



St. James' CE Primary Academy

**Admissions Arrangements
2022-2023**

Updated July 2021

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Introduction

This policy will be used during 2022/2023 for allocating places in the main admission round for entry to Year R in September 2022. It will also apply to in-year admissions during 2022/23. Outside the normal admissions round, the Fair Access protocol will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups.

The Diocese of Chichester Academy Trust (DCAT) is the admission authority for St. James' Church of England Primary School. The admissions arrangements are determined by the DCAT Board after statutory consultations.

The published admission number (PAN) for entry to Year R at St. James' Church of England Primary School is **60**. The School will admit this number if there are sufficient applications. Where fewer applications than the published number are received, places will be offered to all those who have applied.

The guiding principle of admission to this school is that a church school should serve its local community, defined in the trust deed dated 1856 as the ecclesiastical parish of St. James' and St. Saviour's.

The DCAT Board will consider first all those applications received by the published deadline of **midnight on Saturday 15th January 2022**. Notifications to parents offering a primary or Infant school place will be sent by the Local Authority on **Tuesday 19th April 2022**.

Applications made after midnight on **15th January 2022** will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

For the normal admission round, all on time preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school can offer a place, the parent's highest stated available preference will be allocated.

Pupils with an Education, Health and Care Plan (EHCP)

Any child with an Education, Health and Care Plan naming St. James' Church of England Primary School will be admitted. Where possible such children will be admitted within PAN.

Oversubscription criteria

When the School is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the School, priority for admission will be given to children in the following priority order:

- 1) Looked after children, children who were previously looked after or Internationally Adopted Previously Looked After Children (see definition i)
- 2) (For applicants in the normal admission round) Children or families with an exceptional medical and / or social need (see definition ii). Supporting evidence from a professional is required such as a doctor and / or consultant for medical needs or a social worker, health visitor, housing officer, the police or probation officer for social needs. This evidence must confirm the child or family's medical or social need and why that need makes it essential that the child attends St. James' Church of England Primary School rather than any other. If evidence is not submitted by the application deadline, the medical and / or social need cannot be considered.
- 3) A child **living in the catchment area of St James' Church of England Primary Academy** : (see definition iii).

- i. Children who at the time of application have a **sibling** (see Definitions iv) on the roll of **The School**.
 - ii. Other children living in the catchment area of **The School**.
- 4) A child living out of the catchment area of St James' Church of England Primary Academy
- i. Children who at the time of application have a **sibling** (see Definitions iv) on the roll of **TheSchool**.
 - ii. Other children

Tie Breaker

If the school is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications; applicants living nearer the school have priority. Distances will be measured from the Ordinance Survey home address point to the school address point using the Local Authority's geographic Information Systems (GIS). Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance. Where two or more applicants are equidistant, random allocation will be used to allocate the place. An explanation of the random allocation procedure is available on the Local Authority website.

Additional Information

Who can apply?

Only a parent can apply for a place at a school. A parent is any person who has parental responsibility for or is the legal guardian of the child, as set out in the Children Act 1989.

Permanent residence

The child's permanent residence is where they live normally, including weekends and during school holidays as well as during the week, and should be used for the application. The permanent address of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time.

Multiple Births

Where a twin or child from a multiple birth is admitted to a school under this policy then any further twin or child from the same multiple birth will be admitted, if the parents so wish, even though this may raise the number in the year group above the school's PAN.

Fair Access Placements

Outside the normal admissions round, it may sometimes be necessary for a pupil to be placed by the DCAT Board or the Local Authority, in a particular school even if there is a waiting list for admission. Such placements are made in accordance with the Local Authority's Fair Access Protocol. The Protocol is based on legislation and government.

In-year applications

Requests for places should be made direct to the school.

The in-year form may be submitted at any time but will only be admitted during school term time and within six weeks of the place being required.

Waiting Lists

Waiting lists will be established for each year group where more applications are received than places available. These will be maintained by the School and will be open to all refused applicants wishing to be placed on them.

Any places that become available will be offered to a child at the top of the list on the day the place becomes available. The waiting list is ordered according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. Fair Access arrangements and school closure arrangements will take priority over the waiting list.

The waiting list will be reviewed and revised –

- Each time a child is added to or removed from, the waiting list;
- When a child's changed circumstance affect their priority;

For entry to Year R, the waiting list will remain open until 31 August 2023, at which point all names will be removed. For all other year groups, waiting lists will remain open until 31 August of each year. Should parents wish their child to be considered for a place at the academy in the following school year, they must submit a new in-year application in the August preceding the new school year. Schools will send a decision letter within the first 10 days of the new term.

Starting school

Pupils born between 1 September 2017 and 31 August 2018 (inclusive) are entitled to full time schooling from September 2022. Parents can choose to defer their child's admission until later in the school year (but not beyond the start of the term after the reach compulsory school age).

Children can also attend part-time until they reach compulsory school age. Parents must discuss their child's starting arrangements with the school once an offer has been secured.

Children with birthdays between

- 1 September and 31 December 2017 (inclusive) reach compulsory school age on 31 December 2022, at the start of the spring term 2023.
- 1 January and 31 March 2018 (inclusive) reach compulsory school age on 31 March 2023, at the start of the summer term 2023
- 1 April and 31 August 2018 (inclusive) reach compulsory school age on 31 August 2023, at the start of the new school year in September 2023.

Parents of summer born children (those born between) 1 April and 31 August) who are particularly concerned about their child's readiness for school can request to delay their child's entry to Year R for an entire school year until September 2023. This is called decelerated admission. In making a request, parents would be expected to state clearly why they felt decelerated admission to Year R was in their child's best interest. It is recommended that parents considering such a request contact the school in the autumn term 2021 to ensure that an informed decision is made.

Admission of children outside their normal age group

Parents may request that their child is admitted outside of their normal age group. To do so, parents should include a request with their application, specifying why admission outside the normal age group is being requested and which year group they wish their child to be admitted. Decisions will be made based on the circumstances of the case and in the best interests of the child.

School Closures

In the event of a school closure, pupils from the closing school may be given priority for any school nominated as the receiving school. Specific arrangements will be determined by the school and Local authority in accordance with the School Admission Code and will be published at the time for specific schools affected.

Admission Appeals

If you are unsuccessful in being offered a place for your child at St. James' Church of England Primary School you will be informed by the Local Authority in writing, will be given reasons for the refusal and informed of your right to an independent appeal against the decision.

Warning

Places are withdrawn every year because parents give false information on application forms, e.g. a false home address. This includes cases where parents take out a short term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there. In fairness to all parents, all allegations of fraudulent practice brought to the Trust Board's attention will be investigated. The Trust Board reserves the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application.

How to apply

The Local Authority operates a Co-ordinated Admissions Scheme which processes all main round (ordinary) admissions applications. You must complete a Local Authority Form available from website. (<https://bcp.cloud.servelec-synergy.com/parentportal/>)

Definitions

- i) Looked After Children (LAC), Previously Looked After Children (PLAC) and Internationally Adopted Previously Looked After Children (IAPLAC)

Looked after children are children who, at the time of making an application to the college, are:

- a) In the care of a local authority, or
- b) Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- a) Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- b) Became subject to a child arrangements order, or
- c) Became subject to a special guardianship order

Internationally Adopted Previously Looked After Children (IAPLAC) are those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

- ii) Applicants will only be considered under this criterion if on the application form they have ticked the appropriate box explicitly indicating that they wish for their application to be considered under medical / social need, 'Medical need' does not include mild medical conditions, such as asthma or allergies. 'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude of abilities or because their friends attend the school or because of routine childminding arrangements. Priority will be given to those children whose evidence establishes that they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose evidence establishes that their family member's physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Evidence must confirm the circumstances of the case and must set out why the child should attend a particular school. Evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child's needs.

Providing the evidence does not guarantee that a child will be given priority at a particular school and in each case a decision will be made on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other.

- iii) The catchment area for St. James' Church of England Primary School is the Ecclesiastical Parish of St. James' and St. Saviour's. Our catchment area is defined within the attached street list, pages 7 to 8.
- iv) Sibling refers to brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, foster brother or foster sister, step brother or step sister living as one family unit at the same address. It will also be applied to situation where a full, half or adopted brother or sister are living at separate addresses.
- v) Displaced refers to a child who was refused a place at the catchment school in the normal admission round having named it in the application and was not offered a higher named preference school.
- vi) Staff includes all those on the payroll of the school who have been an employee

continuously for two years at the time of application. Children of staff refers to a situation where the staff member is the natural parent, the legal guardian or a resident step parent.

- vii) 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.

Legislation

This policy takes account of all Equalities legislation, together with all relevant regulation and the School Admissions Code (Published by the DfE in 2021)

Contact Details of the School

St. James' Church of England Primary School

Pokesdown Hill

Christchurch Road

Bournemouth

BH7 6DW

Telephone: 01202 426696

Email: office@stjamescebourne.com

Website: www.stjamescebourne.com

Appendix 1: List of Roads in the Catchment Area

Abinger Road	Gainsborough Road
Ashbourne Road (Even no's only)	Glencoe Road
Ashford Road	Granville Road
Bartlett Drive	Hambledon Road (Evens 2-80)
Beauchamps Gardens	Hamledon Road (All odds)
Bedford Crescent	Hannington Place
Beeches The	Hannington Road
Bishops Close	Harcourt Road
Bourton Gardens	Hares Green
Bridle Crescent	Harewood Avenue
Burns Road	Harewood Gardens
Carlyle Road	Harewood Place
Castle Lane East	Harting Road
Castle Parade	Hartsbourne Drive
Chandlers Close	Harvey Road
Cheriton Avenue	Hatfield Gardens
Christchurch Road (Evens 806-1126; Odds 799-1125a)	Hazelton Close
Christchurch Road (Evens 1152-1314)	Henley Gardens
Christchurch Road (Evens 1318-1362)	Hillbrow Road
Christchurch Road (Odds 1307-1365)	Holdenhurst Avenue (Evens 2-94)
Christchurch Road (Odds 1141-1305)	Holdenhurst Avenue (Odds, Amanda Court 7-101)
Clarence Park Road	Holmfield Avenue
Clingan Road	Hursley Close
Colemore Road	Iford Bridge Home Park
Collingbourne Avenue	Iford Gardens
Collonade Road	Iford Lane (Odds 3-37, Evens 42-148)
Colville Close	Kings Park Drive (Wareham Court)
Colville Road	Lascelles Road
Connaught Road	Leaphill Road
Corhampton Road (Odds 1-39;Evens 2-38)	Lechlade Gardens
Corhampton Road (Evens 42-182)	Leeson Road
Corhampton Road (Odds 41-179)	Littledown Avenue
Countess Gardens	Littledown Drive
Cromwell Gardens	Littledown Drive (58-80)
Cromwell Place	Marwell Close
Cromwell Road (All evens and odds 1-23a)	Meon Road (Odds 33-67,Evens 40-98)
Darracott Road (Evens only)	Meon Road (Odds 1-31;Evens 2-36)
Denmead Road	Morley Close
Dickens Road	Morley Road
Droxford Road	Norwood Place
Durrington Place	Old Bridge Road
Durrington Road (Odds 1-23; Evens 2-36)	Ovington Avenue
Durrington Road (Odds 51-103, Evens 44-104)	Ovington Gardens
Eastcott Close	Parkwood Road (2-36a only)
Elise Close	Pauncefote Road
Elmgate Drive	Perryfield Gardens
Eltham Close	Peterfields Road
Evesham Close	Petersfield Place
Exton Road	Petersfield Road (Odds 1-49a;Evens 2-50a)

Petersfield Road (Odds 53-121, Evens 52-126)	Stourvale Road (Odds 1-49a; Evens 2-66)
Queensland Road	Summerfields
Rebbeck Road	Swanmore (Odds 1-31; Evens 2-34)
Regent Drive	Swanmore Close
Roberts Road	Swanmore Road (Odds 33-63, Evens - all)
Ropley Road	Tamworth Road (Even nos only)
Rosebery Road	Tan Howse Close
Rushmere Road	Thistlebarrow Road (including Middleton Gardens)
Sarah Close	Trentham Avenue
Scotter Road	Trentham Close
Seabourne Place	Vine Close
Seabourne Road (Odds 47-111; Evens 22-64)	Walkwood Avenue (Evens 2-60, Odds - all)
Sevenoaks Drive	Walsingham Dene
Shakespeare Road	Waltham Road
Sheepwash	Warnford Road
Shepherds Way	Warwick Road
Somerset Road (Even nos only)	Water Lane
Southbourne Road (Odds 1-9; Evens 2-6)	Wheaton Road
Southwick Place	Wickham Road
Southwick Road (Odds 1-105, Evens 2-104a)	William Road
Sovereign Close	Woodcocks Crescent
Sparkford Close	Wyncombe Road
Springbank Road	Wynter Close
Springvale Avenue	York Place
Spurgeon Road	
St Saviour's Close	
Stourvale Place	