

Admissions Policy 2018/2019

**St. James' CE Primary School, West Malvern Road, Malvern, Worcs. WR14 4BB.
(Last amended March 2017).**

St. James' is a Voluntary Aided school and as such the Governing Body is the Admissions Authority. However, the admissions process is administered on behalf of the Governing Body by the Local Authority (LA). All applications to the school should be made on the LA form to the LA who will co-ordinate with the school to determine whether a place can be offered. This applies for all applications, including within year applications. Further details can be found at the end of this Policy.

Please read these notes in conjunction with the 'Information for Parents' booklet which can be obtained on request from St. James' CE Primary School and from the Local Authority www.worcestershire.gov.uk/schooladmissions. The CA1 form (for in-year admissions) and the PA1 (for admission into the Reception Year in September 2018) can also be downloaded here or obtained from the school.

School Procedure

Children can start school in the September after their 4th birthday. At St. James' CE Primary School there is one intake each year in September. The school is prepared to have flexible arrangements in building up to coming full time. This may be discussed with the Headteacher after formal acceptance to the school. The legal situation is that children do not have to attend school until the term after reaching their 5th birthday. Under these circumstances the school will reserve a place provided it is taken up within the academic year 2018/19. It is not possible to defer a place for admission in September 2019. As with any application, admissions criteria will be followed.

The Worcestershire County Council closing date for applications is 15th January 2018. It is essential, if you are a Worcestershire resident, that you apply by the Worcestershire County Council deadline for the cohort your child is in. If you are a resident of another Local Authority, you must make your application to your Home Authority by their relevant closing date. This applies whether you wish your child to start school before the age of five or not. It should be understood that, owing to the limited size of the school, the Governors cannot undertake to admit every child for whom a form is completed. For children resident in Worcestershire, letters will be sent by 2nd class post from the LA in April with the offer of a place. For pupils not resident in Worcestershire, the offer or refusal of a place will be sent direct to parents by the home LA, even if it is for a school in Worcestershire.



The Catchment Area

The catchment area is detailed at the end of this policy and further details can be obtained both from the Headteacher and the Local Authority. On the application form you may state 3 preferences and all preferences will be treated equally and the admissions policy applied to all preferences. It is no longer lawful to operate a first preference first scheme. All preferences must be treated equally and the admission policy applied to all preferences. If more than 1 offer can be made applying all relevant criteria then whichever school the parent ranked higher would be offered.

It is also important for you to note that, if your child were admitted to a primary school of your preference (other than the catchment area school), your child may not have high priority for transfer to the related high school. If the related high school is over-subscribed at the time of transfer, your child might then have to move in a different direction to other children attending the same primary school. Again, the School should be able to let you know whether or not that has been a problem in your area in recent years.

Admission Arrangements - SEND

The school will adhere to the SEND Policy when considering admissions. No child will be discriminated against on grounds of special educational needs, including disability. Copies of this policy are available in the School Office and on the school website.

Change of Address/Withdrawal of Application

Please notify the Headteacher of any change of address prior to the date of admission, as that might affect entitlement to a place at the school. It is very important to let the Headteacher know if you are withdrawing your application following a change of address, or for any other reason.

Additional Information

Please contact the School Business Manager (Nicola Smith), or the Headteacher (Gemma Martin) if you need further information or require any points to be clarified. Waiting lists will be maintained until the end of the Autumn Term in which the children start school.

Admissions Criteria

In accordance with legislation a child with a Statement of Special Educational Needs or an Educational Health Care Plan (EHCP) will be offered a place at the school named on the document.

If the number of applications exceeds the admission number, the Governors will consider applications according to the following order of priority. All preferences are treated equally.

1. Relevant 'Looked after' and previously 'Looked after' children. 'Looked after' means all those currently in the care of or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, residence or special guardianship order.
2. A child for whom this is the catchment area school for the child's home address who will have brothers and sisters attending the school at time of admission. In order to qualify for a place on the grounds of a brother/sister (sibling) attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission. This includes half-siblings (that is children that share one birth parent) and legally adopted children. They must also be living permanently at the same house. Children previously at the school will not 'count' as a sibling.
3. A child for whom this is the catchment area school for the child's home address (see the list at end of this policy).
4. A child who will have brothers and sisters attending the school at the time of admission. In order to qualify for a place on the grounds of a brother/sister (sibling) attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission. This includes half-siblings (that is children that share one birth parent) and legally adopted children. They must also be living at the same house. Children previously at the school will not 'count' as a sibling.
5. A child for whom St. James' CE Primary School is the nearest school. The measurement will be from the postcode of the school to the postcode of the child's home address. It will be measured using Google Maps.
6. A child in a family who are members of St. James's Church, as defined by:
 - i) A child who can show a regular commitment/attendance at St. James'. A letter from the parish priest should accompany the application. This must include written confirmation of a history of at least monthly attendance for a minimum period of a year prior to the date of application.

- ii) A child who can show a regular commitment/attendance at a Church of England church. A letter from the parish priest should accompany the application. This must include written confirmation of a history of at least monthly attendance for a minimum period of a year prior to the date of application.
 - iii) A child who can show a regular commitment/attendance at another Trinitarian Church. A letter from the minister should accompany the application. This must include written confirmation of a history of at least monthly attendance for a minimum period of a year prior to the date of application.
7. A child for whom there are special medical or social reasons or circumstances for admission, which should be fully explained. This should be in the form of a letter from the GP (medical) or from a relevant body (i.e. social worker, pre-school leader). This is to be attached to the application form at the time of application.
8. "Pupils who live **nearest** to the school by the shortest straight line distance. The measurement will be taken using the GeoCode Points for each property and the GeoCode point for the School. The Governing Body will utilise the Local Authority software package called Arcview GIS to determine distance. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system. **(In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of the Governing Body/Academy Trust will supervise this process).**"

N.B.

- Children looked after by the Local Authority have priority OVER ALL OTHER CHILDREN.
- In accordance with legislation, a child with a Statement of Special Educational Needs or an EHCP will be offered a place at the school named on the document.
- In the event of multiple births, all children will be ranked equally, based on the criteria above. In the event of this taking us over our PAN, we will admit all children from the multiple birth.
- Parents are legally entitled to access education in the September following their 4th birthday. If parents wish their child to be educated part-time until the term after their fifth birthday, they should discuss this with the school.
- Requests to educate children outside their normal age range will be considered by the school on an individual basis. Parents should contact the school to make an appointment to discuss the matter with the Headteacher in the first instance. The matter will then be referred to the Governing Body. Their decision will be based not only on the needs of the child but also the number of children in the year group already and the number of children in the class. The school is not able to have more than 30 children in a KS1 class, except on a short-term basis for specific reasons.
- All children must attend school from the term following their 5th birthday. Should parents wish to defer the entry of their child they should discuss the matter with the Headteacher. Please note children starting in the September after their 5th birthday will be expected to

join Year 1 not the Reception Year. Admission will be determined on the admission criteria already laid out should there be a place in Year 1, provided a parent/guardian has completed an application form to enrol their child by the relevant closing date of the Home Authority.

The LA, on behalf of the Governors, will notify parents of the outcome of their application for a place for September 2018 during April 2018.

Parents whose applications are unsuccessful have the right of appeal. It would be helpful if parents who wish to appeal would notify us giving full reasons, in writing, within three weeks. Letters should be addressed to the Clerk of the Governors at the school. Appeal will be heard by an independent appeals panel whose decision is binding on all parties. This is administered by the Diocese of Worcester.

Where parents move into the area after the end of closing date for applications, consideration of a late application will be given by the Governors. Where space permits consideration will also be given to other late applications. The last date for late applications is 28th February 2018. In year applications for a place at the school will be considered on the basis of the above criteria and whether there is space within the year group and class. These applications must be made to the LA who will co-ordinate such applications on behalf of the Governors.

The admission number for the school is 15 children to be admitted into the first year group (Reception.) The overall pupil capacity of the school is 105.

In the event of over subscription, a Waiting List for a place in Reception 2018-2019 will be maintained until 31st July 2018 and will be dealt with using the above admissions criteria.

Remember - it is no longer lawful for schools to give priority to those children who put a school as their first preference. All applications must be treated equally.

St. James' has adopted the Worcestershire Fair Access Protocol.

Further information regarding admission to St. James' C.E. Primary School is available by contacting Gemma Martin (Headteacher) or Nicola Smith (School Business Manager) at the above address.

St. James' CE Primary School Catchment Area by Postcode

Post Code	Address	Post Code	Address
WR14 4AY	West Malvern Road,	WR14 4DN	Harcourt Road, Malvern
WR14 1AZ	West Malvern Road,	WR14 4DP	Park Lane, Malvern
WR14 4BA	West Malvern Road,	WR14 4DQ	West Malvern Road, Malvern
WR14 4BB	West Malvern Road,	WR14 4DR	Blackheath Way, Malvern
WR14 4BD	West Malvern Road,	WR14 4DS	Park Road, Malvern
WR14 4BE	West Malvern Road,	WR14 4DT	Croft Farm Park, Malvern
WR14 4BG	West Malvern Road,	WR14 4DU	Croft Bank, Malvern
WR14 4BH	Park Road, Malvern	WR14 4DW	Harcourt Road, Malvern
WR14 4BJ	Park Road, Malvern	WR14 4DX	Croft Bank, Malvern
WR14 4BL	De Walden Road, Malvern	WR14 4DZ	The Quabbs, Malvern
WR14 4BN	Westminster Road, Malvern	WR14 4EJ	West Malvern Road, Malvern
WR14 4BP	Montpelier Road, Malvern	WR14 4EL	West Malvern Road, Malvern
WR14 4BQ	The Dingle, Malvern	WR14 4EW	West Malvern Road, Malvern
WR14 4BS	Montpelier Road, Malvern	WR14 4NB	West Malvern Road, Malvern
WR14 4BT	Lower Montpelier Road,	WR14 4NE	Lamb Bank, Malvern
WR14 4BU	Mathon Road,, Malvern	WR14 4NF	West Malvern Road, Malvern
WR14 4BW	Croft Bank, Malvern	WR14 4NG	West Malvern Road, Malvern
WR14 4BX	Lower Road, Malvern.	WR14 4NH	St James' Crescent, Malvern
WR14 4BZ	Camp Hill, Malvern	WR14 4NJ	West Malvern Road, Malvern
WR14 4DG	West Malvern Road,	WR14 4NL	Ebrington Road, Malvern
WR14 4DH	West Malvern Road,	WR14 4NQ	West Malvern Road, Malvern
WR14 4DL	Brockhill Road, Malvern	WR14 4NW	83-151 Old Hollow

Is there a waiting list for St. James' if they have too many applicants?

St. James' CE Primary school will, if required, keep a waiting list which will be maintained until the end of the academic year. Parents and Carers should contact the school if they wish their child's name to be placed on a waiting list and it will be prioritised in line with the criteria published above.

SCHOOL ADMISSIONS

Worcestershire County Council's Information for Parents Book on Admissions and Transfers to Schools is available to view online at www.worcestershire.gov.uk/schooladmissions

A copy of the book is also available to view in schools, libraries and at your local Worcestershire Hub.

The Information for Parents book contains full details on the application and allocation process, including the oversubscription admission criteria for each school. **You are advised to read the book prior to making an application.**