



*'Nurture, Cherish, Shine and Flourish'*

**ST. JAMES' AND EBRINGTON**  
**CHURCH OF ENGLAND (VA) PRIMARY SCHOOL**

**ADMISSION POLICY 2023**

St. James' & Ebrington C. of E. Primary School is a Voluntary Aided School with two sites serving the parishes of Aston-sub-Edge, Broad Campden, Chipping Campden, Ebrington with Hidcote Bartrim and Hidcote Boyce, Laverton and Weston-sub-Edge. The School is a part of the North Cotswold Schools Federation (NCSF). The NCSF Governing Body is responsible for the admission of pupils.

The Published Admission Number (PAN) for the school is 30. Typically this is distributed 20 at the St. James' site and 10 at the Ebrington site. Where possible the school will seek to accommodate parental choice. Pupils are normally admitted in the September of the school year in which they will reach their fifth birthday. The Governing Body of St. James' and Ebrington C. of E. School acknowledges the updated advice from the Department of Education that, parents/carers of "summer born" children (born between 1 April and 31 August) may request to start the Reception Class of a school a whole academic year later. The Governing Body will make a decision on behalf of St. James' and Ebrington C. of E. School. We follow the Local Authority process which states that parents can only apply for a Reception place at a school once and must apply for a place during the standard application process timeline for their chronological year group, stating their reasons for requesting deferred entry to the following year. The Governing Body will decide whether the deferred entry can be approved for the school.

Due to the nature of our dual site we request that, **in addition to the online admission application to your Local Authority**, the attached **supplementary admission form be completed and returned to the school office.**

If the number of applications exceeds the 30 places available the Admission Criteria as set out below will apply. Before applying parents are advised to visit the school's two sites:

St James' and Ebrington C of E Primary School,  
Ebrington,  
Chipping Campden,  
Gloucestershire  
GL55 6NL

St James' and Ebrington C of E Primary School,  
Pear Tree Close,  
Chipping Campden,  
Gloucestershire  
GL55 6DB

Enquiries and requests to visit the school should be made to:

The School Office  
St. James' and Ebrington C. of E. Primary School,  
Pear Tree Close,  
Chipping Campden,  
Gloucestershire  
GL55 6DB

Tel: 01386 840634 Fax: 01386 841877 Email: [stjebadmin@ncsf.school](mailto:stjebadmin@ncsf.school)

*This policy should be read in conjunction with the Admissions Guidance Booklet issued by Gloucestershire County Council for schools and academies. For further information on admissions please contact the Admissions and Transfer Team at Shire Hall, Gloucester. GL1 2TP (01452 425407) or go to [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions)*

## Admission Criteria

When requests for places at the school exceed the Published Admission Number, the following order of priority will apply:

1. A 'looked after child' (1) or a child who was previously looked after but immediately after being looked after became subject to an adoption (2) child arrangements order (3) or special guardianship order (4) including those 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 (5).  
*(1) A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. In Gloucestershire, such children are referred to as Children in Care.*  
*(2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).*  
*(3) Under the provisions of s.12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.*  
*(4) 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).*  
*(5) A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.*
2. Children resident in the parishes listed in paragraph 1 and with siblings registered at the school at the time of their admission. (We define a sibling as: *a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child must be living in the same family unit at the same address*).
3. Children resident in the parishes listed in paragraph 1. A map showing these parishes can be seen, on request, at the School Office.
4. Children with siblings registered at the school, who reside outside the parishes listed in paragraph 1 at the time of their admission. (We define a sibling as: *a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child must be living in the same family unit at the same address*).
5. Children whose parent(s), at the time of admission, have been on the electoral roll of a parish church within the Church of England for at least one year, and regularly worshipping there for at least once each calendar month for a minimum of one year. A SIF should be completed and signed by the minister of the church.

In the event of over-subscription in any of the above categories, or to allocate any remaining places, the geographical distance from the centre of the nearer school site, measured in a straight line from the ordnance survey address point of the school to the ordnance survey address point of the school child's home address (including flats), using the Local Authority's computerised measuring system, will be used to determine which child will be allocated a place and at which site, with those living closer to the school receiving the higher priority.

In the unlikely event that two or more applicants equally fulfil the Admission Criteria a ballot will be held.

These admission arrangements apply to all children irrespective of gender, culture or disability except when, in the opinion of the Local Authority, a child would be better placed in a school which caters for a specific disability. The school will admit a child with a Statement of Special Educational Needs or an Education, Health and Care Plan that names the school, even if the school is full.

## **Appeals against Admission Decisions**

As a Voluntary Aided School, the Governing Body is responsible for hearing appeals against an admission decision. Parents and Guardians may appeal against any decision made by the Local Authority concerning their child's admission to the school and in this case, an appeal should be made in writing to the Governing Body within two weeks of notification from the Local Authority.

### **Waiting Lists**

If the school is oversubscribed, a waiting list will be held for (at least) the second school term (i.e. until the end of December). The waiting list will be prioritised according to the school's Admission Criteria.

### **Fair Access Protocols**

The school has signed up to the In-Year Fair Access Protocols held by the Local Authority. Should a vulnerable child within these Protocols require a place at the school, they will take precedent over any child on the waiting list.

### **In-Year Admissions**

In-year applications are all those made outside the normal admissions round for children of compulsory school age i.e. those applications made during the academic year for any school place in Reception through to Year 6. The Local Authority will no longer be responsible for offering places to children on behalf of all schools/academies, but the Local Authority does maintain the statutory duty of being responsible and aware of all pupils and vacancies within schools/academies within Gloucestershire. To apply for a place at St. James' and Ebrington School, parents should therefore contact the school in the first instance.

The Governing Body and the Head Teacher are sympathetic to parents' choice of preferred site but the following will be taken into account: current year size, current class sizes and impact on future class sizes.

### **Transport**

Transport may be available. To check eligibility parents are advised to visit [www.gloucestershire.gov.uk/educationtransport](http://www.gloucestershire.gov.uk/educationtransport)

## Registration of Interest for Admission / Supplementary Admission Form

PLEASE COMPLETE THIS FORM AND RETURN IT TO:

*The School Office, Pear Tree Close, Chipping Campden, Glos. GL55 6DB Tel 01386 840634*

Please complete this Supplementary Admission Information Form to indicate that you wish your child to attend St. James' & Ebrington C of E Primary School and return it to the school office. **A separate admission application must also be made directly to the Local Authority.** The information contained in this form will be used in conjunction with the Local Authority admission form in determining the level of priority in the event of the school being oversubscribed in admission applications. Please refer to the school's admissions policy for more details.

**If information changes between you registering your interest and the date of application you should complete a new form.**

### PART A

#### ADMISSIONS APPLICATION - SUPPLEMENTARY INFORMATION FORM (SIF)

<b>Name of Child</b>	Surname:	
	Forename(s):	
Date of Birth:	/ /	Gender: Male / Female
Name of Parents/Guardians or Carers:		
Permanent Home Address: <i>Note: This is the Child's permanent residence and not an accommodation address. Parents are requested to provide a recent (within the last 3 months) <b>original</b> utilities bill or equivalent, which will be returned to them.</i>		
Contact Telephone Number:		
e-mail Address:		
Current Pre-School, Nursery or School:		
Under which category are you applying for admission?		
<p>If you are applying under church attendance criteria * please complete Part B of this form and ask your parish priest or minister to sign it. Please return both parts to the school. Please supply the name, address and telephone number of the parish priest or minister who will complete the form.</p> <p>Name of priest/minister:</p> <p>Address:</p> <p style="text-align: center;">Telephone No:</p>		

#### IMPORTANT NOTE

I have read the School Prospectus and should my child be accepted as a pupil, I agree to abide by the aims and methods of working in the school as stated therein. I confirm that to the best of my knowledge, the details above are correct. I attach an **original** utilities bill or equivalent, dated in the last 3 months.

Signature of Parent/Guardian/Carer:	Date:
OFFICE USE ONLY:	Date Received :

**PART B**

**ADMISSIONS APPLICATION - SUPPLEMENTARY INFORMATION FORM (SIF) FOR THOSE CLAIMING CHURCH ATTENDANCE**

Parents and Clergy are asked to complete and sign this form to assist the Governors in ensuring that those most qualified for admission under the Church attendance criteria are properly considered. Please note that priority will be based on the **parents'/carers'** links with the Church and not just the child's membership.

The relevant category (in priority order for the offering of places) is as follows:

1. **Church attendance criteria.** (Our Admissions Criteria gives a 5<sup>th</sup> priority to: Children whose parent(s), at the time of admission, have been on the electoral roll of a parish church within the Church of England for at least one year, and regularly worshipping there for at least once each calendar month for a minimum of one year. A SIF should be completed and signed by the minister of the church.)

Name of Child	
Name of Parents/Guardians or Carers:	
Criterion Under Which Applying:	
Child's Permanent Home Address:	
Name of Church:	
Address of Church:	
Name of Clergy person:	
Position in Church:	
I CONFIRM THAT WE HAVE REGULARLY WORSHIPPED AT THE ABOVE CHURCH AS A FAMILY <b>AT LEAST ONCE IN EACH CALENDAR MONTH FOR A MINIMUM OF ONE YEAR.</b>	
Parent/Guardian/Carer signature:	Date:
I CONFIRM THAT THIS FAMILY HAS REGULARLY WORSHIPPED AT THIS CHURCH <b>AT LEAST ONCE IN EACH CALENDAR MONTH FOR A MINIMUM OF ONE YEAR.</b>	
Clergy signature:	Date: