



# **St. James' C.E.P School**

**'Building One Faith, One Family,  
Our Future'**

## **Admissions Policy 2018-2019**

Written by SC- March 2015  
Approved by Governors- March 2015  
Revised by D. Theobalds – December 2016  
Approved by Governors – Spring 2017

Review Date – Spring 2018 (Admissions Committee)

## PRIMARY ADMISSION ARRANGEMENTS

### Making an application

Applications for admission to the school for September 2018 should be made on the common application form enclosed with the Local Authority's brochure or on the online common application form available on the council's website, from September 2017 until 15<sup>th</sup> January 2018.

**Parents *must* complete the Local Authority application form.** It is not normally possible to change the order of your preferences for schools after the closing date.

Parents who wish their application to this Church school to be considered against the faith criteria **MUST** also complete the church questions on the common application form. If the school is oversubscribed, a failure to answer these questions may result in your application for a place in this school being considered against lower priority criteria as the Governing Body will have no information upon which to assess the worship attendance.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority by 16<sup>th</sup> April 2018. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

### Admission procedures

The number of places available for admission to the Reception class in the year 2018 will be a maximum of 30. This arrangement follows consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The governing body will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds this number. By law, no infant class may contain more than thirty children.

The Governing Body operates a system of equal preferences under which they consider all preferences equally and allocate places according to the policy. In the event that there are more applicants than places, after admitting children with an education, health and care plan or a statement of special educational needs naming the school, the governing body will allocate places using the following criteria, which are listed in order of priority:

**1. (a) Looked After Children and previously looked after children.**

This includes any "looked after child", and any child who was previously looked after but immediately after being looked after was adopted or became subject to a residence order/child arrangement order or special guardianship order  
(*'Looked after' means that the child was (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions*).

**(b) Children with special medical or social circumstances affecting the child where these needs can only be met at this school.**

Professional supporting evidence from eg a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why this school is the most suitable school and the difficulties which would be caused if the child had to attend another school.

**2. Children who have a sibling attending the school on the date of application and on the date of admission.**

Siblings include step, half, foster, adopted brothers and sisters, children of the parent/carer's partner living at the same address and full brothers and sisters living apart.

**3. (a) Children with a parent/guardian worshipping at St. James' Church, Lower Darwen**  
'Parental worshipping' in this case is normally taken to mean a minimum of fortnightly attendance at church at public worship or any of the regular family events across the week

at St. James' Lower Darwen for over at least the six months leading up to the 1<sup>st</sup> September 2017.

*The governors will request confirmation of this from the relevant member of the clergy or church officer.*

**(b) Children with a parent/guardian worshipping in a church in full membership of Churches Together in England, the Irish Council of Churches, Action of Churches Together in Scotland or Churches Together in Wales.**

'Parental worshipping' is normally taken to mean a minimum of monthly attendance at church at public worship for over at least the six months leading up to the 1<sup>st</sup> September 2017.

*The governors will request confirmation of this from the relevant member of the clergy or church officer.*

The lists of Churches can be found on the *Churches Together in England* website at [www.cte.org.uk](http://www.cte.org.uk), [www.irishchurches.org](http://www.irishchurches.org), [www.act-scotland.org](http://www.act-scotland.org), [www.cytun.org.uk](http://www.cytun.org.uk); lists are taken as on 1<sup>st</sup> September 2017

**4. Parents who live in the ecclesiastical parish of St. James` Church, Lower Darwen.**

A map showing the boundaries is available in school.

**5. Other children.**

**Tie break**

Where there are more applicants for the available places within a category, then the distance between the ordinance survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where the cut-off point is for addresses within the same building, then the single measure between address points will apply and the Local Authority's system of a random draw will determine which address(es) receive the offer(s). The draw will take place at the Local Authority's offices, and the name(s) will be drawn by a local authority officer who is independent of the admissions process.

**Twins etc.**

Where there are twins, etc wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible within the requirements of infant class sizes. In exceptional circumstances cases we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits. This may also apply to siblings who are in the same year group.

**Admission of children outside their normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, (*born between 1 April to 31 August*) following their fifth birthday may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1.

**Children who are already of school age**

Parent(s)/carer(s) must submit their written request for admission out of the normal age group to the Admissions Committee. If their request is agreed and a place is available in the requested year group, the child will be admitted.

**Children seeking admission to reception in the September after their fifth birthday**

Parent(s)/carer(s) will need to submit a normal Common Application Form (CAF) to the Local Authority (in writing or online) for admission into the normal age group at the same time as they

submit a written request to the Admissions Committee for their child to be admitted out of the normal age group.

**Please note:** This Admissions Committee will not honour a decision made by another admission authority on admission out of the normal age group. Parent(s)/carer(s), therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.

The Admissions Committee will make a decision on the request before the Primary national offer date if at all possible. If the request is agreed, the parent(s)/carer(s) must make a new application for the next main admission round the following year, and their current application for the normal age group should be withdrawn before a place is offered. The following year the new application will be considered on the basis of the determined admission arrangements only, including the application of oversubscription criteria where applicable. The application will not be given lower priority on the basis that the child is being admitted out of their normal age group.

If their request for admission outside the normal age group is refused, parent(s)/carer(s) must decide whether to accept the offer of a place for the normal age group that they receive from the Local Authority, or to refuse it and make an in-year application to the Admissions Committee for admission to year one for the September following their child's fifth birthday.

### **Making the decision**

Parent(s)/carer(s) seeking admission of their child outside their normal age group must send their written request to the Admissions Committee. It is the responsibility of the parent(s)/carer(s) to provide the Admissions Committee with all relevant information relating to this request (see below).

A decision by the Admission committee will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Admission Committee will also take into account the views of the head teacher of the school concerned. The final decision relating to the year group where the child is to be placed will be made clear to the parents concerned and the parent/carer will be given the reasons for the Admission committee's decision.

**Parents have a statutory right to appeal against the refusal of a place at school. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, this right does not apply if they are offered a place but it is not in their preferred age group. However, they may make a complaint about an admission authority's decision not to admit their child outside their normal age group.**

### **Admissions information**

Last year the school was not able to admit all pupils whose parents applied. For September 2017 we received 69 applications for 30 places.

### **Late applications for admission**

Where there are extenuating circumstances for an application being received after the cut-off date for late applications is 14th March 2018 and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others. Examples of possible extenuating circumstances are a sudden house move, or where, for the whole period between the publication of the LA's admission booklet and the closing date for the application form, either parents/carers who were abroad for, or parent/carer/child had an illness which required hospitalisation for the major part of this period.

Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

### **Waiting list**

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later will have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. Please note that looked after children, previously looked after children and those allocated a place at the school in accordance with the Fair access protocol must take precedence over those on the waiting list.

This waiting list will operate until 31<sup>st</sup> December 2018.

### **Address of pupil**

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

### **Non-routine admissions**

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine or in-year admissions. Parents wishing their child to attend this school should arrange to visit the school to discuss this and then submit an 'In Year Application Form' to the Admissions Team. If there is a place in the appropriate class, then your child will be admitted. If there is no place, then the governing body will have to refuse the application but information will be provided about how to appeal against this refusal.

If your family is moving house, your application and appeal will be considered as being made from your old address until you provide suitable evidence of a permanent change of address, e.g. exchange of contracts on your house purchase or the signed tenancy agreement and rent book for your new address.

Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

More information about changing schools is listed in the Council's 'In Year Admission Form'. The form is available from schools and the admissions manager, Children's Services and Education Department, Blackburn with Darwen Borough Council, 10 Duke Street, Blackburn, BB2 1DH. Telephone 01254 666605 or 666698 or 666602.

### **Appeals**

Where the governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002.

**Parents should notify the clerk to the governors at the school by May 2018.**

Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

If your child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable governing

would have made, or that your child would have been offered a place if the governors' admissions arrangements had been properly implemented. Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

### **Fraudulent applications**

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example, giving a false address in order to gain an advantage, or a false claim of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body may withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

### **Deferred admission**

If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January.

**Clergy Reference Form  
Admission to primary school in 2018**

**School:** \_\_\_\_\_

**Name of child:** \_\_\_\_\_

**Surname:** \_\_\_\_\_

**Christian Names:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Name of parent(s)/guardian(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

**This parent has given your name as a reference for his/her commitment to the church.**

**How often does he/she attend public worship in your church?**

\_\_\_\_\_

**For how long has this been his/her pattern prior to 1<sup>st</sup> September 2016?**

\_\_\_\_\_

**Signed** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Church:** \_\_\_\_\_

**Please return this form to:** \_\_\_\_\_

**By:** \_\_\_\_\_