St James and St John Church of England Primary School

NURSERY Admissions Policy 2027/28

Policy produced by School

Approved by Governors Academic year 2025/26

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 This does not remove the right that parents have to request that their child be withdrawn from these activities.

If your child was born between 1st September 2023 and 31st August 2024 then you can apply for a place for them at our nursery for September 2027.

There are 26 places available for children in our school nursery.

30 HOURS PER WEEK FUNDED NURSERY PROVISION OFFER

Schools receive funding for only the 15 hours of free Nursery entitlement and the children of working parents who meet the criteria will become eligible for an additional 15 hours funded childcare. In order to try and support the school meeting the cost of the full time provision offered to all children, working parents who are eligible for the additional 15 hours of funded Nursery hours will be asked to apply for this funding. The school office will provide details with more information on whether or not they are eligible to apply for this additional funding and how to apply.

Nursery children are non-compulsory school age and the following procedures and criteria will apply.

APPLICATION TO NURSERY AND TIMETABLE

To apply for a place at our nursery, you will need to complete and return the **Supplementary Information Form (SIF)** attached to this policy and return it, in person, to the school office, and proof of residency by 15 January 2027. The school will not be able to fully consider any application under criteria 2, 4, 5 and 6 without a baptismal certificate (except 6) and a fully completed and signed Supplementary Information Form (SIF).

Please also be aware that admission to Nursery class does not guarantee admission to Reception class and Years 1 to 6. Parents must separately apply for a primary school place, following the published Admissions Policy for Reception class and Years 1 to Year 6 classes for the year of admission.

IN-YEAR ADMISSIONS TO NURSERY CLASS

In-Year admissions are those which take place at times other than normal admissions to Nursery 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.

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.

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

Parents of children whose applications are unsuccessful for a place at St George's do have a right of appeal against the Governors decision. They should write within 14 days to the Appeals Committee of the Governing Body at St George's School. Should an appeal be unsuccessful, the governing body will not consider a further application from those parents within the same academic year unless there have been significant and material changes in their circumstances.

WAITING LIST

When the school is oversubscribed and after the admissions to the Nursery 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.

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)"