St James'
Church of England School

Grow Stronger

Admissions Policy 2026-27

School Leader: **L Pancisi**

Link Governor: **J Molloy**

Policy Approved **Signed:** **Date: 10th February 2025**

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 15th January 2026

If you make your application online, you will be able to access your decision on 16th April 2026 – (subject to confirmation) National Offer Day. If you apply by phone or on a paper form your offer letter will be posted on 16th April 2026, second class. No decision will be given over the telephone.

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	

Our Admission Criteria

The Infant school provides 30 places in Reception/FS2 each year.

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 – order 67. 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)
c) children who were in care outside of England

2. Children who already have brothers or sisters within St. James' C of E Infant School at the time of admission. A brother or sister of a pupil is defined as a child sharing one or more natural parent with another child attending the school at the time which they are admitted. A step brother or step sister where children are related by a parent's marriage; or and adopted or foster brother or sister of pupil already attending the school and living at the same address

3. Children living within the Walbrook Epiphany ecclesiastical parish. Applications will be assessed using the address the parents are living at, at the closing date. Applications will be assessed on the National Offer Date.

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.

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.

Further Information

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.

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' CofE Infant and Nursery School.

Applications of equal strength will be decided on the basis of the distance measured by the local education from the child's main residence to the school. In the event of two children having the same criteria and distance, the child that was on the waiting list first will be admitted.

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.

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

In cases where the last available place pertains to a single place of residence from which two or more applications have been received (including twins and multiple births), the allocation of places for children within that place of residence will be made by drawing lots.

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 2 weeks 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 all appeals on behalf of Church of England schools.

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

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