

## ST. JAMES' CHURCH OF ENGLAND PRIMARY ACADEMY

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### Primary Admission Arrangements for September 2016-2017

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 2016 for children born between 1<sup>st</sup> September 2011 and 31<sup>st</sup> August 2012.

*NB: Parents have the right to defer entry until the start of Term 3 or after the child's 5<sup>th</sup> 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.



<h2 style="margin: 0;">Supplementary Information Form for St James' Church of England Primary Academy</h2>
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Completed forms must be returned directly to the academy by the closing date for applications (15 Jan 2015)

**PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS**

When the Academy is oversubscribed or full, all applications for places at St. James' must be supported by evidence that 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.

**Section A – to be completed by parents/carers**

- Notes for parents/carers:**
- 1. This form is not an application for the school. You must also complete the Medway Council application (either online or paper), which will be your formal application for the school.**
  2. You must complete a separate Supplementary Information Form (SIF) for each of the above schools you are applying for.
  3. Please complete Section A with the details requested. Please note that the details given must be those of the person whose attendance at church is being verified in Section B. This can be the child or the parent/carer.
  4. \* If you have attended your current church for less than 12 months please provide details of your previous church, as these will need to be verified.
  - 5. Once all sections have been completed, please return the form to the named school direct. It is your responsibility to ensure this form is submitted to the school by the above closing date.**

<b>School being applied for</b>	<b>St James' Church of England Academy, Isle of Grain</b>		
<b>Child's full name</b>			<b>Date of Birth</b>
<b>Parent/Carer full name</b>	Title	Forename(s)	Surname
<b>Home Address</b>			
	<b>Post Code:</b>		
<b>Church currently attended</b>	Church name and address		
<b>Length of time you or your child has attended this church</b>			

<b>Church previously attended*</b>	Church name and address
<b>Length of time you or your child has attended this church</b>	

<b>Signed</b>	<b>Date</b>
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Please hand this form to your vicar/minister to complete section B overleaf

**Section B – to be completed by Clergy**

<p><b>Notes for Clergy:</b></p> <ol style="list-style-type: none"> <li>1. You have been asked to complete this form to validate the denominational claim being made to support the application for a place at St James' Church of England Academy.</li> <li>2. Please note that you are being asked to verify either <b>the child's or the parent/carers</b> attendance and commitment to the church.</li> <li>3. Please check the details in Section A (completed by the parent/carer) and verify they are correct.</li> <li>4. Please verify the length of time <b>the child or parent/carer</b> has been a regular worshipper at your church and, if less than 12 months, that they were a regular worshipper at the previous church named. If you are unable to verify this, please provide your comments on the denominational claim.</li> <li>6. Once you have completed this section, please return the form to the parent/carer so that they can submit it to the academy. <b>It is the parent/carers responsibility to ensure this form is submitted to the academy by the relevant closing date.</b></li> </ol>
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<b>Church for which you are the incumbent / pastor</b>	Church name and address
<b>Your name</b>	

Please tick the appropriate box and/or provide any comments below

<b>I hereby confirm that the child or parent/carer named overleaf is a regular worshipper of this church and has been for at least 12 months.</b>		
<b>I hereby confirm that the child or parent/carer named overleaf is a regular worshipper of this church, but has not been so for at least 12 months. **</b>		
Time attended:	From:	To:
<p>** If the child or parent/carer has not been a regular worshipper at the church for at least 12 months, please contact the previous church named to verify their claim. <b>If you are unable to do so, please provide your comments below.</b></p> <p>I hereby confirm that I have contacted the previous church named and that I have verified the parent/carer claim. <input style="float: right;" type="checkbox"/></p>		
<b>The child or parent/carer named overleaf is <u>not</u> a regular worshipper of this church and therefore I do not verify their claim.</b>		

<b>General Comments:</b>
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<b>Signed by the incumbent / pastor</b>		<b>Date</b>	
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