

ADMISSIONS POLICY (For full time education)

The procedure for admission to St James's School for year September 2018/2019 will be based on the following criteria: The published admissions number for St James's C.E. Primary School will be 60 pupils.

The governors have adopted a policy of taking one intake into the school in September of each academic year for pupils whose fifth birthday falls in the academic year (1st September - 31st August).

In the event of demand for places exceeding the admission number, pupils will be admitted in accordance with the following criteria:

1. Looked after children (See note A below)
2. Pupils who have a brother/sister, half brother/half sister or step brother/step sister who are still attending the school at the time of admission. (See note B)
3. Families who can demonstrate a close commitment to St James's Church, Wollaston. (See note C below)
4. Families who can demonstrate a close commitment to a recognised Christian Church. (See note C below)
5. Children of families committed to the practice of other religions who would like their children educated at a Church of England School. (See note C below)
6. The location of the home in relation to the school. This will be determined by the shortest straight-line distance between home and main pedestrian entrance with those living nearest, allocated places first.

Notes:

If there is over-subscription within a category, the Governors will give priority to children living closest to the school (determined by shortest straight-line distance measured from the front door of the school to the home address).

Note A

"Relevant looked after children" means children who are looked after by a local authority in accordance with section 22 of the Children Act 1989(b) and who (a) are looked after at the time an application is made and (b) the local authority has confirmed will still be looked after at the time when the child will be admitted to the school.

First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. See notes below.

An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A residence order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).

In accordance with legislation, a child with a Statutory Statement of Special Educational Need will be offered a place at the school if it is named in the Statement as the most appropriate to meet the child's individual needs, this may reduce the amount of places available for children who do not have a statutory statement of special educational need.

Note B

Definition of brother or sister also relates to adopted or fostered children living at the same home address.

The home address is considered to be the child's along with their parent's genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship) the friend's or relative's address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week then the home address will be determined as the address where the child lives for the majority of the school week (i.e. 3 out of 5 days available). Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

Special conditions will apply in the event that one child from a set of twins, triplets and multiple births does not gain admission to the preferred school through the admissions criteria. The Local Authority will exceed the admission number for the school concerned to prevent separation of twins / triplets and multiple births, providing it does not contravene infant class size limits.

Note C

In assessing eligibility under priorities 3, 4 and 5 consideration will be given to any information about religious affiliations supplied by local religious leaders. If you are applying under one of these categories, you will need to complete a supplementary form, available from the school office. "Attendance at a place of worship must be at least once per month for at least one year prior to application". The form has to be signed by the parish priest, minister, religious leader or church warden, and attached with the child's application form to the school.

Note D

In the event that we are unable to distinguish between applicants for the final available place, such as in the case of children who live in the same block of flats or children from multiple births where infant class size legislation would be breached, then the final place will be randomly selected by drawing lots.

Deferred Entry to Reception Class

Parents have the right to retain a place offered and request that their child be admitted to Reception Class later during the 2018/19 academic year if they so wish (Parents may only defer their child's entry into Reception until the term after the child's fifth birthday).

Late Applications

Preferences that are received after the closing date for receipt of applications will only be considered after applications that were received within the deadline have been dealt with.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance described in a) to d) above, supportive documentary evidence must be provided by the parent / carer at the time of application.

Waiting Lists

If a school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be placed on a waiting list. Children on the waiting list will be ranked in accordance with the schools published admissions criteria and the list will operate from the point of allocation of places until the end of the 2018/19 academic year. If parents wish to be considered for a place beyond then they must reapply.

Inclusion on a school's waiting list does not mean that a place will eventually become available there. A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

If a parent requests that their child's name be added to the waiting list of a school that was ranked lower on the preference form than the school allocated the child's name will be placed at the bottom of the waiting list in accordance with the published admissions criteria.

Places that become available (below the published admissions number or any number that the school agree they can admit) between the point of allocation and 31st December 2018 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered a place first.

Appeals

If your application is refused you will be advised of your right of appeal to an independent appeals panel. A letter outlining your grounds of appeal should be sent to the Clerk to The Appeals Panel, St James's C.E. Primary School, Kingsway, Wollaston, Stourbridge, DY8 4RU.