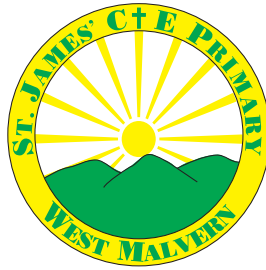


St James' C E Primary School

Headteacher
Mrs Karen Surrall
BSc (Hons) PGCE NPQH

School Administrator
Miss Gay Griffiths
BSc (Hons)

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Learning Together: Caring Together

Admissions Policy 2010/11

(To be read in conjunction with the 'Information for Parents' booklet which can be obtained on request from St. James' CE Primary School and from the Education Department.)

School Status

This is a Church of England Voluntary Aided Primary School. Admissions to the School are the responsibility of the school's Governing Body.

Children can start school if they are 5 years of age during or prior to the 31st August in the academic year in which they are due to start. At St. James' CE Primary School there is one intake each year in September. The school is prepared to have flexible arrangements in building up to coming full time. This may be discussed with the Headteacher after formal acceptance in to the school. The legal situation is that children do not have to attend school until the term after reaching their 5th birthday. Under these circumstances the school will reserve a place provided it is taken up within the academic year 2010/11. It is not possible to defer a place for admission in September 2011. As with any application, admissions criteria will be followed.

The Worcestershire County Council closing date for applications is 22 January 2010. It is essential that you apply by the Worcestershire County Council deadline for the cohort your child is in. This applies whether you wish your child to start school before the age of five or not. It should be understood that owing to the limited size of the school the Governors can not undertake to admit every child for whom a form is completed.



The Catchment Area

The catchment area is detailed at the end of this policy and further details can be obtained both from the Headteacher and the Local Authority. On the application form you may state 3 preferences and all preferences will be treated equally and the admissions policy applied to all preferences. It is no longer lawful to operate a first preference first scheme. All preferences must be treated equally and the admission policy applied to all preferences. If more than 1 offer can be made applying all relevant criteria then whichever school the parent ranked higher would be offered.

It is also important for you to note that, if your child were admitted to a primary school of your preference (other than the catchment area school), your child may not have high priority for transfer to the related high school. If the related high school is over-subscribed at the time of transfer, your child might then have to move in a different direction to other children attending the same primary school. Again, the Education Office should be able to let you know whether or not that has been a problem in your area in recent years.

Admission Arrangements SEN/Disability

The school will adhere to the SEN Policy and Disability Policy when considering admissions. No child will be discriminated against on grounds of special educational needs including disability. Copies of these policies are available in the school office.

Change of Address/ Withdrawal of Application

Please notify the Headteacher of any change of address prior to the date of admission, as that might affect entitlement to a place at the school. It is very important to let the Headteacher know if you are withdrawing your application following a change of address, or for any other reason.

Additional Information

Please contact the School Administrator or the Headteacher if you need further information or require any points to be clarified.

St. James C.E. Primary School - Admissions Policy 2010/11

Admissions Criteria

If the number of applications exceeds the admission number, the *Governors* will consider applications according to the following order of priority.

1. A child who is 'looked after'.
2. A child for whom this is the catchment area school for the child's home address who will have brothers and sisters attending the school at time of admission. In order to qualify for a place on the grounds of a brother/sister (sibling) attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission. This includes half-siblings (that is children that share one birth parent) and legally adopted children. They must also be living at the same house.
3. A child for whom this is the catchment area school for the child's home address.
4. A child for whom St. James' CE Primary School is the nearest school.
5. A child who will have brothers and sisters attending the school at the time of admission. In order to qualify for a place on the grounds of a brother/sister (sibling) attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission. This includes half-siblings (that is children that share one birth parent) and legally adopted children. They must also be living at the same house.
6. A child in a family who are members of St. James's Church, as defined by:
 - i) A child who can show a regular commitment / attendance at St James'. A letter from the parish priest should accompany the application. This must include written confirmation of a history of at least monthly attendance for a minimum period of a year prior to the date of application.
 - ii) A child who can show a regular commitment / attendance at a Church of England church. A letter from the parish priest should accompany the application. This must include written confirmation of a history of at least monthly attendance for a minimum period of a year prior to the date of application.
 - iii) A child who can show a regular commitment / attendance at another Trinitarian Church. A letter from the minister should accompany the application. This must include written confirmation of a history of at least monthly attendance for a minimum period of a year prior to the date of application.

iv) The active involvement of parent and / or child in the work and worship of a community of any other established religious faith. A leader or representative of the religious community should provide written confirmation. If this information is missing the criterion is not met."

7. A child for whom there are special reasons or circumstances for admission, which should be fully explained by letter. This is to be attached to the application form at the time of application.
8. A child who lives nearest to the school by the shortest available walking route. The measurement will be from the front gate of the school to the front gate of the child's home address. It will be measured using a combination of a trundle wheel and a car odometer, which ever is most practicable. In the event of a tie break, then lots will be drawn in compliance with the Local Authority process.

N.B.

- Children looked after by the Local Authority have priority **OVER ALL OTHER CHILDREN**
- In accordance with legislation a child with a Statement of Special Educational Needs will be offered a place at the school named on the Statement.
- In the event of multiple births, all children will be ranked equally, based on the criteria above. In the event of this taking us over our PAN we will admit all children from the multiple birth.

Provided a parent/guardian has completed an application form to enroll their child by the end of Worcestershire County Council's deadline

The LA on behalf of the Governors will notify parents of the outcome of their application for a place in the intake year from September 2010 during April 2010.

Parents whose applications are unsuccessful have the right of appeal. It would be helpful if parents who wish to appeal would notify us giving full reasons, in writing, within three weeks. Letters should be addressed to the Clerk of the Governors at the school. Appeal will be heard by an independent appeals panel whose decision is binding on all parties.

Where parents move into the area after the end of closing date for applications, consideration of a late application will be given by the Governors. Where space permits consideration will also be given to other late applications. In year applications for a place at the school will be considered on the basis of the above criteria and whether there is space within the year group and class. These applications must be made to the LA who will co-ordinate such applications on behalf of the Governors.

The admission number for the school is 13 children to be admitted into the first year group (Reception.) The overall pupil capacity of the school is 91.

Remember - it is no longer lawful for schools to give priority any longer to those children who put a school as their first preference. All applications must be treated equally.

St James has adopted the Worcestershire Fair Access Protocol.

Further information regarding admission to St. James' C.E. Primary School is available by contacting Mrs Karen Surrall, Headteacher at the above address.

St James CE Primary School Catchment Area by Postcode

Post Code	Address	Post Code	Address
WR14 4AY	West Malvern Road,	WR14 4DN	Harcourt Road, Malvern
WR14 1AZ	West Malvern Road,	WR14 4DP	Park Lane, Malvern
WR14 4BA	West Malvern Road,	WR14 4DQ	West Malvern Road, Malvern
WR14 4BB	West Malvern Road,	WR14 4DR	Blackheath Way, Malvern
WR14 4BD	West Malvern Road,	WR14 4DS	Park Road, Malvern
WR14 4BE	West Malvern Road,	WR14 4DT	Croft Farm Park, Malvern
WR14 4BG	West Malvern Road,	WR14 4DU	Croft Bank, Malvern
WR14 4BH	Park Road, Malvern	WR14 4DW	Harcourt Road, Malvern
WR14 4BJ	Park Road, Malvern	WR14 4DX	Croft Bank, Malvern
WR14 4BL	De Walden Road, Malvern	WR14 4DZ	The Quabbs, Malvern
WR14 4BN	Westminster Road, Malvern	WR14 4EJ	West Malvern Road, Malvern
WR14 4BP	Montpelier Road, Malvern	WR14 4EL	West Malvern Road, Malvern
WR14 4BQ	The Dingle, Malvern	WR14 4EW	West Malvern Road, Malvern
WR14 4BS	Montpelier Road, Malvern	WR14 4NB	West Malvern Road, Malvern
WR14 4BT	Lower Montpelier Road,	WR14 4NE	Lamb Bank, Malvern
WR14 4BU	Mathon Road,, Malvern	WR14 4NF	West Malvern Road, Malvern
WR14 4BW	Croft Bank, Malvern	WR14 4NG	West Malvern Road, Malvern
WR14 4BX	Lower Road, Malvern.	WR14 4NH	St James' Crescent, Malvern
WR14 4BZ	Camp Hill, Malvern	WR14 4NJ	West Malvern Road, Malvern
WR14 4DG	West Malvern Road,	WR14 4NL	Ebrington Road, Malvern
WR14 4DH	West Malvern Road,	WR14 4NQ	West Malvern Road, Malvern
WR14 4DL	Brockhill Road, Malvern	WR14 4NW	83-151 Old Hollow