St James'
Church of England School

Grow Stronger

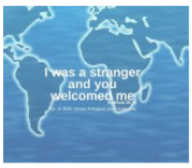
Admissions Policy 2025-26

School Leader: **L Pancisi**

Link Governor: **J Molloy**

Policy Approved **Signed:** **Date: 18th December 2023**

Vision, Values and School Code

Value	Responsibility	Reason	Scripture
G = grateful	Be grateful and well-mannered	Using our manners means that we are kind to others and we move around school safely	
R = respectful	Respect yourself, others and our school	Being respectful means that we care about ourselves and others and our school property	
O = our best	Try your best in all that you do	Trying our best means that we make the most of our gifts and talents for our benefit and the benefit of others	
W = welcoming	Welcome others and welcome opportunities	Welcoming others means that people feel safe and happy Welcoming opportunities means that we make the most of opportunities given to us	

As a voluntary aided school, the governing board of St James' Church of England Nursery and Infant School name are responsible for the admissions policy and decisions on applications for admission to the school. All policies are reviewed and determined annually. They are written to comply with the School Admissions Code and School Admissions Appeals Code.

Parents and carers wishing their children to be admitted to St James' Church of England Nursery and Infant School need to apply directly to the Children and Young People Department, Derby City Council.

3 ways to apply:

- apply online – it's quick and easy and lets you track the progress of your application
- apply by phone on 01332 642730 – this takes around 5 minutes and you will need to know the name of the school you are applying to.
- apply using a paper form – telephone 01332 642730 to ask Derby City Council to send you one.

Closing date for applications 23:59 on 15 January 2025

If you make your application online, you will be able to access your decision on 18th April 2025 (subject to confirmation) National Offer Day. If you apply by phone or on a paper form your offer letter will be posted on 18th April 2025, second class. No decision will be given over the telephone.

Our Admission Criteria

The Published Admissions Number (PAN) for this school is 30 places in Reception/FS2 each year. **Please note that places in infant classes are restricted to 30 under the infant class size regulations.**

When the school is oversubscribed, after the admission of pupils with an Educational Health Care Plan where the school is named, priority for admission will be given to those children who meet the criteria set out below, in order:-

1. A "looked after child" or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement order or special guardianship*, including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.. A looked after child is a child who is

a) in the care of the local authority, or
b) being provided with accommodation by the local authority in the exercise of their social services functions (see the definition in section 22(1) of the children Act 1989)

2. Children who already have a sibling* within St. James' C of E Infant School at the time of admission.

3. Children living within the Walbrook Epiphany ecclesiastical parish. A map is shown in appendix A / is available from the school office.

4. Requests would then be considered from children of parents (who wish their child to have a Church of England school education). Evidence of attendance at one of the Churches Together (see link below) at least once a month for 12 months prior to the application, is to be provided by a priest or minister of religion, representing the church.
   Churches Together are:
   http://www.cte.org.uk/Groups/234690/Home/About/Member_Churches_of/Member_Churches_of.aspx

5. Other children will then be considered for places should these be available.

Allocating Places

In the event of any of the above categories being over-subscribed, the Local Governing Body will take those children whose home address is nearest to the school measured by the Local Authority's computerised measuring system. In the case of flats, all applicants will be treated as equidistant from the school. The Local Authority's computerised measuring system will be used to determine these distances from front door of the home to front door of the school.

Tiebreaker

In the event that applicants for the last place(s) cannot be prioritised using distance as detailed above, the child that was on the waiting list first will be admitted.

For children transferring from another school

Parents should apply to the children's and young people's service using the common application form, who will check the availability of a place in the relevant year group.

Waiting List
Children who are not offered a place will have their names entered on a waiting list in order of priority ranked by the admission criteria. The waiting list will be maintained until 31st January of the following year by Derby City Council. If a place becomes available, it will be offered to the first pupil on the waiting list irrespective of whether or not any appeals are pending.

Fair Access Protocols
Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home Local Authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full.

Admission to the Nursery does not automatically guarantee a place in the Reception class of St James' C ofE Infant School.

Parents will be notified of the Governing Body's decision by the Local Authority.

Late Applications
The closing date for the receipt of applications for admissions shall be the date decided by the Local Authority. Applications received after this date will be considered after on-time applications have been resolved.

Appeals
Parents who are not successful in obtaining a place for their child in the school have the right to make an appeal to an independent Appeal Panel. Parents who wish to appeal should write to the Chair of Governors (see address below), no later than 20 school days after the date of the letter refusing a place, requesting an appeal hearing. The Chair of Governors will forward letters of appeal to the Diocesan Board of Education who handle our school's appeals.

Multiple Births
Where possible the governors will admit all the children of a multiple birth (i.e., twins, triplets etc.). This can mean going over infant class size limits as this is a permitted exception to the limits.

Service personnel and crown servants
Families of service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. Where the family do not yet have an intended address, or do not yet live in the area, the school will use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. Parents may request that a Unit or quartering address be used as the child's home address when considering the application against their oversubscription criteria. The normal admissions round is the period

during which parents can apply for state- funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Deferred and part-time entry

The School admits children to the Reception class in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1st September to 31st August). All parents and carers are entitled to a full-time place for their child in the Reception class from September, but may defer entry until the beginning of the term after their child is five years old (i.e. when the child reaches compulsory school age) or until the beginning of the Summer term whichever is earlier. Children may attend part-time until their child reaches compulsory school age. Parents and carers who have been offered a place at the school and wish to defer entry for their child and/or attend part-time must put this in writing to the Headteacher at the earliest opportunity and before the start of the Autumn Term.

Education out of normal (chronological) age group

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents and carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents and carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

Please send correspondence to the Chair of Governors at:
Mr. Edward Nkwelle

St James' C of E Infant and Nursery School
Leonard Street
Derby
DE23 8EG
Tel 01332 854984
admin@stjamesinfants.derby.sch.uk

Definitions:

Adoption Order
An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)

Parents
Reference to parents includes legal guardians and applies to either or both parents, or a sole parent. Where only one parent/guardian satisfies a criterion, the application will be treated equally with one where the requirement is met by two parents.

Home address
The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school.

If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary, for instance, where parents don't agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, the admissions authority will determine the home address. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

Sibling
A "sibling" refers to brother or sister, half brother or sister, adopted or fostered brother or sister, stepbrother or sister, or the child of a parent's partner where the child is living in the same family unit at the same address as that sibling