



## ST JAMES AND ST JOHN CHURCH OF ENGLAND PRIMARY SCHOOL

### ADMISSION POLICY

#### INTRODUCTION

St. James & St. John School encourages and welcomes applications from all parts of our community. If you have any questions about applying for a place at our school or you need any assistance with the application process, please contact us via the school office.

**The Admission Criteria is applied only if the school receives more applications than places.**

#### 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 at <https://www.westminster.gov.uk/starting-primary-school>.

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 B, C, D and E should complete a Religious Reference Form so that the Governors can consider their application fully. This supplementary form is available from the school office, the LA website and the school website.

#### *Reception places*

Parents applying for a reception place must return the Local Authority Application Form to the Admissions team by the published closing date (found at <https://www.westminster.gov.uk/starting-primary-school>). The school Religious Reference Form should be returned to the school office by the same date.

The school will not be able to fully consider any application under the religious priorities without a baptismal certificate and a fully completed religious reference 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.

*Applying for places in year one to year six (in year school admissions) and mid year*

Parents applying for in year and or mid year entry must return the Local Authority Application Form which can be found at <https://www.westminster.gov.uk/in-year-school-admissions>. They should also return the school Religious Reference Form to the school office.

The school will contact parents regarding these applications once details have been received from the Local Authority. If you need any assistance or would like to speak to the school before submitting an application, please speak to our school office.

*Applications for Nursery Places*

Parents applying for a Nursery place must apply directly to the school using the Nursery Application Form which is available on the school website or from the school office. They should also return the school Religious Reference Form to the school office.

The same admissions criteria apply to the Nursery when there are more applications than places available. Acceptance into Nursery does not guarantee a Reception place. Parents must reapply.

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.

**The Following Admission Criteria is applied only if the school receives more applications than places:**

- 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)
- B. Baptised children who are siblings of children who already attend the school, providing that the family has had a continuous and regular relationship with St James's Church, Sussex Gardens or St John's Church, Hyde Park. (See notes 1 and 2)
- C. Baptised children from families who live in either parish and worship regularly and frequently at St James's Church, Sussex Gardens or St John's Church, Hyde Park. (see note 2 and 3))
- D. Baptised children from families who live outside the parishes but who are regular and frequent worshippers at either St James's, Sussex Gardens or St John's, Hyde Park. (See note 2 and 3)
- E. Baptised children from families who are regular and frequent worshippers in other parishes

- F. Siblings of children who already attend the school (see note 1)
- G. Children of families practising other world faiths who regularly attend a collective place of worship who wish their child to attend a Christian school. (see note 2 and 3)
- H. Children who live nearest to the school, measured by a straight line. (see note 4)
- I. 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 families who have longevity of attendance. This is verified by a letter from the vicar.
3. References must be on headed paper from the place of worship and signed by the cleric.
4. Distances are measured by a straight line from the address seed point of the child's home address of 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 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.