

St James Primary School  
Woodside Avenue, London N10 3JA

# Admissions Policy

## 2020-21

*Learning to live, living to learn, learning from Christ*

Signed by Chair.....

Date.....



St James School

Church of England Primary School  
London Borough of Haringey

# St James Primary School

## Woodside Avenue, London N10 3JA

At St James Primary School, we aim to make our Admissions Policy as clear and user friendly as possible: please feel free to ask questions if anything is unclear.

Inevitably in a school as popular as ours, we have more applications than we have places. However, that doesn't mean you should give up hope at the outset. While we do particularly welcome children from churchgoing families, in most years we have a number of children who gain entry without any church connection.

To give you a sense of how it worked last year: For our Reception class of 30 children, 0 child qualified under Criterion 1 (Looked after children), 1 child under Criterion 2 (Siblings); 1 child qualified under Criterion 3/4 (Church Commitment); and 1 child under Criterion 5 (Distance).

### **Admissions Policy 2020 -21**

The school admission policy is in compliance with the 2014 Code. The school has one main admission date at the start of the Autumn term each year, in line with the LA 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 (CAF) from their Local Authority naming St James C of E Primary 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.

Please note that offers are made for a full time place from the September following a child's fourth birthday. The place may be deferred until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the offer was made. The school will hold any deferred place for a child. Where parents wish, a child may attend part time until they reach compulsory school age. A child reaches compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on the prescribed day). The prescribed days are 31 December, 31 March and 31 August. For further information on admission of children below compulsory school age and deferred entry to school, please contact the School Office.

For children whose fifth birthday falls between 1 April 2021 and 31 August 2021, parents who do not wish for them to start in school year 2020-21, but to be admitted in September 2021 for school year 2021-22 should discuss this with the school at an early stage. 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.

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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 2021 should be aware that the Year 1 group may have no vacancies as it could be full of children transferring from the 2020-21 Reception Year group. Alternatively they may decide to apply in the normal round (no later than 15<sup>th</sup> January 2021) for a Reception class place in September 2021, 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. The school's supplementary form should be completed by those applying under criteria 3 and 4 so that the governors may consider their application fully, and returned to the school by **15<sup>th</sup> January 2020** and the Common Application Form (CAF) should be submitted to the home authority, for Haringey residents this is Haringey Admissions Service, also **by 15<sup>th</sup> January 2020**.

From time to time a place becomes available further up the school. The allocation of places is in accordance with the admissions criteria. 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. (Please see 'in year admissions' under notes)

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. 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. Open days are sign posted on the school website calendar.

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.

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### **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’ or a child who was previously looked after but immediately after being looked after became a subject to an adoption, residence, child arrangement or special guardianship order. A looked after child is a child who is in the care of a local authority or provided with accommodation by that authority in the exercise of its social services function. An adoption order is one made under Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A ‘child arrangement order’ is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A ‘special guardianship order’ is one appointing one or more individuals to be a child’s special guardian/s (Children Act 1989, Section 14A). Applications under this criterion should be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

#### **2. Children who will have a brother or sister in the school 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. Local Churches**

Children whose parents have been committed members of, and are regularly\* involved in worship at a church of a Christian denomination, which is recognized by Churches Together in Britain and Ireland (CGBI) or the Evangelical Alliance within 1.1 miles of the school, for more than 18 months at the time of the closing date for applications, and who are regularly\* involved in worship at the church.

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

Please note that children with a Statement of Special Educational Need (SEN) or with an Education, Health and Care (EHC) plan where St James C of E Primary School is the named school will be admitted to the school. This policy does not apply to these pupils.

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\* For a definition of “regularly”, please see note 1(b)

### Notes to the admissions criteria:

1. 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

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. Where more than one child has the same distance random allocation independently monitored will be used.

### 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

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- 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.

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### **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.