

Admissions Policy  
September 2019



**ST JAMES'**  
CE ACADEMY

Approved by Sentamu Academy Learning Trust, Board of Trustees on 9 October 2017

# St James' CE Academy

## Admissions Statement of Policy

### PROPOSED ADMISSION ARRANGEMENTS

#### 1. Arrangements for admission to 4-11 Provision

St James' CE Academy has a published admission number of 30 pupils for admission to our Reception class (Foundation Stage 2).

The admission arrangements for St James' CE Academy for the year 2019/ 2020 and for subsequent years (subject to any changes approved following future consultation) are as follows:

#### 2. Process of application

Applications for places at the Academy will be made in accordance with the Local Authority's (LA's) co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by Hull City Council. (This form is also available on our website). It will use a timetable for applications each year, which, whenever possible, will fit in with the common timetable agreed by Hull City Council (please see Local Authority admissions booklet) and which will comply with the School Admissions' Code and the Academy's Funding Agreement.

- a. By September - St James' CE Academy will publish on its website, information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2018 for admission in September 2019). The Academy will also provide information to the LA for inclusion in the composite prospectus, as required;
- b. January – application forms to be completed and returned to the LA admissions' department (the closing date for primary school applications for admission to our Reception class in September 2019 is mid-January 2019 – the actual date will be published on the LA and the Academy's website during the autumn term 2018);
- c. April 2019 - offers made to parents by the LA – the actual date will be published on the LA website during the autumn term 2018.

Please note that we welcome visits by appointment from parents at any time during the process.

### **3. Consideration of applications**

St James' CE Academy will consider all applications for places. Where fewer applications than the published admission number are received, the Academy will offer places to all those who have applied.

### **4. Procedures where St James' CE Academy is oversubscribed**

Where the number of applications for admission is greater than the Published Admission Number, applications will be considered against the criteria set out below. After the admission of pupils with statements of Special Educational Needs or Education, Health and Care plans (EHCPs) where St James' CE Academy is named on the statement or EHCP, the criteria will be applied in the order in which they are set out below:

- a. Looked after children and previously looked after children; (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 at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order or special guardianship order.);
- b. Pupils with very exceptional medical and/or social factors directly relating to school placement. Applications under this criterion must be supported by written evidence from a doctor or other professional practitioner. Applications in this category will be considered on a case by case basis (see Paragraph 5 Note i below);
- c. Admission of pupils being resident within the catchment area of the school- please see Appendix attached to Policy. Priority will be given to those living nearest the Academy (the distance measured is the shortest available safe route for pedestrians using footpaths alongside roads marked on the current street map of the City from the main entrance to the Academy to the main entrance to the child's permanent address – see Paragraph 6 Note ii below);
- d. Admission of pupils who have one or more siblings currently attending the Academy and who will continue to do so on the date of admission (see Paragraph 7 Note iii below);
- e. Any other pupils, with priority given to those living nearest the Academy (see Paragraph 6 Note ii below).

Criteria d and e will be used as a tie-breaker for other criteria. If the school is oversubscribed within its catchment area after the allocation of statement and EHCP places, and children under criteria a and b, then criteria d and e will be used in that order as tie-breakers. Final Tie-breaker - if proximity to the Academy does not distinguish between two or more applicants with equal priority for the remaining place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the Academy.

There will be a right of appeal to an Independent Appeals' Panel for unsuccessful applicants. Parents who wish to appeal should fill in a form available from the LA's admissions department, and return it to the LA'S admissions department. The Council's Democratic Service will then arrange for an Independent Appeals' Panel to be convened.

## **5. Note (i) Medical Factors:**

Supporting evidence for applications under the provisions should set out the particular reasons why the Academy is the most suitable school for the pupil to attend and the difficulties it would cause if the pupil had to travel to another school. The Academy may make contact with the District Medical Officer for independent information regarding the medical factors in the application and may also seek advice from other qualified professionals or specialists where necessary.

## **6. Note (ii) Definition of Permanent Home Address**

The child's permanent home address is where he or she normally lives and sleeps and goes to school from. Proof of residence – such as a council tax bill – can be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to the Academy, the offer of a place may be withdrawn.

## **7. Note (iii) Definition of 'sibling':**

Siblings (brothers or sisters) are considered to be those children who live at the same address and either:

- a. have one or both natural parents in common;
- b. are related by a parent's marriage;
- c. are adopted or fostered;
- d. their parents are married/co-habiting and children live together in the same household;
- e. they are children of the same household.

## **8. Operation of waiting lists**

- a) Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year St James' CE Academy receives more applications for places than there are places available, a waiting list will operate until 31<sup>st</sup> December at the end of the term after the admission date. This will be maintained by the Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.
- b) Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 4a-e above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The date of application is not relevant to determining a child's position on the waiting list.

## **9. Annual Procedures for Determining Admission Arrangements**

### **i. Consultation**

St James' CE Academy will consult on proposed changes to its admission policy and arrangements by 31<sup>st</sup> January in accordance with the School Admissions Code.

The Academy will consult with:

- a. The York Diocesan Board of Education;
- b. Hull City Council;
- c. Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the LA;
- d. Any other governing body for primary and secondary schools (as far as not falling within paragraph c) located within the relevant area for consultation;
- e. Affected admission authorities in neighbouring LA areas;
- f. Parents.

### **ii. Publication of admission arrangements**

St James' CE Academy will determine its admission arrangements by 28<sup>th</sup> February each year and will publish its admission arrangements each year once these have been determined, by:

- a. Copies being sent to primary and secondary schools in Kingston upon Hull LA;
- b. Copies being sent to the offices of Hull City Council;
- c. Copies being made available to the York Diocesan Board of Education;
- d. Copies being sent to public libraries in the area of Kingston upon Hull LA for the purposes of being made available at such libraries for reference by parents and other persons;
- e. Publishing a copy on the Academy website.

### **iii. The published arrangements will set out:**

- a. The name and address of the Academy and contact details;
- b. A summary of the admissions policy, including oversubscription criteria;
- c. A statement of any religious affiliation;
- d. Numbers of places and applications for those places in the previous year;
- e. Arrangements for hearing appeals.

### **Statement of Policy Review**

The Academy will consult on its admissions as required under the Schools Admissions Code. Future consultations will only take place every seven years unless changes to the Admissions Arrangements are proposed.