



# St. James The Great

Roman Catholic Primary and Nursery School  
Windsor Road - Thornton Heath  
CR7 8HJ

Headteacher: Mr. C. Andrew BA (Hons) QTS PQSI

Telephone: 020 8771 3424

E-mail: [admissions@stjamesthegreat.org](mailto:admissions@stjamesthegreat.org)

Website: [www.stjamesthegreat.org](http://www.stjamesthegreat.org)

## Admission Policy – 2025/2026

St James the Great RC Primary and Nursery School is an academy in the Diocese of Southwark. It is in the trusteeship of the Diocese. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government, and seeks at all times to be a witness to Jesus Christ. The school exists primarily to serve the Catholic community and Catholic children always have priority of admission. However, the Governing Body also welcomes applications from those of other denominations and faiths and from those who have no faith but who support the religious ethos of the school.

The Governing Body has responsibility for all admissions to the school. Having consulted with the local authority and other admission authorities, they have declared their intention to admit 60 children to the Reception classes formed for intake in September 2025. Places are offered without reference to ability or aptitude. Children will be admitted at the beginning of the school year in which they become five. Please also refer to the section regarding the Admission of children below compulsory school age.

Where the number of applications for admissions exceeds the number of places available, the Governing Body will apply the following criteria, in the order of priority set out below, to decide which children to admit.

1. Looked after Catholic children or looked after children in the care of Catholic families and previously looked after Catholic children, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted, or who have been adopted or who have become the subject of a residence or guardianship order.
2. Baptised Catholic children who have one or two parents who are committed practising Catholics (completion of the priest reference form will be required) and who have siblings attending the school at the intended time of admission.
3. Baptised Catholic children of a member of teaching staff, where either the teacher or other parent is a committed practising Catholic (completion of the priest reference form will be required) and where the member of the teaching staff has served at the school in a permanent post for two or more years at the time of application.
4. Baptised Catholic children who have one or more parents who are committed practising Catholics (completion of the priest reference form will be required).
5. Children of a member of teaching staff where the member of staff has a permanent post at the school.
6. Other baptised Catholic Children not included in criteria 1-4 above.
7. Children who are not baptised Catholic but who have at least one parent that has shown a commitment to the Catholic ethos and faith as evidenced by completion of the priest reference form.

8. Other looked after children and other previously looked after children who have been adopted or who have become the subject of a residence or guardianship order. Including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
9. Children whose families are committed members of the Eastern Orthodox Churches. Evidence of Baptism must be provided **and** completion of the dedication reference form is required as evidence of religious commitment
10. Children of families who are committed members of other Christian denominations that are part of CTBI, Churches Together in Britain and Ireland, or the Evangelical Alliance. Evidence of Baptism (or dedication) **and** completion of the dedication reference form is required as evidence of religious commitment.of worship will be required.
11. Children who are members of other faiths whose application is supported by a letter provided by the appropriate minister or religious leader of a designated place of worship.
12. All other children.

**If there is an over-subscription in any of the above categories, the Governing Body will apply the following sub-criteria in the order shown below to decide which children to admit:**

- i. Children with a sibling at the school at the intended time of admission.
- ii. For categories where evidence of commitment to faith is required, applicants will be ordered within their respective categories based on the information provided on their completed reference form. Applicants will be ranked in the following order: firstly, to those whose commitment is 3 or more years, and secondly to those whose commitment is under 3 years. Within each of these 2 sub-criterion, applicants will be further ranked by frequency of attendance to Sunday Mass in the order shown on the supplementary form: firstly to those who attend Mass weekly, secondly to those who attend Mass three times a month, thirdly to those who attend Mass fortnightly, fourthly to those who attend once a month, and finally to those who attend less than once a month.
- iii. Living in the parish of St Andrew's, Thornton Heath, or St Bartholomew's, Norbury.
- iv. The Governing Body may increase the priority of an application within a category where evidence is provided at the time of application of an exceptional social, medical, or pastoral need of the child which made the school particularly suitable for the child in question.
- v. Proximity to the school of the child's home address (proof of address will be required). Distance will be measured in a straight line from the school entrance by the local authority using a geographical computerised system. Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school the place will be decided by the drawing of lots.

**NOTES (these notes form part of the above criteria)**

- a. 'Looked after' children has the same meaning as in Section 22 of the Children's Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g., children with foster parents) and adopted children previously looked after.
- b. In the context of school admissions Catholic children are defined as children who are baptised or received into the Roman Catholic Church and including members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome.
- c. Reference to other Christian denominations refers to other denominations that are full members of Churches Together in Britain and Ireland or the Evangelical Alliance.

- d. Regarding commitment to faith and with reference to the terms ‘committed practicing Catholics’ and ‘committed members’, we mean that at least one parent and the child attend Mass on Sundays and Holy Days of Obligation as a central part of their lives. Strength of commitment will be based upon the length of time that the family has shown committed practice, as well as the level of mass attendance, i.e. weekly, monthly, etc as evidenced on the completed reference form. Please note, the governors will ensure that, where they are made aware of extenuating circumstances, Catechumens and those where it is not possible to prove committed practice for 3 or more years, (e.g. refugee situations) are not disadvantaged by this element of the criteria.
- e. A sibling is defined as a full brother or sister or step/half brother or sister living at the same address, a child who is living as part of the family unit by reason of a Court Order, or a child who has been placed with foster carers as a result of being ‘looked after’ by the authority.
- f. To demonstrate an ‘exceptional social, medical, or pastoral need’ of the child that can be most appropriately met at this school, the Governing Body will require formal written evidence from an appropriate professional such as a social worker, doctor, or priest.

## Admission Procedure

To apply for a place at this school, you should complete and return **two** separate forms.

1. The **Common Application Form** must be completed on the EAdmissions website - [www.eadmissions.org.uk](http://www.eadmissions.org.uk). This form must be submitted by the published closing date.
2. The **School Supplementary Information Form** is available from the school office or on our website and should be completed and returned to the school with originals of the requested supporting documentation. Completion of the Supplementary Information Form is not mandatory; however, if one is not received the Governors will not be able to apply their admission criteria regarding religious practice and the application will be considered under the ‘all other children’ category.
3. The closing date for the **School Supplementary Information Form** is noon on the same date as that published by the Local Authority. You will be advised of the outcome of your application via email and via the EAdmissions website on the National Offer Day. You will also receive a letter from the governing body of the school where your child has successfully gained a place for the upcoming September.
4. If you are unsuccessful you may ask the school for the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.
5. Both the Supplementary Information Form and Priest’s/Dedication reference form need to be completed if you wish your son/daughter to be considered for a place under our religious criteria. You are advised to make a copy of the forms for your records.

## Late Applications

Any late applications will be considered by the school, in the event of there being any available places using the school’s admissions criteria. If all places have been filled, parents will be offered the opportunity to place their child’s name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

## Waiting Lists

Parents of children who have not been offered a place at the school may ask for their child’s name to be placed on a waiting list. The waiting list will be operated using the criteria listed above. Placing your child’s name on the waiting

list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. The waiting list will be maintained for one academic year.

## **Appeals**

Parents whose application for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85 (3) of the School Standards and Framework Act 1998. Appeals must be made in writing and set out the reason for which the appeal is being made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/Carers have the right to make oral representation to the Appeal Panel.

Infant classes are restricted by legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that:

- a) The admission of additional children would not breach the infant class limit or;
- b) The admission arrangements did not comply with admission law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly or impartially applied;
- c) Or the panel decides that the decision to refuse admission was not one that a reasonable admission authority would have made in the circumstances of the case.

## **In-Year Admissions**

Children, including siblings, whose parents apply for places other than at the Reception intake stage will be placed on the waiting list for the relevant school year, in an order to be determined by the criteria and guidelines stated, as any vacancy occurs. Information can be provided to parents about the order of priority of applications being held at a particular time but no guarantee can be given that higher priority applications will not be received by the time a place becomes available. In applying for a place parents should follow the procedure set out above and complete both the CAF (Croydon Application Form) and SIF (School Information Form).

## **Admission of children below compulsory school age**

The governors will provide for the admission of all children in September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year; parents may also request that their child attend part-time until the child reaches compulsory school age.

## **Admission of children outside their normal age group**

In line with the School Admissions Code, parents may seek a place for their child outside of their normal age group. We are aware that some parents of summer-born children may not want to send their child to school until the September following their fifth birthday and may request that they be admitted out of their normal age group – to Reception rather than Year 1.

- Governors will make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parents' views; information about the child's academic, social, and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated outside of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They must also take into account the views of the head teacher.

- This application must be received in the correct year in the relevant admissions round.
- If the request is granted, then the child will be offered a place in the year group agreed by the Governors.
- If the place is NOT offered and no offer is made for the child to attend the school in any other year group, then the family will be given the right of appeal.
- However, if another year group has been offered in the school then the right of appeal will not be offered.

### **Children of UK service personnel (UK Armed Forces)**

The School will process applications in advance of the family arriving in the area, our Admissions Policy criteria will be applied to all applications. An official letter that declares a relocation date and a Unit postal address must be provided with your application.

### **Pupils with a Statement of Special Educational Needs or Education, Health and Care (EHC) Plan**

The admission of pupils with a Statement of Special Educational Needs or with an EHC plan is dealt with by an entirely separate procedure. The procedure is integral to the making and maintaining of statements and EHC plans by the pupil's home local authority. Details of this separate procedure are set out in the SEND code of practice. Pupils with a statement or EHC plan naming the school will be admitted without reference to the above criteria.

### **Fair Access Protocol**

The school participates in the local authority's allocation of places to vulnerable and other children in accordance with the School Admission Code. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.