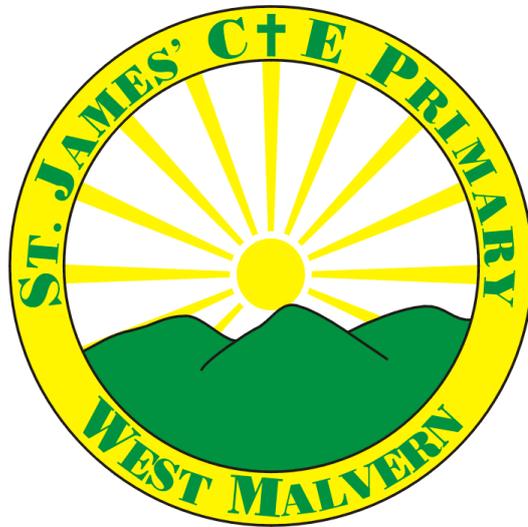


# St. James' CE Primary School



*Learning Together: Caring Together*

## Admissions Policy 2019-20

**St. James' CE Primary School**  
**Admissions Policy 2019/2020**

**Class Size**

Our Published Admission Number (PAN), set by the governors of St. James' CE Primary School, is 15 per year group, giving a total of 105 overall for the whole school. The governors retain the right to amend the PAN for future years, as the school is a Voluntary Aided School. In September 2019 we will have vacancies for 15 children in Reception.

**Admission Criteria**

Places are allocated by the Governors according to the following criteria, in decreasing order of priority:

1. \*'Looked after' and previously \*'Looked after' children.  
\* 'Looked after' means all those currently in the care of or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, residence or special guardianship order.
2. Children living in the catchment area of the school\* at the time of allocation of places. Copies of the catchment map are available from County Hall if required. A list of catchment postcodes is available in Appendix 1 of this policy. Alternatively, you can find out if a particular address falls within a catchment area of a school by using the 'Catchment Area Search' facility on the Worcestershire County Council website. In cases of over subscription, places will be allocated first to children living nearest to the school by the shortest straight line distance. The measurement will be taken using the GeoCode Points for each property and the GeoCode point for the School (In the event of equidistant applicants, any place will be allocated by random selection (lottery). Someone independent of the governing body will supervise this process).  
*\*The home address is defined as the only or main permanent residential address, at the closing date for applications, where the child usually resides and which is the usual address of the parent/carer with main responsibility for the child. Where parents/carers have shared responsibility, the child's home address will be considered to be that of the parent/carer with whom the child lives for the majority of the school week (e.g. three or more days out of five Monday to Friday during term-time). Where care is split equally, parent/carers must provide independent supporting documentary evidence to prove that care is equally split. In such cases the address of the parent/carer in receipt of the Child Benefit will be the address on which the application will be processed. Documentary evidence of home address may be required, including evidence that the child and his or her main parent/carer will be resident at the address at the date of admission).*
3. Children who would have at the time of allocation of places, and still have at the time of admission, a sibling. (A sibling, as well as brother or sister, also includes half-siblings (children who share one birth parent), step-children and legally adopted children. They must also be living at the same home address).
4. Parents or the child are involved in the worship at a Christian church (churches who are members of Churches Together in England {[www.cte.org.uk](http://www.cte.org.uk)}) within the school catchment area. A letter from the parish priest or minister should accompany the application which only provides written confirmation of a history of at least monthly participation for a minimum period of a year prior to the date of application.
5. Children living outside the catchment area who live nearest to the school by the shortest straight line distance using the same method above. In the event of a multiple birth application, the Governing Body will admit over the PAN.

**In accordance with legislation, a child with a Statement or an Educational Health and Care Plan (EHCP) will be offered a place at the school named in the Statement or EHCP.**

## **Admissions into Reception Year for September 2019**

### **Applications Procedure**

Parents apply on-line to Worcestershire County Council if they are a Worcestershire resident by January 15<sup>th</sup> 2019. If they reside out of county they apply to the home LA.

- All offers of places or refusals will be decided by the Governing Body and confirmation of a place will be made in writing from the Local Authority on behalf of the Governing Body by the 16<sup>th</sup> April 2019.

Parents of children who are refused admission, have the right of appeal within 21 days of the date of the letter of notification of the decision by writing to the Chair of Governors, c/o the school. Appeals will be heard by an independent appeals panel.

All children are entitled to access full time education in the September following their fourth birthday. A parent can also choose to send their child to school part-time or deferred entry if they wish, until the child is of statutory school age. This should be discussed with the Head Teacher.

The Local Authority has an **In Year Fair Access Protocol** and we at St. James' CE Primary School adopt it.

### **Deferred Entry**

Once allocated a place in the Reception class, the place can be held for the designated child with entry deferred until the term after the child has reached the age of 5 either full-time or part-time, but cannot be deferred beyond the relevant academic year (September 2019 - July 2020).

Usually children with a date of birth in the summer term wishing to start school in the September after their fifth birthday would start in Year 1 and consequently miss the entire Reception year. When applying for a place in Year 1 and not the Reception class, please be aware that there may not be a vacancy in Year 1 at that time.

Parents can also request that their child enter the Reception class in the September after their fifth birthday, effectively in the year group below their chronological age group. The admissions authority of the school must make the decision based on the circumstances of each case. The Head Teacher must complete an educational assessment to determine whether or not it is appropriate for the individual child to delay their entry into school and be taught permanently behind their chronological age group.

This process must be completed in advance of the closing date of 15<sup>th</sup> January 2019. In the event that the delayed entry is not approved, parents will need to make an application in time for the 2019 Reception intake. Should the delayed entry be approved you will be advised how to proceed at that stage.

Even if it is agreed that your summer born child can start school in the September following their fifth birthday in the Reception class, the normal admission arrangements apply and there is no guarantee of a place. You should therefore give careful consideration to requesting delayed entry.

This is dependent on a place being available in the requested year.

### **Late Applications for Reception Class**

In certain circumstances where a late application is received it will be accepted as being on time if parents of a child have moved into the catchment area and are able to provide the relevant independent supporting information. In these circumstances the application must be received by 28<sup>th</sup> February 2019. Any late applications for Reception must still be returned to the Local Authority.

## **Applications for Older Children**

This applies for entry into years other than Reception, or for entry into Reception at times other than September.

All applications are managed by the school. Parents/Carers with a first preference application for 'In Year' transfers into an Academy, Foundation, Voluntary Aided School in Worcestershire or a school in another Local Authority must forward the application to the individual schools. St. James' is Voluntary Aided.

In line with the Code of Practice, all own admission authority schools must, on receipt of an in-year application, notify the relevant Local Authority of its outcome and inform parents of their right to appeal against a refusal of a place.

The procedure for in-year admissions for Worcestershire residents is as follows:

- 1) Parent/Carer to obtain an application form (CA1), if a resident in Worcestershire, from any of the following sources:
  - Child's current school (if in Worcestershire).
  - School being applied for (if in Worcestershire)
  - Worcestershire Hub Centre (Tel: 01905 822700)
  - Download form from website ([www.worcestershire.gov.uk](http://www.worcestershire.gov.uk))
- 2) Parent/Carer to complete the application form and ensure form is counter-signed by current Head Teacher (if already attending a Worcestershire School).
- 3) In the case of a first preference for a Community or Voluntary Controlled School, the parent should then forward the form onto the Pupil Admissions and Transfers Section to be processed.
- 4) In the case of a first preference for an Academy, Foundation or Voluntary Aided School, or a school in another Local Authority, the parent should forward the form to the individual school. St. James' is Voluntary Aided.
- 5) The Local Authority or individual school (as appropriate depending upon school type) will write to parents, normally within 10 school days of the form being received, to notify of the decision. In the case of an Academy, Foundation or Voluntary Aided school, the school will also notify the Local Authority. Where it is not possible to offer a place, parents will be notified of the right of an appeal by the relevant admission authority and in most cases, an alternative school will be offered.
- 6) If there are insufficient places for all applications received at a time, then priority will be decided in accordance with the published admissions criteria for the school.
- 7) Parents can also request that their child be admitted outside of their normal age group, effectively in the year group below or above their chronological age group. The admissions authority of the school must make the decision based on the circumstances of each case. This will involve the Head Teacher completing an educational assessment to determine whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught outside of their chronological age group.

This is dependent on a place being available in the requested year.

## **Waiting Lists**

The school will maintain a waiting list. When vacancies arise they will be filled in accordance with our admission criteria and not on a first come first served basis. The waiting list will be maintained until the 31st July 2020.

## **Contact**

For further information regarding admission to St. James' CE Primary School, please contact:

Mrs. Gemma Martin (Head Teacher) or Mrs. Nicola Smith (School Business Manager)

St. James' CE Primary School

191 West Malvern Road

Malvern

Worcestershire

WR14 4BB

Tel: 01684 5612017

Email: [office@stjames.worcs.sch.uk](mailto:office@stjames.worcs.sch.uk)

## Appendix 1

### St. James' CE Primary School Catchment Area by Postcode

Post Code	Address	Post Code	Address
WR14 4AY	West Malvern Road,	WR14 4DN	Harcourt Road, Malvern
WR14 1AZ	West Malvern Road,	WR14 4DP	Park Lane, Malvern
WR14 4BA	West Malvern Road,	WR14 4DQ	West Malvern Road, Malvern
WR14 4BB	West Malvern Road,	WR14 4DR	Blackheath Way, Malvern
WR14 4BD	West Malvern Road,	WR14 4DS	Park Road, Malvern
WR14 4BE	West Malvern Road,	WR14 4DT	Croft Farm Park, Malvern
WR14 4BG	West Malvern Road,	WR14 4DU	Croft Bank, Malvern
WR14 4BH	Park Road, Malvern	WR14 4DW	Harcourt Road, Malvern
WR14 4BJ	Park Road, Malvern	WR14 4DX	Croft Bank, Malvern
WR14 4BL	De Walden Road, Malvern	WR14 4DZ	The Quabbs, Malvern
WR14 4BN	Westminster Road, Malvern	WR14 4EJ	West Malvern Road, Malvern
WR14 4BP	Montpelier Road, Malvern	WR14 4EL	West Malvern Road, Malvern
WR14 4BQ	The Dingle, Malvern	WR14 4EW	West Malvern Road, Malvern
WR14 4BS	Montpelier Road, Malvern	WR14 4NB	West Malvern Road, Malvern
WR14 4BT	Lower Montpelier Road,	WR14 4NE	Lamb Bank, Malvern
WR14 4BU	Mathon Road,, Malvern	WR14 4NF	West Malvern Road, Malvern
WR14 4BW	Croft Bank, Malvern	WR14 4NG	West Malvern Road, Malvern
WR14 4BX	Lower Road, Malvern.	WR14 4NH	St James' Crescent, Malvern
WR14 4BZ	Camp Hill, Malvern	WR14 4NJ	West Malvern Road, Malvern
WR14 4DG	West Malvern Road,	WR14 4NL	Ebrington Road, Malvern
WR14 4DH	West Malvern Road,	WR14 4NQ	West Malvern Road, Malvern
WR14 4DL	Brockhill Road, Malvern	WR14 4NW	83-151 Old Hollow