

EC St James (V.A) Primary School

# ADMISSION POLICY



| Date of Policy /<br>Reviews | Author(s) | Approved by<br>Gov. Body | Signed | Date for<br>review |
|-----------------------------|-----------|--------------------------|--------|--------------------|
| January 2017                |           |                          |        |                    |
| March 2018                  |           |                          |        |                    |
| March 2019                  |           |                          |        |                    |
| March 2020                  |           |                          |        |                    |
| February 2021               |           |                          |        |                    |
| February 2022               |           |                          |        |                    |
| March 2023                  |           |                          |        |                    |

# **EAST CROMPTON ST. JAMES' C.E. PRIMARY SCHOOL**

## **Admission Policy**

The governors welcome applications from families. Admissions to an aided school are the responsibility of the governors, in agreement with the Diocesan Board of Education and the Local Authority.

The planned admission number of the school is 30. The admission number has been determined in relation to the net capacity of the school and the necessity to comply with the Infant class size legislation.

Any child with an Educational Health and Care Plan (EHCP) that names the school will be offered a place before any other children are admitted. The following oversubscription criteria will then be applied to all applications.

## **Oversubscription**

If there are more applications than places available, the governors will offer places in the following order:-

1. Children in public care or previously looked after children.
2. Children with an older brother or sister attending the school at the school at the same time as admission (see note 1).
- 3a. Children and a parent / guardian who is in regular attendance at any of the Anglican churches within the Parish (currently St. James' and St. Saviour's).
- b. Children and a parent / guardian who is in regular attendance at another Anglican church.
- c. Children and a parent / guardian who is in regular attendance at a church which is a member of Churches Together in Britain and Ireland or a local Churches Together organisation (see note 2).
4. Geographical proximity to the school from home address to the main gate of the school (see note 3).

## **Notes**

1. Siblings means brothers, sisters, step, half, foster or adopted (living at the same permanent address).
2. Regular attendance at worship means: at least 36 attendances within the calendar year prior to the closing date for applications to the school. Evidence of the attendance of the child and a parent / guardian must be provided by a member of the clergy or other designated church officer. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for worship.
3. The school, using a Geographical Information System, Post Office Post Code data and Ordnance Survey mapping data, will calculate the distance between home and school for all children who apply. All distance measurements will be in a straight line between the two geographical data points of the home and the school. With those living closer to the school receiving the higher priority.

## **Right of Appeal**

Where the governors are unable to offer a place because the school is over-subscribed, 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 chair of governors at the school within 14 days of receiving the letter refusing a place. 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.

Letters of appeal should be sent to: Constitutional Services Room 447, Civic Centre, West Street, Oldham. OL1 1UL

## **WAITING LIST**

- Parents whose children have not been offered a place in school will be informed of their right of appeal and will be added to the school's waiting list.
- The Local Authority will send voluntary aided and foundation schools their waiting lists following the offer of school places.
- Waiting lists for admission will remain open until the 31st December of the year of application for admission and will then be discarded. Parents may apply for their child's name to be reinstated until the end of the academic year when the list will be discarded.
- Waiting lists will not be fixed following the offer of places. They are subject to change. This means that a child's waiting list position during the year could go up or down. Any late applicants accepted will be added to the school's list in accordance with the school's oversubscription criteria.
- Inclusion on the school's waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.
- Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

## **Deferred Admissions**

Children will be admitted to Reception Class at the beginning of the Autumn Term before their 5<sup>th</sup> Birthday. Parents may request that their school place be deferred until later in the school year and if they do this the place will be held for the child. They cannot, however, defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches the compulsory school age.

# East Crompton St James' C.E VA Primary School

St James' Street, Shaw, Oldham, Lancashire  
OL2 7TD

Tel: 01706 847360  
Fax: 01706 299601

E-mail: info@st-james.oldham.sch.uk  
Web: www.st-james.oldham.sch.uk

Executive Headteacher Mr Adam J Laskey B.Ed(Hons), NPQH



## Admissions - Supplementary Information Form Reception Intake 2024/2025

**To be completed by Parent / Carer and returned to school on or before 15<sup>th</sup> January 2024**

Child's Surname \_\_\_\_\_ Forename \_\_\_\_\_

Date of Birth \_\_\_\_\_

Name of Parent / Carer \_\_\_\_\_

Address \_\_\_\_\_

Post code \_\_\_\_\_ Home tel no \_\_\_\_\_ Mobile no \_\_\_\_\_

Names and ages of siblings who will still be in school at the start of the new academic year  
\_\_\_\_\_

If you wish to apply for a place under exceptional medical or social needs please tick the box and provide professional written evidence saying why the child needs to attend this school rather than any other school

☐

### Place of worship of the Parent / Carer

Name of place of worship \_\_\_\_\_

Address \_\_\_\_\_

Name of vicar / priest / minister / faith leader \_\_\_\_\_

Address \_\_\_\_\_

Post code \_\_\_\_\_ Telephone no \_\_\_\_\_

### Worship attendance:

How frequently do you attend worship? \_\_\_\_\_

How long has this been your practice? \_\_\_\_\_

**Please note:** In the event that during the period specified for attendance at worship, the church or in relation to those of other faiths, relevant place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or in relation to those of other faiths, relevant place of worship or alternative premises have been available for worship".

**You must contact your faith leader to confirm this information and ask him/her to countersign this form**

I \_\_\_\_\_ Vicar/Priest/Minister/Faith Leader  
of \_\_\_\_\_ Church, confirm the above information relating to church  
attendance is correct. (If incorrect please state position)

**Details of any previous places of worship attended if applicable**  
\_\_\_\_\_

Signed \_\_\_\_\_ Parent / Carer Date \_\_\_\_\_

**We are collecting this data for admission ranking, it will be kept securely in the school office whilst your application is in progress and will be destroyed before the start of the next academic year.**