



## St James' Church of England Primary School Admissions Policy 2022/2023

### Introduction

St James' Church of England Primary School is a positive, secure and aspirational learning environment, based on Christian values, where high standards of teaching and learning ensure that every individual feels respected and valued, and strives to reach their full potential.

We are an inclusive school that welcomes children from all backgrounds and abilities and all applications will be treated individually and sensitively.

The published admission number for each year will be 30.

It is our wish to allow parents to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

The **Priority Admission Area** for St James' C.E. Primary School is the Harlow area known as the **Parish of St James' Staple Tye**. The Parish map can be found on the school website under admissions.

### Applications

We admit in careful accordance with the Essex Common Application Process school admissions code.

Application for a place at St James' C.E. Primary School will be handled

in accordance with the Local Authority Co-ordinated Admission arrangements as published by Essex County Council (ECC) in the Primary Education in Essex Booklet.

The procedure for handling late applications and the operation of a waiting list will also be in accordance with the co-ordinated Admissions scheme.

The closing date for applications will be set out in the Primary Education in Essex booklet.

All parents are required to complete a Common Application Form and for admission in categories 5, 6 and 7 a Supplementary Information Form. The completed Common Application Form must be returned to **Essex County Council** and where required the Supplementary Information Form must be returned directly to **St James' School**.

An Application form can be obtained from Essex County Council's Planning and Admission's Department.

or

Alternatively, parents and carers who live in Essex can apply online using the Essex Online Admission Service at [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions).

## Over-subscription

The published admission number for each year will be 30.

Where applications for admission exceed the number of places available, the priority order for admissions is:

1. Looked After Children (LAC), Previously Looked After Children (PLAC) and Children Previously looked After from outside England. (PLAC) (as defined on page 18 of the Primary Education in Essex booklet).
2. Children living in the priority admission area, with a brother or sister attending the school during the term of admission. See SIBLINGS definition below.
3. Other children living in the priority admission area.
4. Children living outside the priority admission area, with a brother or sister attending the school during the term of admission. See SIBLINGS definition below.
5. Children whose parents are involved in the work and worship of the Anglican Church, subject to a reference from the Church Leader.
6. Children whose parents are involved in the work and worship of a non-Anglican Christian denomination, subject to a reference from the church leader.
7. Children whose parents are involved in the work and worship of another Faith Group who want a school with a faith ethos, subject to a reference from the Faith Group leader.
8. All other applications.

For applications under criteria 5, 6 or 7 a Supplementary Information Form is required to be completed.

Exceptional educational, social, pastoral or medical needs (supported by appropriate evidence) may override the above.

**SIBLINGS Definition:** A child is considered in this category if an older sibling is attending the school at the deadline date, **and will continue to do so when the sibling is admitted**, and where the child lives within the Parish of St James Staple Tye at the same address as the older sibling. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from permanent residence of the child to school, with those living closest being the highest priority.

## Appeals

If you are not offered a place at the school, you have the right to appeal the decision by completing a "Notice of Appeal Form" and returning it to Essex County Council within 21 days of the date of your refusal letter. It will be necessary to state the grounds for your appeal, based on our admissions criteria. If you require any further information regarding appeals, please do not hesitate to contact the school.

## Admission to the Reception Class

We intend to admit all children full time in September 2022 and in subsequent years. As required by law, this school provides for the full-time admission of all children offered a place in the reception year group from the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in the school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

Parents can also request that their child attends part-time until the child reaches compulsory school age. For parents opting to take up a part time place this would be mornings only. Where parents choose to defer entry, the school may reasonably expect that the child would start at the beginning of a new school term/half term. It is strongly advised that any parent considering these options should approach the school to discuss this.

## General

The school will agree any changes to its admissions arrangements with the LEA, Diocese and other local Foundation Schools. It will establish arrangements for appeals against non-admission in accordance with Essex Education Authority policy, which includes an independent element. Further information is available in the "Primary Education in Essex – Harlow District" booklet which is available on line or from the school.

To apply for a place at St James' C.E. Primary School in Foundation (Reception) Class you need to send your **Common Application Form to Essex County Council** naming St James' CE Primary School as your first preference school **by the closing date specified in the booklet and return your completed Supplementary Information Form to St James' C.E. Primary School.**

These forms will be sent to you when you register an interest in St James' C.E. Primary School. If you are applying for a place in a Year Group other than Foundation (Reception) you need to contact the school directly either by phone, email or in writing and we will send you the necessary forms.

Parents and carers are invited to visit the school when they are considering schools for their child/ children. An appointment should be made with the Headteacher by contacting the school office.

## Finding Out More

During the Autumn term, St James' C.E. Primary School holds a meeting for prospective parents of pupils who will be joining the Foundation (Reception) year the following September, where the process for admissions is explained. We would urge you to attend this meeting to find out more about the school and about the process for admission or to arrange an individual appointment with the Headteacher via the School Office (01279 432459).