

ST. JAMES' CHURCH OF ENGLAND PRIMARY ACADEMY

Primary Admission Arrangements for September 2017-2018

The arrangements for co-ordinated admissions in Medway will be set out in detail in the Medway LA booklet for parents 'Admission to Primary School', a copy of which will be available from either the Principal or the Admissions Team at the LA.

Parents who wish to apply for admission to the Academy must complete the Medway Common Application Form (PCAF). The form will be available from the Academy and can be returned either to the Academy, the LA or any Medway Primary school in accordance with the LA Scheme.

Offers of places will be posted to parents by the LA on behalf of the Governing Body as stated in the booklet. Parents must accept/refuse the place by the agreed date.

A waiting list will operate according to the co-ordinated scheme (see details at the end of this document).

ADMISSIONS POLICY

St. James' Church of England Primary Academy has a target school roll of 210 pupils. The Academy is a one form entry Academy. It has seven classes from Year R to Year 6. The planned admission number is 30 pupils.

There will be a single intake in September 2017 for children born between 1st September 2012 and 31st August 2013.

NB: Parents have the right to defer entry until the start of Term 3 or after the child's 5th birthday, if they so wish.

St. James' Church of England Primary Academy is a Christian Academy in the Diocese of Rochester. Its mission is to provide an environment that reflects and supports the Christian ethos. Parents therefore are expected to support this when they accept a place for their child.

The Academy may need to contact the local minister or member of the clergy to provide a church reference confirming regular church attendance (attendance at services at least once a month) or may choose to contact the parents directly to ask for contact details of previous places of worship if the family have recently re-located.

Subject to its right of appeal to the Secretary of State in relation to a named pupil, St. James' Church of England Primary Academy will admit all pupils with a statement of special educational needs naming the Academy.

OVERSUBSCRIPTION

If the number of preferences received via the co-ordinated scheme is more than 30, places will be offered in the following priority order:

1. St. James' will give the highest priority to looked after children, in accordance with the relevant provisions of the School Admissions Code.
2. Regular Church attendance, where the child or at least one parent/carer is a regular worshipper (the level of attendance should be at least once a month) at a church affiliated to, or represented at "Churches Together in England" or the "Evangelical Alliance" and has been for at least 12 months prior to the application being made.

NB: If oversubscribed, at least 50% of the places available each year will be allocated without reference to any faith-based admission criteria.

3. Current family association – brother or sister at school at the time of admission. The definition of this includes stepbrothers and sisters and children living as a family unit.
4. Child's health reasons – medical evidence must be provided which demonstrates a specific health reason that requires a child to attend the preferred school.
5. Nearness of children's homes to the school. Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, with those living closer to the school receiving the higher priority. If a child has more than one permanent home address, the nearest will be used for admission purposes.

Note:

If in categories 2-5 above, a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child's home to the front gates of the school in a straight line.

Random allocation will be used as a tie-break in categories 2-5 above to decide who has highest priority for admission if the distance between a child's home and the Academy is equidistant in any two or more cases.

APPEALS

Parents have the right to appeal against any refusal by the Governing Body to admit a child to the Academy. Information will be provided at the time that the decision is communicated. Should there be an oversubscription an Admissions Committee comprising School Governors, with the Principal in attendance, will meet to review each case independently.

WAITING LISTS

The Academy will operate a waiting list for each year group. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.