

St James' C. of E. Primary School

Birch- in- Rusholme, Manchester M14 6HW

Admission Policy 2019/2020

St James' is situated in the Diocese of Manchester and is maintained by Manchester Education Authority. As a Voluntary Aided school, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions to the school.

For the school year commencing September 2019 the admission number is 30.

Admission to the school will be made by the Governing body in accordance with the stated parental preference, subject to the following set of admissions criteria forming a priority order where there are more applications for admission than the school has places available. The governors will admit all children having a statement of special education needs in which the school is named. In the event of oversubscription for the remaining places they will be allocated by the following criteria applied in order.

Admissions Criteria

1. Children in public care or those who have previously been in public care.
2. Children whose medical or social circumstances mean that their needs can only be met at this school.
3. Children who have a sibling at St James' Primary School at the time of admission.
4. Children of staff at the school, where staff have been in employment for at least two years.
5. Children whose parents/carers regularly attend the Church of the Holy Innocents, Fallowfield
6. Children whose parents/carers live within the boundaries of the parish of Birch with Fallowfield and regularly attend another Christian place of worship
7. Children whose parents/carers live within the boundaries of the parish of Birch with Fallowfield and regularly attend a place of worship of another faith tradition (eg mosque, synagogue)
8. Children whose parents/carers live within the boundaries of the parish of Birch with Fallowfield
9. Other children living within Manchester whose families can demonstrate a faith commitment
10. Other children

Notes

- a. All applicants will be considered at the same time and after the closing date for admissions. Claims made on the application form will be verified
- b. Where there are more applicants for the available places within a category, then distance to the child's normal home front door from the main gate of the school in a straight line measured on a map will be used as the final determining factor, nearer addresses having priority over more distant ones. The 'normal' home of the child will be taken to be the home in which the child sleeps for the majority of the school week.
- c. Where admission is sought under exceptional medical or social circumstances criteria, professional supporting evidence, e.g. from a doctor, psychologist or social worker, is essential. Such evidence must set out the particular reasons why the school is the most suitable for the child and the difficulties that would be caused if the child had to attend another school.

Definitions

1. The term sibling includes half or full brother/sister, adoptive brother/sister, step brother/sister, half brother/sister, foster brother/sister and adopted brothers or sisters living at the same address and full brother or sister living apart.
2. Regular attendance is normally taken to mean a minimum of monthly attendance at church at public worship for at least the year prior to 1st September in the year before admission to the school.
3. Parent shall also mean legal guardian.
4. Children who have previously been in care are children who were looked after, but ceased to be so because they were adopted, became subject to a residence order or special guardianship order.

Late applications

Late applications for reception year will be considered only after all applications received before the closing dates have been determined. If places become available the above criteria will be applied to late applications and any undetermined appeals.

Casual Admissions

The above criteria will be applied if casual vacancies arise during the school year and there are more applicants than places. The Governors have delegated responsibility for considering casual admissions to The Senior Leadership Team.

Deferred entry

The Governors and Headteacher believe that it is in the best interests of all children to commence school in the September of the year that a child will attain the age of 5. It is acknowledged that a parent or carer may wish to defer entry to the school until the term after the child is 5 provided that this is not after the end of the academic year. All such deferrals must be agreed with the Head Teacher.

Appeals

If your application for a place in this school is unsuccessful you have the right to appeal. If you receive notice that your application has been unsuccessful, a copy of the Appeals Procedure and Guidance will accompany it.

Approved by Governors: Oct 2017

Supplementary form (A) - (Parent(s)/Guardian(s))

Name of child:

Surname First names

Date of birth Boy Girl

Name of parent(s)/guardian(s)

Address

.....

Post code

Daytime contact telephone number

The name of any older brother or sister who will still be attending the school at the date of admission of the younger child.....

.....

Place of worship one of the parents / guardians regularly attends:

Name of place of worship

Address

.....

Name of vicar / priest / minister / faith leader

Address

.....

Post code Telephone

Worship attendance:

How frequently do you attend worship?

weekly fortnightly monthly

For how long has this been your practice?

Your faith leader will be contacted in order to confirm this information.

SIGNED.....Parent/Guardian

Supplementary Form (B) – Reference from Church Leader

Name of child:

Surname First names

Name of parent(s)/guardian(s)

Address

.....
.....

Post code

Telephone Mobile

Place of worship one of parents / guardians regularly attends:

Name of place of worship

Address

.....

Name of vicar / priest / minister / church officer

Address

.....
.....

Post code Telephone

.....

I confirm that the parent/guardian (**and / or child**) named above has attended church at least monthly for the past year.

SIGNED..... Vicar/priest/minister/ church officer

DATE.....

OFFICIAL STAMP OF PLACE OF WORSHIP:

