

How to apply for a Reception Place September 2020 for admissions 2021/22

1. Make sure St.James' is the right school for you
 - (a) Look at the school website.
 - (b) Consult the Southwark Booklet.
 - (c) Come to one of the open mornings – will be held virtually during COVID-19 restrictions
 - (d) Read carefully our Admissions Policy (all schools have different ones).
2. All applications have to be done online via PAN London on Southwark website. Mrs Brenta will help.
3. ONLY if you are applying for a Church Place you will need to fill in a supplementary form.
4. If you are applying for a sibling's place, read the Admissions Policy carefully to see who qualifies.
5. If you are applying for a place on social or medical grounds, you should speak to Mrs Brenta. You will need to supply evidence that a place at St.James' is necessary for your child's education.
6. St. James' receives from Southwark a file of all the applications. The Admissions committee at St.James' then offers places in accordance with our admissions policy.
7. Places are allocated in the following order:
 - (a) Children in the care of the local authority
 - (b) Children whose social and medical needs can only be met by a place at St.James'
 - (c) Children whose families live within the Admissions Area (which approximates to the Parish boundary - see map) and regularly attend churches as defined in the Admissions Policy
 - (d) Children who have siblings at the school
 - (e) Every one else is allocated on the distance of the home address to the nearer of the two school sites
8. You will be notified by Southwark by email on April 16th 2021, after 5pm
9. You have the right to appeal. A hearing will be arranged where you can present your case if you think that the school has not followed its Admissions Policy correctly.

Note: if you are not in any of the priority categories (a) - (d), you will have to live very close. The cut off radius varies from year to year, but usually you'll need to live within about 300 meters of the school.

Note: children currently in the nursery do not automatically receive a place. Families have to follow the admissions procedure outlined above

Note: Do not miss deadlines.

Note: Leave yourself plenty of time to get the required medical/social/church attendance evidence.

Note: Supplementary evidence (medical/social and church attendance) must be returned to the school, not the local authority.

Note if you are applying for a church place, make sure your church is on the Churches Together list <https://ctbi.org.uk/member-churches/>

If you need any further advice or help with your application contact Mrs Brenta at the school.