St. James' CE Primary Academy

Admissions Arrangements 2027/2028

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Admissions Principles

The Diocese of Chichester Academy Trust (DCAT) is the admissions authority, responsible for the admissions policies and decisions on applications for admission to the schools within the Trust. Each school has individual admissions arrangements for each academic year. They are written to comply with the School Admissions Code and School Admissions Appeals Code.

We seek to be an inclusive Church of England Trust, welcoming children from all backgrounds and of all abilities and our admissions arrangements reflect this. A child's level of achievement or specific needs are not a barrier to admission to our schools.

We believe that ideally each child should be admitted to the school of their parents' choice. However, the school buildings cannot accommodate an unlimited number of children and excessive class sizes are detrimental to the education of the children in the class. The Published Admissions Number for this school is included in their arrangements. The school will not usually admit children into classes if their admission would cause the class size to increase above legal or practical limits, or the Published Admissions Number to be breached.

Introduction

St. James CE Primary Academy is an academy in the Diocese of Chichester Academy Trust (DCAT) for children aged 4 to 11 years. As such the Trust is the Admission Authority responsible for all decisions in connection with admitting pupils and for the publication of Admission Arrangements which explain how the admissions process will be applied. The Trust delegates the responsibility for admissions to the Local Governing Body of the school.

The guiding principal 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'.

There are two classes in each year group, providing a total of 420 places. Our published number (PAN) is 60 across the two-year group classes. This relates only to the normal point of entry to the school, at reception. Admissions to other year groups will be based upon the prejudice to:
(a) the provision of education and
(b) the efficient use of resources.

The Local Governing Body (LGB) have agreed an admissions limit of 60 for the other year groups. This is set around capacity and prejudice to the efficient delivery of education, and this will inform the decisions of the school Local Governing Body when it receives applications for in-year admission to other year groups.

Oversubscription Criteria

Before applying the over-subscription criteria, a place will be allocated for any child with an Education Health and Care Plan (EHCP) that names St. James' CE Primary Academy as the school the child must attend. This place will be allocated within the Published Admission Number (PAN) before the consideration of any other applications, or above the PAN if places have already been offered at that time.

If more parents express a preference for the academy than the published number of places for new admissions, the LGB will use these criteria in deciding admission:

1. Looked after children, children who were previously looked after or Internationally Adopted Previously Looked After Children (note 1).

2. Siblings [note 4] of children on the roll of St. James CE Primary Academy at the time of admission.

3. Children of parents [note 2] who have been members of staff at St. James' CE Primary Academy continuously [note 5] for the two years prior to the application for admission; or staff recruited to fill a vacant post for which there is a demonstrable skill shortage.

4. (For applicants in the normal admission round) Children or families with an exceptional medical and / or social need (see note 6). 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. The evidence must confirm the child or family's medical or social need and why that makes it essential that the child attends the academy rather than any other. If evidence is not submitted by the application deadline, the medical and / or social need cannot be considered.

5. Children living within the community area that has been designated to the academy.

6. Any other children.

Definitions:

Note 1: A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

This includes children who were adopted 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).

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Note 2: 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.

Note 3: 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, when 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.

Note 4: 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/carer's partner where the child for whom the Academy place is sought is living in the same family unit at the same address as that sibling.

Note 5: This includes all staff (teaching and non-teaching) appointed by the academy, including part-time staff with a continuous employment record and any short-term contract staff with a continuous employment record covering at least term time employment, for the 2 years or more prior to admission.

Note 6: 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 mean mild medical conditions, such as asthma or allergies. 'Social need' does not include a parent's wish that a child attends the academy because of a child's aptitude for abilities or because their friends attend the school or because of routine 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 men that they have 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 academy 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 atone particular school above any other.

From the information you have filled in via the LA online application form, and where relevant the Supplementary Form, the Governors will examine all preferences and rank these applications according to the Admission Criteria.

Note 7: 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.
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 academy measured by the Local Authority's computerised measuring system. In the case of flats, they will be treated as equidistance from the school. The Local Authority's computerised measuring system will be used to determine these distances.

Tiebreaker

In the event that applicants cannot be prioritised using distance as detailed above, above because the distance measurements are the same, the Trust will use random allocation to decide which children

will be offered the remaining places.

Full or Part-Time Attendance

A parent may apply for his/her child to start school for the first time in the September following the fourth birthday and, where a place is offered, may choose for the child to start full time from day one, or to attend on a part-time basis until statutory school age, which will occur during the term following the child's fifth birthday. If a parent wishes their child to attend on a part-time basis, they must meet first with the principal to discuss their choice.

Deferred Entry

While a child is below statutory school age, the parent may choose to defer his/her child's entry to school until later in the school year. However, parents cannot defer beyond the point at which the child reaches statutory school age, or beyond the start of the last term in the school year. The school operates on the basis of a three-term year.

Summer born children and deferral of entry into reception for the following year
Each application for such a delay is treated by the academy on an individual basis, considering the evidence supplied - this will be from professionals who know the child and from parents/carers. If parents wish to request this, they need to apply in the chronological year (i.e. the year in which the child would normally be entering school) and at the same time submit a request to the academy for delayed reception for the following year. If the Local Governing Body agrees to this after reviewing the evidence for the request and, in consultation with the principal and any others involved with the child, then the place cannot be held open, and the parents will need to apply again next year in the normal way. The academy will then treat and rank the application according to the criteria published in admission arrangements along with all others received. Please be aware that although the deferral may be agreed, there is no guarantee of a place being available at the academy for the following year.

Multiple Births

Where possible the governors will admit all the children of a multiple birth (i.e. twins, triplets etc.)

Admission of children outside their normal age group

Parents may apply to the Local Governing Body to seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Decisions regarding these requests 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 parent's 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 principal will also be taken into account. When informing a parent of their decision on the year group the child should be admitted to, reasons for the decision will be clearly set out.

Late Applications

Applications received after the deadline set by the Local Education Authority will be considered after places have been allocated to those applications received on time.

Accepting a place

If a place has not been taken up after 14 days from the date of the offer, the academy will write and inform the parents that the offer will be withdrawn after a further 7 days if not taken. The academy will then offer the place to the next on the waiting list in accordance with the admissions criteria.

False Information

1. Where the Local Governing Body has made an offer of a place at this academy on the basis of a fraudulent or intentionally misleading application from a parent which has effectively denied a place to a child with a stronger claim to a place at the academy, the offer of a place will be withdrawn.

2. Where a child starts attending the academy on the basis of fraudulent and intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.

3. Where a place or an offer has been withdrawn, the application will be re-considered and a right of independent appeal offered if the place is refused.

Waiting list

A waiting list will be maintained until at least the end of December of the year of application for main round applications. The waiting list is updated and ranked accordingly to the oversubscription criteria when applications are withdrawn or added.

Appeals

In accordance with the Admissions Appeals Code, the academy has established an appeals procedure. Applicants who haven't been offered a place at the academy may appeal against the decision to an independent appeals panel. Parents wishing to exercise this right should write to the Clerk to Governors, Pokesdown Hill, Christchurch Road, Bournemouth, Dorset, BH7 6DW. All appeals must be received within 20 days of the receipt of the letter refusing a place to be heard on time. **[Please note that places in infant classes are restricted to 30 under the infant class size regulations].**

Apply for a place in September 2027

To apply for a place for September 2027, the parent must complete the Common Application Form (CAF) available from the home local authority (the authority in whose area the child resides), for those residents in the local area. 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/
In order for the application to be considered as 'on time' the CAF must be submitted to this local authority by 23:59 hours on 15 January 2027. The CAF may be completed and submitted using the home local authority's 'online' procedure, or as a paper form. Full details about the application process and information about the schools in the local authority area are explained in the 'Composite Prospectus' document, which each local authority must make available on 12th September annually.

When applying for point of entry, St. James' CE Primary Academy will not accept a change of address once the National Closing Date has passed. The National Closing Date for point of entry year groups is 15 January 2027. This means if your moving date is after 15 January 2027, we will use your old address to categorize your application. You will need to tell us your new address so we can update your child's record. If you move house after you have submitted your application but before

the National Closing Date, the main allocation will be based on your address at the closing date, and the address will be updated on any waiting list from national offer day, should you not initially have been offered a place. The relevant date for the house move is (if purchasing) exchange of contracts occurring on or before the closing date; (if renting) signed tenancy agreement which commences on or before the closing date.

Parents will receive an admission decision in writing from the local authority on or about 16 April 2027, according to the procedure set out in the local authority's Composite Prospectus.

**Details of paper applications are given below*

In Year Admissions

Parents need to apply directly to the academy if making a request for a place during the academic year. The Local Governing Body (LGB) have agreed an admissions limit of 60 for the other year groups. This is set around capacity and prejudice to the efficient delivery of education, and this will inform the decisions of the school Local Governing Body when it receives applications for in-year admission to other year groups.

Parents will be encouraged to visit the academy and speak with the principal prior to making any decision about requests for entry being taken.

Children with Special Educational Needs

Children are admitted to the academy in accordance with the admission criteria. We do not discriminate against children with special educational needs or disabilities and would expect parents to fully inform the academy of the nature of any known educational physical, medical or social needs when expressing a preference for their child to attend this academy. This information will ensure that the child's entry to the academy is as smooth as possible and help inform the level of provision the academy can make to meet the individual needs of the child.

Local Authority contact and paper application details

A paper form is available from the school admissions team. Please email school.admissions@bcpcouncil.gov.uk or telephone us on 01202 123222 to request that a form be posted to you.

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	