



# **Admissions Policy**

## **2024-2025**

Dear prospective Parents and Carers,

Welcome to St James CofE Primary School. Our school is a warm and very community focused environment where the staff and children develop close relationships. We are located in the heart of Muswell Hill adjacent to Highgate Woods – so close we can even touch the trees. We are fortunate to have extensive outdoor facilities including four playgrounds which we utilise in all elements of learning.

There are many factors to consider when choosing the right primary school for your child and family. To support you with this important decision we hold several open mornings to provide you with a first-hand experience of our school. You will gain an insight into what school life may potentially be like for your child and for your family to become part of our diverse community – an element of the school we take great pride in.

Our teachers are passionate, creative and have high expectations for each individual child. Our children understand and appreciate the significance of the responsibility to contribute to our school community, the local community and beyond. Upon departure from St James Primary, our children are well prepared socially, emotionally, spiritually, and academically for Secondary school and life beyond.

In the event of there being more children wanting a Reception place than the number available, an oversubscription criterion will be applied. This varies in each school. Historically, at St James Primary, some families have not applied as they thought that the oversubscription criteria for our school meant that they had to be Christian to attend. However, this is not the case. Although Christianity is a fundamental aspect of St James Primary with many of our students being of the Christian faith, as a diverse primary school, we also have families of a variety of different faiths and some families who do not follow a religion at all. If you have any questions regarding our oversubscription criteria, please do contact us and we will be happy to explain things further.

To book a tour please email us at [office@stjamesprimaryschool.co.uk](mailto:office@stjamesprimaryschool.co.uk) or call us on 0208 883 6540. For those who cannot make our open days or if you'd like additional information, please see our website [www.stjamesprimaryschool.co.uk](http://www.stjamesprimaryschool.co.uk) or drop us a line as we are always happy to help.

I look forward to meeting you soon and having the opportunity to show you round our wonderful school.

Best wishes



Geraldine Gallagher  
Executive Head Teacher



## Our Admissions Process

**Reception class**  
starting in September

Apply online by completing the LA EAdmissions form <https://www.eadmissions.org.uk/> with the LA where you live.

If you are applying under church criteria, complete the LA EAdmissions form as above but also complete the SIF\* on our Admissions website and return this part directly to school\*\*.

(If you are not applying under church criteria, you do not need a SIF).

You will hear on 19<sup>th</sup> April by post or online through the LA you applied to where your child(ren) has been offered a place.

If you are not offered a place at St James Primary, contact us and Haringey directly and ask to be put on our waiting list.

**In Year**  
(from Reception – Year 6)

Apply directly to St James CofE Primary School and inform your LA that you have done this.

APPLY AT ANY TIME

St James Primary will contact you directly if there is a place available.

To apply email us at [office@stjamesprimaryschool.co.uk](mailto:office@stjamesprimaryschool.co.uk)

\*\*You can return a SIF to us by emailing the above address or posting it to St James Primary School, Woodside Avenue, London N10 3JA.

You can find out more about admissions on our website

[St James C of E Primary School - Our Admissions Policy \(stjamesprimaryschool.co.uk\)](#)

\*SIF – school supplementary information form

# Our Admissions Policy 2024 -2025

## **An overview**

St James CofE Primary School offers 30 places in each year group from Reception to Year 6. Children joining in Reception are normally admitted in the Autumn term, in September, although in-year vacancies do sometimes arise and can be filled at any time.

## **Applying for a place at St James CofE Primary**

Parents who would like to apply for a place in our Reception class should complete an on-line e-Admissions for their Local Authority. This form needs to be submitted to your local authority (the local authority that you live in) by 15<sup>th</sup> January 2024. (For Haringey residents, this is Haringey Admissions Services).

## **Legal requirements**

We follow the DfE statutory guidance for admissions. The Governing body oversees our admissions process

## **Admissions criteria**

In the event of there being **more applications** for our Reception class **than places**, in reaching a decision concerning admission of a child to the Reception class, the governors will apply the following oversubscription criteria below, which are listed in order of priority

- **Looked after or previously looked after children.**

Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

All references to previously looked after children mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

- **Siblings**

The term 'brother or sister' includes foster brothers and sisters, half brothers and sisters or step brothers and sisters, adopted siblings and other children living permanently at the same

address. It does not include other relations. Siblings must reside at the same address as the child applying for a place and attending St James Primary at the time of entry into Reception class.

- **Remaining Places**

The remaining places will be **allocated equally** between

- *applicants attending a place of worship (**faith based\***) and*
- *distance from school, regardless of background or faith (**community based**)*

If the remainder is an odd number the extra place will go to a faith based placement. If there are insufficient faith based applicants the remaining places will go to community based applicants.

- **\*Faith based applicants**

Children whose parent(s) attend church for public worship at least once a month for 12 months. Allocation of places will be ranked with priority given to those from St James Church, Muswell Hill, N10 and then based on distance of church from school.

### **Supplementary Information Form**

Please note: the school's Supplementary Information Form (SIF) only needs to be completed if you are **applying under faith based criteria**. The SIF needs to be returned directly to school via email, in person or post by **15th January 2023**. You can download a SIF from the Admissions page on our school website. Once we have received this from you, we will write to the minister(s) named on the form asking for confirmation that you are known to the church. The Governors reserve the right to seek clarification of a minister's status.

### **Children with Educational Health Care Plans**

Children with an Education, Health and Care (EHC) plan where St James CofE Primary School is the named school will be admitted to the school. The priority order of the oversubscription criteria does not apply to these pupils.

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

### **Distanced based criteria**

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 in a straight line from the main school gate to the Ordinance Survey point of the child's home address, using a computerised mapping system as determined by Haringey Admissions. Where more than one child has the same distance random allocation, independently monitored, will be used.

We currently have children attending St James from the following postcodes: N10, N8, N22, N12, N11, N3, N2, N6, N7, NW3, N15, N17.

### **Late applications**

Applications received after the closing date 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.

### **Deferred Entry**

Children will normally be admitted to the Reception Year in the September following their fourth birthday. Parent(s) can request to defer their child's entry to Reception until later in the school year but not beyond the point the child reaches compulsory school age nor beyond the beginning of the final term of the Reception year. Parent(s) who request for their child to delay entry, may also request for their child to attend part-time. Parent(s) will need to meet with the Head teacher to discuss their request. The school will hold any deferred place for the child. A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

### **Delayed Entry – Admission out of normal age group – Summer born children**

For children whose fifth birthday falls between 1 April 2024 and 31 August 2024, parents who do not wish for them to start in school year 2024-2025, but to be admitted in September 2025 for school year 2025-2026 should discuss deferred admission with the school at an early stage.

We will consider all requests and decisions will be made on the circumstances of each case and the best interest of the child. Parental views, academic achievement, social and emotional development and where relevant, medical views will be taken into consideration. The views of the school's head teacher will be taken into account and the reasons for the decision will be clearly set out.

Parents who decide not to apply for a Reception place in the school but to apply for a Year 1 place in September 2025 should be aware that the Year 1 group may have no vacancies as it could be full of children transferring from the Reception Year group. Alternatively, they may decide to apply in the normal round (no later than 15<sup>th</sup> January 2024) for a Reception class place in September 2025, but would need to supply strong supporting reasons for seeking a place outside the normal year group and apply via the protocol outlined above. For additional information on admission of children outside their normal age group, please contact the School Office. 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.

### **In Year admissions**

From time to time, in year vacancies in other classes do arise and can be filled throughout the year. For more information, please contact the School Office on 0208 883 6540. The allocation of places is in accordance with the admissions criteria and preference will be given to children moving into the area from outside the Borough who do not have a school place. Evidence will need to be provided that the child has recently moved in.

### **Receiving a place**

Parents will normally be notified by their local authority of the outcome of their application on or about Friday 15<sup>th</sup> April 2023. 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 a waiting list and will be contacted if a place becomes available.

### **Appeals Procedure**

Unsuccessful applicants may appeal against a decision regarding entry of a child within 20 school days from the date of notification. School will then notify applicants at least 10 school days before the date of appeal hearing. A letter with the decision details of the hearing will be sent out within five school days of the date of the hearing.

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 Primary 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 school or 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 in accordance with the oversubscription criteria with the following modifications:

- Looked after children
- Siblings
- Children without an offer of a school place

If we cannot offer you a place, 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 we contact the parents of the child at the top of the list to offer the place.