



## **ST JAMES' RC PRIMARY SCHOOL ADMISSIONS POLICY 2018 - 2019**

Admissions to St James' RC Primary School are decided by the Governors. The number of children to be admitted to the reception class each year is 30. The published admission number is inclusive of students with an educational health care plan or a statement of special educational needs in accordance with the relevant statutory requirements

**Applications will be considered from baptised children of committed and practising Roman Catholic parent(s). Written verification of this commitment and practice will be required by the Governors from the Parish Priest. Where incorrect information is used to unfairly gain a place then the governors will immediately withdraw any place offered. However, in the event of places being available the Governing Body welcomes all applications, particularly from those of other denominations and faiths who support the religious ethos of the school.**

**By applying the criteria below, in their given order, applications will be ranked. Each criterion is applied in turn to determine the candidates to whom places will be offered.**

1. Catholic children looked after (children for whom the LA has responsibility) and children looked after in the care of Catholic families and Catholic children previously looked after who have been adopted or who have become the subject of a residence or guardianship order.
2. Catholic children who will have a brother or sister at the school at the time of admission and are able to prove sustained weekly attendance at mass.  
(Note: "brother or sister", means, children who live as brother and sister, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. It does not include other relatives e.g. cousins.)
3. Catholic children of permanent Teachers who are able to prove sustained weekly attendance at Mass. To satisfy this criterion the Teacher must have been employed by St James' for 2 years prior to the closing date for applications.
4. Catholic children who live in the parish of St James the Great, Petts Wood.
5. Catholic children who live in a parish not mentioned in category (4) above and are able to prove weekly attendance at mass.
6. Children not falling within category (1, 2, 3 or 4) above who have been baptised into the Roman Catholic Faith including siblings without sustained weekly Church attendance.
7. Other children looked after and children previously looked after who have been adopted or who have become the subject of a residence or guardianship order.
8. Children of parents committed to other Christian denominations. (Commitment of non-Catholics will be included in the [Supplementary Form completed](#) by the Minister of the denomination concerned.)
9. Other children.

**The above criteria will be applied in their given order when the number of places exceeds the number of applications.**

**Where the number of children in any of the above categories (applied in turn) exceeds the number of places available, the following tiebreakers will be applied, in the order shown, to decide which children to admit.**

Firstly:

- Frequency of Mass attendance of parents and children. Applications will be ranked in the order shown on the Supplementary Form: Highest priority to those who attend Mass weekly, then at least once a month, etc.

Secondly:

- Proximity of the child's home to the school as measured in a straight line from the front door of the home to the front door of the school. The distance will be supplied by the local authority derived from their computerized mapping system. Final tie-break: Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school the place will be decided by the drawing of lots.

*Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome. Reference to other Christian denominations refers to denominations that are full members of Churches together in England.*

#### **In-year (casual) admissions.**

Applications for a place at the school in-year must be made using the common application form of the local authority (LA) where the child resides. This form must be returned to the LA. The school's supplementary form should also be completed to enable the governors to rank the application in the event of there being more than one application for a place. The governors will use the same criteria to rank the application as that listed above. The offer of a place at the school will be made by the LA on behalf of the governors. In the event of the governors deciding that a place cannot be offered parents will be offered the opportunity of placing their child's name on the waiting list. The waiting list is held by the L.B. of Bromley Admissions Department and expires at the end of each academic year. Parents must therefore re-apply annually if they wish to remain on a waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. It is possible that when a child is directed under the local authority's fair access protocol they will take precedence over those children already on the list.

#### **Fair Access Protocol**

St James Roman Catholic School, in common with all other schools in Bromley, will admit pupils referred under the Fair Access Protocol. Subject to specific provisions in the Protocol, a "Hard to Place" pupil will be given priority for admission over any others who are seeking or applying for a school place and the school can admit over its published admission number.

#### **Admission of children below compulsory school age.**

The governors will provide for the admission of all children in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year; parents may also request that their child attends part-time until the child reaches compulsory school age.

#### **Admission of children outside their normal age group.**

Parents of summer born, gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. This is not an automatic right to choose this option as decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parents' views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the Head Teacher must also be taken into account. Applications should be made through London Borough of Bromley Admissions. A supplementary information form, available from St James' School, should also be completed and submitted directly to the school. When informing a parent of the decision which year group the child should be admitted to, the governors will set out clearly the reasons for their decision. Where the governors agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to the age group to which pupils are normally admitted to the school the local authority will process the application as part of the main admissions round, (unless the parental request is made too late for this to be possible) and on the basis of the determined admission arrangements, including the application of oversubscription criteria where applicable. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

### **Pupils with a statement of Special Educational Needs or Education, Health and Care (EHC) Plan**

The admission of pupils with a Statement of Special Educational Needs or with an EHC Plan is dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of statements and EHC plans by the pupil's home local authority. Details of this separate procedure are set out in the SEND code of practice. Pupils with a statement or EHC plan naming the school will be admitted without reference to the above criteria.

### **Waiting List.**

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list held at L.B. of Bromley. The waiting list expires at the end of December of the first Reception term, and at the end of each academic year thereafter. Parents must therefore re-apply through L.B. of Bromley Admissions Department if they wish to remain on the waiting list. The waiting list will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. It is possible that when a child is directed under the local authority's fair access protocol they will take precedence over those children already on the list.

### **Appeals.**

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be sent to the Admissions Appeal Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel.

Infant classes are restricted by the legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that:-

1. The admission of additional children would not breach the infant class size limit; or
2. The admission arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
3. The panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

### **Maps showing Parish boundaries available from the school office**