to the school. It will be guided in this responsibility by the requirements of the law, by the advice of Christian Education Europe, and in its duty to the school and to the local Christian community.



The Governing Body will delegate responsibility for determining admissions to the Head Teacher and a nominated Admissions Committee. Our admission will be non-selective and offer a comprehensive education based on Biblical principles designed to encourage individuality, creativity, integrity, academic excellence and personal discipline in all attending pupils.

As a Christian community, our school acknowledges that some children are more vulnerable than others. Therefore, all children with a statement of Special Educational Needs that identify Jasper City School as their chosen school, will be considered for a place at the school. Before admitting a child with severe SEN there will be consultation with relevant outside professionals¹, parents and a nominated member of the Admissions Committee, in order to ascertain the suitability of premises and educational setting; and ensure our capacity and capabilities to further enhance, support and cater for the specific needs of the child. Where there is a case of moderate and multiple special needs, a parent or carer may be asked to come in and assist one or more mornings a week.

Children who are in the care of a local authority or provided with accommodation by that authority in accordance with section 22 of the Children Act 1989, at the time an application for a school is made; and children who have left care through adoption, a residence order or special guardianship order, will be considered a place.

Children for whom it is essential to be admitted to this school because of special circumstances to do with significant medical or social needs evidenced by written professional advice, explaining why these needs can realistically only be met by Jasper City will be offered a place².

PAN (planned admission number):

From September 2018, we will have spaces to admit 50 pupils entering from ages 3-12 (from Year Nursery to Year 8). All applications for places at Jasper City will be considered in accordance with the arrangements set out below.

Jasper City School will process all admission applications internally. The application process in a usual academic year will open on the first working day in the month of May and close on the last working day of May in the academic year before the academic year of entry.

Late applications

Applications received after the closing date and designated as 'Late' will only be considered in exceptional circumstances and entirely at the discretion of the Chair of Governors and Admissions Committee acting together and on behalf of the Governing Body.

Late applications will only be treated like applications received before the closing date if there is written evidence of exceptional pastoral, medical or compassionate grounds for the lateness of the application. If they are not treated like applications received before the closing date, they will be added to the Waiting List³.

'In-Year' Admissions and General Admissions Procedure:

For in-year admissions (as well as general admissions), parents will be asked to complete an application form provided by the school office. Verbal or telephone applications will not be accepted. Where no place is available the applicant will be advised in writing and informed of their right to request an independent appeal or be placed on the Waiting List³.

On receipt of a completed, Jasper City School application form, the school office will send a letter of acknowledgement and guide the prospective parents/carers through the following procedure.

- An informal meeting with parents/carers and pupil to view the school and for a general discussion of what Jasper City offers or attendance at one of our Open Days/Evenings.
- A formal meeting with the Head Teacher and/or Assistant Head Teacher, one member of the Admissions Committee, parents/carers, pupil and where possible the child's future teacher: where the school's policies, ethos, distinctive curriculum and home & school agreement will be discussed and agreed by parents/carers.
- Parents will be informed that all the school policies are available on the school's website and they are encouraged to read them. Copies of policies can be made available to parents without access to the internet.
- Verification of information on application form. All applicants allocated a place will need to show proof of residence (i.e. a utility bill) and an original or certified copy of a birth certificate (a passport will not be accepted in place of a birth certificate). The Governing Body also reserves the right to seek verification from the local authority in which the applicant is resident. False information, or the omission of material information, may result in disqualification, or the loss of a place after it has been offered, accepted or taken up.
- The person making the application must have parental responsibility for the child. For children who reside with a relative or carer other than a parent, a residence order or other court order will be required. Proof of parental responsibility may comprise a letter from HM Revenue & Customs confirming receipt of Child Benefit or Child Tax Credits.
- To accept that the School operates with its aims, the Statement of Belief, and the School rules, the School Prospectus must be read and signed by parent(s). At this signing give opportunity for clarity of school policies, ethos, code of conduct, etc. and ensure full understanding.
- All children who are admitted to the school will need to attend a diagnostic testing day(s). These tests will be administered to prescribe the appropriate level of curriculum for each child. Children will not be graded by chronological age or on the basis of previous levels of achievement.
- The Head Teacher may contact the child's existing or previous school for a reference if they are of school age. If a child has been home-schooled an appropriate reference may be requested.

Decision Making

The Head Teacher will make the decision whether or not to accept a new pupil and will report on new pupils to the School Governors. Where the Head Teacher is unable to reach a decision as to whether to accept a pupil or not, the Head Teacher will refer the matter to the School Governors who will make the final decision.

An applicant may be turned down for the following reasons:

- The communication from the previous school highlights areas of concern in terms of behaviour.
- The School has reached the permitted maximum number of pupils.
- The specific class for which the child is applying is full.
- The School is unable to meet a child's specific needs.
- The procedure set out in this policy has not been followed.
- Wherever the Head Teacher feels that it is not in the best interests of the school for the child to be admitted.

Offer of places:

Applicants will be informed of the outcome of their application by the school, by post or email, whichever preference is indicated on the application form. Applicants to whom places are offered will be advised in their offer letter of any action that they need to take to accept the place offered.

Oversubscription Criteria:

If there are more applicants than places, places will be offered in accordance with the following criteria in order of priority:

1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order⁴.
2. Children whose acute, established and documented medical or social needs justify a place at the school⁵.
3. Children with at least one parent who has/will attend the annual ACE Parent Orientation Day, held in early September and has completed, returned and signed the ACE Parent Training Workbook.
4. Children who have a sibling (full, half, step, fostered or adopted brother or sister) resident at the same address already attending the school at the time of admission.
5. After places have been filled under the first four criteria, any remaining places will be offered first to children whose families can show 'Christian Commitment'⁶.
6. Children living in The Area served by the School⁷.
7. Children living outside The Area served by the School whose families can show a 'Christian Commitment'.
8. Children living outside The Area served by the School who live closest to the school as measured by straight-line distance.

Tie-break:

In the event that two or more applicants have equal right to a place under any of the above criteria, priority will be given to those who live the nearest to the school. Should two applicants live an equal distance from the school, the offer of a place will be decided by drawing lots.

Waiting List Admissions:

If, after all applications received before the deadline have been offered places, there remain vacant places, these will be offered to children on the waiting list in accordance with the over-subscription criteria, not in the order in which applications are received or added to the list.

Appeal procedure:

Parents whose applications for places are unsuccessful will be informed in writing and will be given an opportunity to appeal against the decision to an Independent Appeal Panel set up in accordance with the statutory provisions in force at the time. Full details of the procedure will be sent to parents with the decision letter. The School will prepare guidance for the parents about how the appeals process will work and provide parents with a named contact who can answer any enquiries parents may have about the process. All appeals should be lodged within one month of receiving notification that an application has been unsuccessful. The Appeal Panel will be independent of Jasper City School. The determination of the Appeal Panel will be binding on all parties. The School may choose to enter into an agreement with the Local Authority or any other organisation for it to recruit, train and appoint Appeal Panel members and to arrange for the process to be independently administered and clerked. Full details of the procedure will be available from the School.

DEFINITIONS

1. 'Outside professionals' - outside professionals from health, children's social services, support services or the educational psychologists' service who may be involved with the child.
2. The Governing Body will decide whether this condition applies and parents will be responsible for providing supporting evidence from social workers, doctors, health advisors and other professionals of why the need means the child should be given a place at Jasper City School rather than at any other local school. Parents will be responsible for submitting medical evidence and clearly identifying the implications for the child if they were not given a place at Jasper City School.
3. 'Waiting List' - when all available places have been allocated, the school will operate a waiting list. Parents who wish their child to be included on the waiting list must inform the school in writing. Any places that become available will be allocated by the Admissions Committee according to the criteria of the admissions policy with no account being taken of the length of time on the waiting list.

The waiting list will be reviewed and revised:

- a. each time a child is added to, or removed from, the waiting list;
 - b. when a child's changed circumstances will affect their priority;
 - c. at the end of each school year, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following year. Parents may keep their child's name on the waiting list for as long as they wish.
4. A looked after child is a child who is in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions, as defined in section 22 of the Children Act 1989.
 5. The Governing Body will decide whether this condition applies and parents will be responsible for providing supporting evidence from social workers, doctors, health advisors and other professionals of why the need means the child should be given a place at Jasper City School rather than at any other local school. Parents will be responsible for submitting medical evidence and clearly identifying the implications for the child if they were not given a place at Jasper City School.
 6. 'Christian Commitment' - Parents applying under the Christian Commitment criteria will be asked to complete a Faith Information Form. In this form you will be asked to declare your Christian Commitment as being 'full participation in church life' normally including attendance at worship on at least a fortnightly basis demonstrated over a period of at least 12 months before applying to the school.
 7. 'The Area served by the School' - London Borough of Newham and Redbridge. Due to this School's distinctive learning experience and being an all-through school, the area served by the School has been opened up to include all families who are resident in the Borough.

16-19 provision:

We assume that most, if not all of the 16-19 places at Jasper City School will be filled by those students transferring from the secondary phase. However, we will admit pupils into the 16-19 phase on the same basis as our pre-16 provision if there are places available.

We have created a fair admissions policy so that the London Borough of Newham and Redbridge's residents will be prioritised, and given the opportunity for their child to experience a distinctive and quality education. In this we hope to raise standards of achievement, character, participation and living in the area that the school will serve.

Jasper City School

Admissions Policy – version 1

Adopted at Governors Meeting on 01/09/2018.

Reviewed – 23/02/2020