



# Admissions

## Waiting List Application Form

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Thank you for considering St. James' CofE Primary School as your preferred school.

**My child has not been allocated a place in reception.**

If your child has not been allocated a reception place, parents should fill out a waiting list application. This will then be kept on file to be considered should a place become available. At any point, you can contact the school to have the request withdrawn.

**I would like my child to attend St. James' but there are no places available:**

If you wish to be considered for available places in the future, parents must fill out a waiting list application. The school will contact parents if a place can be offered. At the start of each academic year the school will contact parents to confirm that you wish to stay on the waiting list.

**How are places allocated from the waiting list:**

When a place becomes available, the school will apply its oversubscription criteria as set out in the admission policy. Parents will then be contacted to confirm the acceptance of the place. If your child is currently in another school, you will need to complete an 'in year transfer form' and have it signed by the current school's headteacher. Once we receive this we will begin the process of admitting your child.

If you have any further questions please contact the school office.

**PLEASE NOTE:** Your child's details will be held on the waiting list until the end of the school year. An email or text will be sent during July each year asking if you wish to remain on the waiting list. If we do not get a response, your child's details will be removed from the waiting list.

***It is important that your contact details are kept up to date so that we can contact you should a place become available. Please contact school if your circumstances or contact details change.***  
[office@stjameswardle.co.uk](mailto:office@stjameswardle.co.uk)

DATE OF APPLICATION:	CLASS REQUIRED: REC 1 2 3 4 5 6
Other siblings on Waiting List Y / N	DISTANCE:

### CHILDS DETAILS

SURNAME	FIRST NAME
DATE OF BIRTH	GENDER: M / F
ADDRESS:	
CURRENT SCHOOL:	REASON FOR CHANGE:
SIBLING(S) CURRENTLY AT ST JAMES' YES / NO	

#### OTHER SIBLINGS ON WAITING LIST:

Name:	D.O.B:	Class Required:
Name:	D.O.B:	Class Required:
Name:	D.O.B:	Class Required:

Other comments: (If your child has medical or social needs to be considered, please provide further information. Written professional evidence may be requested to support application).

### PARENT / GUARDIAN DETAILS

SURNAME	FIRST NAME
ADDRESS:	CONTACT NUMBER(S)
POST CODE:	
Email address:	

Admin Use Only:

Details checked:

Date Application received:

Additional Notes: