



St James' CofE Primary School

Admissions Policy 2025-2026

Introduction

This document sets out the admission arrangements of St James' CofE Primary School. For the purposes of this policy, the Vine Schools Trust is the admission authority.

Ethos Statement

Our aim is that the children who attend our school leave us fully prepared as resilient, compassionate, empathetic, global citizens, who understand the challenges of a modern world and as Christians, what is needed to thrive within it.

We work tirelessly to fulfil our pupil's full potential to be successful, aspirational adults, that can have an impact on both their local community and the global one. Our Christian values and concept-based curriculum underpin this aim and together we are able to open doors of opportunity for each and every child's future.

Process

1. Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of 15th January.
2. The Local Authority will inform parents of the offer of a place on behalf of the Vine Schools Trust on the national offer date 16th April or the next working day.
3. The St James' CofE Primary School has an admission number of 30 pupils for entry into Reception. The school will accordingly admit at least 30 each year if sufficient applications are received. All applicants will be admitted if 30 or fewer apply. The school will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria set out below.

Oversubscription Criteria

Looked after/Previously looked after child

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. Including, looked After Children (LAC), Previously Looked After Children (PLAC) and Children Previously looked After from outside England. (PLAC) (as defined on page 18 of the Primary Education in Essex booklet).
71. 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 definition in Section 22(1) of the Children Act 1989).

Siblings

2. Siblings of pupils attending St James' CofE Primary School at the time of application.

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

Faith based

3. Regular attendance at public worship in any Christian church.

For the purposes of these admission arrangements 'other Christian church' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity. Click [here](#) for the Church of England's list of designated churches.

Attendance will be established by information provided on the Supplementary Information Form completed by a member of the clergy or other designated church officer. For the purposes of these admission arrangements 'regular' means attendance at least eight times in the twelve months immediately prior to the date of application.

4. Practising member of any religious faith.

Membership and practice of the faith will be established by information provided on the Supplementary Information Form completed by a designated faith leader of the relevant faith eight times in the twelve months immediately prior to the date of application.

In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship, has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church, or in relation to those of other faiths, relevant place of worship, or alternative premises have been available for public worship.

Social and Medical need

5. Admission on social or medical grounds can be considered where the medical condition relates either to the child in question or a parent/carer, brother or sister or other relative/childminder. Supporting evidence in the form of a letter from a doctor or social worker or other relevant qualified, independent professional, would be required.

Children of staff

6. Children of all staff will be considered where the parent has a permanent contract of employment. Their normal base of work must be at Paringdon Road, Harlow, Essex, CM18 7RH and their employment contract must have been in place for two or more years at the time of the closing date for application for admission.

Distance from school

7. Proximity to the school with those living closest to the school having priority calculated by:

For admissions purposes the LA uses data provided by Ordnance Survey (OS) to measure straight line distances. The OS data plots the coordinates of each individual property (the home address) which are referred to as address points. The definition of the home address is as described on page 9 in Essex Admissions Booklet.

Straight line distance is measured from the address point of the home address to address point of the school. Distances are reported in miles to three decimal places. If a child's time is split equally between two residences, the address of the residence at which the child resides for the majority of the school week would be used to measure the distance between the child's school and home. In the unlikely event of two applicants with an identical distance competing for a single place at a community or VC School the place will be offered to one applicant on the basis of lots drawn by an officer of the County Council not involved in admissions, with the exception of twins, triplets etc. Foundation, VA Schools and Academies may have their own tie-break policy.

The child's home address will be determined by:

The home address is considered to be the address at which the child resides on a permanent basis or is 'ordinarily resident'. This is generally the address of the parent/carer. In some cases, children may be 'ordinarily resident' for the majority of the school week, including overnight, with another relative or carer, such as a grandparent. This may also be the case where a child resides between two parents at different addresses following the breakdown of the parental relationship. Where this is the case, the application may be processed on the basis of that address (where the child resides for the majority of the school week) and proof of address and residence arrangement will be required with the application. The child must be living with the parent, relative or carer 24 hours per day, for the majority of the school week.

Tie-breaker

Proximity to the school. We will measure the distance by a straight line. All straight-line distances are calculated electronically using a geographical information system.

In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code).

Late applications

Applications received after the closing date and before the [Admission Authority's] admission meeting will be placed last in the criteria in which they fall unless the [Admission Authority] is satisfied that there are exceptional circumstances which reasonably prevented the application from being submitted on time.

Supporting evidence, including that provided by the required Supplementary Information Form, must also be supplied by the closing date for applications, unless it is satisfied that there are exceptional circumstances which reasonably prevented it being submitted on time. In the absence of such supporting evidence, the allocation of places will be made on the basis of the application alone.

In-Year admissions

From time to time a place becomes available further up the school. The allocation of places is in accordance with the admissions criteria. As of the 1st April 2022, all Mid-Year Applications should be made directly to the School. Either contact the Office on 01279 432459 or email admin.harlow@dvcst.org and they will be happy to help!

Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on their schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows: With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- 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 school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

Waiting Lists

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the admission authority and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

Appeals Procedure

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact Sarah Hogg at St James' CofE Primary School at Paringdon Road, Harlow, Essex, CM18 7RH within 20 days of the date of the letter refusing your child a place at the school for information on how to appeal.

Information on the timetable for the appeals process is on our [website](https://stjamescofeprimaryschool.co.uk/) at <https://stjamescofeprimaryschool.co.uk/>

School age

A full-time school place in the Reception class is available for children from the September following their 4th birthday, etc.

Deferred entry for infants

1. Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age of 4.
2. If a parent wishes their Summer Born child to start Reception a year later; parents must seek agreement from St James' CofE Primary school directly, requests should be made in writing accompanied by evidence to support this application for deferral. Full details are available in the Primary Education in Essex booklet, available to view on the website essex.gov.uk/admissions.

Address definition

The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. Evidence may be requested to show the address, for example: to which any Child Benefit is paid or at which the child is registered with a medical GP together with recent utilities bill, council tax bill or tenancy agreement. This evidence will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with parents with shared responsibility for each part of the week). Parents should not assume that a place will automatically be allocated to their child.

Enquiries

Should be to Mrs Sharon Nelson on email admin.harlow@dcvst.org or telephone the School Office on 01279 432459.



St James' Church of England Primary School
Opening Doors to Our Future
Supplementary Information Form 2025 - 26

Child's name	Date of birth	Gender
Address		
Parent/Guardian Name		Parent/Guardian Name
Address & Contact Telephone Number		Address & Contact Telephone Number
I have read and understand the Admissions criteria and am applying on the following grounds: (please tick all that apply)		
1. Looked After Children (LAC), Previously Looked After Children (PLAC) and Children Previously looked After from outside England. (PLAC) (as defined on page 18 of the Primary Education in Essex booklet).		
2. Siblings of pupils attending St James' CofE Primary School at the time of application.		
3. Regular attendance at public worship in any Christian church.		
4. Practicing member of any religious faith.		
5. Admission on social or medical grounds can be considered where the medical condition relates either to the child in question or a parent/carer, brother or sister or another relative/childminder. Supporting evidence in the form of a letter from a doctor or social worker or other relevant qualified, independent professional, would be required.		
6. Children of all staff will be considered where the parent has a permanent contract of employment. Their normal base of work must be at Paringdon Road, Harlow, Essex, CM18 7RH and their employment contract must have been in place for two or more years at the time of the closing date for application for admission.		
7. Proximity to the school with those living closest to the school having priority calculated by: For admissions purposes the LA uses data provided by Ordnance Survey (OS) to measure straight line distances. The OS data plots the coordinates of each individual property (the home address) which are referred to as address points. The definition of the home address is as described on pages 9 in <u>Essex Admissions Booklet</u> .		
Signed		Date

If you are applying under criterion 3 or 4 please complete the other side of this form and ask your Priest, Minister or Spiritual Leader to sign it before returning it to St James' CofE Primary School as soon as possible.



Our Core Christian Values: Respect, Responsibility, Community, Friendship, Forgiveness, Courage.

This Supplementary Information Form should be used if you are applying for a place at St James' CE Primary School. If you are applying under criterion 3 or 4, your Priest, Minister or Spiritual Leader should also complete the relevant sections.

This form is not an application form. It will be used in addition to the Local Authority's official application form and will allow the School Governors to place applications in order, according to the school's admission criteria.

Name of Child Date of Birth

Name of Parents/Guardians

Address

..... Postcode

Under which criterion are you applying? Tel No:

Signature of Parent/Guardian Date

If you are applying under criterion 3 or 4, please complete this section:

Name of church or place of worship

Name of Priest/Minister/Other

Contact details for above

How often do you attend?

Weekly Fortnightly Monthly Occasionally Other

How long have you been attending this place of worship?

Less than a month 1-6 months 6-12 months more than a year

If less than 12 months, have you been attending another place or worship regularly prior to joining this congregation?

Yes, for at least 6 months No Don't Know

Name of previous place of worship

If you are applying under criterion 3 or 4, please now pass this form to your Priest, Minister or Spiritual Leader and ask them to complete this section and return the form to the School Office as soon as possible.

I confirm that this family belong to our congregation and, to the best of my knowledge, the information on this form is accurate.

Name Signature



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