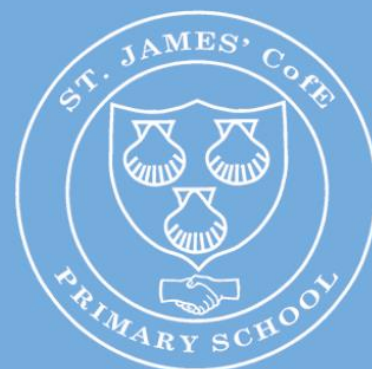


# St.James' CofE Primary School



## ADMISSIONS POLICY 2018/19

Created: R Andrew / C Hilton September 2018

Review: September 2019

All organisations concerned with children should work towards what is best for each child (Article 3)

## ADMISSIONS POLICY

### Method of allocating places at St James' CofE. Primary School

There are 30 Reception Class places available in September 2019. If the number of applications does not exceed this number, then all applicants will be admitted.

Before making an application parents should study the schools over subscription criteria and be aware that an unrealistic first choice of school may result in your child not getting any of your preferred choices.

The Governors have determined that if demand for places at St James' CofE Primary School exceeds the number of places available priority will be given to the following categories in the order stated:

a) Children in public care (evidence to be provided with application)

b) Medical and/or Psychological grounds

Children for whom there are medical/psychological grounds to support their need to attend St James' CofE Primary School. If parents intend to seek priority on either, or both of these grounds, a letter or certificate from a medical practitioner must be attached to the form at the time of making an application for a place. Authority for the school to acquire further information on the condition should it be needed is also required.

c) Sibling Priority

Children who have an older brother or sister attending St James' CofE. Primary School at the time of admission. This includes step brothers and sisters legally residing at the same address.

d) Any remaining places will be decided on the basis of proximity and ease of access to the school and other schools in the area

Proximity is measured as the crow flies and the school gates are used as the guidelines for measurement. The school uses a Microsoft computer programme to ascertain distances when there is a tie-break decision to be made.

A child's home address is deemed to be where the child legally resides for the majority of the school week.

If you have selected St James' CofE Primary School for your child because you expect to move into the locality in the near future, the Governors will not take this into consideration unless you quote your agreed date of removal and provide written confirmation of this from your Solicitor or Estate Agent.

We would also like to inform you that a place at Early Years @ St James' does not guarantee your child a place in the school.

The school operates a waiting list for each class. When a place becomes available the lists are consulted and the oversubscription criteria applied to them to find the next child to be offered a place.

The school is part of the RMBC co-ordinated admissions scheme so application should be made to the local authority in the first instance. Parents will be notified by the local authority as to whether their application has been successful. If you are dissatisfied with the decision of the Governing Body, there is a right of appeal to an Independent Appeals Committee as laid down in the school's Statutory Instrument and Articles of Government. Details of how to appeal are available on the local authority website.

If you require any help with making an application for a Reception Class place for your child, please contact the school office who will be pleased to assist.

Please note that the speed in which an application is returned has no bearing on allocation of places.

Applications are to be made online via the Local Authority Website.