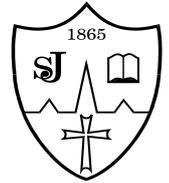


# St. James' C of E Primary School

## Admissions Policy 2019-2020

St James' C of E Primary School  
Admission Policy for September 2019  
Written by: Lisa Harford  
September 2017  
Reviewed: Annually



### ST JAMES' CHURCH OF ENGLAND PRIMARY SCHOOL ADMISSIONS POLICY 2019-2020

St. James' Church of England Primary School is part of the Diocese of Gloucester Academies Trust. It has a Christian foundation, which it seeks to promote by providing high quality educational opportunities to all members of the Academy community. It encourages this through religious education, collective worship and the values and ethos of a curriculum which seeks to offer opportunities and experiences to promote pupils' spiritual and moral development and to provide a basis for their life-long learning.

We see ourselves as a community Academy for children living in the Park area. The Trust is responsible for admissions to this school and have agreed with the Local Authority an indicated admission number of 60 pupils. These arrangements and the admissions criteria are reviewed annually.

This policy and criteria should be read in conjunction with the Guide for Parents and Carers sent to you by the County Council. If you have not received this Guide you should contact the School Admissions and Transfer Team, Shire Hall, Gloucester, GL1 2TP and arrange for one to be sent to you. Further information is available from the website [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions)

In the event that there are more applications than there are places available, the school will admit pupils according to the following criteria, which are listed in order of priority. Please note that all received preferences for this school will be given equal consideration, using the criteria below.

#### 1. **Looked After Children/Previously Looked After Children**

##### Definition

A 'looked after child' ( 1 ) or a child who was previously looked after but immediately after being looked after became subject to an adoption( 2 ) child arrangements order (residency order) ( 3 ) or special guardianship order ( 4 ) .

(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 Act 1989) at the time of making an application to a school. In Gloucestershire, such children are referred to as Children in Care.

(2) 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 Act 2002 (see section 46 adoption orders).

(3) Under the provisions of section 12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.

(4) See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

## **2. Children who have siblings attending the School at the time the applicant child is admitted.**

(NB We define siblings as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child must be living in the same family unit at the same address)

## **3. Children for whom only one particular school is appropriate due to an exceptional medical condition.**

Applications under this criterion will only be considered if they are supported by a written statement from the child's doctor, which has to be submitted with the application. This must demonstrate that there is a very specific connection between the medical need and the facilities or resources of the school concerned.

## **4. Children of full or part time salaried members of staff who have been employed at St. James' C of E Primary School for three years or more at the time of application, or a member of staff recruited more recently to fill a vacant post for which there is a demonstrable skill or shortage.**

## **5. Children with the strongest geographical claim, measured in a straight line from the ordnance survey address point of the child's home address (including flats) to the ordnance survey address point of the school, using the Local Authority's computerised measuring system on behalf of the Diocese of Gloucester Academies Trust (admissions authority), with those living closer to the school receiving the higher priority.**

In the event of oversubscription and in the event of a tie break situation, where two or more children live an identical distance from the Academy, a lottery will take place to allocate any remaining places

In the event of a child being refused a place, there is a right to appeal to an independent appeal process. Please contact the school for an appeal application.

## **Waiting Lists**

If the Academy is oversubscribed, a waiting list will be held for the first full school term (ie

until the end of December). The waiting list will be prioritised according to the school's oversubscription criteria. Waiting lists are kept throughout the School where needed and are reviewed on a termly basis.

## **Admission of Summer Born Children for Reception Entry**

The Governing Body of St. James' Church of England Primary School acknowledges the updated advice from the Department of Education that, parents/carers of "summer born" children (born between 1 April and 31 August) may request to start the Reception Class of a school a whole academic year later. The Governing Body will make a decision on behalf of St. James' Church of England Primary School. We follow the Local Authority process which states that parents can only apply for a Reception place at a school once and must apply for a place during the standard application process timeline for their chronological year group, stating their reasons for requesting deferred entry to the following year. The Governing Body will decide whether the deferred entry can be approved for the school.

## **Children with Special Educational Needs**

Children who have a Statement of Special Educational Needs or an Education Health Care Plan are placed in schools through the arrangements set out in the SEN Code of Practice and not through any admission criteria. Governing bodies are required by Section 324 of the Education Act 1996 to admit a child with a Statement or Education Health Care Plan that names that particular school. Parents of children with Statements of SEN or an Education Health Care Plan should contact their child's casework officer for any further information. Children who have a Statement of Special Educational Needs or an Education Health Care Plan naming a school/academy will be allocated a place even if that school is full.

## **Admission of Children of UK Service Personnel or other Crown Servants**

St. James' C of E Primary supports the Local Authority's Fair Access Protocol which has been devised to ensure that all admission authorities in Gloucestershire comply with the requirements of the School Admission Code to ensure that their procedures or criteria do not disadvantage children who arrive in the area outside the normal admissions round and that the particular challenges for children of UK service personnel and other Crown Servants are minimised. This means that the child will take precedent over any other child on the waiting list.

## **Fair Access Protocols**

The Academy has signed up to the In-Year Fair Access Protocols held by the Local Authority. Should a vulnerable child within these Protocols require a place at the Academy, they will take precedent over any child on the waiting list. All Fair Access Protocols are highlighted within the Gloucestershire Coordinated Schemes for Reception/Junior/Secondary and In Year Admissions. Full details of all of these protocols can be found at [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions) following the link - "Confirmed criteria and protocol"

## **In Year Admissions**

Any applications for a school place made outside the normal year of entry to the school

must be made directly to the Admitting authority which is the Academies Trust via the Governing Body.

## **School Transport**

School Transport is not available at this Academy.