

St. James Church of England (V.A.) Junior School

Halifax Road, Shirley, Solihull, West Midlands B90 2BT

Admissions Policy

Our admissions process is part of the Local Authority co-ordinated scheme. Application forms are available from the Local Authority in the autumn before admission.

The school's admission number is 60 **Where the number of applications is lower than the school's admission number, all applicants will be admitted.** If there are more applications than places available then all applications will be considered, together and at one time by a committee of the Governing Body.

Oversubscription criteria

The Governing Body of St. James C.E. Junior School welcome applications from all parents who wish their child to be educated at the school. Pupils from all faiths are welcome at St.James.

If the number of applications for a particular year group exceeds the number of places available the following criteria will be used in order.

- 1.Children looked after by a Local Authority (in line with section 22 of the Children Act)
- 2 Children with exceptional circumstances, in line with council practice.
- 3 Children who regularly worship at St. James Church or another church which is the nearest one to St. James Church of England School. (If necessary, priority will be given to those with a brother or sister at the school.)
- 4 Children with a brother or sister at the school at the same time
- 5 Children for whom St. James is the nearest Church of England Junior School.
- 6 Other children who do not fall into the categories above.

Notes:

1. Children with a statement of special educational needs that names St. James CE Junior School will be offered a place first. (criteria 2) This will reduce the number of places available. All applications under criteria 2 should provide supporting evidence with the application.
2. If you are applying to the school under priority 3, you must attach a supporting letter from the priest or minister of your church, confirming that you regularly go to church.
3. Under priority 4 a brother or sister must live at the same address and could be:

- A brother or sister sharing the same parents;
 - a half-brother or half-sister, where two children share one parent;
 - a stepbrother or stepsister, where two children are related by a parent's marriage or civil partnership (a formal arrangement that gives same-sex couples the same legal status as married couples);
 - the separate children of a couple who live together;
 - an adopted or fostered brother or sister.
4. If offering places within any one of the criteria would cause the schools admission number to be exceeded, then children living nearest will be offered first. Distances are measured by the Local Authority admissions system using ADDRESS-POINT®. ADDRESS-POINT provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metre (10cm). The accuracy of each ADDRESS-POINT is such that each point will fall within the addressed building. If two or more applicants share the same distance to a school and a place is available the place offered by the Local Authority will be determined by random selection.
 5. Waiting lists are produced in strict order of priority, against the over-subscription criteria and are managed by the Local Authority. Waiting lists are kept until the end of the autumn term. After this a Local Authority change of school application form will need to be completed.
 6. Applications or changes to your application received after the closing date and before the Governors' admissions meeting are late, but will be considered if possible. Applications received after the Governors' decision meeting are late and will be considered after applications with the same priority that were received on time (unless there are particular circumstances which prevented you from applying earlier).
 7. If possible places will be offered at the same school to twins, triplets and children from other multiples births, as long as we comply with infant class size legislation. If only one place can be offered the parent will choose which child should have the place.
 8. The home address is the place where the child is permanently resident with his or her parents. When a child lives between two addresses, the address used for offering a school place will be where the child lives for most of the school week (Monday to Friday). If care is split equally, parents can choose which address will be used.
 9. Applications for a school place at any time other than the normal time for admission (in-year admission) should be made to the Admissions Team of the council in which you live. The application will be processed by the Local Authority. If there is a vacancy in the relevant year group a place will be offered. If the year group is full the governing body will apply the admission criteria to the application so that it can be placed on the waiting list.

10. The Governing Body recognises its duty to comply with the Local Authority Fair Access Protocol to provide fair access to school for pupils who needs a school place because they have missed, or are at risk of missing, education.
11. Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply in writing to the Chair of Governors. Appeals will be heard by an independent panel.

Supplementary information forms are available from the school or the Solihull Council website <http://www.solihull.gov.uk/admissionarrangements/2010.htm>