



ST. JAMES & ST. JOHN
CHURCH OF ENGLAND PRIMARY SCHOOL

ADMISSION POLICY

ADMISSIONS ARRANGEMENTS

Information about application procedures is described in the guide for parents, "Westminster: Your choice for primary education" which is available from the Westminster City

Council School Admissions Team on telephone number 020 7641 1817 or from the school office.

The Governing Body, acting in accordance with the Admissions Code, and in consultation with the Local Authority, and the London Diocesan Board for Schools, is responsible for the admission of pupils to the school.

Applications for a place at the school should be made on the Westminster Common Application Form through Westminster Local Authority. As a Church of England Voluntary Aided primary school, those who are applying under criteria A-F, H and I should complete a supplementary information form so that the governors can consider their application fully. The supplementary form is available from the school office, the LA website and the school website .

Parents must return the local authority application form to the Admissions team by the published closing date (found in the Westminster booklet). The school supplementary form should be returned to the school by the same date.

The school will not be able to fully consider any application under priorities A to F, H and I without a baptismal certificate and a fully completed Supplementary Information Form.

The Governing Body admits 25 children to the Reception class in September of each year. The Governing Body, through the local authority, will offer Reception places to parents on the date published in the guide for parents.

Parents are strongly advised to apply for more than one school.

In the event of an unsuccessful application, you may:

- Seek a place at another school
- Seek the advice of Westminster Education Authority
- Take up the appeals procedure outlined in the Admission Policy.
- Request to be included on the school's waiting list

CRITERIA FOR ADMISSION

Where there are more applications than places available, we will apply the following criteria:

- A. Children in public care (Looked after Children) and previously Looked after Children who ceased to be so because they were adopted (or became subject to a residence order or special guardianship order), who are baptised in the Church of England.

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- B. Baptised children of the Church of England who are siblings of children who already attend the school, providing that the family has had a continuous and regular relationship with St. James' or St. John's churches. (See notes 1 and 2)
- C. Baptised children of the Church of England from families who live in either parish and worship frequently at St. James' Church, Sussex Gardens or St. John's Church, Hyde Park. (See note 2)
- D. Baptised children of the Church of England from families who live outside the parishes but who are frequent worshippers at either St. James', Sussex Gardens or St. John's, Hyde Park. (See note 2)
- E. Baptised children of the Church of England from families who are frequent worshippers in Anglican Parishes in Westminster which border the parishes of either St. James' or St. John's which: i) do not have an attached school ii) do have a school attached. (See note 2)
- F. Baptised children of the Church of England from families who are frequent worshippers in Anglican parishes in boroughs which border Westminster which: i) do not have an attached school ii) do have an attached school. (See note 2)
- G. Other children in public care (Looked after Children), and previously Looked after Children who ceased to be so because they were adopted (or became subject to a residence order or special guardianship order.)
- H. Baptised children from families of other Christian denominations recognised by Churches Together in Britain whose families live within and regularly worship in the parishes of St James' or St John's. (See note 2 and 3 and 4)
- I. Baptised children from families of other Christian denominations recognised by Churches Together in Britain whose families live and regularly worship in bordering parishes of St. James' & St. John's. (See note 2 and 3 and 4)
- J. Children of families practising other world faiths who regularly attend a collective place of worship who wish their child to attend a Christian school. Priority given to those who live in the parishes of St. James' or St. John's or local to the school. (See note 2 and 4)
- K. Children who live nearest to the school, measured by a straight line. (See note 5)
- L. All other children.

The Governors will make their decision without regard to the ability, cultural or ethnic background of any child.

APPEAL PROCEDURE

Parents whose applications for places have been unsuccessful have the right to appeal against the decision of the Governing Body. Appeals will be arranged by the Local Authority and will be conducted in accordance with the Admissions Code and Admissions Appeals Code issued by the Department for Education. Information on the Appeal Procedure can be obtained from the school office.

NOTES

1. A sibling is defined as a brother or sister, half brother or sister, or step brother or sister whose main residence is at the same address.
2. Regular and frequent and continuous to mean at least fortnightly for a minimum of 2 years. Priority will be given to parents who have longevity of attendance at St. James' or St. John's church. This is verified by a letter from the vicar. Both churches have equal standing.

3. Christian places of worship as indicated on the Churches Together in England index. Must be on this list to be considered.
4. References must be on headed paper from the place of worship and signed by the cleric.
5. Distances are measured by a straight line from the address seed point (determined by Ordnance Survey data) of the child's home address to the main school gate for pupils, as measured by the Local Authority's computerised measuring system. Where it is necessary to differentiate between applicants living in flats using the same street entrance, priority will be given to the applicant(s) living closest to the ground floor and then by ascending flat number order. Where it is necessary to further differentiate between applicants living the same distance from the school, priority will be decided by random allocation.