St Mary and St John Church of England Primary School

'Let all that you do be done in love'
1 Corinthians 16:14

St Mary and St John CE Primary School Admission Arrangements 2027/28

Our Vision
"Let all that you do be done in love."
1 Corinthians 16:14

As a Church of England Primary School, we are committed to making St Mary & St John an inclusive environment, fostering curiosity, spirituality, creativity and respect. At our school we want everyone to feel valued, to explore the joy of learning, and to be the best that we can be.

The Governors of St Mary and St John are responsible for all admissions to the School. They have made every effort to ensure that these arrangements comply with the School Admissions Code 2021 and all relevant legislation, including that on infant class sizes and equal opportunities. The Governors wish to make it clear that this is a school for all in the local community and they welcome children from families of any faith or worldview.

Parents who wish their children to attend the school are most welcome to visit. Arrangements can be made through the Office Manager at the school.

We welcome applications from all members of the community without reference to ability or aptitude, and irrespective of whether they are of the Christian faith, another faith or worldview, but we expect parents to respect the Christian ethos of our school.

There are 60 places available.

Admission arrangements to the Reception Year in September 2027

Pupils are normally admitted at the beginning of the school year (1 September – 31 August) in which they reach their fifth birthday. Parents whose child was born between 1 September 2022 and 31 August 2023 may apply for them to be admitted to the Reception Year in September 2027.

Parents of a child born between 1 September 2022 and 31 March 2023 may defer entry until their child reaches compulsory school age (the term beginning in January or April after his or her fifth birthday). The school will hold the deferred place for the child (provided it is taken up during the school year 2027/28), although children may benefit from starting at the beginning of the school year, rather than part way through it.

For children born between 1 April 2023 and 31 August 2023 (summer born children) parents can defer the date that their child is admitted to school but not beyond the beginning of the final term of the school year. Parents should refer to DfE Guidance on requesting a delayed school start for children born in the summer: Summer born children: advice for parents.

Until the child reaches compulsory school age, s/he may attend part-time. If parents wish to exercise this right, they should discuss detailed arrangements with the head teacher.

Parents (see Note 1) wishing to apply for the Reception Year in September 2027 must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 15 January 2027. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be given to parents on 16 April 2027.

Over-subscription criteria

Children with an Education, Health and Care (EHC) plan naming St Mary & St John School will always be offered places.

If there are fewer applications than places available, all children will be offered places. If there is greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

1. Looked-after children and children who were previously looked after (now known as Children We Care For), including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted. (See Note 2)
2. Families who have exceptional medical or social needs that make it essential that their child attends St Mary & St John School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (See Note 3)
3. Children with a normal home address (See Note 4) in the catchment area and with a sibling (see Note 5) on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
4. Children with a normal home address in the designated area (catchment area) of St Mary & St John School (as described below).
5. Children with a normal home address outside the designated area (catchment area) of St Mary & St John School (as described below) and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
6. Children whose parent is a member of staff who has been employed at the school for two or more years at the time of application or has been recruited to fill a vacancy for which there is a demonstrable skill shortage.
7. All other children.

Proximity of the child's home, as measured by the straight-line distance (see Note 6) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria 1 to 7 should the need arise. The measurement will be taken to the main gate of the school on Meadow Lane. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

All Other Admissions

Admission to the school during the school year depends on whether or not there are places available. Applications must be made directly to the school on a form available from the school.

If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria 1-6 above), a place will be offered. In-year admissions or admissions at the beginning of school years other than Reception may be made at any time. The Governing Board will only consider applications up to half a term (using the three term year) in advance of the desired date for entry. For example, for entry in January, the application will not be considered until after the October half term break.

If parents are moving house, the school will ask for evidence of the move when considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, or a rental agreement for at least a period of six months will be required (Armed Forces personnel and crown servants are exempt). If you are returning from elsewhere, to live in a home that you own we will require evidence to show that you have returned. We will also ask for evidence that any previous house owned has been sold or is being sold. We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

Admission outside normal age group

Requests from parents for places outside a normal age group will be considered carefully, eg for those previously educated abroad or those who have missed education due to ill health. A parent of a summer-born child who wishes their child to start in the autumn term following their 5th birthday (ie in the Reception Year rather than Year 1) should refer to: DfE Guidance: Making a request for admission out of the normal age group.

Each case will be considered on its own merits and circumstances and a decision made based on what is in the pupil's best interests. It is recommended that parents discuss their wishes with the headteacher at the earliest opportunity. The governing board may ask relevant professionals for their opinion.

THERE IS NO RIGHT OF APPEAL WHERE A CHILD IS OFFERED A PLACE AT THE SCHOOL BUT NOT IN THEIR PARENT'S/CARER'S PREFERRED AGE GROUP.

Waiting Lists

The school maintains waiting lists for those children who are not offered a place. For those applying through the normal admissions round for entry, the Waiting List will be maintained from shortly following initial allocation in the year preceding the start of the academic year in September until 31 December following the start of the academic year in their Reception year.

The list will be re-ranked in accordance with the published oversubscription criteria each time that a name is added to or removed from the list.

Multiple births

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number.

Fair Access

The school participates in OCC LA's Fair Access Protocol. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

Appeals

Any parent not offered a place for their child at their preferred school has the right of appeal to an independent appeals panel. Details of appeals arrangements are available from the school, including the date by which an appeal should be submitted. In the event of an unsuccessful appeal against non-admission to the school, the school will not consider any further application for a child in the same school year (1

September – 31 August), unless there has been a material change in circumstances, for example a change of address which results in a move from outside the catchment area to inside it.

Further information

Further information can be obtained from the Office Manager at the school on office.3834@ssmj.oxon.sch.uk or 01865 723841.

Last Consultation
December 2025

Notes

Note 1: "Parent" is defined in law (The Education Act 1996) as either:

a) any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
b) any person who has care of the child or young person. If you are in any doubt, please contact the school for advice.

Note 2: By 'Children We Care For, or "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. Previously looked after children are children who have been adopted, subject to child arrangement orders or special guardianship orders. Adopted children are those for whom an adoption order is made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (eg a copy of the adoption, child arrangements or special guardianship order). A "looked-after child" includes any child who appears to have been in state care outside England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Note 3: When applying under criterion 2 (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring St Mary & St John School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, heath visitor, social worker, etc. who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

Note 4: By normal home address, we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (eg a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

If parents are moving, we will ask for evidence of the move, when considering any application for a place under the co-ordinated scheme.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

There are special arrangements for families of service personnel with a confirmed posting or crown servants returning from overseas. If the application is accompanied by an official letter that declares the relocation date, and if there is a place available, it will be offered even though there is not an intended address or the family is not yet living in the area.

Note 5: By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent's/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. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

Note 6: The straight-line distance used to determine proximity of the home to the school will be measured by OCC LA's Geographical Information System.

Designated Area (Catchment Area)

The following list of streets is definitive:

Argyle St
Aston St
Barnet St
Bartlemas Close
Bartlemas Road
Bedford Street
Catherine Street (odd numbers 1 to 45, and even numbers 2 to 46)
Chester Street
Cowley Road (odd numbers 217 to 285 and even numbers 274 to 364)
Daubeny Road
Drove Acre Road
Essex Street
Eyot Place
Harold Hicks Place
Henley Street
Hertford Street
Hill Top Road
Howard Street (odd numbers 127 to 199)
Hurst Street (odd numbers 103 to 139, even numbers 100 to 158)
Iffley Road (odd numbers 165 to 279, even numbers 184b to 286) Leys Place
Magdalen Road
Meadow Lane (Ferry House only)
Minster Road
Newtec Place
Parker Street
Percy Street
Ridgefield Road (even numbers 2 to 50, odd numbers 1 to 71)
St Marys Road (all numbers 1 to 18, and 112a only)
Sidney Street
Silver Road
Southfield Park
Southfield Road
Stanley Road
Stratford Street
Warneford Road
Warwick Street
Whitson Place

This list is illustrated in the map. Where the map and list differ, the list takes priority.

Location and Designated Area of St Mary & St John CE Primary School

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IN YEAR APPLICATION FORM

1 CHILD'S DETAILS

First name .....

Middle name(s) .....

Legal surname .....

Sex Male/Female

Date of birth ___/___/_____

Normal home address (the address and postcode at which the child normally lives). Please enclose address evidence.

.....

.....

Postcode .....

If moving home, please provide the new home address (the address at which the child will be living). Please enclose address evidence.

.....

.....

.....

Postcode .....

Name and address of current or most recent school

.....

.....

.....

Postcode ..... Telephone number .....

2 YOUR DETAILS

Name of parent/carer living at home address above

Title ..... First name ..... Surname .....

Relationship to child .....

Email address .....

Daytime telephone number .....

Mobile telephone number .....

3 FURTHER INFORMATION

Date admission required ___/___/_____

Does the child have any brothers or sisters attending the school? Yes/No

If 'Yes', please give name of the youngest sibling attending the school

.....

Does the child have an EHC (Education & Health Care Plan) Yes/No

If 'Yes', which Local Authority maintains this Plan? .....

Is the child a 'Child We Care For' by a Local Authority or was s/he previously a 'Child We Care For'? Yes/No

If 'Yes', please provide details.

[Any other questions needed to apply the school's oversubscription rules – eg disability, medical/social needs, previous sibling attendance, etc.]

4 DECLARATION

I certify that I have parental responsibility for the child named in Section 1 above and that this application has the agreement of any other parent/carer with parental responsibility for the child.

I have read the school's admission policy.

I confirm that the information I have provided is to the best of my knowledge correct and up to date. I understand that if I give any false or deliberately misleading information on this form and/or any supporting papers or withhold any relevant information, this may lead to the withdrawal of an offer of a place at the school for my child.

I authorise the school to contact my child's previous school.

Signature of parent/carer .....

Date: ___/___/_____

Supplementary Information Form attached yes/no (delete as appropriate)

Appendix 1

Historic Admission Figures

Admissions figures for 2025 – 2026:
147 preferences for SSMJ as 1st, 2nd or 3rd choice

Places offered: EHCP - 0, CWCF - 0, Medical - 0, catchment with sibling -11, catchment - 12, out of catchment with sibling- 14, Children of staff- 0, All others- 19

Updated: December 2025