



**ADMISSION TO THE KING JOHN SCHOOL  
2025/2026**

**POLICY AND NUMBERS**

Zenith Multi Academy Trust is the admissions authority for The King John School. The Board of Trustees has delegated to the Local Governing Body of the school the decisions about which children to admit, within the parameters of this policy.

Students will normally be admitted at the age of eleven. Priority for admission will be given to sisters and brothers of children in the postcode area prefixed SS already enrolled in the school and children living in the priority admission area for the school. Up to 15 per cent may be selected by general ability, measured by tests to be determined by the Local Governing Body. The remainder of students will be admitted on a distance criterion. The published admission number for the year commencing 1st September 2025 is to be 350.

The school's Published Admission Number (PAN) only applies to the usual point of entry in school - at The King John School this would be Year 7. For other year groups, which are not the usual points of admission, it will be for the admission authority to determine whether there are available spaces or whether admission beyond a particular level would cause prejudice to the provision of efficient education, causing problems in delivering appropriate education provision for its existing pupils. The King John School will publish their operational capacity for each year group by 31 August 2025 for the academic year 2025-2026

**OVERSUBSCRIPTION**

Where the number of applications for admission exceeds the published admissions limit (i.e. the number of places available), places will be allocated by the Local Governing Body in accordance with the co-ordinated admission arrangements and following criteria in the following numbered order of priority:

- (1) Looked after children and previously looked after children  
*A 'looked after child' or a child who was previously looked after but immediately after being looked after, became subject to an adoption, child arrangement order or special guardianship order. A looked after child is 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 and Families Act 2014). (c) those children who appear (to the admission authority) to have been in state care outside of England and be in state care as a result of being adopted.*
- (2) Children living in the priority admission area for the school or in the postcode area prefixed SS with a sibling on roll the school at the time of application. The priority admission area (also known as catchment area) can be found on the school's website [here](#)  
*Siblings are defined as children with a brother or sister (or a step brother/sister) living at the same address at the time the application is submitted. (see note (a) below).*
- (3) Children living in the priority admission area for the school (see note (a) below). The priority admission area (also known as catchment area) can be found on the school's website [here](#)
- (4) Children of staff employed by the school  
*Any member of school staff who has been employed for a minimum of 2 years at the time of application (on a permanent contract), or to fulfil a vacancy in an area in which it is difficult to recruit. Staff must still be employed at the school on 1 March (national offer day). Staff employed in the **Central Team** of Zenith Multi Academy Trust are entitled to a staff place at the secondary school closest to their home address.*

Should the school reach its admission limit within any of the preceding criteria, then the places within that criterion will be allocated according to the distance from the child's home address to the school (see note (b) below).

Where, after applying the above criteria, there remain unfilled places, those places will be allocated by the Local Governing Body in accordance with the following criteria:

- (5) Up to 15 per cent of the published admissions limit **may** be allocated according to the results of a test of general ability living in an SS postcode, those scoring higher being awarded priority of entry. In the event of there being two or more children with tied scores being considered for the final selected place or places, then the child or children living nearest to the school will be offered the place(s) (see note (b) below). Children taking the entry test may later be offered a place according to the distance criterion. If so, they will enter under this category because it is the main and over-criterion. In the case of twins where only one twin is awarded a place under the test criteria the sibling does not fall under the sibling criteria as the child is not currently on roll until September. Only students living in the SS postcode area are eligible to apply to sit the test.
- (6) Any remaining places will be allocated according to the distance from the child's home address to the school using safe recognised walking routes calculated via Ordnance Survey software. Those children living closest to the school's main reception on Shipwrights Drive will be given priority in the first instance.

#### **NOTE**

- a) *Living in the area shall mean 'main place of permanent residence of the child and family both at the time of application and admission and for the foreseeable future'. The school reserves the right to seek proof of residence at the given address.*
- b) *Distance from the child's home address to the school's address on Shipwrights Drive will be measured by the shortest walking distance (calculated electronically using a computerised measurement system, which conforms to the Ordnance Survey via Higher Mapping Agency) along recognised roads and footpaths, with those living nearer being accorded the higher priority.*

*In the event of a tie-break for the exact distance criteria, the Governors' Admission Committee will use the principle of drawing names out of a hat.*

#### **WAITING LISTS**

A waiting list will be kept by Essex County Council until 31<sup>st</sup> August each year and thereafter by the school until 31<sup>st</sup> December each year. Children added to the list will be ranked in-line with the published over-subscription criteria. Priority will not be given to children based on the date their application was received or their name was added to the list. Looked after children, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol will take precedence over those on the waiting list.

#### **APPEALS**

Unsuccessful applicants and those on the waiting list will be managed in accordance with the LA's scheme for co-ordinated admission. Unsuccessful applicants will have the right of appeal to an Independent Admission Appeals Panel, as specified in the School Admission Appeals Code, which will meet on a specified date.

#### **LATE APPLICATIONS**

Applications received after the National Closing Date will be handled in accordance with the co-ordinated admissions scheme published by the child's Local Authority. For children resident in Essex this is published in the Secondary Education in Essex booklet.

#### **ADMISSION ARRANGEMENTS**

All applications must be made in accordance with the co-ordinated admission scheme operated by the child's home Local Authority. For children resident in Essex this is published by Essex County Council in the Secondary Education in Essex booklet. Applications for admission to Year 7 must be received by the National Closing Date 31<sup>st</sup> October.

The Local Governing Body will apply the admission arrangements in accordance with the co-ordinated scheme for Essex and as such all deadlines and requested proof of residence within that scheme should be adhered to by applicants.

Prospectuses are available on the school website. The application form used relating to entry to the school is the Common Application Form used across the Local Authority.

Parents wishing their child to be considered for entry to The King John School must name the school as one of their preferences on the form, which will be returned to the Local Authority by the date on the Common Application Form.

Parents wishing their child to take the entry test must complete a Supplementary Information Form (SIF), on the school website. If you are not able to apply online, SIF forms are available to download from the school website

[www.thekjs.essex.sch.uk](http://www.thekjs.essex.sch.uk), to be returned to the school by the closing date of **Monday 9 September 2024**. **Late applications for the entry test will not be accepted under any circumstance.** The test will be held on **Saturday 5 October 2024**. Results of the test will be posted to you on **18 October 2024**. Information about admission to the school will be available from the Local Authority in the annual publication to parents on secondary schools admissions. On the day of the test if your child is unable to sit the test an alternative date will be arranged week commencing 7 October 2024. However, it should be noted that this will only be in exceptional circumstances i.e. illness, bereavement religious observance or transport failure. You must notify the school on the day of the test if your child is unable to attend and the reasons why.

## **MID YEAR ADMISSIONS**

Mid year applications for places (i.e. those made outside of the Year 6 to 7 transfer process) must be made directly to the school using the mid year application form. This is available to download from the school website [www.thekjs.essex.sch.uk](http://www.thekjs.essex.sch.uk) or from [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions). Please note that once a sibling leaves The King John School you will no longer be ranked under the sibling criteria on the waiting list.

## **ADMISSIONS OF CHILDREN OUTSIDE OF THEIR NORMAL AGE GROUP**

It is expected that children will normally be educated within their chronological age year group. However, parents or carers can make a request to the school in writing for a place outside of their normal age group. This will need to include, where relevant, any supporting evidence. The Local Governing Body will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned in line with the School Admissions Code. This will take into account the views of the Headteacher. The Local Governing Body will write to the parent or carer with the outcome including the reasons for the decision. If the request is refused, details of how to complain to the school will be given.

At The King John School the following apply

- 1 It should be aimed that The King John School will inform parents/carers with the outcome of their in-year application in writing within 10 school days of receiving the application form.
- 2 In any event, The King John School will inform parents/carers of the outcome of their in-year application in writing within 15 school days;
- 3 The King John School will notify the Council of every application and every outcome within 2 school days of the decision being made.
- 4 The King John School will provide the LA with details of the number of places available whenever this information is requested, no later than 2 school days following receipt of the LA request.
- 5 The King John School will notify the local authority of their intention to manage their own mid year admissions by 31 August every year



Entry Test Application (SIF)  
**Important Information**

(to be considered for admission to The King John School  
in September 2025)

SIF applications (Supplementary Information Form)

**SIF APPLICATIONS TO SIT THE ENTRY TEST SHOULD BE MADE ONLINE ON THE SCHOOL WEBSITE**

<https://www.thekjs.essex.sch.uk/admissions/applications/>

If you have completed the online SIF application on the school website (see above link) you will receive an email acknowledgment within 7 school days during term time. SIF applications submitted during the summer holidays may not be acknowledged until after 3 September 2024.

**It is essential you contact the school if you do not receive an acknowledgement of the online SIF application by LATEST 3.30pm Tuesday 10 September 2024.** Acknowledgements will be sent to the email address that you provide on your application

Applications received after midnight on Monday 9 September 2024 will not be accepted under any circumstance.

The test will be held on Saturday, 5 October 2024 from 9am. You will be advised of timings in your letter confirming arrangements for the day one week prior to the test. The letter will be sent to the address that you provide on your application.

Please be aware that your child could be eligible for a place at The King John School on the basis of proximity of your home to the school or if they have a sibling (brother or sister) at the school at the time of applying to the local authority for a secondary school place. **Please note that only those children living in an SS postcode are eligible to apply to sit the test.**

Further details regarding the organisation of the test will be sent to you by letter, one week prior to the test.

**N.B. PLEASE ENSURE THE KING JOHN SCHOOL IS NAMED ON YOUR COMMON APPLICATION FORM WHICH IS SUBMITTED TO THE LOCAL AUTHORITY BY 31 OCTOBER 2024.**

It is the responsibility of the parent/carer to ensure that the SIF application is received at The King John School no later than midnight on Monday 9 September 2024 be whatever the method you use to send this. As a safeguard your supplementary information form (SIF) will be acknowledged within seven school days of receipt, during term time. SIF applications made to the school during the summer holidays may not be acknowledged until after 3 September 2024.

It is essential that you contact the School if you do not receive an acknowledgement of your application by  
**LATEST 3.30pm on Tuesday 10 September 2024**

SIF applications received after midnight on Monday 9 September 2024 will not be accepted under any circumstance.

**SIF APPLICATIONS SHOULD BE MADE ONLINE ON THE SCHOOL WEBSITE**

<https://www.thekjs.essex.sch.uk/admissions/applications/>

**IF YOU CANNOT APPLY ONLINE** – SIF application forms are available to download from the school website

Your SIF application form may be posted, handed in to the school or sent by email to [entrytest@thekjs.com](mailto:entrytest@thekjs.com) (operational from 1 July to midnight on 9 September 2024). Please contact the school if an acknowledgement is not received within 7 school days and at the very latest by 3.30pm on Tuesday 10 September 2024.

**Forms received after midnight on Monday 9 September 2024 will not be accepted under any circumstance.**

## **Important Information**

**PLEASE ENSURE THE KING JOHN SCHOOL IS NAMED ON YOUR COMMON APPLICATION FORM WHICH IS SUBMITTED TO THE LOCAL AUTHORITY BY 31 OCTOBER 2024.**

**Further details regarding the organisation of the test will be sent to you by post one week prior to the test.**

### ***Does my child need to take the Entry Test?***

Children living within the catchment area of The King John School, or who have brothers or sisters already attending the School living in an SS postcode, **do not need to take the test**. However, those who do not fall within these categories and live in the SS postcode are advised to take the entry test as the number of places available under the distance criterion is likely to be low. **Please note that only those children living in an SS postcode are eligible to apply to sit the test.**

**Please note that an admission application must be submitted to the Local Authority by the national closing date as well as completing a SIF application form. The statutory closing date for Local Authority admission applications is 31 October 2024 for all schools.**

### ***What sort of test will it be?***

The entry test is a standardised GL Assessment test of general ability specially prepared for the purpose (**non-verbal reasoning**).

### ***When will the test take place?***

The test will take place at The King John School on Saturday 5 October 2024. The test lasts for thirty minutes, this includes the time allocated for the practise questions. More details regarding the organisation of the test will be sent to all applicants by post one week prior to the test.

### ***How can I help my child?***

If you would like to obtain examples of the kind of test which is being set, GL Assessment practice papers are available from: <https://11plus.gl-assessment.co.uk/free-materials/> and click on **non-verbal reasoning**. Your child will need to practise answering multiple choice questions.

Your Supplementary Information Form (SIF) application will be acknowledged within seven school days of receipt during term time. Applications returned to the school during the summer holidays may not be acknowledged until after **3 September 2024**. **It is essential you contact the School if you do not receive an acknowledgement by Tuesday 10 September 2024.**

**Results of the test will be posted to you by The King John School on Friday 18 October 2024.** Accompanying the test results will be information (last test score offer for 2024 intake) to enable parents to assess whether or not they have a realistic chance of securing an entrance test place before applying to the Local Authority for a school place.

**Parents must submit, after due consideration, an application to their home Local Authority naming their preferred schools by 31 October 2024.**

We do strive to organise our entry test so as to create minimum pressure on the children. If you have any further questions, please contact the school.

**Mr D Steel - Headteacher**

**2024**



**APPLICATION TO SIT ENTRY TEST AT THE KING JOHN SCHOOL**

I wish my child to take the test to be considered for admission to The King John School in September 2025.

I am aware that my child could be eligible for a place at The King John School on the basis of proximity of our home to the school. **Please note that only those children living in an SS postcode are eligible to apply to sit the test.**

APPLICATIONS SHOULD BE MADE ONLINE ON THE SCHOOL WEBSITE

<https://www.thekjs.essex.sch.uk/admissions/applications/>

IF YOU ARE UNABLE TO APPLY ONLINE -

Please complete and return this form by midnight on MONDAY 9 SEPTEMBER 2024 to:

ADMISSIONS OFFICE, THE KING JOHN SCHOOL, SHIPWRIGHTS DRIVE, THUNDERSLEY, BENFLEET, ESSEX SS7 1RQ or email (operational from 8.00am 1 July 2024 - 9 September 2024): [entrytest@thekjs.com](mailto:entrytest@thekjs.com)

**It is essential you contact the school if you do not receive an acknowledgement of the form by LATEST 3.30pm Tuesday 10 September 2024. Acknowledgements will be sent to the email address that you provide below**

**Forms received after Monday 9 September 2024 will not be accepted under any circumstance.**

The test will be held on Saturday 5 October 2024 from 9.00am. You will be advised of timings in a letter confirming arrangements for the day one week prior to the test. The letter will be sent to the address that you provide on your application.

PLEASE COMPLETE IN BLOCK CAPITALS

Surname of child (PLEASE PRINT): .....

First name of child: .....

Date of birth: ..... Gender: Boy / Girl (please delete as appropriate)

Address: .....

.....

..... Postcode: .....

Telephone No: ..... Mobile No: .....

Home Email address ;.....

Present Primary School: .....

(used to arrange entry test seating)

Name of Parent/Carer: .....

**I am aware that no applications will be accepted after Monday 9 September 2024**

Signature ..... Date: .....

**Please note, if your child has a sibling (brother or sister) on roll at the school at the time of applying to the local authority for a secondary school place, your child **does not** need to sit the test.**

Further details regarding the organisation of the test will be sent to you by letter, one week prior to the test.

N.B. PLEASE ENSURE THE KING JOHN SCHOOL IS NAMED ON YOUR COMMON APPLICATION FORM WHICH IS SUBMITTED TO THE LOCAL AUTHORITY BY THE NATIONAL CLOSING DATE.

This form is available to view or download on our website [www.thekjs.essex.sch.uk](http://www.thekjs.essex.sch.uk)

Return email address (operational from 8.00am 1 July 2024-9 September 2024): [entrytest@thekjs.com](mailto:entrytest@thekjs.com)

**PLEASE RETAIN THIS SHEET FOR YOUR INFORMATION**

**Information concerning Admission to The King John School by Entry Test**

**Important**

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**Results of the test will be posted to you by The King John School on Friday 18 October 2024.** Accompanying the test results will be information (last test score offer for 2024 intake) to enable parents to assess whether or not they have a realistic chance of securing an entrance test place before applying to the Local Authority for a school place.

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