



# Admission Policy September 2026

St James Church of England Primary School is an Academy. The Academy Trust is the admission authority for the school, and the school is required to act in accordance with the School Admissions Code. The admissions process is co-ordinated by Bolton Council (the Local Authority) and the school liaises with the Local Authority on admissions issues. The following arrangements for admissions, include the criteria used to determine the allocation of places when the school is oversubscribed.

## **Admission arrangements**

The school's published admission number (PAN) agreed for admission to the Reception Year in September 2026 is 45. If no more than 45 applications are received for admission to the Reception Year, all applicants will be offered places.

Responsibility for admissions is delegated to the Local Governing Body.

The school will admit all children having an Education, Health and Care Plan (EHCP) in whose EHCP the school is named.

## **Oversubscription criteria**

When the number of applications received is greater than the number of remaining places available (after the admission of any pupils with a statement of special educational needs or an EHCP naming the school), the decision on which children will be allocated places will be based on the following oversubscription criteria, which will be applied in the order of priority set out below:

1. Children in public care and previously looked after children.  
This includes any "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 'Looked after' means that the child was (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. This criteria also includes looked after children and all previously looked after 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. Vulnerable children for whom there is a child protection plan or has been within a 12 month period (see definition under section 47 of the Children Act 1989).
3. Children who will have an older sibling in Years Reception to Year 6 of the school at the time of application and date of admission. Sibling includes full, step, half, foster and adopted brothers and sisters living at the same address.
4. Children whose parent(s)/guardian(s) is in regular attendance at public worship at least once a month for at least the year immediately prior to the date of application for admission to the school either:
  - a) at a Church of England church within Seven Saints parish, or,

b) at another Christian church which is a member of Churches Together in Britain and Ireland (CTBI) or the Evangelical Alliance.

Applicants seeking admission under this criterion should complete the Supplementary Information Form and return it to the school by the closing date. Verification of regular attendance of the child's parent(s)/guardian(s) at public worship must be provided by a member of the clergy or other designated church officer. A list of Churches in membership of CTBI can be viewed at [www.ctbi.org.uk](http://www.ctbi.org.uk) and those in membership of the Evangelical Alliance can be viewed at [www.eauk.org](http://www.eauk.org).

5. Children whose exceptional medical condition or disability mean that their needs can only be met at this school. Parents applying under this criterion must provide professional supporting evidence in the form of a letter from the child's GP/consultant. This must set out the particular reasons why the school is the most suitable for the child and the difficulties that would be caused if the child had to attend another school.
6. Any other children, with priority given to those living nearest to the school.

#### **Tie-breaker:**

Where there are more applicants for the available places within a category, priority will be given to children who live nearest to the school (geographical proximity). Under this category, the remaining places will be offered to children who live nearest to the school. The distance will be measured in a straight line using Routefinder, a computerised mapping system which measures from the child's normal home address point to the designated main entrance to the school. The 'normal' home address of the child will be taken to be the home in which the child sleeps for the majority of the school week. Parents may be asked to show proof of address. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

#### **Final Tie-breaker**

If the distance from home to school 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 school.

#### **Children from multiple births**

Where there are children of multiple births wishing to be admitted and the sibling (brother or sister) is offered the final place the governors may admit over the published admission number if it is possible to do so.

#### **Infant class size**

Under the School Standards and Framework Act 1998 and the School Admissions Code, infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **must not** contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- a) Children admitted outside the normal admissions round with statements of special educational needs or Education, Health and Care Plan specifying a school
- b) Looked after children and previously looked after children admitted outside the normal admissions round

- c) Children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process
- d) Children admitted after an independent appeals panel upholds an appeal
- e) Children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance
- f) Children of UK service personnel admitted outside the normal admissions round
- g) Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil
- h) Children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

### **Applying for places**

Applications for places in Reception in the normal admissions round each year must be made on the local authority's common application form. Details of all the applications made will be forwarded to the school by the local authority.

In addition to the local authority form, please complete and return the school's Supplementary Information Form (SIF) if you wish your child to be considered for entry under the faith-based criterion (criterion 4) above. This can be downloaded from the school's website.

### **Late applications for admission**

Where the Local Authority accepts that there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be allocated places, then it will be considered alongside all the others. Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the oversubscription criteria.

### **Fraudulent applications**

Where the governors discover that a child has been awarded a place as a result of a fraudulent or intentionally misleading application (for example, a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then under the School Admissions Code the admission authority is able to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

### **Waiting list**

Children who are not offered a reception place for the September intake at their preferred school will automatically be placed on the school's waiting list. The waiting list will be maintained only for the statutory period (until 31 December). Should any places become available they will be allocated in accordance with the Local Authority's published admission criteria. As children are added to the waiting list, the list will be re-ranked in accordance with the published admission criteria. This means that children can move both up and down the waiting list. After 31 December, if a parent wishes their child to continue to be considered for a school place, they will need to reapply for a place using the procedure for in-year admissions.

For in-year admissions, waiting lists will be held for one term:

Term 1: 1 September to 31 December

Term 2: 1 January – 12 April

Term 3: 13 April – 31 August.

Parents will need to request for their child to be placed on an in year waiting list. Should any places become available they will be allocated in accordance with the Local Authority's published admission criteria. After a waiting list ends on 31 December, 12 April or 31 August, if a parent wishes their child to continue to be considered for a school place in the next school term, they will need to reapply for a place.

Looked after children, previously looked after children and children who come under the Fair Access Protocol will take precedence over those on the waiting list.

### **Appeals**

Where the governors are unable to offer a place because the school is oversubscribed, parents will be informed of the reason why admission was refused and of their right to appeal to an independent admission appeal panel. Parents will be informed of the deadline for lodging an appeal and the contact details for making an appeal.

Parents wishing to appeal must set out their grounds for appeal in writing.

### **Deferred Admissions**

Children are entitled to a full time place in school in the September following their fourth birthday. Once they have been offered a place at the school, the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application was made. Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

### **Admission outside the child's normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

Parents requesting admission out of the normal age group must put their request in writing, addressed to the Headteacher at the school, together with any supporting evidence that the parent wishes to be taken into account. The governors will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; any information provided 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 governors will also take into account the views of the Headteacher. When informing

a parent of their decision on the year group the child should be admitted to, the governors will set out clearly the reasons for their decision.

Where the governors agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and governors must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The admission authority must not give the application lower priority on the basis that the child is being admitted out of their normal age group.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

### **Information on previous admissions**

Information on previous admissions is available from the local authority

### **Non-routine/in-year admissions**

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine admissions. Parents wishing their child to attend this school may arrange to visit the school. They will be asked to complete an application form and will be offered a place by the governors if one is available. The LA will be informed of the offer of a place once it has been accepted. If there is no place available in our school then the applicant will be informed in writing, together with the LA, and information about how to appeal against the refusal will be provided. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book. For children of UK Service personnel and other Crown Servants returning to the area proof of posting is all that is required.

Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

### **Fair Access Protocol**

The school participates in the Local Authority's In-Year Fair Access Protocol for unplaced children. There is no duty to comply with parental preference when allocating places under the In-Year Fair Access Protocol.

Please keep this copy of the Admissions Policy for your own information.

# Supplementary Form A

## September 2026

**Supplementary form (A) - (Parent(s)/Guardian(s))**

Name of child: \_\_\_\_\_ Surname .....

Christian or first names ..... Date of birth .....

Name of parent(s)/guardian(s) .....

Address .....

.....

Post code ..... Daytime contact telephone number.....

Worship attendance:

Does at least one of the parent(s)/guardian(s) of the above named child attend public worship at a Church of England church within the Seven Saints parish at least once a month? YES/NO

Does at least one of the parent(s)/guardian(s) of the above named child attend public worship at a church that is in membership of CTBI or the Evangelical Alliance at least once a month? YES/NO

Name of Church: .....

Has this pattern of attendance been their practice for at least the past year? YES/NO

I understand that the Church will be contacted in order to verify this information.

SIGNED.....Parent/Guardian

DATE .....

**Supplementary Form B**  
**September 2026**

**Supplementary Form (B) – Verification from Clergy/Designated Church Officer**

Name of child: Surname .....

Christian or first names .....

Name of parent(s)/guardian(s) .....

Address .....

.....

Post code .....

Telephone ..... Mobile .....

Please delete as appropriate:

I confirm that at least one of the parent(s)/guardian(s) of the child named above has attended public worship at a Church of England church within the Seven Saints parish at least once a month for the past year.

I confirm that at least one of the parent(s)/guardian(s) of the child named above has attended public worship at a church that is in membership of CTBI or the Evangelical Alliance at least once a month for the past year.

Name of Church:.....

SIGNED..... Vicar/priest/minister/designated church officer

DATE.....