

# Hope SENTAMU LEARNING TRUST

## ADMISSIONS POLICY, 2023 - 2024 ST JAMES' CE ACADEMY

THIS POLICY APPLIES TO ST JAMES' CE ACADEMY

**Please note:** This policy complies with the requirements of the School Admissions Code 2021

## **I have come that they may have life, and have it to the full - John 10:10**

At St James' Church of England Academy, we provide a high-quality education within a learning environment that fosters Christian values and beliefs, and is safe, caring, purposeful and stimulating for all pupils. Each member of our school community is equally valued and respected.

We aim for all to have the confidence to succeed and realise their full potential in all aspects of their lives by developing:

- an understanding of faith and diversity (Be welcoming and inclusive to all - Romans 15:7)
- aspirations and motivation for future success (Be the best they can be - Matthew 17:20)
- the ability to make informed choices, manage risks and to cope with change and adversity (Be strong and courageous to do the right thing - Deuteronomy 31)
- the ability to form worthwhile relationships based on respect for themselves and others at home, school and in the community (Love one another as I have loved you all - John 13)

**Together we live and learn in the light of God**

The Hope Sentamu Learning Trust process this data on a legal and legitimate interest basis, in line with the requirements of providing educational provision.



**St James'**  
CHURCH OF ENGLAND  
ACADEMY

## **ADMISSIONS STATEMENT OF POLICY**

### **PROPOSED ADMISSION ARRANGEMENTS**

#### **1. Arrangements for admission to 4-11 Provision**

St James' CE Academy has a published admission number of 30 pupils for admission to our Reception class (Foundation Stage 2).

The admission arrangements for St James' CE Academy for the year 2023 - 2024 and for subsequent years (subject to any changes approved following future consultation) are as follows:

#### **2. Process of application**

Applications for places at the Academy will be made in accordance with the Local Authority's (LA's) co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by Hull City Council. It will use a timetable for applications each year, which, whenever possible, will fit in with the common timetable agreed by Hull City Council (please see Local Authority admissions booklet) and which will comply with the School Admissions' Code and the Academy's Funding Agreement.

- a. By March - St James' CE Academy will publish on its website, information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in March 2022 for admission in September 2023).  
By September - St James' CE Academy will publish its prospectus on its website.
- b. January - application forms to be completed and returned to the LA admissions' department (the closing date for primary school applications for admission to our Reception class in September 2023 is mid-January 2023 - the actual date will be published on the LA and the Academy's website during the autumn term 2022);
- c. April 2023 - offers made to parents by the LA - the actual date will be published on the LA website during the autumn term 2022.

Please note that we welcome visits by appointment from parents/carers at any time during the process.

### 3. Consideration of applications

The Academy will admit all children with an Education, Health and Care Plan (EHCP) which names the school. If your child has any such EHCP, please contact your home Local Authority who will advise you on your options.

St James' CE Academy will consider all applications for places. Where fewer applications than the published admission number are received, the Academy will offer places to all those who have applied.

Applications received after the relevant closing date for applications may be treated as 'late' applications - and may be processed after all 'on-time' applications.

### 4. Procedures where St James' CE Academy is oversubscribed

Where the number of applications for admission is greater than the Published Admission Number, applications will be considered against the criteria set out below. After the admission of pupils with statements of Special Educational Needs or Education, Health and Care plans (EHCPs) where St James' CE Academy is named on the statement or EHCP, the criteria will be applied in the order in which they are set out below:

#### a) Priority a)

##### **Children who are either currently or have previously been 'looked after'**

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including

those 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. A looked after child is a child who is (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 (see the definition in Section 22(1) of the Children Act 1989).

- b) Pupils with very exceptional medical and/or social factors directly relating to school placement. Applications under this criterion must be supported by written evidence from a doctor or other professional practitioner. Applications in this category will be considered on a case by case basis (see Paragraph 5 Note i below);
- c) Admission of pupils being resident within the catchment area of the school - see **Appendix 1**. Priority will be given to those living nearest the Academy (the distance measured is the shortest available safe route for pedestrians using footpaths alongside roads marked on the current street map of the City from the main entrance to the Academy to the main entrance to the child's permanent address) (see paragraph 5 Note ii below);
- d) Admission of pupils who have one or more siblings currently attending the Academy and who will continue to do so on the date of admission (see Paragraph 5 Note iii below);
- e) Any other pupils, with priority given to those living nearest the Academy.

Criteria d) and e) will be used as a tie-breaker for other criteria.

If the school is oversubscribed within its catchment area after the allocation of statement and EHCP places, and children under criteria a) and b), then criteria d) and e) will be used in that order as tie-breakers.

### **Final Tie-breaker**

If proximity to the Academy 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 Academy.

There will be a right of appeal to an Independent Appeals' Panel for unsuccessful applicants. Parents/ carers who wish to appeal should fill in a form available from the LA's admissions department, and return it to the LA's admissions department. The Council's Democratic Service will then arrange for an Independent Appeals' Panel to be convened.

### **5. Note (i) Medical Factors:**

Supporting evidence for applications under the provisions should set out the particular reasons why

the Academy is the most suitable school for the pupil to attend and the difficulties it would cause if the pupil had to travel to another school. The Academy may make contact with the District Medical Officer for independent information regarding the medical factors in the application and may also seek advice from other qualified professionals or specialists where necessary.

### **Note (ii) Definition of Permanent Home Address**

You should consult your “home” local authority’s guidance on what is the child’s address for the purposes of your application, including which address should be used in situations of shared care. You may only use one address when making an application. This must be the address at which the parent/carer and child are ordinarily resident. We may check addresses against other records held by the Local Authority, in accordance with the authority’s Data Protection Registration.

Addresses must be a permanent address. Addresses must not be those of relatives or temporary addresses such as staying with family or holiday accommodation. Where there is joint residence, the address used should be the address at which the child is resident for the majority of the school week. If this is evenly split, then parents/carers must jointly select one address and note only this address on the application, which will apply to all preferences. This address cannot then be changed later after an application has been submitted.

If false or misleading information is used to gain entry to the school, the offer of a place may be withdrawn.

### **Note (iii) Definition of ‘sibling’:**

“Siblings” for the purposes of this policy refers to (a) children with the same natural parents living at the same address; (b) children with the same natural parents living at different addresses (eg due to separation of natural parents); (c) half- brothers/sisters living at the same address (d) step - brothers/sisters living at the same address (e) children living as part of the same family unit with their parents/guardians at the same address.

## **6. Operation of waiting lists**

- a) Subject to any provisions regarding waiting lists in the LA’s co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year St James’ CE Academy receives more applications for places than there are places available, a waiting list will operate until 31st December at the end of the term after the admission date. This will be maintained by the Local Authority and it will be open to any parent/carer to ask for his or her child’s name to be placed on the waiting list, following an unsuccessful application.
- b) Children’s position on the waiting list will be determined solely in accordance with the

oversubscription criteria set out in paragraph 4a-e above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The date of application is not relevant to determining a child's position on the waiting list.

## **7. Annual Procedures for Determining Admission Arrangements**

### **i. Consultation**

St James' CE Academy will consult on proposed changes to its admission policy and arrangements by 31st January in accordance with the School Admissions Code.

The Academy will consult with:

- a. The York Diocesan Board of Education;
- b. Hull City Council;
- c. Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the LA;
- d. Any other governing body for primary and secondary schools (as far as not falling within paragraph c) located within the relevant area for consultation;
- e. Affected admission authorities in neighbouring LA areas;
- f. Parents.

### **ii. Publication of admission arrangements**

St James' CE Academy will determine its admission arrangements by 28th February each year and will publish its admission arrangements each year once these have been determined, by:

- a. Copies being sent to the offices of Hull City Council;
- b. Copies being made available to the York Diocesan Board of Education;
- c. Publishing a copy on the Academy website.

### **iii. The published arrangements will set out:**

- a. The name and address of the Academy and contact details;
- b. A summary of the admissions policy, including oversubscription criteria;
- c. A statement of any religious affiliation;
- d. Arrangements for hearing appeals.

The Academy will consult on its admissions as required under the Schools Admissions Code. Future consultations will take place at least every seven years unless changes to the Admissions Arrangements are proposed.

## 8. Pupils moving into the area during the academic year

### Local Authority's Co-ordinated Admission Scheme

St James' CE Academy participates in the Local Authority's Co-ordinated Admission Scheme for in-year admissions. If parents/carers wish to apply for a school place, applications can be made at <https://www.hull.gov.uk/children-and-families/schools-and-education/school-transfers>.

After the Local Authority (LA) have received an application the LA determine whether a school place can be allocated at any of the parent's/carer's preferred schools. This will take an average of 15 school days. The LA will then write to the parents/carers to confirm whether a place has been allocated. This may take a little longer during busy periods.

Parents/carers moving into the area during the academic year should complete an in-year transfer form, available via the link above. This will allow parents/carers to express up to three preferences in rank order, for a place at a school and give reasons for their preferences. The completed form should be sent to the Admissions Team, 2<sup>nd</sup> Floor, Treasury Building, Guildhall Road, Hull, HU1 2AB.

The appropriate admissions authority will then consider their request. If a place can be allocated at one school named on the in-year transfer form, then the admissions team will allocate a place.

Where a place can be allocated at more than one school, the admissions team will allocate a place at the school ranked highest on the form. If a place cannot be allocated at any of the named schools, the child will be allocated a place at the nearest school with a place available. Any parent/carer refused a place will be offered their right to appeal against the decision to an independent appeals panel. This is likely to occur when the year group is full.

## 9. In-Year Fair Access

This refers to Hull City Council's duty to ensure that access to education is secured quickly for children who have no school place and those with challenging behaviour are offered a place at a suitable school as quickly as possible.

The Council accordingly has a protocol detailing arrangements for the placement of pupils who may be hard to place due to history of challenging or disruptive behaviour, to other vulnerable pupils who may be at risk of being out of school for periods of longer than 15 days and those pupils who may require a managed move transfer to a new school for the purpose of making a fresh start.



## Contact details for correspondence

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