



The Academy at
St James
Aspire, Achieve, Believe

The Academy at St James
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ADMISSION POLICY 2021

Reviewed and Approved by:- Governing Body

Date of meeting:- 26th November 2019

Signature:- Mrs Rebecca Albentosa

Position:- DSL

Date:- updated Nov 2020

Next review date:- Sep 2021

The Academy at St. James

Admissions Policy

The Admission Policy of The Academy at St. James is in line with Bradford Council's Children's Services procedures which are as follows:

Admission to Reception

During November parents of Nursery age pupils receive a common application form and are requested to fill in five preferences for their preferred primary schools. Bradford Council's children's Services allocate the Reception places. Full details are available on their website <https://www.bradford.gov.uk/education-and-skills/school-admissions/apply-for-a-place-at-one-of-bradford-districts-schools/>

Where the number of preferences for a school exceeds the number of places available, priority will be given to children in the following categories:

1. Looked after children or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order (see Note 1)
2. Sisters and brothers of children resident at the same address who are at present on roll at the school and will still be attending the school at the time of admission (siblings). The terms "siblings" refers to children who live with the same family at the same address. Children living with the same family e.g. foster children and step-sisters and brothers are also included. Cousins are not siblings.

MULTIPLE BIRTHS

Where a parents of multiple births (twins, triplets etc) request admission and only one of the siblings can be offered a place, the remaining siblings will also be offered places above the admission number.

3. Children of parents who are members of the Church of England or other Christian denominations for whom the preferred school is the nearest Church of England school to the home address, as measured by a straight line from the main entrance of the home to the main entrance of the school building.
4. Other applicants.

For admission under criterion 3, parents will be asked to demonstrate membership of the appropriate Christian denomination by submitting with their application, a letter from their minister or other church leader confirming the parents' attendance at church. Attendance is defined as twice per month for a period of 2 years.

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 [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship

When demand exceeds places in any of the above criteria, the distance between home and school, measured by a straight line, from the main entrance of the home to the main entrance of the school building, will be used to decide who is given a place, those living nearest being given the available places.

Home address' refers to the child's permanent home at the date of admission. Where the child lives with split parents who have shared responsibility, it is for the parents to determine which address to use when applying for a primary school. Proof of residency may be required at any time during or after the allocation process.

PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN

The admission of pupils with an Education, Health and Care Plan (EHCP) is dealt with by a separate procedure. Such children are dealt with through a separate legislative process and without reference to the oversubscription criteria below. Children who have an EHCP which names a specific school, will be admitted to the school.

TIE BREAK

When demand exceeds places in any of the following policies, the distance between the child's home and school, measured by a straight line distance from the Ordnance Survey address point of the home to the main entrance to the school building, will be used to decide who is given a place; those living nearest being given the available places. Where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection

Admission to Nursery

Parents can register their child for a part time Nursery place by calling in at the office or by telephoning the school.

Places will be allocated to children in the following priority order:

☐ Sisters and brothers of children resident at the same address who are at present on roll at the school and will still be attending the school at the time of admission (siblings).

☐ Children with special educational, social or emotional needs, as evidenced by a professional from health, social services or education

☐ Children in the priority age group: children who have had their third birthday and are due to become four in the current school year. Within this age group, an equal number of places will, in the first instance, be allocated to each month's birthdays. Within each month, allocation will be in waiting list order. If some months become oversubscribed whilst others remain undersubscribed, children from the oversubscribed months should be allocated places, in waiting list order.

☐ New arrivals in the area or on the waiting list who fall into the priority age group

☐ Younger children: over the age of three but not due to become four in the current school year.

A place in the nursery does not guarantee a place in that school. Nor is attendance at the nursery a precondition of a place in the school. Parents are welcome to arrange an appointment to view the school prior to making a decision to register.

Academy St James 2 year old provision

This provision is for children aged 2 who are eligible for 15 hours of free provision. There are places available. In order to be eligible, parents must be able to prove that they meet one of the following criteria:

Free –School Meals Entitlement:

Income Support

income-based Jobseeker’s Allowance

income-related Employment and Support Allowance

support under Part VI of the Immigration and Asylum Act 1999

the guaranteed element of Pension Credit

Child Tax Credit (please check the Government website for financial limits)

Working Tax Credit (please check the Government website for financial limits)

Child Who are Looked After – written confirmation from Social Worker by email or letter. The children’s’ carer would need to sign the headcount forms. This also includes children who are placed for adoption.

Low Income families –who are claiming Working Tax Credit and whose earnings from employment are below limit (as evidenced on their most recent final tax credit statement)

In addition to this, parents must also provide a birth certificate which shows the date of birth of the child and the name(s) of the parent(s). Children are eligible for a place starting in the term after their 2nd birthday.

This policy will be reviewed on an annual basis or earlier if legislation should change.

September 2021

Supplementary Information Form

Childs full name: _____

Date Of Birth _____ Male/ Female

Postcode _____

Parent/Guardian Name _____

Tel. No. _____

Do you regularly worship in an Anglican Church or any other Christian Church? **Yes / No**

If yes:

Name and address of church: _____

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 [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship

Please ask the Minister of your church to complete the

section below: Clergy recommendation

To the best of my knowledge the above parent attends:

Most weeks Once a month Occasionally Never
Regular services

Other church
Involvement -----

Signed _____ Name (printed) _____ Date _____

This supplementary form should be completed by parents/carers and returned to Academy St James at the above address, if we are listed as one of your school choices on the Local Authority Common Preference Form.