

**St James's**  
Church of England  
**Primary School**



Faith  
Friendship  
Fulfilment

## Playgroup Admissions Policy

Ratified on: 18<sup>th</sup> October 2022

Ratified by: Lee Salton-Mclaughlin

Review date: October 2023

Written by  
K Gutteridge

As a voluntary aided school, St James's CE Primary School Local Governing Body is the admission authority for the admission of children to its Playgroup.

**There is no link between Playgroup and Pre-school admissions and admissions into the main school. For a reception school place, a separate application will need to be made via Dudley Local Authority. Please see the separate main school admissions policy.**

The school has up to 24 morning Playgroup places, available from Monday to Thursday (9am – 11.30am) to children aged two and three. However, the maximum numbers each term will be dependent on staffing.

Children will be able to start at the beginning of the term after their second birthday. The school will not consider applications for earlier admission. The Playgroup place continues until the end of the term in which the child turns three.

All parents/carers will need to complete an application form for Playgroup which is available from the School Office and on the school website (Appendix 1) The deadline for applications is the first day of term, in the term before your child would start Playgroup. Late applications will be processed if spaces are available.

All applications will be kept on file until the term prior to the start date, when a member of staff will contact you. Completing the application form does not automatically entitle your child to a place at St James's Playgroup.

If there are more applications than there are places available in the Playgroup class, then all applications will be considered against the following over-subscription criteria:

1. First priority for admission shall be given to relevant Looked after children and all previously looked after children. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Further references to previously looked after children means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after.
2. Second priority for admission shall be given to children with a "serious and ongoing medical condition" where St. James's C.E. Primary is the most appropriate school to meet the condition. (Parents must provide supportive information from their child's Hospital Consultant at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the child would experience if they attended another school. Parents should also indicate why St. James's C.E. Primary is the most appropriate to meet their child's medical condition rather than

any other school. The Governing Body will not seek to obtain medical evidence on behalf of parents.)

3. Third priority for admission shall be given to children who have a brother/sister, half brother/sister (where the children share one common parent), or step-brother / stepsister, living at the same address and who will still be attending St. James's C.E. Primary or Preschool in the academic year when applying.
4. Any places that remain available once the above applicants have been admitted, will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of the school.\*

\*Parents may be asked for proof of address.

Once a place is offered the parent must accept or decline the offer within the time frame detailed in the offer letter. Parents will be required to show the child's birth certificate to a member of staff.

Parents/carers do not have to accept all the sessions offered and have a choice to split them with another setting if they so wish. Fees are charged to those not eligible for nursery education funding at age 2 and also may also be charged if a child exceeds their funded hours across different settings. The fees are reviewed annually.

Should a place not be available, a parent may request that his/her child is placed on a waiting list for the Playgroup class. The waiting list order of priority is as in the above categories 1-4 and is not based on the length of time on the waiting list.

There is no statutory right of appeal against the refusal of a place in the Playgroup class. Parents who wish to challenge the decision of the Governing Body should write to the Governing Body. The Admissions Committee will consider all challenges and the Clerk will respond in writing on behalf of the Governing Body. Parents should note that all decisions regarding admissions remain the responsibility of the Governing Body and are not delegated to the Head teacher or other members of staff. Parents are asked to recognise that early applications will not be given any priority.

Visits to Playgroup are warmly welcomed. Parents are invited to visit our school website to take a look at our Playgroup provision. If you have any unanswered questions we are happy to answer them by phone on 01384 818810 or email at [info@st-james.dudley.sch.uk](mailto:info@st-james.dudley.sch.uk)



## Playgroup Application Form

Children can join our Playgroup at the beginning of the school term following their second birthday. Playgroup runs Monday to Thursday, 9.00am – 11.20am. For more information, please read our Playgroup admissions policy on the school website ([www.st-james.dudley.sch.uk](http://www.st-james.dudley.sch.uk))

We will contact you in the term prior to your child starting Playgroup.

If the information you provide on this form changes, please ring the main school office (01384 818810) so that the form can be updated.

If you wish your child to be removed from the list of applicants at any time, please inform us at your earliest convenience.

Child's surname	
Child's forename	
Date of Birth	
Gender	
Full names of parent(s) or guardian(s)	
Address including postcode	
Telephone	
Email address	
Other children at St James's Primary School	
Current or previous settings attended	
Details of medical and/or special educational need and/or disabilities	
Is your child a Looked after Child – in the care of the local authority	
Is your child entitled to age 2 nursery funding (Time for Twos) Yes/No	
To check eligibility and to apply click this link <a href="https://www.dudley.gov.uk/residents/early-years-and-childcare/for-parents-and-carers/time-for-twos-free-childcare/">https://www.dudley.gov.uk/residents/early-years-and-childcare/for-parents-and-carers/time-for-twos-free-childcare/</a>	
Signature	Date

St James's Preschool has a separate application form which is available on the school website. Please note, attending St James's Playgroup or Pre-school **does not** guarantee a place in our Reception class – you need to apply for this

separately through the Local Authority. For more information click this link:  
<https://www.dudley.gov.uk/residents/learning-and-school/school-information/school-admissions/>