St James' Church of England

Primary School

Name of Policy	Reception Admission Policy 2028/29
Ratification	
Review Date	June 2026
Next Full Review Date	Consultation period 09.11.2026-21.12.2026, to be ratified FGB Feb 2027 for September 2028 intake. Reviewed by committee June 2026

	Annual updates Table A

TABLE A	
Closing date for submitting on-line application	**(TBC)**
Closing date for Supplementary form to be returned to school	**(TBC)**

St James' Church of England School

Reception Admission Policy 2028-29

The aim of St James' Church of England School is to make a distinctive contribution in the field of education by having a caring and compassionate concern for all the children it admits and by building a school community based on Christ's teaching. In formulating the Admission Policy, the Governors are aware of their responsibilities to children who are in local authority care, whose parent(s)/carer(s) are active and committed local church members and to children whose parents live locally.

The school has two sites, known as the Old Jamaica Road site and the Alexis Street site.

The Governing Body is responsible for the admission of pupils to the school and admits **60 pupils** to Reception each year. The Governing Body is required to abide by the maximum limits for infant classes (for 5, 6, and 7 year olds) i.e., 30 per class.

The Governing Body has designated a total of **10 places** to be allocated on the basis of the church criteria (iii) and (iv). Any of these 10 places that are not filled under (iii) and (iv) will then be allocated under the next applicable criteria.

Applicants who meet the church criteria, (iii) and (iv), but are unsuccessful in obtaining one of these 10 places will be considered under the next applicable criteria.

Parents/carers who wish to apply under church criteria (iii) and (iv) for their child must complete the school's Supplementary Information Form (SIF) and return this to the school (see Table above). Failure to return the SIF will mean that the school cannot consider the application for a place allocated on the basis of the church criteria and will consider the application under the next applicable criteria.

Oversubscription Criteria

If there are more than 60 applicants, places will be allocated according to the following criteria. These are stated in order of priority:

(i) looked after children and all previously looked after children, including 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 (see note 3).

(ii) children with an acute and professionally supported medical or social need for a place at this school (see notes 4 and 7);

(iii) children who along with a parent/carer are faithful and regular worshippers (see note 1) at St James' Church, Bermondsey or St. Anne's Church, Bermondsey and who reside within the specified school priority area (see notes 6 and 8);

(iv) children who along with a parent/carer are faithful and regular worshippers (see note 1) at another Anglican or other Christian church (see note 2) and who reside within the specified school priority area (see notes 6 and 8);

(v) children with a sibling attending the school (see note 5)

(vi) children in order of nearness of the home to the school (see note 7).

Tie Breaker

In the event that two or more applicants have equal right to a place under any of the criteria and there are insufficient places, the Governing Body will use distance, in the first instance, to decide between applicants; if applicants live equidistant from the school the Governing Body will draw lots to decide between applicants.

Notes:

1) Faithful and regular worshipper is defined as attendance at worship at least fortnightly for at least two years prior to application. Those who have recently moved to the area and who worshipped previously in a different church will be asked to supply a reference from that church so that the two-year period is covered.

- *In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the attendance requirement will be waived for the duration of any such closure(s).*

2) A Christian Church is one that is a full member of Churches Together in Britain and Ireland or The Evangelical Alliance, also including Monnow Road, City Hope and Rhema, Free Church.

3) Looked after children are children who are in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions as defined by Section 22(1) of the Children Act 1989 at the time of making an application to the school. Previously looked after children are children who were looked after immediately prior to being adopted, or who became subject to a residence order, (now termed child arrangement order under the Children & Families Act 2014), or special guardianship order, including 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. The Governors will require written confirmation that the child is looked after, or previously looked after, and will be so at the time of making an application to the school.

4) Children with an exceptional and professionally supported medical or social need for a place at this school. This must be supported by written evidence at the time of application, e.g., from a specialist health professional, social worker or other care professional. The evidence must set out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school.

5) Siblings includes full, half, step, foster and adopted brother or sister living in the same family unit and at the same home address as the child at the time of admission. The home address is where the parent/carer lives, and the child permanently resides unless otherwise directed by a Court Order. This will also apply to informal care arrangements. Where a child spends time with both parents/carers in separate homes and both have parental responsibility, the school will need to establish where the majority of school nights (Monday to Thursday) are spent. This will then be treated as the home address. Siblings attending Year 6 who will be transferring to secondary school will not be regarded as siblings under this criterion.

6) The specified school priority area is bounded by the River Thames, Jacob's Creek, Jamaica Road, Sweeney Crescent, Neckinger, Spa Road, Alscot Road, Grange Road, Dunton Road, Mandela Way, Oxley Close, Abercorn Way, St.James's Road, Rotherhithe New Road, Galleywall Road, Southwark Park Road, and West Lane. The boundaries run down the centre of roads. A map is available from the school.

7) Distance will be measured by the straight-line distance from the child's home postcode to the entrance of the main gate of the nearer of the school sites. If applicants share the same postcode, the lowest house/flat number will have priority. Where a child regularly lives at more than one address, the home address for admissions purposes will be the address of the person with parental responsibility. Where parental responsibility for a child is shared the home address will be the address at which the child spends more school (Monday to Thursday) nights.

8) Parents/carers submitting applications under criteria (ii, iii or iv) must return written evidence to the **school** no later than the online closing date (see Table A)

Co-ordinated Admission Arrangements

The school is part of the locally agreed co-ordination scheme, and the timescales for applications to be received and processed are those agreed with the local authority. Parents must complete their home Local Authority's admissions form via https://www.eadmissions.org.uk/ If applying for a place at this School, parents must name this School as one of the preferences on the application form. Parents must complete the online application form, even if their child attends the Nursery at this school. Online applications are made via 'www.southwark.gov.uk/schooladmissions'. More information is available in the Local Authority's admission booklet and on their website.

Parents/carers who wish to apply under church criteria (iii) and (iv) for their child must complete the school's Supplementary Information Form (SIF) and return this to the school as per the above date (see Table). Failure to return the SIF will mean that the school cannot consider the application for a foundation place and will consider the application under the next applicable criteria.

Late applications

The Governors will consider late applications in accordance with the procedure in the local authority's admission booklet. In essence, this means that late applicants will be considered after the initial round of offers is made; this is likely to reduce considerably your chance of gaining a place.

Special educational needs

Parents of pupils who have a statement of special educational needs, or Education, Health, and Care (EHC) Plan are required to apply for school places separately through the local authority from whom advice is available. If a child with a statement, or EHC Plan, is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced. The Governors will admit all those pupils whose statement, or EHC Plan, names the school.

Fair access

The school is committed to taking its fair share of pupils who are hard to place in accordance with the locally agreed fair access protocol. Pupils admitted under the protocol will take priority over any children on the waiting list and this may include, on occasion, admitting above the planned admission number.

Deferred entry for summer born children

The school admits children to the reception class in September of the school year in which a child attains the age of 5 years. (The school year runs from 1 September to the 31st of August.) All parents/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/carers wishing to defer entry for their child and/or attend part-time must contact the headteacher at the earliest opportunity to discuss the arrangements.

Deferred entry may only be extended within the **current school year**; it cannot be carried over until the next school year.

Admission Outside Chronological Age. (AOCA)

In some circumstances it may be appropriate to apply for admission for a child outside his/her normal age group. It is imperative, before applying, to discuss this with the headteacher as to why it would be beneficial for the child to be educated in reception a year later, rather than year one.

If the Admissions Committee of the Governing Body accepts the AOCA application, the parent/career will need to make a **new application for a reception place at St James' in the next admission round** for the following September. There is no guarantee that a place will be offered in that year, but the application will be considered alongside other applications and in accordance with the school's oversubscription criteria.

You will be notified of the Governors' decision for AOCA no later than the end of January after the application is made.

Waiting list

The school operates a waiting list which is ordered in accordance with the admission criteria. The waiting list is held until the end of the Autumn term. Parents may request in writing to join the waiting list.

Appeals

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the school. The form should be sent to reach the Clerk to the Appeal panel, c/o the school, within 20 school days of the date of the letter confirming the governors' decision not to offer a place. Should some appeals be unsuccessful, the governing body will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances.

In-year Admissions

In instances where parents/carers wish to move their children to St. James' in-year from another school, applications are made directly to the school via the website. Children will then be offered a place or added to the waiting list in accordance to this policy.