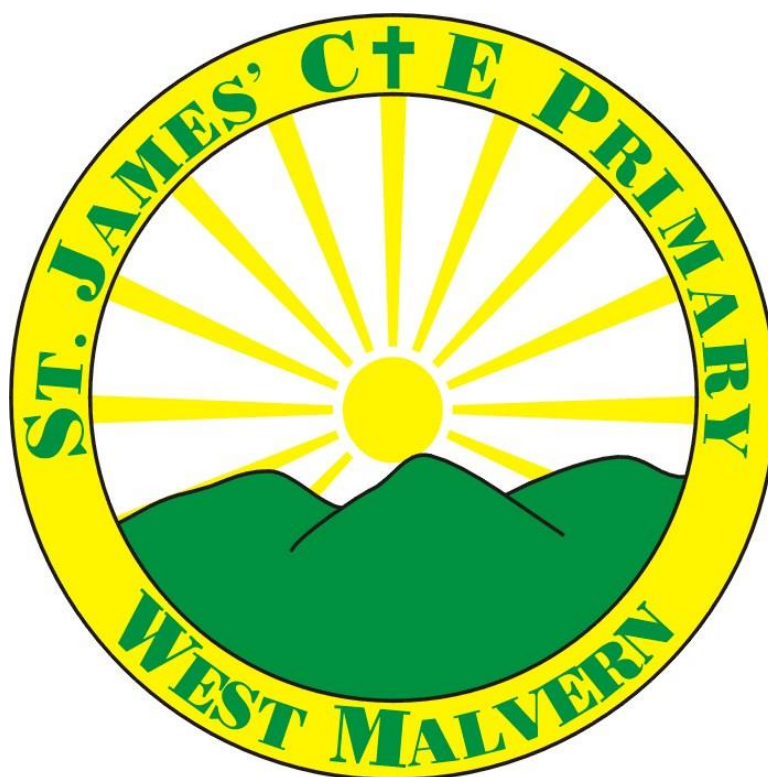


St. James' CE Primary School



Admissions Policy 2026-2027

*Learning Together: Caring Together:
Flourishing Together*

Policy Reviewed: December 2024

Date Approved by Governing Body: February 2025

Review Date: September 2025

ADMISSIONS POLICY

Embracing Christian values of kindness, love and joy, from our beautiful location on the Malvern Hills, we nurture our children as unique individuals, celebrating their talents, gifts and differences. Through a wide and creative curriculum, we encourage them to grow academically, emotionally and spiritually, and so enabling all our children to flourish in life.

You're here to be light, bringing out the God-colours in the world... Now that I've put you there on a hilltop, on a light stand—shine!" Matthew 5: 14, 16 in the Message

'The Fruit of the Spirit is Love, Joy, Peace, Patience, Kindness, Goodness, Gentleness, Faithfulness and Self Control'

Class Size

Our Published Admission Number (PAN), set by the governors of St. James' CE Primary School, is 10 per year group (reduced from 15), giving a total of 70 overall for the whole school from Reception to Year 6. The governors retain the right to amend the PAN for future years, as the school is a Voluntary Aided School. In September 2026 we will have vacancies for 10 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 case 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 for the School (In the event of equal distant applicants, any place will be allocated by random selection (lottery). Someone independent of the governing body will supervise this process).

**The home address is defined as the only or main permanent residential address, at the closing date for applications, where the child usually resides and which is the usual address of the parent/carer with main responsibility for the child. Where parents/carers have shared responsibility, the child's home address will be considered to be that of the parent/carer with whom the child lives for the majority of the school week (e.g. three*

or more days out of five Monday to Friday during term- time). Where care is split equally, parent/carers must 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 catchment area. A letter from the parish priest or minister should accompany the application which only provides written confirmation of a history of at least monthly participation for a minimum period of a year prior to the date of application.
5. Children living outside the catchment area who live nearest to the school by the shortest straight-line distance using the same method above. In the event of a multiple birth application, the Governing Body will admit over the PAN.

In accordance with legislation, a child with an Educational Health and Care Plan (EHCP) will be offered a place at the school named in the EHCP.

Admissions into Reception Year for September 2026

Applications Procedure

Parents apply on-line to Worcestershire County Council if they are a Worcestershire resident by January 15th 2026. If they reside out of county they apply to the home LA.

All offers of places or refusals will be decided by the Governing Body and confirmation of a place will be made in writing from the Local Authority on behalf of the Governing Body by the 16th April 2026.

Parents of children who are refused admission, have the right of appeal within 21 days of the date of the letter of notification of the decision by writing to the Chair of Governors, c/o the school. Appeals will be heard by an independent appeals panel.

All children are entitled to access full time education in the September following their fourth birthday. A parent can also choose to send their child to school part-time or deferred entry if they wish, until the child is of statutory school age. This should be discussed with the Head Teacher.

The Local Authority has an In Year Fair Access Protocol and we at St. James' CE Primary School adopt it.

Deferred Entry

Once allocated a place in the Reception class, the place can be held for the designated child with entry deferred until the term after the child has reached the age of 5 either full-time or part-time, but cannot be deferred beyond the relevant academic year (September 2026 - July 2027).

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.

Usually children with a date of birth in the summer term wishing to start school in the September after their fifth birthday would start in Year 1 and consequently miss the entire Reception year. When applying for a place in Year 1 and not the Reception class, please be aware that there may not be a vacancy in Year 1 at that time.

Parents can also request that their child enter the Reception class in the September after their fifth birthday, effectively in the year group below their chronological age group. The admissions authority of the school must make the decision based on the circumstances of each case. The Head Teacher will complete the [Policy on Delayed and Accelerated Transfer](#) to determine whether or not it is appropriate for the individual child to delay their entry into school and be taught permanently behind their chronological age group.

This process must be completed in advance of the closing date of 15th January 2026. In the event that the delayed entry is not approved, parents will need to make an application in time for the 2026 Reception intake. Should the delayed entry be approved you will be advised how to proceed at that stage.

Even if it is agreed that your summer born child can start school in the September following their fifth birthday in the Reception class, the normal admission arrangements apply and there is no guarantee of a place. You should therefore consider requesting delayed entry. To make this request please email the school with the details of your request.

This is dependent on a place being available in the requested year. Please note that when your child moves on to the next phase of education, i.e high school, you will need to seek the permission of the admission authority of that school, to continue to be taught outside of their normal age group.

Late Applications for Reception Class

In certain circumstances where a late application is received it will be accepted as being on time if parents of a child have moved into the catchment area and are able to provide the relevant independent supporting information. In these circumstances the application must be received by 28th February 2026. Any late applications for Reception must still be returned to the Local Authority.

Applications for Older Children

This applies for entry into years other than Reception, or for entry into Reception at times other than September.

All applications for transfers made during the school year (known as 'in-year applications') should be made to School Admissions, who, on behalf of the school will co-ordinate all applications for in-year places.

The parent/carer should complete the application form using form CA1 available online at www.worcestershire.gov.uk/schooladmissions and ensure that it is counter-signed by the current head teacher (if already attending a Worcestershire School).

If you do not have access to the internet please contact School Admissions at Worcestershire County Council on 01905 822700.

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, and for those applying as part of Reception intake, your child will automatically be placed onto that waiting list if you are refused a place. 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 (Head Teacher) or Mrs Clare Hawkins (School Administrator)

St. James' CE Primary School
191 West Malvern Road
Malvern
Worcestershire
WR14 4BB

Tel: 01684 561207

Email: office@stjames.worcs.sch.uk