



**St James's C of E  
Primary School**

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Faith Friendship Fulfilment

## **Admissions Policy**

**Normal age of entry- 2025/2026**

**Ratified on:** February 2024

**Ratified by:** Lee Salton-McLaughlin

## Principles:

**St. James's C.E. Primary** has an Admissions Policy which aims to maximise the opportunity to meet parental preference and to meet the individual needs of children wherever possible.

**St. James's C.E. Primary** does not support the use of selective admissions policies based on aptitude or academic achievement.

The admission arrangements set by the governing body ensures that the process is fair and equitable for all.

## Legal Context:

- School Standards and Framework Act 1998 as amended by the Education Act 2002
- The Education (Co-ordination of Admission Arrangements) (Primary Schools)(England)(Amendment) Regulations 2012
- The Education (Admission of Looked After Children)(England)Regulations 2005
- School Admissions Code 2021

## Proposed School Admissions Policy for Normal Age of Entry in Academic Year 2024/2025

Published Admission Number: 60

*Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998 and The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.*

**All preferences, regardless of ranking, will be assessed against the following criteria to allocate the available places where more applications are received than can be accommodated.**

- a) 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. (see note 1 below)
- b) Children who have a brother/sister, half brother/sister (where the children share one common parent), or step-brother / step-sister, **living at the same address and who will still be attending St. James's C.E. Primary at the requested time of entry.** (See note 2 below)
- c) Families who can demonstrate a close commitment to St James's Church, Wollaston. (See note 3 below)
- d) Families who can demonstrate a close commitment to a recognised Christian Church. (See note 3 below)
- e) Children of families committed to the practice of other religions (dictate a list of faiths- we need to be more explicit without excluding churches or faiths) who

would like their children educated at a Church of England School. (See note 4 below)

- f) 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. (see note 5 below)

In accordance with legislation a child with a Health and Care plan (EHCP) will be offered a place at the school named in the statement or EHCP 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 an EHCP.

**Note 1:** 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's Act 1989) at the time of making an application to the school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 Child arrangement orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangement orders replace residence orders and any residence in force prior to 22 April 2014 is deemed to be a child arrangements order. 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). A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

**Note 2a:** Definition of brother or sister also relates to adopted or fostered children living the same home address. The definition of a brother or sister is:

A brother or sister sharing the same parents;

Half-brother or half-sister, where two children have one common parent;

Step-brother or step-sister, where two children are related by a parent's marriage

**Note 2b:** 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. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation

**Note 2c:** The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required. If a child is resident with friends or relatives (for reasons other than guardianship), the friends or relatives address will not be considered for allocation purposes.

**Note 2d:** In the event that we are unable to distinguish between applicants for the final available place, such as 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.

**Note 3:** In assessing eligibility under priorities c and d 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 returned to the school.

**Denominational.** Children whose parent(s)/carer(s) are faithful and committed worshippers, this means attending any of the following at least twice a month for a minimum period of six months prior to application:

- A.) St James, Wollaston or St Michael and All Angels, Norton
- B.) Any other Church of England Church in Stourbridge.
- C.) One of the other Christian Congregations in Stourbridge
- D.) Any of the 6 identified world faiths which are taught in School.

For the purposes of criterion 3, a letter of support from their parish priest, minister or church leader must accompany the application confirming attendance of any of the named churches at least twice a month for a minimum period of six months prior to application. In any case of over subscription, applicants within this criterion will be ranked fairly and without reference to provision of a supplementary Information form

**Note 4:** In assessing eligibility under priority (e) a letter to accompany the supplementary form from a faith leader to confirm that they are members of the faith community.

**Note 5:** Where parents apply for a place outside the normal round of admissions i.e. during the school year, they will be referred to the Local Authority School admissions department in the first instance.

**Note 6:** Random allocation will be used as a tie-break to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

**Parents of pupils not offered a place will be advised of their right to appeal to an independent appeals panel.**

### **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 2025/2026 academic year or until the term in which the child reaches compulsory school age, if they so wish. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

### **Admission of children outside of their normal age group.**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents should make their application to The Governing Body setting out the reasons why they

believe their child should be taught outside of their chronological age group. The Governor admissions panel will make a decision based on the individual circumstances of each case.

In addition, the parents of summer born children may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which should include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by The Governing Body who will take into account the circumstances of the case. Parents do not have the right to insist that their child is admitted to a particular year group.

### **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 supportive documentary evidence must be provided by the parent / carer at the time of application.

### **Waiting Lists**

If the 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 asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation until the 31st August 2026. After this point the waiting list will no longer be in operation and places that become available will be allocated on a first come first basis. If more than one application is received at the same time, the oversubscription criteria, as detailed on page 3, will be used to determine which applicant will have the place.

Inclusion on the waiting list does not mean that a place will eventually become available. 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.

Places that become available between the point of allocation and 31 August 2026 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

### **Repeat Applications**

It is not the Governing Body's Policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.

Signed:

*L. Salton*

L Salton  
Chair of Governors  
St James's C.E Primary School