



St John's CE Primary School
Crescent Road, Friern Barnet, London N11 3LB

Admission Criteria for Main School 2025-2026

Introduction to St. John's CE Primary School

The school is in the Parish of St. James and St. John. We are a popular Church of England one-form entry primary school with a nursery for pupils aged 3-4 years. We have excellent facilities which include a fantastic indoor swimming pool, a music room, cookery suite, art room and an all-weather Multi Use Games Area (a MUGA) which provides the opportunity for our children to enjoy outdoor sport the whole year long. The school is well resourced and staffed and we enjoy the support of our parent community and a very hard working and committed Parent Teacher and Friends Association which raises thousands of pounds every year to invest in the children's education.

St. John's takes a holistic approach to education and aims to help children grow in all areas. The social, physical, emotional, spiritual and moral development of our pupils are of equal importance and we are always proud of our pupils' achievements in all of these key areas. We are committed to inclusive education and our aim is for the needs of every child to be recognised, understood and catered for. Parents, staff and governors work together to ensure that every child is supported and able to receive an appropriate and rewarding education.

We aim to ensure equal opportunity for all regardless of gender, race, religion or special need. The school recognises that children living in Barnet are part of a wider multicultural society and our educational objectives reflect this, preparing children to live and work together in harmony.

A Church of England School

As a church school St. John's is centred within the worshipping community of the Church of St. John the Evangelist, Friern Barnet. The children are introduced to faith not only as a subject but, more significantly, as an experience and an intricate part of the human search for meaning and personal development. Prayer and public worship are an integral part of the school day.

As well as daily assemblies, the school worships in Church at the beginning and end of term, at significant moments of festival and at times when thanksgiving is to be given or comfort sought. The children are taught to embrace the value of 'community' and to recognise both the responsibilities and the blessings of belonging to the body of the faithful; how to contribute and how to welcome friendship and the gift of empathy, experiences that enrich the quality of life.

The school curriculum is taught from a Christian perspective and the children are encouraged to live by Gospel values: love for God and neighbour and respect for self and for all people. In a changing world the 'secular' and faith beliefs other than Christianity naturally form part of education at St. John's and co-exist within the school family. Acceptance of difference and the search for loving compromise are central to the Christian Gospel and to the learning experience and life of St John's.

The school amply provides for the means to success and academic excellence, but it also nurtures children in the exciting journey of discovery to find the purpose and potential of humanity.

Our Admission Policy

The Published Admission Number (PAN) for September 2025 is 30 pupils.

Where applications for admission exceed the Published Admission Number, the following criteria will be used, in the order given below, when considering which children to admit after allocation of places to children with an EHCP that name the school:

1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children whose parents or guardians are on the Electoral Roll of the Parish of Friern Barnet, are actively involved in worship at St John's Church attending at least twice a month and have done so for a minimum of two years.
3. Children who have a sibling at the school at the time of entry.
4. Children whose parents or guardians are on the Electoral Roll and are actively involved in worship in an Anglican Church, other than St John's Friern Barnet, attending at least twice a month and have done so for a minimum of two years. References must be provided by the Incumbent (or Church Wardens in the event of an interregnum) using the relevant space provided in the 'Supplementary Information Form.'
5. Children of staff at the school will be given priority under this category where
 - a. a member of staff has been employed at St John's School for two or more years at the time at which the application for admission is made, or
 - b. a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Children whose parents or guardians are actively involved in worship in a church which is a member of Churches Together in England or the Evangelical Alliance and have attended church at least twice a month for two years. References must be provided by the parish priest or minister of religion in support of the application, stating the families' involvement in the life of prayer and worship in their communities. References must be provided using the relevant space provided in the 'Supplementary Information Form.'
7. All other children.

Notes

Tie-Break: In each of the above categories, priority will be given to families or staff living nearest to the school, as measured by the London Borough of Barnet. All applications must include proof of residency, in the form of a recent utility bill, required both at the time of application and of entry. Governors reserve the right to withdraw the offer of a place if any false information is given.

Applying for a place for your child: An application for a place for your child at the school must be made online at: www.eadmissions.org.uk The application must be submitted to the local authority where you live by the 15th January, which is the closing date for application. You should also submit a Supplementary Information Form (a SIF). St. John's requires the completion of a supplementary information form so that additional information is provided in support of an application in relation to faith commitment and church attendance. This form can only be obtained from the school office and must also be returned directly to the school by the 15th January preceding the relevant academic year of commencement. All late applications will be processed after on-time applications.

Fair Access Protocol: The Admission Forum or the local authority may require the school to admit a child exceptionally, either outside the normal admission arrangements or in excess of the published admission limit, in order to protect the interests of vulnerable children and those with challenging behaviour. These pupils will be shared between schools in ways that are fair, objective and transparent.

Statutory Maximum infant class size: The requirement in law that infant classes (i.e. classes in Reception year, year 1 and year 2 class) with a single school teacher are not permitted to contain more than 30 pupils, except in certain circumstances. Some children are deemed to be 'excepted pupils' as listed in the School Admissions Code (see Fair Access Protocol).

Sibling: The school defines siblings as “a brother or sister, half brother or sister, step brother or sister, adopted brother or sister and foster brother or sister living in the same family unit at the same address. Cousins or other relatives are not siblings.

Staff: This criterion only applies in relation to staff, whether teaching or non-teaching, with a permanent contract to work predominantly at the School. For the purposes of this criterion, ‘children of school staff’ is taken to include a son, daughter or step-son/daughter, or child who is adopted or fostered or for whom a special guardianship order is in place, in all cases providing they are living at the same address as the parent who is employed at the school.

Deferred Entry: Children will be normally admitted to the reception class in the September following their fourth birthday. However, in line with the School Admissions Code, parents can defer their child’s entry to the reception year until later in the school year, where they have been offered a place at the school, to start before they are of compulsory school age. Where entry is deferred, the school will hold the place for that child and not offer it to another. However, entry cannot be deferred beyond the beginning of the term after the child’s fifth birthday, nor beyond the end of the reception year. Parents can also request that their child attends part-time until they reach compulsory school age. Governors invite parents or guardians to consult with the school before final decisions on deferred entry are made.

Summer Born Children - Delayed Entry: Parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that their child is admitted out of their normal age group – to Reception rather than year 1. If parents wish to apply for their summer-born child to join a Reception class, instead of Year 1, in September 2026, they must complete an application for Reception 2025 **and** submit a ‘Request for Out-of-Year Admission’ form. Summer-born children are those born between 1 April and 31 August. Such requests will be considered by the schools Admissions Committee.

Please follow the link to obtain the ‘Out-of-Year Admission’ form

<https://www.barnet.gov.uk/schools-and-education/school-admissions/apply-primary-school/deferred-entry-primary-school>

Multiple Births: If only one place is available at the school and the next child who qualifies for a place is one of multiple births the Governing Body will carefully consider admission above the published admission number. Governors will consider both supporting the family concerned and the needs of the particular year group potentially affected, before a decision is reached.

Waiting List: Waiting lists for all year groups will be maintained and vacancies filled in accordance with the over-subscription criteria. Should a new child be added, the waiting list will be re-considered using the same criteria.

In-Year Admission: An in-year admission application is one that is made outside of the normal admissions round, for example when a family moves house part way through a school year or is for admission into a year group other than Reception. Applications for in-year admissions should be made direct to the school and will be dealt with in accordance with the school’s over-subscription criteria.

EHC Plan: An education, health and care (EHC) plan is for children and young people aged up to 25 who need more support than is available through special educational needs support. EHC Plans are prepared under the Children and Families Act 2014. They identify educational, health and social needs and set out the additional support to meet those needs.

PAN: Stands for “published admission number” and is the number of pupils the school will admit in to Reception. All London boroughs work together on the Reception class admissions process and this is known as the Pan-London co-ordinated admissions scheme.

Children at the School's Nursery: Parents should note that children who attend the School's nursery will not automatically transfer to Reception Year at the School. An application for admission to Reception Year must be made in the normal way.

Appeals: Parents have a statutory right of appeal to an independent admission appeal panel against the refusal of a place at the School for their child. Admission appeal panel hearings are conducted strictly in

accordance with procedure and criteria set out in the School Admission Appeals Code 2022, which is accessible on the Department for Education's website:

<https://www.gov.uk/government/publications/school-admissions-appeals-code>

For more information on how to appeal a decision please visit

<https://www.gov.uk/government/publications/admission-appeals-for-school-places/advice-for-parents-and-guardians-on-school-admission-appeals>

Waiting Lists: Where the school receives more applications for Reception places than there are places available, a waiting list will operate until 31st July. That waiting list will be maintained by the Local Authority and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Following the 31st July, waiting lists for year one to year 6 will be maintained by the school when such a request is made to the school.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria (not by date in which the child's name was added). Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be re-ordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Withdrawing Places: In certain circumstances the school may decide to withdraw a place offered if one of the following circumstances occurs:

- Where a parent has not responded to the offer of a place, even after chasing;
- Where fraudulent or intentionally misleading information is used as part of the application; or
- Where the offer has been made in error.