



# St James CE Primary School

## Admissions Policy For Academic Year 2023/2024

Our Pupil Admission Number (PAN) is 30

**Review period:** 12 months  
**Owner:** Headteacher  
**Category:** Public

**Next review:** October every year  
**Approver:** Board of Directors  
**Type:** Local

## Introduction

Our school is a member of the [Vale Academy Trust](#) ('the Trust'), a family of primary and secondary schools in Oxfordshire. The Trust is its own Admissions Authority which means it determines its own policy for pupil admissions to its schools, in accordance with applicable law and regulation.

In common with all schools in the Trust, we are part of Oxfordshire's coordinated admissions process and the [School Admissions Team](#) of Oxfordshire County Council ('OCC') handles the processing of applications for our school.

Except for the over-subscription criteria described in this document, the procedures followed for admissions will be as laid out on the [School Admissions Team website](#).

## Applications to join our school

We are a non-selective school and all applicants will be offered a place unless there are more applications than places available.

Please visit our website for information about our school and how and when to apply.

## Over-subscription criteria for entry to Reception Year

In the event that the number of applications exceeds places available, the [School Admissions Team](#) will follow the over-subscription criteria shown below and consult with us to ensure applications are dealt with fairly.

*Unless specified otherwise below, definitions of terms used in the criteria and details of associated procedure are as described in [OCC's school admission rules](#).*

In accordance with legal requirements, children who have an Education, Health and Care (EHC) Plan naming our school will always be admitted. An EHC Plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child. ***This is therefore not an oversubscription criterion.*** A school being named on an EHC Plan comes about from an assessment and consultation process managed by the local authority. See the [OCC EHC Plan website](#) for details.

The over-subscription criteria below will be followed in descending order of priority.

1. Children who are "looked after" by a Local Authority within the meaning of Section 22 of the [Children Act 1989](#) at the time of their application, and "previously looked after" children. The term "previously looked after" refers only to children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

In addition, and of equal priority, children who were previously in state care outside England but have been adopted and are no longer in state care. Evidence of the previously looked after status and/or the adoption will be requested. Where such evidence is not available, the School Admissions Team will consult with us and together we will make a pragmatic decision based on the information available.

2. Children who have exceptional medical or social needs that make it essential that they attend our school rather than any other. Supporting written evidence from an appropriate professional will be required.
3. Children who attend our nursery and live in our designated (catchment) area and have a brother or sister on roll at our school or nursery at the time of application who will still be attending at the time of entry. Details of our designated (catchment) area can be found on the [OCC record for our school](#).
4. Children who live in our designated (catchment) area and have a brother or sister on roll at our school or nursery at the time of application who will still be attending at the time of entry.
5. Children who attend our nursery and live in our designated (catchment) area.
6. Children of members of staff, in one or both of the following circumstances:
  - a. where the member of staff has been employed at the school or nursery for two or more years at the time at which the application for admission to the school is made; and/or
  - b. the member of staff is recruited to fill a vacant post at the school or nursery for which there is a demonstrable skill shortage.
7. Children who live in our designated (catchment) area.
8. Children who live outside our designated (catchment) area but attend our nursery and have a brother or sister on roll at our school or nursery at the time of application who will still be attending at the time of entry.
9. Children who live outside our designated (catchment) area but have a brother or sister on roll at our school or nursery at the time of application who will still be attending at the time of entry.
10. All other children.

For criteria 3-10, priority will be given to children who are eligible for Service Pupil Premium or Pupil Premium, and then to children who live closest to the school, as calculated by the OCC School Admissions Team using the straight-line distance method.

## Appeals

If you apply for a place at our school and are unsuccessful you have the right to appeal. Visit the [School Admissions Team appeals page](#) for details.

## Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

[School Admissions Code](#)  
[School Admission Appeals Code](#)

The Trust and its schools are required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with the Trust's funding agreements and Articles of Association.

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