

**St James Church of England School**  
**Woodside Avenue, Muswell Hill**  
**London N10 3JA**

We aim to make our Admissions Policy as clear and as understandable as possible: please feel free to ask questions if anything is unclear.

To give you a sense of how it worked last year: In 2011-12 for our Reception class of 30 children, 17 qualified under Criterion 2 (Siblings); 13 qualified under Criterion 3/4 (Church Commitment) 0 under Criterion 5 (Nursery attendance); 0 (Other applications i.e. distance)

In 2010-11: 8 qualified under Criterion 2 (Siblings); 9 qualified under Criterion 4 (Church Commitment) and 13 under Criterion 6 (Other applications i.e. distance)

## **Admissions Policy 2013-2014**

The school has one main admission date at the start of the autumn term each year, in line with the LEA policy. The Reception Class intake of 30 children is normally staggered at the beginning of the autumn term.

Parents who want to apply for a place in the Reception Class for their child should complete a Common Application Form from their Local Authority naming St James School. This form should be completed during the autumn term of the school year preceding the September in which they expect their child to start school. In Haringey, children of Reception age start school in the September of the school year in which they will become five years old.

Parents may ask to be put on the school's register of interest at any time before this. This will mean that parents will receive up to date admission criteria. However, it will not give any priority in admission. The school's Supplementary form should be completed so that the governors may consider their application fully, and returned to the school by **(enter date)**, and the Common Application form should be submitted to the home authority, for Haringey residents this is Haringey Admissions Service, also by **(enter date)**.

In reaching a decision concerning admission of a child to the Reception Class, the governors will apply the criteria below, which are listed in order of priority (Note: Criterion 4a) and 4b) have equal priority). These criteria are designed to assist the governors in maintaining the ethos of the school. The aim is to provide the best possible education for the children within the context of a Christian community, which is both a

worshipping and learning community. Prospective parents are very welcome to visit the school to get a first-hand feel for the atmosphere and values of the school.

Parents will normally be notified by their local authority if their application has been successful. The names of unsuccessful applicants will be placed on a numbered waiting list until the beginning of the school year for which they have applied. After this date details of unsuccessful applicants will be held on file and will be contacted if a place becomes available.

### In Year Admissions

From time to time a place becomes available further up the school. The allocation of places is in accordance with the admissions criteria. However, preference will be given to children moving into the area from outside the Borough who do not have a school place immediately after other 'looked after' children. Evidence will need to be provided that the child has recently moved in. (see 'in year admissions' under notes)

## **St James School – Oversubscription Criteria**

In the event of there being more applications than places, the following criteria will apply:

### **1. 'Looked after' children.**

Please note a 'looked after child' is a child who is in the care of a local authority or provided with accommodation by that authority.

### **2. Children who will have a brother or sister in the school, other than in the Nursery, at the time of entry into the Reception class.**

The term 'brother or sister' includes foster brothers and sisters, half brothers and sisters or step brothers and sisters. It does not include other relations. The sibling must reside at the same address as the child applying for a place.

### **3. Church Commitment: St. James' Church**

Children whose parents have been committed members of St. James' Church, Muswell Hill, London N10 for more than 18 months at the time of the closing date for applications, and who are regularly\* involved in worship at the church.

#### **4 (a). Church Commitment (Other Churches):**

Children whose parents are committed members of, and are regularly\* involved in worship at a church of a Christian denomination, which is recognised by Churches Together in Britain and Ireland (CTBI) or the Evangelical Alliance and has been so for more than 18 months at the time of the closing date for applications.

#### **4 (b) Nursery**

Children who attend St. James Primary School Nursery class

#### **5.. Other applications**

**This policy does not apply to pupils who have a statutory statement of special needs.**

\* For a definition of "regularly", please see note 3(b)

#### **Notes to the admissions criteria:**

1. A 'looked after child' is a child who is in the care of a local authority or provided with accommodation by that authority.
2. The term 'brother or sister' includes foster brothers and sisters, half brothers and sisters or step brothers and sisters. It does not include other relations. The sibling must reside at the same address as the child applying for a place.
3. a) The school will write to the Minister(s) named on the Supplementary Information Form asking for confirmation of commitment and regular attendance. The governors reserve the right to seek clarification of a minister's status  
  
b) '**Regularly**' is defined as normally attending church at least fortnightly having done so for a period of 18 months. As a means of confirmation the church may refer to documentary evidence such as the Sunday school register, welcome cards etc.  
  
c) **Parents who have recently moved into the area** and have therefore not been involved at a local church for the required time but have attended another church up to their move are asked to provide details of the Minister of their previous church so that the school can contact them to confirm their commitment and regular attendance at that church. Attendance at the previous church will count

towards the period referred to in criteria 3 or 4 if the parents have attended the church regularly. The provision of this information is vital if you wish to be considered under these criteria.

### **Deciding factor**

Within each of the criteria, when deciding between applicants who have equal entitlement, the governors will give first priority to the children whose main permanent address is closest to the school as measured from the school gate to the front door of the home, using a computerised mapping system.

### **Late applications**

Applications received after the closing date and before the governors' admission meeting will be placed last in the criteria in which they fall unless the Governors are satisfied that there are exceptional circumstances which reasonably prevented the application or the Supplementary Information Form from being submitted on time. Supporting evidence may be required.

### **Appeals Procedure**

Unsuccessful applicants may appeal against a decision regarding entry of a child. However, there is a statutory limit of 30 children in each class of children under 7 years old and Appeal Panels can only admit an extra child to Classes: Reception, Year 1 or Year 2 if they find:

- That the decision was not one which a reasonable authority would make in the circumstances of the case (Ground A); or
- That the child would have been offered a place if the admissions arrangements had been properly implemented (Ground B).

Should parents wish to seek a formal hearing of their appeal this should be presented in writing to the Clerk of the Governors, c/o St. James School. The appeal will be heard by an Independent Appeals committee and appellants will have an opportunity to present their case in writing or in person.

## **APPENDIX 1**

### **PROCEDURES FOR DEALING WITH REQUESTS FOR PLACES AT ST JAMES PRIMARY SCHOOL**

#### **In year Admissions and places in another class**

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. If a place is available and there is no waiting list then the local authority will communicate the governors' offer of a place to the family. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria with the following modifications: children without an offer of a school place are given priority immediately after other 'looked-after' children. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria as modified above and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the governing body will decide who is at the top of the list so that the LA can inform the parent that the school is making an offer.