

St James Church of England Academy

Admissions Policy 2016-17

Introduction

This document sets out the policy of St James Church of England Academy in respect of its admissions. The Diocese of Coventry Multi Academy Trust (the MAT), as the Admission Authority for the academy, reviews and ensures the publication of information concerning the academy's admission policy and is supported by Warwickshire County Council in this role. This confirms the maximum number of children to be admitted to the academy, and explains how places will be allocated. The local governing body is delegated to act in respect of admissions on behalf of the MAT.

Warwickshire County Council operates a co-ordinated scheme intended to simplify the admission process for parents whilst reducing the likelihood of any child being left without a school place. Coordination establishes a mechanism that ensures as far as is reasonably practicable every parent of a child who has applied for a place at a maintained school or academy is sent a single offer of a school place by the local authority in which their home address falls (their home authority).

Details of Warwickshire's coordinated scheme are available at <http://apps.warwickshire.gov.uk/api/documents/WCCC-699-361>

Admission Number

The published admission number (PAN) for the school is 60 children per year group.

The application process

Parents who wish their children to be admitted to the academy must complete the Common Application Form. Application packs will be sent to children due to transfer to a new school in September 2015 (children in year 2 in Warwickshire infant schools).

Further information is available at <http://www.warwickshire.gov.uk/admissions>

The Common Application Form should be returned by the **15th January 2016**.

Oversubscription Criteria

In the event that the academy is oversubscribed the following oversubscription criteria will be used when allocating places in Year 3:

Please note that children with a Statement of Special Educational Needs that names a school will be admitted first. In this event the number of places that remain for allocation will be reduced.

1. Children in the care of, or provided with accommodation by, a local authority and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order);
2. Children living in the priority area who have a brother or sister at the school at the time of admission

3. Children living in the priority area who have a brother or sister at the partner infant school at the time of admission
4. Other children living in the priority area;
5. Children living outside the priority area who have a brother or sister at the school at the time of admission;
6. Children living outside the priority area who attended the partner infant school immediately prior to transfer;
7. Children living outside the priority area who have a brother or sister at the partner infant school at the time of admission;
8. Other children living outside the priority area.

Within each criterion priority is given in order of distance between the child's home and school (shortest distance = highest priority).

Distance will be calculated by straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school in question. (The centroid is a predetermined point set by Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data).

In-Year Admissions

Parents should apply via Warwickshire Local Authority, which coordinates admissions through the course of the year. The local authority aims to process in-year applications within 10 school days via the following process:

1. Application received by the Admissions Service and acknowledged
2. Application assessed
3. If a preference has been expressed for a voluntary aided, trust, foundation school or academy, and it is relevant for them to consider admission, send applicant details to the school by email or fax.
4. Check availability at preferred schools
5. Own admission authority schools to indicate if place is available (where applicable). Offer letter issued if a place is available at any of the preferences listed. If not offered first preference move to Step 9. If offered first preference move to Step 10.
6. If a place cannot be allocated at any school listed a place at the next nearest school will be allocated.
or
If the child falls under the In-Year Fair Access Protocol, refer to In-Year fair Access Officer for placement
7. Notify unplaced school of offer
8. Decision letter sent
9. Children not offered a place at their first preference are added to the waiting lists of all schools listed as a higher preference than the school at which a place was offered.
10. Application closed



Appeals Procedure

Parents have a right of appeal to the Independent Admission Appeals Panel against the decision to refuse an application for a school place. The Independent Admission Appeals Panel is arranged by Coventry Diocesan Board of Education. Details of the appeals procedure are sent out with all refusal letters.