

John Keble Church of England Primary School



Admissions Policy 2025-2026

ADMISSIONS POLICY for RECEPTION TO YEAR 6 2025/2026

John Keble School has an admissions number of 60 students for entry into the Reception Class. The school will accordingly admit 60 children in the relevant age group each year if sufficient applications are received. All applications will be admitted if 60 or fewer apply.

All parents wishing to enrol their children at John Keble School are warmly invited to visit the school. Visits can be arranged with a member of the school leadership team, via the front office.

These arrangements and the criteria listed below are reviewed annually by the governing board and should not be regarded as binding in future years.

The admissions criteria reflect both the founding principles of the school and its mission statement. We have a strong Christian identity and daily worship in the traditions of the Church of England. Our worship life at John Keble underpinned by the tradition of faithful prayer and worship handed down throughout its history in the rhythm and pattern of the Anglo Catholic tradition, which remains very much one of the anchors to our expression of faith as a school. In addition, we aim to express other styles of worship in keeping with the tradition of the Church of England, familiar with a good number of our children and their families, which enables everyone to connect with and share in the faith we are expressing and which is such an integral part of our school life. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here. However, parent(s)/carer(s) applying to this Church of England School should note that the school aims to provide an education based on Christian principles and it is expected that parents would not wish to exercise the right of withdrawal from worship and Religious Education lessons.

The Governing Board of the school has sole responsibility for the admission arrangements and applying the criteria to this school. The maximum admission number for each class is 30. All applicants should be supportive of the aims, attitudes and values, expectations and commitment of this voluntary aided Church of England school.

There is no automatic transfer from Nursery to Reception. Parents must complete a separate application.

Application Procedures

Common Application Forms (CAF) for Reception places are available online at www.eadmissions.org.uk in the year before the child is to start school.

Parents who wish to secure a place for their child in Reception must log in to complete a Common Application Form (CAF) naming the school. This must be completed online.

If you are a Brent resident, you can find the relevant information by contacting Brent Council's School Admissions Service on 020 8937 3110 or visit www.brent.gov.uk/admissions.

Parents will also need to complete the school's Supplementary Information Form (SIF) if applying for a church place.

For the purpose of the SIF, the Minister should understand 'committed' to mean those parents and carers who attend the church or chapel once a fortnight or more, for more than one year. Where a family has moved into the area their previous attendance at a place of

worship will be counted. The form must be signed by the Minister and parent and returned to the school (by the Minister). Parents may have to provide a stamped addressed envelope to their Minister for this purpose.

The SIF can be collected from the school and it is available on the school website.

Brent CAF forms must be completed online before the closing date., The local council will coordinate applications for primary schools.

The SIF should be returned directly to the school.

Parents can defer entry for their child until their child is statutory school age. Statutory school age begins the first day of term after your child's fifth birthday. Parents cannot however defer entry for children born in the summer term for the whole school year. Parent's wishing to defer entry must contact the school and inform the school of their decision only after a place has been offered. Reception children can attend part time until the children reach statutory school age.

All applications will be considered in line with our published admission arrangements. Outcomes of applications will be sent to you by your council on behalf of the Governing Board. Unsuccessful applicants will be placed on the waiting list.

Nursery Applications

The school will offer both full time and part-time nursery places with a maximum of 30 children in a session.

Parents who wish to apply for a Nursery place must apply directly to the school on the Nursery Application Form by the closing date.

The Governing Board of the school has sole responsibility for the admission arrangements and applying the criteria to this school. The maximum admission number for the session is 30. Parents must complete a separate application if they wish their child to attend Reception.

Please note that there is no right of appeal for nursery places.

Casual Admissions

Applications for in-year admissions are made directly to the school on the Casual Admissions Form. If there is no waiting list then the school will communicate the governors' offer of a place to the family. If more applications are received than there are places available, then applications will be ranked by the Governing Board in accordance with the oversubscription criteria. If a place cannot be offered at this time, then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Board in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year.

Oversubscription Criteria:

Throughout the school where there are more applications than places, priority for admission to John Keble School is given in the following categories relating to church attendance and social priority. Places will be allocated to those pupils in the highest categories first.

1. Looked After Children and children who have been looked after previously.

2. Children whose parents are committed members of All Souls Church, Harlesden, St Matthew's Church, Willesden or St Michael's Church, Stonebridge.
3. Children whose parents are committed members in another Anglican Church.
4. Children whose parents are committed members in churches and chapels of other Christian denominations, which are members of or affiliated to Churches Together in Britain and Ireland and the Evangelical Alliance.
5. Children with siblings in the school and children of staff who will be currently employed by the school at the beginning of the school year. (Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/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 but not cousins.) *An application made under this category will only be considered if the sibling will continue to attend on the date of admission.*
6. Children with medical, special educational or pastoral needs that can be substantiated by the local church, health authority or social worker. The supporting evidence should set out the particular reasons why the school is the most suitable school and the difficulties that would be caused if the child had to attend another school.
7. Children of other faiths or none, who live within the Anglican parish boundaries of All Souls', St Matthew's or St Michael's churches and whose parents have chosen this school for the type of education that it provides.
8. All other applicants.

Tie breaker

When deciding between applicants who, ostensibly, have equal entitlement under the above criteria, the Governors will have regard to

Distance: will be measured by the shortest walking route from the front door of the child's home address (including flats), [using the Local Authority's computerised measuring system] with those living closer to the school receiving the higher priority.

Where two or more distances are the same a decision will be made using random allocation.

Twins, Triplets and other children of multiple births

As a rule, the school will not admit more than 30 children to a class. However, in the event that the school has one place to offer and the next child is one of twins, triplets or other children of multiple births, the Governing Board will in the first instance consider admitting all the children if the school's resources at the time can accommodate it.

Should that not be possible, the Governing Board will randomly select the child to offer the place to. Parents /Carers will have the right to choose the other, or another child, have the place instead of the child initially randomly selected.

Split residence

Where a child lives with parents with shared responsibility, each for part of a week, the address where the child lives is determined using a court order where applicable or a joint declaration from the parents stating the pattern of residence.

If a child's residence is split equally between both parents, then parents will be asked to determine which is the residential address for the purpose of admission to school.

If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the 5-day week during term time only.

Waiting Lists

Waiting lists will be maintained throughout the school year. A child's position on the waiting list does not depend upon the time they have been on the list but will be determined by how they meet the oversubscription criteria.

This means that a child's position on the list can go up or down depending on the child's circumstances and those of other applicants.

The waiting list will be closed at the end of each academic year and will not roll over.

Parents wishing to stay on the waiting list should submit a request in writing at the end of the academic year.

Admissions out of the Normal Age Group

For children whose fifth birthday falls between 1 April 2025 and 31 August 2026, parents who do not wish them to start school in school year 2025-26, but to be admitted in September 2026 for school year 2026-27, should discuss this with the school at an early stage. Decisions will be made on the circumstances of each case and the best interests of the child. Parental views, academic achievement, social and emotional development and where relevant medical views will be taken into consideration. The views of the school's headteacher will also be taken into account. The reasons for the decision will be clearly set out in every case.

Parents may decide not to apply for a Reception place in the school but to apply in the second half of the summer term 2026 for a Year 1 place in September 2026. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2025-26 Reception Year group. Alternatively, they may decide to apply in the normal round (no later than 15 January 2025) for a Reception Year place in September 2025, but would need to provide strong supporting reasons for seeking a place outside the normal year group via the protocol outlined above.

Late Applications

Initial offers will be made to those children whose parents applied before the 'closing date' for applications.

Late applications will be received but will not normally be considered for a place at the school until after the first round of initial offers have been made.

If some parents decline the initial offer of a place for their child, or vacancies become available, then all applications received, whether in time or late, will be considered for these places.

Appeals

Appeals against a decision not to offer a place at John Keble Anglican Church Primary School should be addressed to the Chair of the Governors, Admission Committee c/o The School.

Parents/carers should appeal within 20 school days from the date of their notification letter that their application was unsuccessful. Appeals will be heard by an Independent Appeals Panel within 40 school days of the appeal being lodged.

There is no right of appeal for nursery places.

Dates

The School will use Brent Council's timetable for applications each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements within London.

Definitions

“Statemented” Child

A child with a Statement of Special Educational Need/Education Health and Care Plan (“EHC Plan”) in whose statement/EHC Plan the school is named as the appropriate educational placement.

Looked After Child

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 the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

Previously Looked After Children

These are defined as those who immediately after being “looked after” became subject to an adoption, child arrangement, or special guardianship order.

Adoption Order

This is defined under section 46 of the of the Adoption and Children Act 2002 as an order made by the court on an application under section 50 or 51 giving parental responsibility for a child to the adopters or adopter.

Child Arrangement Order

Section 8 of the Children Act 1989 defines a “child arrangements order” as an order regulating arrangements relating to any of the following—

- (a) with whom a child is to live, spend time or otherwise have contact, and
- (b) when a child is to live, spend time or otherwise have contact with any person;

Special Guardianship Order

This is defined under section 14A of the Children Act 1989 as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

Church of England

Various pieces of legislation make reference to 'Churches in communion with the Church of England'. This term may be taken to include the following Churches, listed in **Canon C8: [Churches in Communion with the Church of England](#)**

CTBI & EA

Information regarding Churches with membership to the Evangelical Alliance (EA) or affiliation to Churches Together in Britain & Ireland (CTBI) can be found on their websites: <https://ctbi.org.uk/member-churches/> and <http://www.eauk.org/>.

Affiliation to the CTBI means that your Church must be affiliated to a member of the CTBI (i.e. Our Lady of Lourdes Roman Catholic Church, Acton is a subsidiary of the Roman Catholic Church, which is a member of the Churches Together in Britain and Ireland).