

Admissions policy

St James and St John CE Primary School



Approved by: Full governing board

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Introduction

St. James & St. John Church of England Primary School has served the local community for over 150 years and welcomes all children from all backgrounds, cultures and faiths.

If you have any questions about the admissions process for our school please do not hesitate to contact our school office.

As a Voluntary Aided Church of England school, St. James & St. John provides an education based on Christian principles and has close links with St. James's Church, Sussex Gardens and St. John's Church, Hyde Park. It is expected that all children take part in the life of the school including the daily act of Christian worship and religious education lessons. This does not remove the right that parents have to request that their child be withdrawn from these activities.

Admission Arrangements for Reception admission

Information about application procedures is available in the guide for parents from your home Local Authority. In Westminster this is: "Westminster: Your choice for primary education" which is available from Westminster City Council.

The Governing Body of St. James & St. John's Church of England Primary School, acting in accordance with the Admission Code (2014) 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 your home Local Authority's Common Application Form (CAF). If you live in Westminster this will be the Westminster Common Application Form (CAF). As a Church of England Primary School those applying under criteria B, D, E and F should complete the Supplementary Information Form (SIP) This form is available from the school office or on line at the school's website.

Parents must return the CA ~~P~~F to the Local Authority Admissions team by the published closing date The school's SIP should be returned to the school by the same date.

The school will not be able to fully consider any application under criteria B, D, E and F without a baptismal certificate (except F) and a fully completed and signed SIP.

The Governing Body admits 25 children to the Reception class in September each year and will offer places through the Local Authority to parents on the published date.

Parents are advised to apply for more than one school.

In the event of an unsuccessful application, parents may

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

Children with a special educational need

If a child has an Education, Health and Care (EHC) Plan then the procedure for admission is separate from the usual admissions criteria. Please contact the special needs officer in your home local authority for advice and guidance.

Admissions criteria

In the event of there being more applicants than places available the following criteria will be applied:

- 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 child arrangement order or a special guardianship order)

Looked after children are those in the care of a UK Local Authority or being provided with accommodation by a UK Local Authority in the exercise of its social services function. An "Adoption Order" is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A "Child Arrangement Order" is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989 Section 8 as amended by the Children and Families Act 2014 Section 14) A "Special Guardianship Order" is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989 Section 14A) Applications under this criteria should be accompanied by evidence to show that the child is looked after or was previously.

- B. Baptized children from families who worship regularly and frequently at St. James's Church, Sussex Gardens or St. John's Church, Hyde Park. (see notes 2 and 4)
- C. Siblings of children who already attend the school. (see notes 1)
- D. Baptized children from families who are regular and frequent worshippers at other Church of England churches. (see note 2 and 4)
- E. Baptized children from families of other Christian denominations recognized by Churches Together in England who worship regularly and frequently at their own church. (see notes 2, 3 and 4)
- F. Children of families practising other world faiths who regularly and frequently attend a collective place of worship who wish their child to attend a Christian school. (see notes 2 and 4)
- G. Children who live nearest to the school. (see note 5)
- H. All other children

Notes:

- 1. A sibling is defined as a brother or a sister, half brother or sister, or step brother or sister whose main residence is at the same address.*
- 2. Regularly and frequently means at least 26 weeks per year for a period of two years at St. James's Church or St. John's Church to be verified by the vicars. 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 (as determined by the Ordnance Survey data) of the child's home address to the main school entrance, 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 applicants living closest to the ground floor and then by ascending flat number order. Where it is necessary to differentiate between applicants being the same distance from the school, priority will be decided by random allocation.*

Date of Admission/Deferred Entry for Reception admissions 2020-21

Places in Reception are offered on a full time basis from the September following the child's 4th birthday.

Parents of a child whose fifth birthday falls between 1 September 2020 and 31 March 2021 may request that their child is not admitted until January 2021. Those children whose fifth birthday falls between January and Easter may be admitted after Easter. Entry cannot be deferred beyond the beginning of the term after the child's fifth birthday. For children born between 1 April and 31 August, this is not beyond the beginning of the final term of the school year for which it was made.

The school will hold any deferred place for the child.

Where parents wish, a child may attend part time until they reach compulsory school age.

Admissions out of the normal age group for Reception admissions 2020-21

For children whose fifth birthday falls between 1 April 2021 and 31 August 2021, parents who do not wish them to start school in school year 2020-21, but to be admitted in September 2021 for school year 2021-22, should discuss this with the school at an early stage. Decisions will be made on the circumstances of each case and the best interests of the child. Parental views, academic achievement, social and emotional development and where relevant medical views will be taken into consideration. The views of the school's head will also be taken into account. A place cannot be guaranteed and an application would need to be made through the normal admission process.

Parents may decide not to apply for a Reception place in the school but to apply in the second half of the summer term 2021 for a Year 1 place in September 2021. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2020-21 Reception Year group. Alternatively, they may decide to apply in the normal round (no later than 15 January 2021) for a Reception Year place in September 2021, but would need to provide strong supporting reasons for seeking a place outside the normal year group.

Mid-year entrants

For applications for places in Year 1 to Year 6 and for admission to Reception after the start of the school year, applications must be submitted via the local authority. Parents are advised to contact the school as soon as possible to discuss their request and get support for applying for a place for their child.

In the circumstances where a class is full and there is a waiting list of pupils for that class, the same criteria as for Reception admission will be applied by the school.

Appeals Procedure:

Unsuccessful applicants have the right to appeal the decision of the Governor's Admission panel. This appeal must be made in writing on a special form which is available from the school office. The form must then be returned to the school within 20 school working days of the date of the letter informing parents that their application has been unsuccessful. These forms will be forwarded to the clerk of the Independent Appeals panel. The Appeals Panel will meet to review the appeal on the date fixed by the clerk. The appellant and a Governor's representative will be invited to attend. Further information is available from: <https://www.westminster.gov.uk/school-admissionappeals>.

Nursery admissions

Nursery admissions are handled directly by the school, please contact the school office or visit the website to find out how to apply. In the event of the Nursery being oversubscribed, the same criteria as set out in this policy will be applied when allocating spaces.

ST JAMES AND ST JOHN CE PRIMARY SCHOOL WESTMINSTER

RELIGIOUS REFERENCE FORM

This form should be handed to your parish priest, minister, or other religious leader who will complete it. To confirm your allegiance to a particular faith this form along with your child's baptism certificate, birth certificate and proof of address must be returned to St. James & St. John school office.

Family Name		
Forename (s)		
Home address		
Has the child been baptised	YES () NO ()	
Religious Place of Worship		
Contact Address		
Is this Place of Worship a member of the Churches Together in Britain and Ireland	YES () NO ()	
Frequency of Attendance	Have they attended for at least 26 weeks per year? YES () NO ()	
Duration of Attendance	HAVE they attended for two years YES () NO ()	
Parent/ Guardian	Is a communicant member of the above Place of Worship Yes() NO ()	
	Is on Place of Worship's electoral roll Yes() NO ()	
Religious leader's Signature		
PRINT NAME		
DATE		

Place of worship Stamp / Contact Details
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Any relevant further information:
