



**St James's Cof E
Primary School**

Let Your Light Shine

Pre-School Admissions Policy
(September 2025 start)

Ratified on: 27th March 2025

Ratified by: Lee Salton-McLaughlin

Review date: December 2026

Written by

N Sefton

Vision

We believe that every child is made in the image of God; inherently valuable and unique. Jesus is the light of the world and God has placed the light of the Holy Spirit within each of us:

Let your light shine to reach your God-given potential.

Let your light shine courageously.

Let your light shine as a beacon of hope.

Let your light shine ~ be the best we can be!

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 Pre-school class.

There is no link between 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.

Pre-school is able to place between 16-32 children in the mornings and has capacity to increase this should demand meet staffing ratios. Afternoon sessions will be made available for all 30 hours children however additional 15 hours places cannot be guaranteed unless it is financially viable.

Every child is entitled to 15 hours free nursery education in a nursery class. The school currently offers up to 15 hours of free Pre-school education each week as 5 morning places. From September 2025 we will also 30 hour places.

Sessions offered at St James's Pre-school:

15 hour provision	AM sessions (Monday- Friday)	8:40am- 11:40am
15 hour provision	PM sessions (Monday -Friday)	12:20pm-3:20pm
30 hour provision	Monday – Friday	8:40am-3:20pm* A charge of £4.00 per day for the final 40 minutes of 2:40pm-3:20pm

Children will be able to start at the next intake after their third birthday. The school will not consider applications for earlier admission. The Pre-school place continues until the end of the summer term prior to the September when the child starts school.

There are three intakes (September, January and April)

All parents/carers will need to complete an application form for Pre-school which is available from the School Office and on the school website (Appendix 1) these forms will be kept on file until the term prior to the start date. The deadline for applications is the first day of term, in the term before your child would start Pre-school. Late applications will be processed if spaces are available. Completing the application form does not automatically entitle your child to a place at St James's Pre-school.

Once a place is offered the parent must accept or decline the offer within the time frames detailed in the offer letter. At this point parents are invited to express a preference for a

morning or afternoon session or 30 hours and their DFE voucher code will be required in order to secure the place.

When agreeing to 'free' hours families must be made aware that on this agreement the families are agreeing to full entitlement of hours at St James's CE Pre-School. These hours cannot be split with another provider but families are welcome to choose not to bring them to all sessions.

In making decisions, Governors are mindful of parental preference but cannot guarantee to meet parental preferences in the event of over subscription.

To ensure continuity and a thorough education, children are required to attend all five sessions offered, which will help them to meet educational and social targets in readiness for moving to full time school.

If there are more applications than there are places available in the Pre-school 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. 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 in the academic year in which the child is due to start Pre-school.
4. Fourth priority will be for those families able to take the full 5 session offer with no planned absences.
5. 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.

Should a place not be available, a parent may request that his/her child is placed on a waiting list for the Pre-school class. The waiting list order of priority is as 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 Pre-school 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 Pre-school are warmly welcomed. Parents are invited to visit our school website to take a look at our Pre-school 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

Appendix 1

Pre-school Application Form



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