

**St James' C. of E. Primary School**  
**Birch- in- Rusholme, Manchester M14 6HW**

**Admission Policy for Nursery 2022/2023**

At St James' C of E Primary School we believe in the concept of the learning community and lifelong learning. Through our teaching we aim to equip children with the skills, knowledge and understanding necessary to become independent learners, with the ability to make informed choices about the important things in their lives. We believe that appropriate learning and teaching experiences help children to continue to develop and explore their potential.

St James' is situated in the Diocese of Manchester and is maintained by Manchester Education Authority. As a Voluntary Aided school, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions to the school.

Admission to the school will be made by the Governing body in accordance with the stated parental preference, subject to the following set of admissions criteria forming a priority order where there are more applications for admission than the school has places available. If the school receives more applications than there are places available, the remaining places will be allocated by the criteria below. The criteria will be applied in order.

The admission number is 26 for the school year commencing September 2022. This is based on full time places.

**Please note that entry to Nursery does not guarantee entry to Reception. The School Admissions procedure is separate from the Nursery procedure.**

**Admissions Criteria**

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.
2. Children whose medical or social circumstances mean that their needs can only be met at this school.
3. Children who have an older sibling at St James' Primary School who will still be at the school at the time of admission.
4. Children of staff at the school, where staff have been in employment at the school for at least two years.
5. Children whose parent(s)/carer(s) regularly attend public worship at the Church of the Holy Innocents, Fallowfield.
6. Children whose parent(s)/carer(s) live within the boundaries of the parish of Birch with Fallowfield and regularly attend another Christian place of worship that is a member of Churches Together in Britain and Ireland.
7. Children whose parent(s)/carer(s) live within the boundaries of the parish of Birch with Fallowfield and regularly attend a place of worship of another faith tradition (eg mosque, synagogue) that is a member of the Inter Faith Network.
8. Children whose parents/carers live within the boundaries of the parish of Birch with Fallowfield.
9. Other children living within Manchester whose parent(s)/carer(s) regularly attend another Christian place of worship that is a member of Churches Together in Britain and Ireland or regularly attend a place of worship of another faith tradition (eg mosque, synagogue) that is a member of the Inter Faith Network.
10. Other children

## Definitions

1. The term sibling includes half or full brother/sister, adoptive brother/sister, step brother/sister, half-brother/sister, foster brother/sister and adopted brothers or sisters living at the same address and full brother or sister living apart.
2. Regular attendance means a minimum of monthly attendance at Church/Synagogue/Mosque at public worship for at least the year prior to 1st September in the year before admission to the school. Churches in membership of Churches Together in Britain and Ireland can be viewed at [www.ctbi.org.uk](http://www.ctbi.org.uk) and members of the Inter Faith Network can be viewed at [www.interfaith.org.uk](http://www.interfaith.org.uk)  
*In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or, in relation to those of other faiths, relevant place of worship or alternative premises have been available for public worship*
3. Parent/carer shall also mean legal guardian.
4. '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.

## 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.

## Late applications

- Late applications for Nursery will be considered only after all applications received before the closing dates have been determined. If places become available the above criteria will be applied to late applications and any undetermined appeals.

## Casual Admissions

- The above criteria will be applied if casual vacancies arise during the school year and there are more applicants than places. The Governors have delegated responsibility for considering casual admissions to The Senior Leadership Team.

## Notes

- a. All applicants will be considered at the same time and after the closing date for admissions. Claims made on the application form will be verified
- b. Where there are more applicants for the available places within a category, then distance to the child's normal home front door from the main gate of the school in a straight line measured on a map will be used as the final determining factor, nearer addresses having priority over more distant ones. The 'normal' home of the child will be taken to be the home in which the child sleeps for the majority of the school week.
- c. Where admission is sought under exceptional medical or social circumstances criteria, professional supporting evidence, e.g. from a doctor, psychologist or social worker, is essential. Such evidence 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.
- d. There is no right of appeal (children are below statutory school age)

Approved by Governors:

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

Name of child:

Surname ..... First names .....

Date of birth ..... Boy  Girl

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

Address.....

.....

Post code .....

Daytime contact telephone number.....

The name of any older brother or sister who will still be attending the school at the date of admission of the younger child

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Place of worship one of the parents / guardians regularly attends:

Name of place of worship .....

Address.....

Name of vicar / priest / minister / faith leader .....

Address.....

Post code ..... Telephone .....

Worship attendance:

Has at least one of the child's parents attended public worship at least once a month for at least the year prior to 1<sup>st</sup> September in the year before admission to the school? *In the event that during this period the church or, in relation to those of other faiths, relevant place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance apply to the period when the church, or in relation to those of other faiths, relevant place of worship, or alternative premises were available for public worship*

Yes  No

Your faith leader will be contacted in order to confirm this information.

**SIGNED.....Parent/Guardian**

**Supplementary Form (B) – Reference from Church Leader**

Name of child:

Surname ..... First names ..... [SEP]

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

Address.....

.....

Post code .....

Telephone.....

Mobile.....

Place of worship one of parents / carers regularly attends:

Name of place of worship .....

Address.....

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Name of vicar / priest / minister / church officer .....

Address.....

.....

Post code ..... Telephone .....

**I confirm that the parent/carer named above has attended church at least monthly for the past year.** *In the event that during this period the church or, in relation to those of other faiths, relevant place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance apply to the period when the church, or in relation to those of other faiths, relevant place of worship, or alternative premises were available for public worship*

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

DATE.....

OFFICIAL STAMP OF PLACE **OF WORSHIP:**

