



# THE MINSTER JUNIOR SCHOOL

*'Let us be concerned for one another, to help one another to show love and do good'.  
Hebrews 10:24*

**Executive Headteacher:** Ali Silke

**Head of School:** Claudette Green

**Chairs of Governors:** Rev Alan Bayes

## THE MINSTER JUNIOR SCHOOL

### The School Admission Policy 2025/2026

The Minster Junior School is part of the Multi-Academy Trust (MAT) within the Diocese of Southwark. Our School has a distinctive Christian ethos which is at the heart of this School and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community and we ask all parents to respect the Christian ethos of our school and its importance to our community. The Governing Body have the responsibility of ensuring that all applications are considered under the strict criteria as laid out in this Policy when the school is oversubscribed.

Year 2 children in The Minster Nursery & Infant School **do not** automatically transfer to Year 3 in the Junior School. Parents of Year 2 children must complete a transfer to junior application form, naming The Minster Junior School as one of their preferences and submit by the deadline date. Children on roll at The Minster Nursery & Infant School are given priority for admission to our Junior School, after the admission of any children with an Education, Health Care Plan that names the school and applications for looked-after/previously looked after children.

90 children will be admitted with an extra 3 foundation places, one in each class in the Year group. After the admission of children with an Education, Health Care Plan that names the school, the following criteria will be used to prioritise applications, if oversubscribed.

#### Oversubscription Criteria for admission:

##### 1. 'Looked After' Children and previously looked after children

**Looked after children** are defined as children who are 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 by Section 22(1) of the Children Act 1989 at the time of making an application to the school. With effect from 1 September 2021, this also applies to children who are looked after or are 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. These children are referred to as internationally adopted previously looked after children. If applying under the previously looked after criteria, copy of the adoption or special guardianship order must also be supplied.

**Previously looked after children** are children who were looked after, but ceased to be so because they were adopted or became subject to a residence order (now termed child arrangement order under the Children & Families Act 2014) or special guardianship order, immediately after being looked after.

The Governors will require written confirmation that the child is looked after, or previously looked after, and will be so at the time of making an application to the school.

If applying under the previously looked after criteria, copy of the adoption or special guardianship order must also be supplied.

## **2. Children on roll of The Minster Nursery and Infant School**

Second priority is given to those children who are on roll at the Minster Infant and Nursery School at the time of application.

## **3. Siblings**

Third priority will be given to siblings of the same family unit and living at the same address, the child must be in attendance at The Minster Nursery & Infant School or The Minster Junior School at the beginning of the Autumn Term 2025. **Siblings are defined as blood relatives, step-siblings, half-siblings, adopted and foster siblings living at the same address. NB: Siblings must still be in school at the time the new sibling is admitted.**

## **4. Denominational Applicants**

**Families who wish to be considered on denominational grounds should complete both the Croydon LA Application form and the School's own supplementary information form.** This can be collected from the school office or downloaded from the school website [www.theminsterjuniorscroydon.co.uk](http://www.theminsterjuniorscroydon.co.uk).

The Governors will consider applications for a denominational place from regular and committed worshipping church members. All such applications are required to give the name of a supporting vicar, priest or minister from whom a reference can be obtained.

**Regular and committed worshipping church members are defined as a minimum monthly attendance for a year by the time of the application. References on families' commitment are sought of the Parent/Carer from their Parish Clergy.**

### **Within this criterion:**

**First priority** will be given to children of parents who are committed worshipping members of Croydon Minster and St. George's Church, Waddon.

**Second priority** will be given to children of parents who are committed worshipping members of other Anglican churches in the Archdeaconry of Croydon.

**Third priority** Non-Anglican Churches that are full members of the Churches Together in Britain and Ireland (**see [www.ctbi.org.uk](http://www.ctbi.org.uk) or you can ask your parish clergy**), and for whom The Minster Junior School is the nearest church school.

## **5. Social and Medical Cases**

If you or your child has an exceptional and professionally supported medical, or social need, you may be able to apply for a place under this category, this must be declared at the date of application. Your application must be accompanied by a letter of support from a medical specialist health professional, social worker or other care professional, this evidence must set out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school. (Claims for priority of admission on medical grounds will not normally be considered if submitted after a decision on the original application has already been made.)

## **6. Geographical Distance**

Distance priority will be given to pupils living nearest to the school as measured in a straight line (see note 1 & note 2)

**Note 1.** The distance will be measured in a straight line from the child's home address to the designated entrance(s) of the school using a computerised measuring system (GIS) and geographical reference points as provided by the National Land and Property Gazetteer (NLPG). Those living closer to the school will receive higher priority. If a child lives in a shared property such as flats, the geographical references will determine the start point within the property boundaries to be used for distance calculation purposes.

**Note 2.** "Home" is defined as the address where the child normally resides as their only or principal residence. Addresses involved in child minding, business or relatives cannot be considered. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. The LA should be notified of changes of address immediately, failure to do so could result in the child being denied a place at a preferred school.

### **Late applications**

The Governors will consider late applications in accordance with the procedure in the Croydon Admission to Primary School brochure for 2025/2026. All later applications for every year group are processed by the Local Authority using our criteria as stated above.

### **Waiting lists**

The waiting list is held by The Minster Junior School. However, the Year 3 waiting lists are held with the Local Authority until the end of the Autumn term only, parents are then requested to complete an in-year transfer form. Once completed, the child will remain on the waiting list held at The Minster Junior School for the rest of that academic year. Parents are required to reapply each academic year if they wish to be placed on the waiting list for subsequent years. Priority in the allocation of places for pupils on the waiting list is accorded on the basis of the over-subscription criteria outlined above. In other words, the likelihood of success in securing a place does not take account of the length of time the pupil's name has been on the waiting list.

### **Education, Health Care Plan**

Parents of pupils who have an Education, Health Care Plan are required to apply for school places separately through the local authority from whom advice is available. If a child with an EHC plan, is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced. The Governors will admit all those pupils whose statement, or EHC Plan, names the School.

### **Tie Breaker**

In the event that two or more applicants have equal right to a place under any of the above criteria and there are insufficient places, the Governing Body will use distance, in the first instance, to decide between applicants; if applicants live equidistant from the school the Governing Body will draw lots to decide between applicants.

### **Appeals**

Parents who are not offered a place for their child have a right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the school. The form should be sent to reach the Clerk to the Appeal panel, c/o the School, within 20 school days of the date of the letter confirming the governors' decision not to offer a place. Should some appeals be unsuccessful, the governing body will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances.

To obtain an appeal form please contact:  
The Minster Junior School office on 020 8688 5844 option 2

**Fair Access**

The School is committed to taking its fair share of pupils who are hard to place in accordance with the locally agreed fair access protocol. Pupils admitted under the protocol will take priority over any children on the waiting list and this may include, on occasion, admitting above the planned admission number.

**Education out of normal (chronological) age group**

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

**In Year Transfers**

Our in year transfers are dealt with by Croydon's Admission Team [www.croydon.gov.uk/education/schools-new/school-admissions/in-year-admissions-primary](http://www.croydon.gov.uk/education/schools-new/school-admissions/in-year-admissions-primary). Please apply to them in the first instance, but feel free to call the school for an appointment to visit.