

*St James the Great RC (Voluntary Aided) Primary &
Nursery School
Windsor Road, Thornton Heath, Surrey CR7 8HJ*

Tel: 020 8771 3424 Fax: 020 8771 0065

Admissions Policy: Nursery and Main School

The Governing Body of St James the Great School is responsible for all admissions. Admission is normally restricted to baptised Catholic children who have one or both parents who are committed, practising members of the Catholic Church. In this policy, the expression "Catholic" means children who have been baptised in accordance with the rite of the Roman Catholic Church or in accordance with the rite of another Church that is in full communion with the See of Rome. If insufficient applications are received in respect of baptised Catholic children, the Governing Body will admit children who are baptised or who are being brought up according to the beliefs of another Christian denomination.

Boys and girls will be admitted to the main school at the beginning of the school year before their fifth birthday. Children will be admitted without reference to ability or aptitude. The Governors intend to admit each year 60 children at age rising five. The Governors have declared their intention to admit each year children to 52 part-time places in the Nursery class at age rising 4, also without reference to ability or aptitude. **Note: admission to the Nursery Class does not automatically allow admission to the Main School. Such admissions are subject to applicants continuing to meet the criteria for admission.**

Where applications for admission exceed the number of places available, the Governing Body will allocate places in accordance with the following categories in the order set out below:

- 1 a) Looked after Catholic children and looked after children in the care of Catholic families.

b) Baptised Catholic children, being brought up in accordance with the teaching and practice of the Catholic Church, who have one or both parents who are baptised Catholics and who attend Sunday Mass every week (except for periods of illness or family holiday) at either St Andrew's, Thornton Heath or St Bartholomew's, Norbury. The Governing Body will seek support for applications from the Parish or other nominated Roman Catholic priest who should be able to verify that the conditions stated above are met.

(*Note: a map of the area showing the boundaries of the two parishes forms part of this admissions policy.*)
- 2 Baptised Catholic children, being brought up in accordance with the teaching and practice of the Catholic Church, who have one or both parents who attend Sunday Mass every week (except for periods of illness or family holiday) in other Catholic parishes. The Governing Body will require a reference from the appropriate Priest confirming that the conditions stated above are met.
- 3 Children baptised in the Catholic faith whose parents may not be practising Catholics at the time of admission. The Governors will require parents to produce a baptismal certificate for the child.
- 4 Other looked after children.

- 5 Children baptised or being brought up according to the beliefs of another Christian denomination and whose parents are committed practising members of that denomination. The Governors will require parents to produce a baptismal certificate (where applicable) and also a written reference from the applicant's Priest or other officiating minister.

- 6 Any other children

If there is over-subscription in any of the above categories, the Governing Body will allocate places in accordance with the following criteria in the order of priority set out below taking account, where appropriate, of distance from the school as measured by a straight line from the home address to the main gates of the school:

- a siblings, as defined in the Explanatory Notes;
- b families resident in the parishes of St Andrew's, Thornton Heath and St Bartholomew's, Norbury;
- c pastoral benefit to be derived by any child resident in the parishes of St Andrew's, Thornton Heath or St Bartholomew's, Norbury, from his or her education in a Catholic school. The Governing Body will require evidence in such cases from a priest, minister or social worker or other relevant professional at the time of initial application;
- d medical or social factors necessitating attendance at the school by a particular child, resident in the parishes of St Andrew's, Thornton Heath or St Bartholomew's, Norbury; the Governing Body will require written evidence in such cases from a doctor, social worker or other relevant professional at the time of initial application;
- e children in the school's Nursery class who are resident in the parishes of St Andrew's, Thornton Heath or St Bartholomew's, Norbury, with those living nearer the school, measured in accordance with the definition in the Explanatory Notes, being given higher priority;
- f residency in the parishes of St Andrew's, Thornton Heath or St Bartholomew's, Norbury, with those living nearer the school, measured in accordance with the definition in the Explanatory Notes, being given higher priority;
- g all other children falling within the relevant category, with those living nearer the school, measured in accordance with the definition in the Explanatory Notes, receiving higher priority.

Parents are advised that

- criteria a to f above will be applied to each of the categories in 1 to 3 above
- if a family has ceased to practise the Catholic faith since the older sibling was admitted, the application in respect of the younger child will be regarded as falling in 3(i) above.

Explanatory Notes

“Looked after children” are children who, at the time of admission, are in the care of the local authority or are in a foster placement.

“Siblings” are defined as children who live as brother and sister, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or stepsisters and foster brothers or foster sisters who are on roll at the time of entry of the sibling. It does not include any other relatives eg cousins.

“Pastoral benefit” is defined as an identified need reported to the school at the time of application evidenced by a relevant person confirming that a specific need can be best met by admission to St James the Great School.

Under our Admissions Policy, those who have registered an interest with the school will be sent a supplementary information form, in the academic year preceding the proposed year of entry, which should be completed and returned to the school by the date specified thereon. The form provides an opportunity to present information about any special factors or circumstances the family would wish to have taken into account. Members of the school staff are available to assist parents with the admissions process and families may wish to contact their Parish Priest for assistance - this does not convey any additional advantage to the application. Supplementary forms are also available from the school on request.

Practice will be demonstrated by:

- The child’s and family’s religious practice as shown by the Supplementary Information Form and any other information supplied.
- The consistency of the family’s religious practice as shown on the Supplementary Information Form and by the Priest’s reference.

If a place at the School is not offered, parents will be given details of the right of appeal and the procedure to be followed should they wish to exercise this right.

Where distance from the school is a factor in determining the offer of places, a current Ordnance Survey map will be used. Distance will be measured in a straight line from the main gate of the school to the front door of the place of residence given on the application.

The Governing Body will maintain a waiting list of applicants. Children whose parents apply for places at the school after places have been allocated, will be placed on the waiting list for the relevant school or nursery year, in an order to be determined by the criteria and guidelines stated above, as any vacancy occurs. Places will then be offered as any vacancies arise.