



Learning Together: Caring Together: Flourishing Together

Policy Reviewed: May 2024

Date Approved by Governing Body: June 2024

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Class Size

Our Published Admission Number (PAN), set by the governors of St. James' CE Primary School, is 15 per year group, giving a total of 105 overall for the whole school. The governors retain the right to amend the PAN for future years, as the school is a Voluntary Aided School. In September 2025 we will have vacancies for 15 children in Reception.

Admission Criteria

Places are allocated by the Governors according to the following criteria, in decreasing order of priority:

1. *'Looked after' and previously *'Looked after' children.

"A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order and includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Children living in the catchment area of the school* at the time of allocation of places. Copies of the catchment map are available from County Hall if required. A list of catchment postcodes is available in Appendix 1 of this policy. Alternatively, you can find out if a particular address falls within a catchment area of a school by using the 'Catchment area Search' facility on the Worcestershire County Council website. In cases of over subscription, places will be allocated first to children living nearest to the school by the shortest straight-line distance. The measurement will be taken using the Geocode Points for each property and the Geocode point

provide independent supporting documentary evidence to prove that care is equally split. Random selection (Lottery) may need to be considered in this instance.

3. Children who would have at the time of allocation of places, and still have at the time of admission, a sibling. (A sibling, as well as brother or sister, also includes half-siblings (children who share one birth parent), step-children and legally adopted children. They must also be living at the same home address).
4. Parents or the child are involved in the worship at a Christian church (churches who are members of Churches Together in England {www.cte.org.uk}) within the school

School Admissions will write to parents, within 10 school days, of the form being received to notify of the decision. Where it is not possible to offer a place, parents will be notified of their right of an appeal.

Waiting Lists

The school will maintain a waiting list. When vacancies arise, they will be filled in accordance with our admission criteria and not on a first come first served basis. The waiting list will be maintained until the 31st July 2026.

Contact

For further information regarding admission to St. James' CE Primary School, please contact: Mr Liam Hanson (Acting Head Teacher) or Mrs Clare Hawkins (School Administrator)

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