The Academy at St James

Admission Policy 2028-29

Reviewed and approved by: - Governing Body

Date of meeting: - 06/10/2026

Signature: - Katharine Kennedy

Position: - Academy Business Leader

Date: - Review date: July 2027

The Academy at St James
Aspire, Achieve, Believe

Admissions Arrangement for the Academic Year 2028/29

BDAT is the Admissions Authority for this school, and the local Governing Body makes recommendations to the Trust Board on their admissions arrangements. We welcome equal applications from parents of the Christian faith, other religions, and no faith. We ask all parents applying for a place here to respect our distinctive Christian ethos and its importance to the school community.

Our Vision

Aspire, Achieve, Believe: At the heart of our vision, Aspire, Achieve, Believe, which is rooted in Christian love, there is a commitment to building a vibrant community, where the adults and children experience a sense of belonging. Together we aim to create a culture of possibility and excellence, enabling everyone to flourish.

The planned admissions number (PAN) for admission to the reception class in the school year commencing September 2028 will be a maximum of **30**

Making an Application

Place applications will be made using the local authority common application form by the national closing date of 15th January 2028. This can be found at Apply for a place at one of Bradford District's schools | Bradford Council

By law, no infant class may normally contain more than thirty children. The Governing Board will not restrict admissions to the reception class unless the number of children for whom admission is sought exceeds this number.

The governing board will first consider all applications received by the published deadline (above). Applications made after midnight on that date will be considered after all on-time applications have been processed unless exceptional circumstances merit consideration alongside on-time applications.

Admission procedures

The Local Authority operates a coordinated admissions scheme. It administers a system of equal preference, which means that all applications are considered equally. The governing body allocates the available places in accordance with its published admissions arrangements. In the event that there are more applications than places available, the Governing Board will allocate palaces using the oversubscription criteria detailed below, which are listed in order of priority.

The Local Authority will inform parents of the offer of a place on behalf of the governors on the national offer date 16th April 2028

Children with an Education, Health and Care Plan (EHCP)

All governing boards are required by Section 324 of the Education Act 1996 or the Children's and Families Act 2014 to admit to the school a child with an education, health and care plan (EHCP), formerly a statement of special needs (SEN), which names the school. This is not an oversubscription criterion and relates only to children who have undergone statutory assessment and for whom an EHCP has been issued. If this school is oversubscribed after the admission of children with an EHCP, then the oversubscription criteria will be applied to other applicants.

Oversubscription Criteria

Where the number of applications received exceeds the school's planned admission number, the Governing Board will apply the following criteria in strict priority order.

1. Pupils who are looked after children and all previously looked after children. Looked after children or children previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order. This includes children who appear to the Admission Authority to have been in state care outside of England but ceased to be so due to being adopted only.
2. Sisters and brothers of children resident at the same address who are at present on roll at the school and will still attend the school at the time of admission (siblings). The term "siblings" refers to children who live with the same family at the same address. Children living with the same family, e.g., foster children, stepsisters, and brothers, are also included. Cousins are not siblings.
3. Children of parents who are members of the Church of England or other Christian denominations, for whom the preferred school is the nearest Church of England school to the home address, as measured by a straight line from the main entrance of the home to the main entrance of the school building.
4. Other applicants.

*For definitions and additional explanations. Please see the Notes section below.

Tie Breaker

When demand exceeds places in any of the following policies, the distance between the child's home and school, measured by a straight-line distance from the Ordnance Survey address point of the house to the main entrance to the school building, will be used to decide who is given a place; those living nearest will be given the available places. Where the offer of places to applicants with equidistant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection.

Waiting lists

Where the application has been unsuccessful, parents/guardians may request that the child's name be added to the waiting list. The waiting list will be maintained until December 31st. Any places that become available will be allocated according to the published oversubscription criteria of the admission arrangements, with no account being taken of the length of the time on the waiting list.

In accordance with the School Admissions Code, as soon as places become vacant, the Governing Board must fill the vacancies from any waiting list, even if this is before admission appeals have been heard. Placing a child's name on a waiting list does not affect a parent's / guardian's right of appeal against an unsuccessful application.

It should be noted that children subject to direction by a Local Authority to admit or allocated according to an In-Year Fair Access Protocol (The School Admission Code) must take precedence over those on a waiting list.

Appeals process

Where governors cannot offer a place because the school is oversubscribed, parents have the right to appeal to an independent appeal panel, set up under the School Standards and Framework Act 1998 as amended by the Education Act 2002.

Parents who intend to appeal against the Governing Board's decision to refuse admission must submit a notice of appeal in writing within 20 days of receiving the offer letter.

Please note that the right of appeal against the governors' decision does not prevent you from appealing in respect of any other school.

Appeals forms can be obtained from the Local Authority Admissions Team.

Email: schoolappeals@bradford.gov.uk

Tel: 01274 439200

In year admissions

Parents or carers living within the Bradford District who would like their child to move to a different school should first contact their child's current school to discuss the reasons for the transfer.

If you are new to Bradford or decide you have no alternative but to request a transfer, please read the following information before completing an application form (PDF, 431 Kb).
It is important that you read the guidance notes **carefully and complete the form as fully as possible:**
https://www.bradford.gov.uk/education-and-skills/school-admissions/in-year-applications/
If your child has an Education, Health, and Care Plan, or Statement of Special Educational Needs, please do not complete an application form. For advice, please contact the SEN Team on 01274 435750.

Where more applications are received than places available, the over-subscription criteria will be used to support the decision.

Fair access protocol

The Local Authority has a Fair Access Protocol to ensure that unplaced and vulnerable children, and those who are having difficulty in securing a school place in-year are allocated a place as quickly as possible. A child would only be eligible to be placed via the Fair Access Protocol (FAP) where they have not been able to secure a school place in-year and they fall into one of the specified FAP categories.

Children below statutory school age and deferred entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date their child is admitted to the school until later in the school year but not beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part time place until later in the school year but not beyond the point at which they reach compulsory age. Following receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part time place as above.

Admission of children outside their normal age group

Parents may request 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. Any such request should be made in writing to the (*Chair of the Governing Body, Josiah Sulc, office@stjames.bdat-academies.org)* at the same time as the admission application is made to the Local Authority and not later than the closing date of the 15th January 2027. The decision will be based on the circumstances of each case and in the best interests of the child. In addition to considering the views of the headteacher /principal, the governors will also take in to account the parent's views and of appropriate medical and educational professionals.

Applications need to be made under the normal round expressing the wish that the child be admitted the following year.

Fraudulent applications

The Governing Board reserves the right to withdraw the offer of a place if fraudulent of intentionally misleading information has been used on an application, e.g. false home address. This includes cases where parents take out a short term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there. In fairness to all parents, all allegations of fraudulent practice brought to the Governing Board's attention will be investigated.

Notes and Definitions

Parents

'Parents' include all those people who have parental responsibility for a child as set out in the Children Act 1989.

Siblings

Siblings refers to all children of statutory school age who reside with the same family at the same family at the same address. Children living with the same family, e.g foster children, step sisters and brothers, and half sisters and brothers are also included.

Home address

The child's home address must be where the child lives permanently.. If the residency is split equally between two parents, they can nominate the address they wish to use for the allocation of a school place, the chosen address will then be used for the full allocation period.

Families who are due to move house should provide:

a) Proof of sale/termination of tenancy on the current property or
b) a copy of the current Rental Agreement, signed by both tenants and the landlords, showing the address of the property; or
c) in the case of serving H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ

Children who are looked after

Children who are 'looked after' by the Local Authority in accordance with section 22 of the Children's Act 1989 (i.e. a child who is in the care of the Local Authority, or provided with accommodation by the Authority) and children who were 'looked after' but have been adopted or have become subject to a child arrangement order or special guardianship order, including those 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.

This applies to all looked- after children, including those who are in the care of another local authority or being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application.

Previously looked after children are children who were looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order, including those 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. In the case of previously looked after children, a copy of the relevant documentation will be required in support of the application. This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adopted & Children's Act 2002. Child Arrangement Orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a Child Arrangements Order. See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Multiple births

Where parents of multiple birth (twins, triplets etc) request admission and only one of the siblings can be offered a place, the remaining siblings will also be offered places above the admission number.

Priority for Church Attendance

- A regular worshipper is defined as attendance of a parent/carer or the child at church, at an act of public worship for at least one month, two years prior to the date of application, verified by a member of the clergy or other designated church officer / faith leader.
- The governors do not give a higher preference to families where more than one member of the family worships.
- A church is defined as any Christian Church within the parish of Allerton and Thornton
- In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions]arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.
- Parents applying under this criterion are required to complete a **Supplementary Information Form (SIF)** which asks for a declaration and verification of being a regular worshipper. The SIF is available from the school and must be completed and returned to the school by midnight on the 15th January. In order to ensure that you have the required church attendance you may need to complete two or more forms. This is normally more appliable to those who have moved into the area but attended church at their previous address. If a SIF is not received within the allotted timescales the application will be considered but nor under church attendance priority criteria.
- If a disability or other 'special needs' circumstance prevents regular attendance at a specific place of worship but the person concerned is recognised by the church leaders as a 'regular worshipper' then this can be taken into consideration in your declaration and verification of your "regular worship at a Christian Church".

Academy St James 2-year-old provision

This provision is for children aged 2 who are eligible for 15 hours of free provision. There are places available. In order to be eligible, parents must be able to prove that they meet one of the following criteria:

- Free –School Meals Entitlement:
- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (please check the Government website for financial limits)
  Working Tax Credit (please check the Government website for financial limits)
- Child Who are Looked After – written confirmation from Social Worker by email or letter. The children's' carer would need to sign the headcount forms. This also includes children who are placed for adoption.

This form should be separate for confidentiality reasons

Supplementary Information Form (SIF)

This Supplementary Form should be completed by the parent / guardian of the child who is seeking admission to the school. This form need only be completed to confirm and verify that you meet the requirements of the oversubscription criteria related to church attendance. **No additional information will be considered** unless a family has attended more than one place of worship for that period, in which case more than one form may be submitted to cover the two years. It is the responsibility of the parent to get both sections complete and returned to school.

This form should be returned to the school office by no later than midnight on 15th January 2028

Section A: Application for admission to the Academy St James			
Please consider the following information as part of the admissions process for the following child:			
Child's Surname:		First name:	
Name of parent / guardian			
Address			
Postcode		Contact No	

I confirm that	
Is a regular worshipper at the church below, defined as attending public worship at that place, for at least once a month, for two years prior to the date of application.	

Place of Worship			
Name of Vicar / Priest / faith leader			
Address			
Postcode		Contact no	

Section B: Verification This section is to be completed by the above church leader			
I confirm that that child/parent/guardian named above has attended public worship at church at least once a month for the past two years.			
Name:			
Signed:		Date:	