

ST. JAMES' CHURCH OF ENGLAND PRIMARY ACADEMY

Primary Admission Arrangements for September 2025-2026

ADMISSIONS POLICY

St. James' Church of England Primary Academy has a target school roll of 210 pupils. The Academy is a one form entry Academy. It has seven classes from Year R to Year 6. The planned admission number is 30 pupils.

There will be a single intake in September 2025 for children born between 1st September 2020 and 31st August 2021.

Applications should be made using the Medway Coordinated scheme, which has a Fair Access Protocol identifying children who can be placed via the FAP to include children on a Child in Need/Child Protection Plan, children in refuge, children in formal kinship care arrangements, children who have been out of education for four or more weeks and previously looked after children for whom the local authority has been unable to promptly secure a school place. Medway operates an Equal Preference approach.

The Academy will decide when to admit four year old pupils in accordance with the LA guidelines as well as the admissions code as it stands for intake during the 2025-2026 school year.

Parents are not obliged to start their child at school until the beginning of the term after the child is five. Therefore, parents who have been offered a September place may ask to defer their child's admission until the beginning of the spring term without losing the offer of a place. Children with summer term birthdays (1 April to 31 August) may ask to start their child in year 1 in September 2026, but the foundation stage place will not be saved. Parents will need to reapply for a year 1 place.

St. James' Church of England Primary Academy is a Christian Academy and is part of the Medway Anglican Schools Trust. Its mission is to provide an environment that reflects and supports the Christian ethos. Parents therefore are expected to support this when they accept a place for their child.

The Academy may need to contact the local minister or member of the clergy to provide a church reference confirming regular church attendance (attendance at services at least once a month) or may choose to contact the parents directly to ask for contact details of previous places of worship if the family have recently re-located.

Subject to its right of appeal to the Secretary of State in relation to a named pupil, St. James' Church of England Primary Academy will admit all pupils with a statement of special educational needs naming the Academy.

Parents who wish to apply for admission to the Academy should do so online at the following email address: www.medway.gov.uk/onlineadmissions

Offers of places will be sent to parents by Medway Council on behalf of the Governing Body. Parents must accept/refuse the place by the agreed date.

A waiting list will operate according to the co-ordinated scheme (see details at the end of this document).

OVERSUBSCRIPTION

If the number of preferences received via the co-ordinated scheme is more than 30, places will be offered in the following priority order:

1. **Looked After Children** (as defined by the Medway coordinated admission scheme) "looked after children and all previously looked after children, including those children who appear (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. Regular Church attendance, where the child or at least one parent/carer is a regular worshipper (the level of attendance should be at least once a month) at a church affiliated to, or represented at "Churches Together in England" or the "Evangelical Alliance" and has been for at least 12 months prior to the application being made.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these Reception September 2024 admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

NB: If oversubscribed, at least 50% of the places available each year will be allocated without reference to any faith-based admission criteria.

3. Current family association – brother or sister at school at the time of admission. The definition of this includes stepbrothers and sisters and children living as a family unit.
4. Children of teaching staff – the member of teaching staff has been employed at the school for two or more years at the time the application is made. Or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Child's health reasons – medical evidence must be provided which demonstrates a specific health reason that requires a child to attend the preferred school.
6. Nearness of children's homes to the school. Distance will be measured by the shortest route to school from the child's home address using roads and paths that are known to the graphical information software (GIS) utilised by the Local Authority. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by Ordnance Survey. The same address point on the school site is used for everybody. The school uses the measurements provided by the Local Authority (LA) and further information on how distances are calculated is available in the Admissions Booklet provided by the LA. In the case of distances from flats, the school will use the process defined below. If a child has more than one permanent home address, the nearest will be used for admission purposes.

Note:

If in categories 2-6 above, a tie-break is necessary to determine which child is admitted. In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

APPEALS

Parents have the right to appeal against any refusal by the Governing Body to admit a child to the Academy. Information will be provided at the time that the decision is communicated. Should there be an oversubscription an Admissions Committee comprising School Governors, with the Head of School in attendance, will meet to review each case independently.

WAITING LISTS

The Academy will operate a waiting list for each year group. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. 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.

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.

ADMISSIONS OUT OF NORMAL ADMISSIONS ROUNDS

The process will follow LA guidelines that aim to make an out of normal admission round placement within 10 school days.

Parents can apply for an out of normal admission round admission at any time during the school year.

If no places are available at the time of application, a waiting list will be maintained. Names are kept in priority order according to the oversubscription criteria and not according to how long a child's name has been on the list.

Any place that becomes available will be offered to the child at the top of the list.

Parents should complete both the out of normal admissions round form that can be found on the school website and the supplementary information form and return it to both the school and Medway.

Any place that becomes available will be offered to the child at the top of the list.

All vacancies will be allocated as they arise.