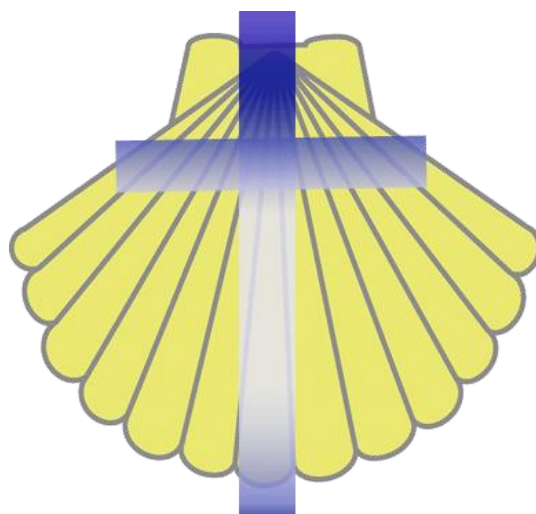


# Saint James' Church of England Primary School and Nursery



## **Our Vision**

**'A Christian Community Achieving Excellence and Equality'**

**Be Safe: self-control; peace; patience**

•

**Be Respectful: kindness; gentleness; goodness.**

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**Be Individual: faithfulness; love; joy**

•

## **Admissions Criteria**

**Date: Spring 2025 Review Date: Spring 2026**

## Admission Arrangements for the Academic Year 2025/26

Applications for a 'Reception' school place must be made via the Schools Planning and Admissions Department at Essex County Council who allocate all children wishing to join Saint James' Church of England Primary School and Nursery. For places starting in September 2025 the closing date for applications is 15<sup>th</sup> January 2025. In the first instance you will need to apply online at [essex.gov.uk/admissions](http://essex.gov.uk/admissions), if you do not have internet access, please apply to the local authority for a paper copy. For Reception intake the local authority forward names of pupils wishing to join Saint James' Church of England Primary School and Nursery to the Local Schools Board.

- a. The published admission number (PAN) for entry into the School is 60 in any year group. The School will admit up to the PAN in the normal year of entry, which is the Reception year. Where there are more applications for admission than places available at the School, then places will be offered in accordance with the oversubscription criteria set out below.
- b. Infant Class Size Regulations apply to the normal year of entry (and Year 1 and Year 2). These Regulations require classes to be no bigger than 30 children, even if the PAN is much lower than 30.

For **mid-term transfers**, please apply to the school directly by using the application form found on our school website.

The Local Schools Board of the school will consider application for admission against the following criteria and in the following order, subject to availability of places in the appropriate year group. The maximum number to admit in any Year Group is 60. Applications must be made by the National Closing Date detailed in the Primary Education Essex booklet, which is available from the LA. Late applications will be dealt with as detailed in these booklets for children resident in Essex. Children resident outside of Essex should refer to the process for handling late applications published by their home LA. Applications for entry into the Reception Year Group must be made to the Local Authority by the closing date published in the Primary Education in Essex Booklet. Late applications will be dealt with as detailed in this booklet.

In addition, if applying under the Supplementary Information all applicants will be required to complete and return this form to the school.

### LAC, PLAC and IAPLAC

#### 1. " Looked After Children and Previously Looked After Children

From September 1 2021 are to include children from outside of England who have been adopted from public care, as follows.

#### Looked After Children, Previously Looked After Children or Children Internationally Adopted After Public Care

After children with an **EHCP Plan** naming our school, our first oversubscription criterion must always be Looked After, Previously Looked After and Internationally Adopted Previously Looked After Children, as this is a legal requirement.

i. A "Looked After Child" (LAC) 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 the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school

ii. A "Previously Looked After Child" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order immediately following having been looked after.

iii. An "Internationally Adopted Previously Looked After Child (IAPLAC) is a child who appears (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.

## **2. Children whose parents attend the Parish Church of St James the Great**

Regular attendance is defined as the child and parent or carer attending public Worship, either: at St James the Great Church; St James' Church of England Primary School or at another event led by clergy of St James the Great Church for not less than twelve times in a twelve-month period prior to the date of submission of the application for admission to the school. (Supplementary information form is required).

## **3. Children whose parents are 'at the heart' of other Anglian churches or other Trinitarian Christian churches expressing a wish for a CE education and whose involvement is confirmed by a reference from their Parish Priest or Church Minister.**

Regular attendance at public worship in any other Christian church for not less than eight times in a twelve-month period prior to the date of submission of the application for admission to the school. For the purposes of these admission arrangements 'other Christian church' means any Anglican church or 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. The list of nationally Designated churches can be found at [https://www.churchofengland.org/sites/default/files/2019-04/list\\_of\\_designated\\_churches\\_3\\_oct\\_18.pdf](https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf)

## **4. Children who at the time of their proposed admission to the school, have a sibling or siblings who are also current pupils at the school. (Sibling is defined as children who live as brother and sister in the same house, including natural brothers and sisters, adopted siblings, step brothers or sisters and foster brothers and sisters).**

" A child whose home address is inside the priority admissions area (sometimes also called the catchment area) is eligible for this category where they have a sibling attending the School on the date of application and the sibling will still be attending the School at the time of admission.

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where the child for whom admission is sought is living in the same family unit as that sibling and at the same address.

- Home address means the place where the child resides for the majority of the school week (Sunday to Thursday) with the person/s who legally has care of the child (child care arrangements are excluded). The School may require documentary evidence of house ownership or tenancy together with evidence of the child's residency at the property.
- Priority Admissions Area means the geographical area from which children will be afforded priority for admission to the School. A map showing the priority admissions area is shown as an appendix to this Admission Policy and is available to view on the School website. A hard copy is available at the School office.

**5. Children living in the priority admission area** (a map is available at the end of this document or as a hard copy from the school office).

**6. Children outside the priority admission area but living in the parish of St James & St Paul, Colchester.** Parish catchment area, means the geographical area from which children will be afforded priority for admission to the School. A map showing this area is shown as an appendix to this Admission Policy and is available to view on the School website as well as a hard copy in the school office. an appendix map available in the school office.

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A child with an **Education Health Care Plan** that names St James' on the statement will be admitted irrespective of the above criteria.

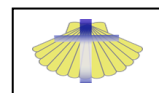
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P.O. Box 11, Chelmsford, CM1 1LX Telephone: 01245 430447**

**Waiting List - The school maintains a waiting list for each year group.**

# Supplementary Information Form for Admission for 2025/2026



## Personal Details

First Name of Pupil.....Gender: .....

Last Name of Pupil.....

Date of Birth.....

Names of parents/carers.....

Relationship to child.....

Address.....

Post Code.....Tel.....

Is your child a 'Looked After' Child? Yes / No

Does your child have an Educational Health Care Plan? Yes / No

## Admissions Criteria Details

Look at the admissions criteria and put the number in the box under which you are applying.

If you are applying under criteria 2 or 6, please put the admissions criteria number in the box. This information will be verified by the Rector when the form is returned to school.

If you are applying under criteria 3, please tick the box here, and give the name of your local priest/minister and name and address of the church. We shall contact your Church To verify your information.

Name of Priest/Local Minister.....

Name of Church and address.....

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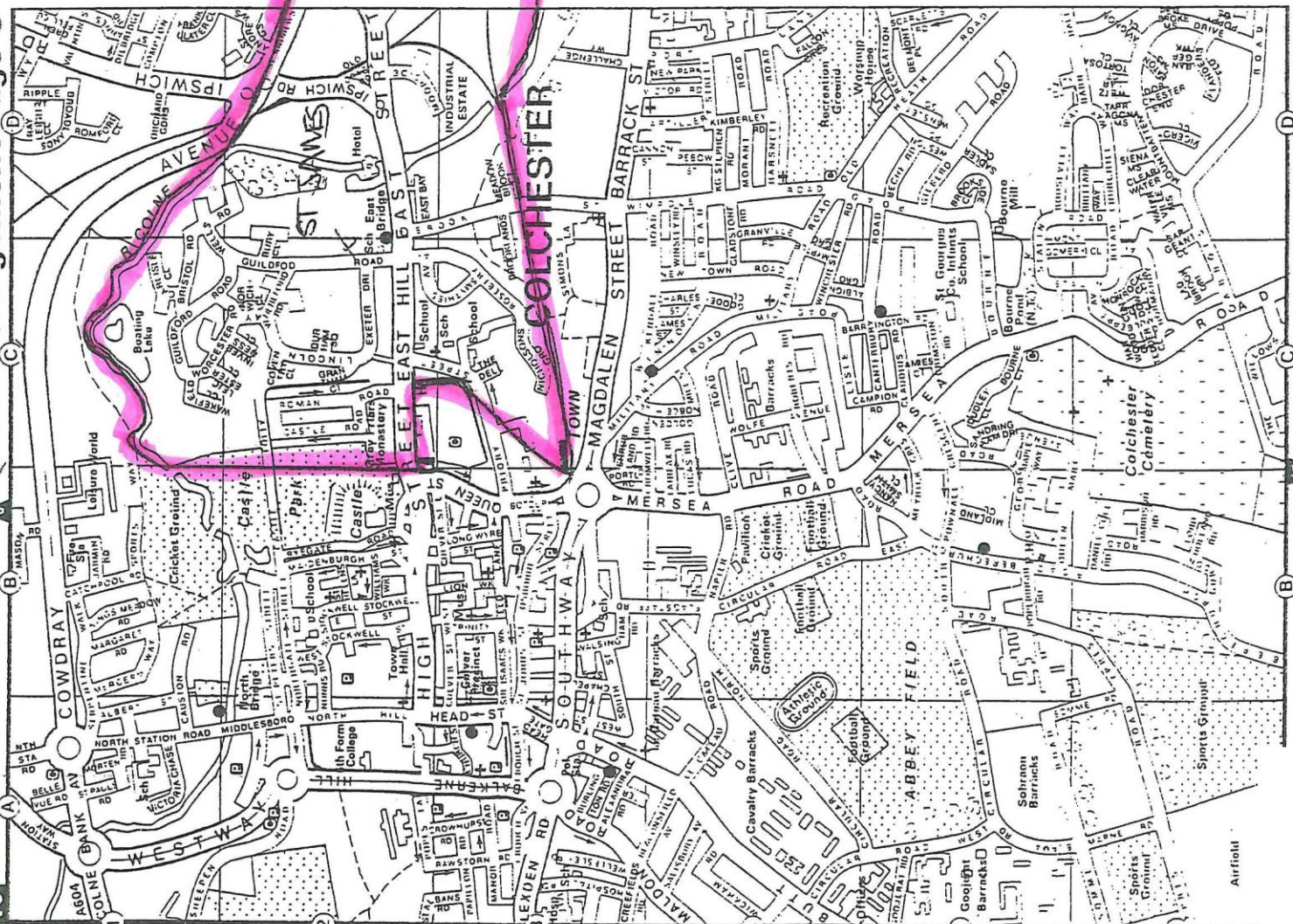
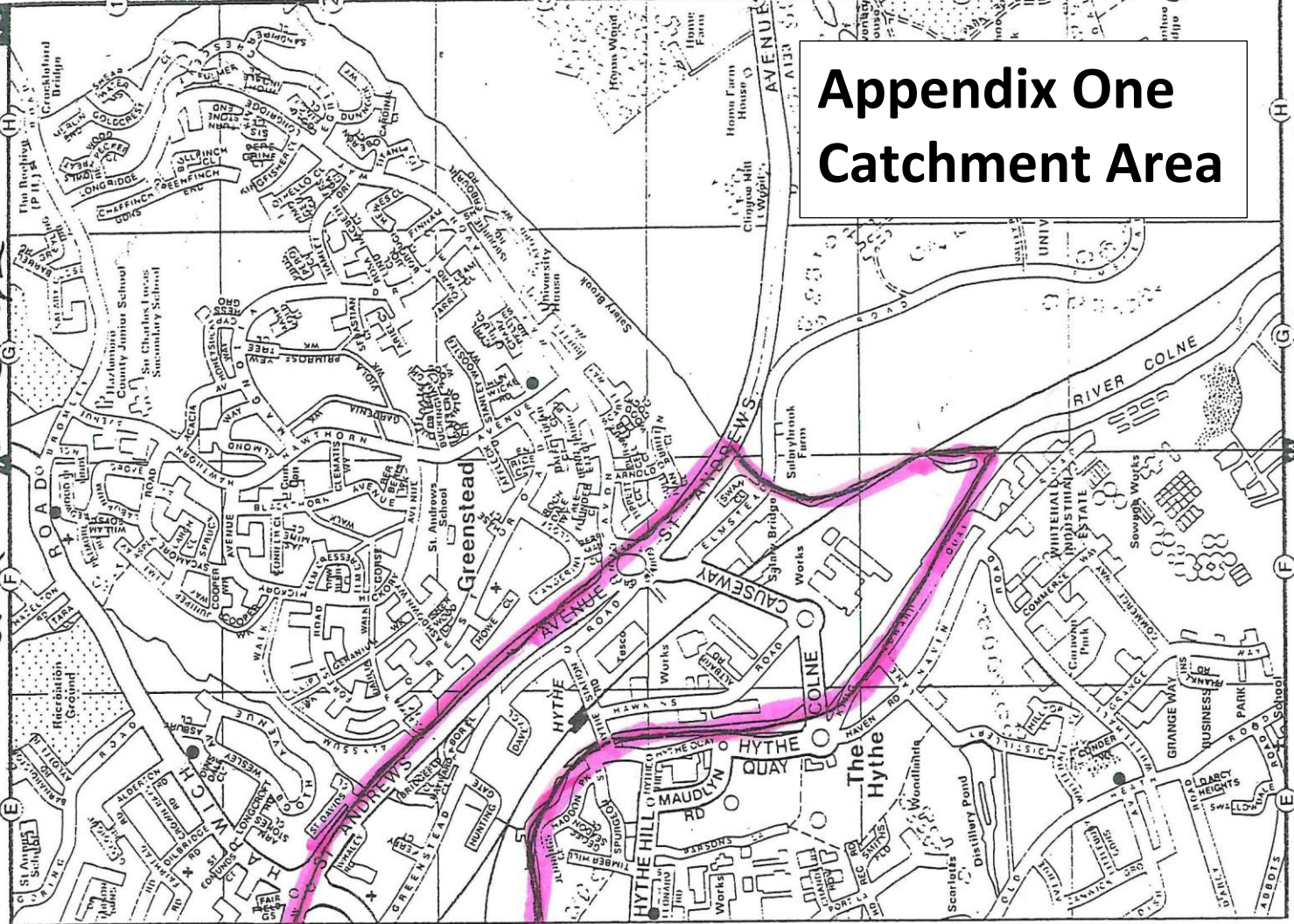
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Where applicable, date verification of details requested.....

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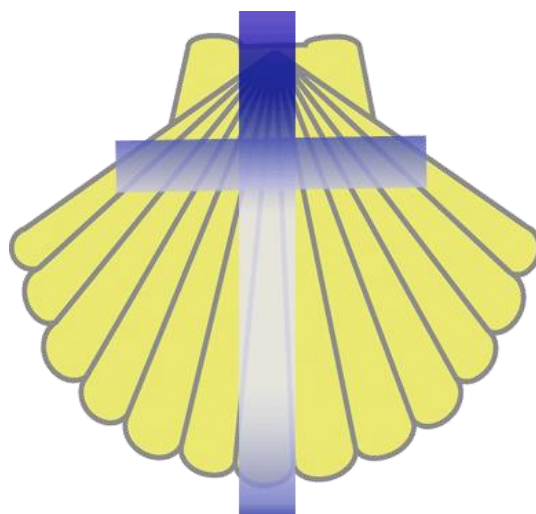
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# Appendix One Catchment Area





# Saint James' Church of England Primary School and Nursery



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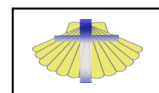
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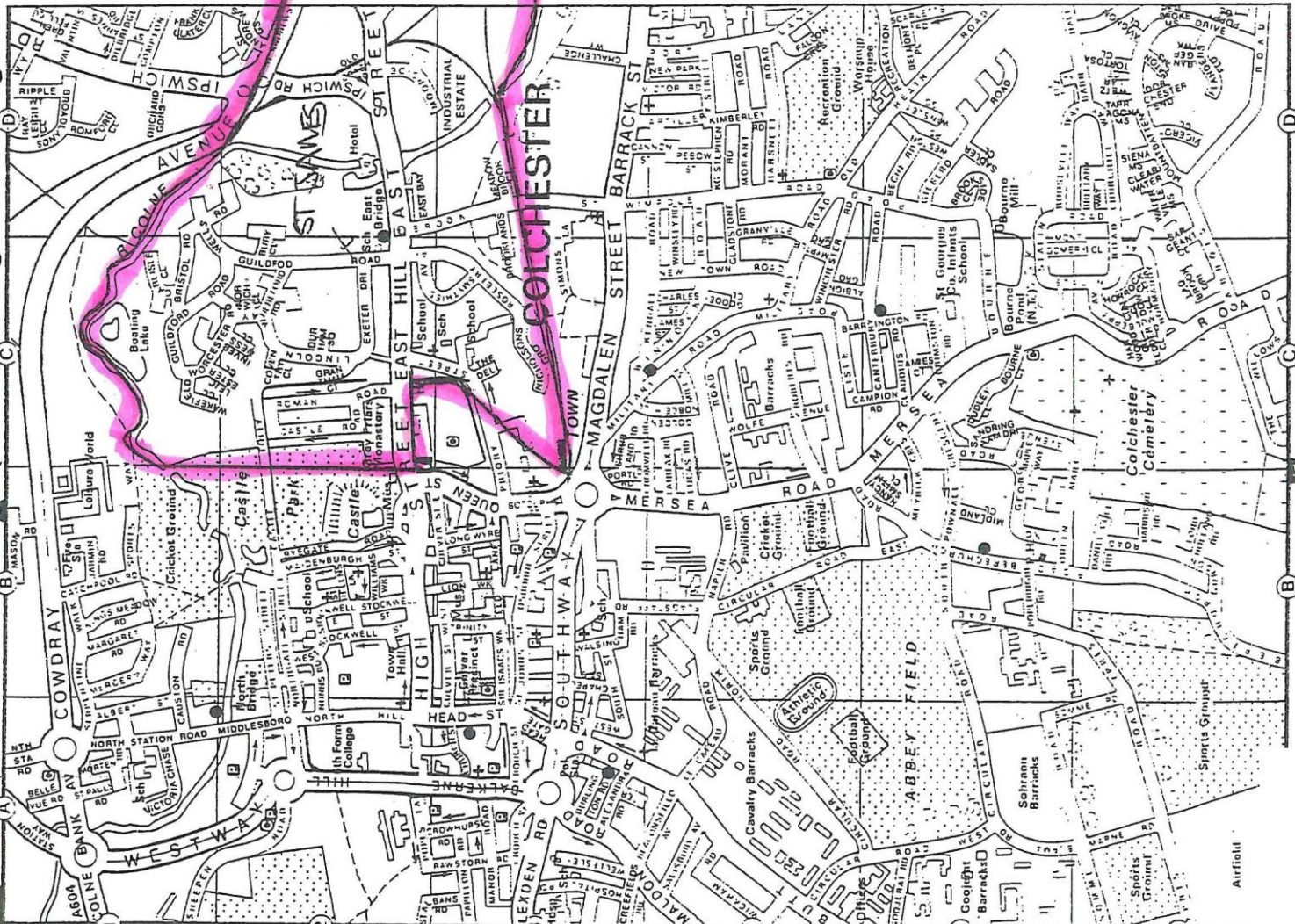
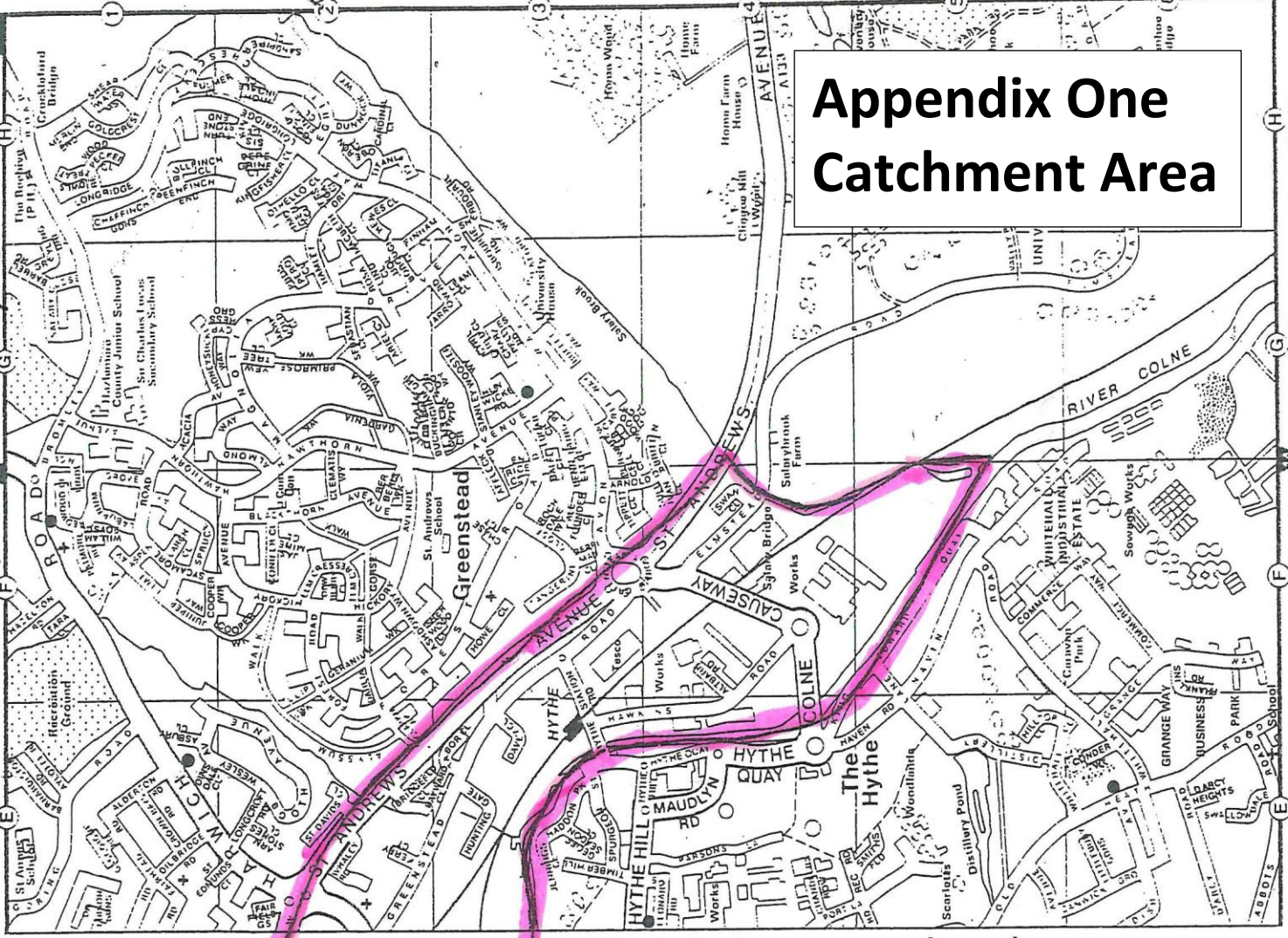
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# Appendix One Catchment Area



# Appendix Two Parish Catchment Area

