St James and St John Church of England Primary School

Admissions Policy for Reception to Year 6 2026/27

Policy produced by School

Approved by governors Academic year 2024/25

INTRODUCTION

St James and St John Church of England Primary School welcomes children from all faiths or of no faith. St. James & St. John 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. Governors hope that parents who have chosen this school for their child have done so knowing that it is a Church of England school with a distinctive Christian ethos. Governors therefore expect parents to give their full support to the ethos of the school.

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 This does not remove the right that parents have to request that their child be withdrawn from these activities.

APPLICATIONS TO RECEPTION CLASS

Parents considering sending their child to the school are strongly encouraged to contact the school to arrange a meeting with the Headteacher which will include an opportunity to view the school. This meeting is to provide you with information about the school to help you to make an informed choice about whether the school is right for you and your child, but plays no part in determining who is admitted to the school.

Admissions to the reception class take place in one intake in September. It may be possible to vary this. This will be done in consultation with the parents concerned. Admission takes place in the school year during which the child has his or her 5th birthday.

The Governing Body of St. James & St. John's Church of England Primary School, acting in accordance with the Admission Code (2021) and in consultation with the Local Authority and the London Diocesan Board for Schools, is responsible for the admission of pupils to the school.

Admissions to reception classes in primary schools are coordinated across all London boroughs. **You must complete a Common Application Form for the local authority in which you live and send it to the local authority.** On it you can name up to 6 schools in order of preference.

The home borough form (Local Authority Form) should be completed online at www.eadmissions.org.uk or, if you are having trouble applying online or want more help and advice about admissions, you can email schooladmissions@westminster.gov.uk or call Westminster's schools and admissions team on 02077456433. If your home local authority is not Westminster you will need to return the form as advised by your local authority.

If you are applying for a place under criteria 2, 4, 5 or 6 you should **also** complete the school's own Supplementary Information Form so that the governors can consider your application fully. **The school's own form (Supplementary Information Form) must be returned directly to the school.** The school will not be able to fully consider any application under criteria 2, 4, 5 and 6 without a fully completed and signed Supplementary Information Form (SIF) and a baptismal certificate (except criteria 6).

The closing date for applications for admission to the Reception Class in the school year beginning September 2026 is 15th January 2026. Letters advising you as to whether your application has been successful or not will be sent out mid-April 2026. If you are offered a place, you will need to accept it through your home local authority at the beginning of May 2026. At this stage you will be asked to bring proof of your child's date of birth and address to the school. If you do not accept the place by this date, or if you are unable to provide satisfactory evidence of date of birth and address, the offer may be withdrawn. The offer may also be withdrawn if it is subsequently discovered that the place has been offered on the basis of false information on the application form.

The Governing Body admits 30 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

If a place cannot be offered, you may ask us for the reasons why. You have the right of appeal to an independent Appeals Panel; the school will provide details of how to appeal.

IN-YEAR ADMISSIONS TO RECEPTION CLASS

In-Year admissions are those which take place at times other than normal admissions to Reception Class. Applications for in-year admissions are managed by the school. When a place becomes available, the governing body will determine who is top of the waiting list in accordance with the oversubscription criteria. The length of time on the waiting list does not determine admissions decisions. All offers of places will be made by the school.

APPLICATIONS TO YEAR 1 TO YEAR 6 CLASSES

Applications for Year 1 to Year 6 classes are managed by the school. When a place becomes available, the governing body will determine who is top of the waiting list in accordance with the oversubscription criteria. The length of time on the waiting list does not determine admissions decisions. All offers of places will be made by the school. You may ask for your child's name to be put on the waiting list.

PUPILS WITH AN EDUCATION HEALTH AND CARE PLAN (EHCP)

The admission of a pupil with an Education Health and Care Plan is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of the EHCP by the pupil's home Local Authority. Details of this separate procedure are set out in the *Special Educational Needs Code of Practice*. Children with an EHCP which names the school in the Final EHCP are admitted before other places are allocated.

FAIR ACCESS PROTOCOL

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

OVERSUBSCRIPTION CRITERIA

School places are allocated by the Admissions Committee according to the criteria below and in that order.

If there are more applications than places, the Governors will give places to:

1. Children in the care of the Local Authority (a 'Looked After Child') or a child who was previously 'looked after' (see definitions on page 7) but immediately after being 'looked after' became the subject to an adoption, residence, or special guardianship order, regardless of their faith or no faith. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.
2. Baptised children whose parent or guardian have regularly and frequently attended public worship services at St. James's Church, Sussex Gardens or St. John's Church, Hyde Park. 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. *(See notes 1, 2 and 5)*
3. Siblings of children who already attend the school and who will have a sibling attending St James and St John Primary School at the time they start attending Reception Class. *(see note 3)*
4. Baptised children whose parent or guardian have regularly and frequently attended public worship services at another Church of England church at least 26 weeks per year for a period of two years to be verified by the vicars. *(See notes 1, 2 and 5)*
5. Baptised children whose parent or guardian have regularly and frequently attended public worship services at other Christian churches of Christian denominations recognised by Churches Together in England at least 26 weeks per year for a period of two years to be verified by the clergy. *(See notes 1, 2 and 5)*
6. Children of families practising other major world faiths whose parent or guardian have regularly and frequently attended public worship services at a collective place of worship at least 26 weeks per year for a period of two years to be verified by the clergy/religious leader who wish their child to attend a Christian school. *(see notes 1 and 5)*
7. Children who live nearest to the school. *(see note 6)*
8. All other children.

Each criterion will be applied in the order given above. Should there be more applications in any category than places available, priority will be given to children whose home address is closest to the school *(see note 6).*

Notes:

1. *Regularly and frequently means at least 26 weeks per year for a period of two years.*
2. *Those seeking a place under the criteria of church membership should note that the school will seek confirmation of this from the priest, minister or church leader. Christian churches are defined as those which are full member churches of Churches Together in England (CTIE). For families recently moved into the area, attendance at their previous church will also be taken into account.*
3. *Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster siblings, adopted siblings and other children living permanently at the same address. A sibling relation does not apply when the older child will leave before the younger one starts*

4. *In the event that the final child to be admitted is a twin or a child of multiple birth, the Governors will consider exceeding the published admission number (30) to accommodate all children*
5. *References must be on the Supplementary Information Form (SIF) from the place of worship and signed by the priest/minister/other religious leader.*
6. *Distances are determined by a straight line from the centre of the home to the centre of the school, as measured using 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 decided by random allocation by drawing of lots and independently verified.*
   Where it is necessary to further differentiate between applicants living the same distance from the school, priority will be decided by random allocation by drawing of lots and independently verified.

APPEALS

If you are not offered a place the school will tell you the reasons why. You have the right of appeal to an independent Appeals Panel.
If parents and carers wish to appeal against the decision not to offer a place at their school of choice, they can do so by filling in the appeals form on https://www.westminster.gov.uk/children-and-families/education/school-admissions/school-admission-appeals. They can also phone the Westminster Admissions Team on 020 7745 6433 or email the team schooladmissions@westminster.gov.uk for further advice. The appeal should be submitted at least 20 school days from the date of notification to parent of the refusal of a place.. An independent panel will consider all such appeals, and its decision is binding for all parties concerned (Further details of appeal arrangements are set out in the Westminster School Admissions Appeals Code which can be found at https://www.westminster.gov.uk/children-and-families/education/school-admissions/school-admission-appeals.

WAITING LIST

When the school is oversubscribed and after the admissions to the Reception Class have been decided, if you have not been offered a place you may ask for your child's name to be put on the waiting list. Late applications will also be put on the waiting list. The waiting list will be maintained in order according to the oversubscription criteria. The waiting list is reviewed at the start of each school year. Names are normally removed from the list after one full year unless parents/carers submit a written request asking for their application to remain on the waiting list.

DEFERRING ENTRY

Applicants should be aware that they have the right to defer entry for their child until he or she is of statutory school age i.e. up to the first day of the term following a child's fifth birthday. Applications should be made in September in the normal way in these

circumstances. The place will then be held until the first day of the spring or summer term. Entry may not be deferred beyond statutory school age or beyond the academic year. Applicants may also request that their child attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Parents wishing to defer entry for summer born children should note that entry can only be deferred up until 1st April 2027.

ADMISSIONS OUT OF THE NORMAL YEAR GROUP

For children whose birth date falls between 1st April 2022 and 31st August 2022, parents who do not wish them to start school in the school year 2026-27, but to be admitted in September 2027 for school year 2027-28 should discuss this with the school at an early stage. Parental views, academic achievement, social and emotional development and, where relevant, medical views will be taken into consideration. The views of the Executive Headteacher and the Head of School must also be taken into account. The reasons for the school's decision will be clearly set out.
If parents decide not to apply for a Reception place in the school but to apply for a Year 1 place in September 2027 they should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2026-27 Reception year group.

Any other out of normal year group applications will be considered on a case by case basis. Parental views, academic achievement, social and emotional development and, where relevant, medical views will be taken into consideration. The views of the Executive Headteacher and the Head of School must also be taken into account. The reasons for the school's decision will be clearly set out.

REVIEW

The Governors review the admissions criteria each year, so applicants for places for future years should ensure that they are aware of the latest criteria. The criteria are published in the school prospectus.

Interpretation of terms used in the Admissions Policy and Admissions Criteria

Applicants	The parents and/or carers submitting an application for a place on behalf of a child.
Parent	The adult or adults with legal responsibility for the child
Home Address	The place where the child lives for more than 50% of the school week or the home of the parent in receipt of Child Benefit.
"looked after child"	Ref The School Admissions Code 2021, para 1.7. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school. A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.
Adopted	An adopted child is a child who has been adopted from care and whose parents can give proof of this status.
Child Arrangements Order	A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately before the order is made qualify in this category.
Special Guardianship Order	A special guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child's special guardian(s). A child who has been 'looked after' until the order is made qualifies under this category.
Christian	A member of one of the Churches that is a member of "Churches Together in England (CTIE)"