

# St James' Church of England Junior School.



## Admissions Policy 2026 - 2027

The Governors of St James' Church of England Junior School are the Admissions Authority for the school. Following consultation with the Diocesan Board of Education and the Local Authority the Governors have set the published admission number for access to the Year 3 as 60.

The parental pack supplied by Westmorland and Furness Council contains information about how to apply for a junior school place. Below you will find St James's admissions policy. All applications are now made on Westmorland and Furness Council website. Parents/carers can also make a paper application on form SA2 which is also available on the website, from the School Admissions Team or our school office. If you wish your application to be considered under the faith criteria you should also please complete the supplementary form which is included as an appendix, and hand it to School.

**An application for entry in September 2026 must be made by the closing date which is the 15<sup>th</sup> January 2026. An offer will be made to parents from School Admissions on 16<sup>th</sup> April 2026.**

Parents are encouraged to name three schools in order of preference on the application form. The Governors operate a system whereby they consider all preferences equally. So the order of your preferences will not be used in considering your application. (It will only be used if a place is available for your child at more than one school.) Places at this school will be allocated according to this Admissions Policy and the Local Authority's Coordinated Admissions Scheme. Parents will be notified of the outcome of their application by the Local Authority. Parents of those children not offered a place will be informed of the reason and offered an alternative school by the Local Authority.

**All children will be admitted unless there are more applicants than places in which case the Governors will make allocations using the following criteria. These are listed in order of priority.**

1. Children who are in Public Care. A child in public care is defined as a child who is looked after by the Local Authority within the meaning of section 22 of the Children's Act 1989. This also extends to previously looked after children and children who have been adopted or have been subject to a child arrangement order or a special guardianship order.
2. Children who have physical and/or medical needs who would be disadvantaged by travelling to another school. Written evidence from an appropriate professional would be required for the Governors to consider admission in this category (a letter from a doctor or social worker).
3. Children living within the catchment area having a brother or sister attending our school at the time of their admission giving priority, if necessary, to those children with the youngest siblings. Brothers and sisters are those living at the same address including step, adopted and foster children.

4. Children living within the catchment having a brother or sister attending Brisbane Park Infant School/ Hindpool Nursery School at the time of time of their admission giving priority, if necessary, to those children with the youngest siblings. Brothers and sisters are those living at the same address including step, adopted and foster children.
5. Children living within the catchment area who with a parent attend at least twice a month, a church in membership of Churches Together in Britain or the Evangelical Alliance. Attendance may be at more than one church but should be for at least two years prior to the application date.
6. Children living within the catchment area who with a parent worship in a non- Christian faith which is in membership of the U.K. Interfaith Network. The Governors will seek confirmation that the parent meets the normal religious obligations of the faith.
7. Children living within the catchment area.
8. Children living outside the catchment area having brothers and sisters attending our School at the time of their admission giving priority, if necessary, to those children with the youngest siblings. Brothers and sisters are those living at the same address including step, adopted and foster children.
9. Children living outside the catchment having a brother or sister attending Brisbane Park Infant School / Hindpool Nursery School at the time of time of their admission giving priority, if necessary, to those children with the youngest siblings. Brothers and sisters are those living at the same address including step, adopted and foster children.
10. Children living outside the catchment area who with a parent attend on a regular basis, i.e. at least twice a month, a church in membership of Churches Together in Britain or the Evangelical Alliance. Attendance may be at more than one church but should be for at least two years prior to the application date.
11. Children living outside the catchment area who with a parent worship in a non- Christian faith which is in membership of the U.K. Interfaith Network. The Governors will seek confirmation that the parent meets the normal religious obligations of the faith.
12. Children living outside the catchment area.

**The criteria outlined above will be strictly followed there being one exception. If a child has a statement of Special Educational Needs (Education, Health and Care Plan) naming St James' Church of England Junior School then irrespective of the criteria the child will be admitted as in these circumstances the Governors have a statutory duty to admit the child concerned.**

### **Tie Break.**

In some categories, where there are more applicants than places available, age will act as a determining factor but unless specified it will be distance. The distance is measured from the centre of the pupil's home address to the main entrance door of the school. The distance is determined by the shortest walking route by road. The Governors will use the Local Authority School Admissions Department measuring system to ensure consistency of measurement. The closest addresses will have priority.

### **Address of Pupil.**

The address on the application form must be the current one at the time of application. Where a child can live at more than one address the home address is to be the one where the child sleeps and thus wakes up for all or the majority of the school week. Where there is any doubt the governors reserve the right to verify the information provided by the parent(s), for example, through the GP or the child benefit address.

### **In Year Admissions.**

In year admissions are those which occur outside the "normal" admission time. If you wish your child to attend St James' Church of England Junior School you should visit our school and admission details will be provided. If your child is refused a place you will be informed of your right to appeal.

### **Fraudulent applications.**

If the Governors of St James' Church of England Junior School discover that a child has been awarded a place as a result of an intentionally misleading application from a parent, for example, an incorrect address and as a result it effectively denies a place to a child with a stronger claim then the Governors will withdraw the offer of a place. The Governors will reconsider the application and the right of appeal offered if a place is refused.

### **Appeals Procedure.**

If the Governors are unable to offer your child a place because of over subscription you as a parent have a right of appeal under the School Standards and Framework Act 1998 as amended by the Education Act 2002 and the School Admissions Appeal Code 2022. You should notify the Clerk to the Governors of St James' Church of England Junior School within 20 days of receiving the letter, which will give the grounds for refusing a place, to submit an appeal. As a parent you will have an opportunity to submit your case to an independent (of the Governors) appeals panel. You must set out your grounds for the appeal in writing. You will normally receive at least 10 school days' notice of the time and venue for the appeal hearing where you will be able to present your case in person. This right of appeal does not prevent you from making an appeal in respect of any other school. The Independent Appeal will be organised on behalf of the Governors by the Legal and Democratic Services at Carlisle.

### **Waiting List.**

Those children who are not offered a place may, if the parents so wish, be placed on a waiting list. The names will be placed on the list in the order of the admissions criteria. Late applicants will be slotted into the list according to the admissions criteria. It is thus possible for a child recently arrived in the area to have a higher priority than a child who has been on the waiting list for some time. Irrespective of whether an appeal has been submitted, if a place becomes available it will be offered to the child at the top of the list. The waiting list will remain open for the whole of the first term in the year to which it relates.

### **Multiple births.**

The Governors of St James' Church of England Junior School will ensure as far as possible that twins, triplets or those children born in the same year are not separated. An excepted child would be one whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil. It might also include a statemented or looked after child or a child of a U.K. Serviceman to be admitted outside the normal admission period.