

St James School Exeter

Admissions Policy 2016-17

Our Ethos

At St James School students benefit from highly qualified and exceptionally committed staff who recognise the importance of creative and exciting teaching that builds strong relationships. Challenging lessons are taught in all areas and students have access to a high quality core curriculum that will prepare students for ambitious courses post-16. We have a strong system of support which helps students manage their learning, builds confidence and helps them to exceed aspirational targets. We are very proud of the students at St James who continue to outperform all expectations. We believe passionately that school life must be a really memorable experience that will ensure our students have rewarding and successful lives.

We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of any parent to apply for and be considered for a place here.



St James School

Admission Arrangements for 2016-17



St James School is an academy and a member of the Ted Wragg Multi-Academy Trust. The members of the Trust are:

- Cranbrook Education Campus
- Isca
- St James School
- Whipton Barton Infants and Nursery School
- Whipton Barton Junior School

As an academy, the Trust is the admissions authority and has responsibility for setting these admission arrangements and for making decisions regarding admissions applications.

This policy details the admission arrangements for our school and should be read in conjunction with Devon's Step by Step and In-Year Admissions booklets, the Secondary and In-Year Co-ordinated Admissions Schemes, Education Transport Policy, Free School Meals Entitlement and other agreed policies of Devon County Council, the Local Authority (LA). All policies and procedures seek to comply with the requirements of the School Admissions Code 2014, the School Admissions Appeals Code 2012 and other relevant legislation.

Some admissions functions will be delegated to the Devon School Admissions Service or other agent of the school.

Published Admission Number (PAN) for Year 7 in 2016-17	196
Home-School Agreement	Yes
Age range	11-16 years
School uniform	Yes
Supplementary Information Form (SIF)	No
Extended school facilities	Please visit our website or contact the school office for details of the facilities available at the beginning and end of the school day.
School Travel Plan	Please visit our website or contact the school office for details.

Admissions to the School

Most of the children attending St James join at secondary transfer, the beginning of Year 7. This is what is called the "normal point of entry" to a secondary school. Other children join us "in-year" at other times, once a year group has already started. This may be because they are new to the area and need a school place or simply would like to transfer from another school.

Like most secondary schools in Devon, we are a comprehensive school which means that there are no selection tests and we admit children without regard to aptitude or ability.

The need to apply

All parents must make an application for their child to be admitted to a state-funded school. To apply for a place here you should use a Common Application Form provided by a local authority. Places are not allocated to a child automatically, even where:

- there is an older sibling attending here;
- a child attends a particular linked school;
- a parent has expressed an interest at any time in the school; or
- the child has always lived close to the school.

No places will be held in reserve for a child who applies late; we cannot hold places empty if another child applies for admission. We will share information with the LA and will publicise the need to apply but the responsibility for making an application will be with you as the parent. If your child lives in Devon and you have not received a letter from the Devon School Admissions Service by the first week in **September 2015**, please contact them for information about our intake into Year 7 for **September 2016**.

Visiting St James

We welcome visits from parents and children who are considering applying for a place here. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our school. If you would like to visit us, you should contact the school reception to make an appointment. We hold an open evening for prospective new Year 7 children in the autumn term when they are in Year 6. If you are considering an in-year application, you are welcome to contact us and make an appointment to visit at any time.

How To Apply For A Place At The Normal Round – Year 7

Diagrams at the end of this document show the application process.

The normal round of admissions is when children can join our school for the first time. So that all parents who wish to apply for a place in Year 7 can do so each LA across the country is required by law to co-ordinate applications for the schools and academies in its area. This means parents will receive **one** offer of a school place at the same time as other parents. For us, Devon is the LA which co-ordinates applications which have been made either direct to Devon or passed on by other LAs.

Parents who wish to apply or “express a preference” for a Year 7 place must use a Common Application Form from the LA where the child lives. For Devon residents, this is the D-CAF3, which is available at devon.cc/admissiononline or within the Step by Step secondary admissions booklet. You can request a copy of this by calling *My Devon*. A reference copy will be available here from **1 September 2015**. If your child lives in another LA, including Plymouth, you must apply by contacting that LA even though you are requesting a place here.

The national closing date for applications for secondary transfer is **31 October 2015**. You can apply after this date but your application may not be considered until after all of the applications that were on time. If you couldn't apply before because, for instance, you moved to this area after October, you should make sure that you inform the LA. If the reason for applying after the closing date is accepted, your application will be considered at the same time as everyone who did apply on time if this is still possible.

If you know that you are going to move into the area during the Year 6 for your child, you can apply from where you are and provide evidence of the new address. You do not need to wait until you have actually moved if this is after the offer of places on **1 March 2016**.

Information provided in an application

We would like all applications to be fully and honestly completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will actually attend school and this disadvantages another child. If necessary, we will ask for evidence of a child's home address before admission. If you know or believe that your child's address will change before admission, you must inform us or the LA as this may affect your application.

What happens next?

If there are fewer applications than places then no application will be refused. Only if there are more applications than there are places available will we prioritise applications according to the

oversubscription criteria below. We may delegate this process to the LA or other agent but they will use our oversubscription criteria and we will remain responsible.

You will be able to make a preference for one, two or three schools. If you do name more than one school, it is important that you name them in the order you would like a place. The LA co-ordinates admissions for all secondary schools. A parent could be in a position to be offered a place at more than one school. If that happens, a place will only be offered at the school which the parent preferred the most on the Common Application Form. The home LA will write (or email if the application was online) on **1 March 2016** to advise which school place has been allocated. **This will be the first response to your application.**

Shortly afterwards, we will also contact successful parents to welcome them to the school and to make arrangements for admission itself. Every parent who makes an application for admission will be offered a school place by the LA – either at a school they have named or at an alternative.

If we are unable to make a place available for your child here, the refusal will be because we believe that making a place available would “prejudice the provision of efficient education or the efficient use of resources”. This is the principal justification under the School Standards and Framework Act 1998 for refusing a parent’s request for admission. If we refuse admission to a child, it will be in writing, there will be the right of appeal to an independent appeals panel and to a place on a waiting list.

Admissions outside a child’s normal age group

You can request a place in a different Year Group to the one your child would normally enter according to his or her age. This may happen where, for example, a child is particularly gifted or talented or has missed a significant period of education through ill health. We will consider each request on its own merits. There is a statutory right of appeal if this is refused unless we offer a place in the child’s normal or chronological age group.

Published Admission Number - PAN

This is the number of places we intend to make available for our normal intake. Once we set this number, we will not refuse admission for applications below the PAN. If there is unexpectedly high demand and we believe we could admit more children, we will inform Devon LA and either increase the PAN or admit children above-PAN.

The Year 7 PAN for the entire academic year **2016-17** is **196**.

We organise our intake into 7 registration groups of 28 students. While individual class sizes in certain subjects may be above or below this figure, we feel that this organisation enables us to maintain and improve outcomes for children here.

For other Year Groups, the agreed admission limit (AL) will be the PAN which was determined for that cohort as it entered the School in Year 7 unless varied in response to a change in circumstances here. For further information, please contact us or the Devon School Admissions Service.

EHCPs and Statements of SEN

Any child whose Education, Health and Care Plan or Statement of Special Educational Needs names the school will be admitted. This will reduce the number of places available to other children accordingly. For In-Year admissions, the child will be admitted whether or not we have reached the agreed AL for the Year Group.

ST JAMES SCHOOL
OVERSUBSCRIPTION CRITERIA 2016-17
if there are more applications than places for any admissions

Where the number of applications exceeds the number of places available in the Year Group (the PAN or AL) we will use these following oversubscription criteria to prioritise applications:

1. **Looked After Children or those who were Looked After but ceased to be so because they were adopted, made the subject of a child arrangements order or made the subject of a special guardianship order.**
2. **Children for whom an exceptional medical or social need is demonstrated.**
3. **Children who live in our designated area, with a sibling on roll at application.**
4. **Other children who live in our designated area, attending a linked primary school.**
5. **Children of a member of staff employed at the school for more than two years or recruited to fill a vacant post for which there is a demonstrable skills shortage**
6. **Children who live outside our designated area, with a sibling on roll at application.**
7. **Children who live outside our designated area, attending a linked primary school.**
8. **Other children who live in our designated area.**
9. **Other children.**

Notes to Oversubscription Criteria

- a) For Devon residents, priority for children of staff can be indicated on the LA's common application forms. If you need to apply on a common application form from another LA which does not ask that question, please include a statement in the space provided to give reasons for your preference.
- b) Attendance at a linked primary school is only relevant for the normal round of admissions into Year 7.
- c) If it is necessary to differentiate between children in categories 3 or 6 for normal round admissions, those children attending a linked primary school will have priority over other children within that category.
- d) Tie-breaker: if it is necessary to distinguish between children in a particular category, [or between pupils in a sub-category of category 3 or 6 for normal round admissions – see note (b) above], priority will be determined on the basis of distance between home and the school. This will be measured in a direct line from the entrance of the residential dwelling, to the academy's blue establishment marker on Devon County Council's Geographical Information System (GIS) with children closer to the Academy having a higher priority for admission.
- e) Further Tie-breaker: if the tie-breaker above is not sufficient to distinguish between applicants in a particular category, there will be a random ballot. This will be undertaken by the LA Admissions Manager on behalf of the School by the operation of an electronic list randomiser. This may be in the presence of another School representative.
- f) Where applications are received from families with multiple birth siblings (twins, triplets, etc.) places will be allocated together at the School wherever possible, including offering place(s) above the PAN or AL.
- g) Waiting lists are kept where there are more applications than places available. They are held in order of oversubscription criteria until the point at which Devon's co-ordinated secondary admissions scheme ends (**31 August 2016**) at which point lists will be recalculated on the basis that children will no longer be attending linked primary schools. Waiting lists will be kept so long as there is at least one name on it.
- h) Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the school.
- i) For normal round admissions, the term "at application" means at the closing date for applications or any time between then and the LA processing date for applications on **8 February 2016**. After the first allocation of places on **1 March 2016**, all applications are deemed to be renewed for the second round of allocations on **4 April 2016** and then on an ongoing basis as decisions are made on new allocations. It will be a parental responsibility

to inform the LA that a place has been offered here for a child who would then qualify as a sibling for this purpose.

- j) For children of UK service personnel and other Crown Servants we will consider a family posted to the area as meeting residence criteria for the designated area even if a residential address has not been identified. This would require confirmation in the form of a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters.)

Exceptional Need for Admission to St James

Our admission arrangements allow for higher priority for children where there is an exceptional need for a child to attend this school and not another school. The need must be specific to this school: a child may have very challenging circumstances that require additional support but if that support could also be provided at another school, there would be no exceptional need to attend this school. Exceptional need could include:

- A serious medical condition, which can be supported by medical evidence;
- The death of a parent associated with another school;
- Significant caring responsibilities which can be supported by a social care officer;
- Where one or both parents or the child has a disability that may make travel to another school further away more difficult.

These examples are not meant to be exhaustive or exclusive. Neither should it be assumed that similar circumstances would impact on different children and families in the same way.

- if there are medical reasons that make it essential for your child to attend this school, you must provide supporting information from a doctor together with any other relevant information by the application closing date.
- this must make a compelling case as to why your child's needs can only be met here, a medical condition in itself will not automatically result in a place here. It is not essential for the doctor to name our school but the evidence should explain exactly what the child's needs are and what specialist support and facilities your child requires.
- we may seek our own medical advice to establish whether we are the only school that could meet the child's needs. In most cases we would only expect to agree medical need for a school place here if a child has an Education, Health and Care Plan or a Statement of SEN as a result of their medical situation.
- if you want a place here for other exceptional reasons, you must provide independent evidence from a professional who is supporting your family.
- this evidence must demonstrate that it is essential for your child to attend here and no other school.
- The supporting evidence you send needs to set out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. It is not essential for the professional supporting your family to have in depth knowledge of our school but the evidence must explain exactly what your child needs, and what specialist support and facilities your child requires.
- we may seek our own advice to establish whether we are the only school that could meet the child's needs.

Exceptional need for admission here will not be accepted on the grounds that:

- A child may be separated from a friendship group
- There is a wish not to be in the same school as children from the current or previous school
- Child care arrangements before or after school would have to be changed
- Transport arrangements would have to be changed
- A medical condition such as mild asthma that does not require specialised treatment
- A child has a particular interest or ability in a subject or activity

Where there is exceptional need for admission to this school, the child will be given a higher priority for admission but not a guarantee of a place. If the Year Group is already full, we will still need to reach a decision on whether the disadvantage to the child outweighed the prejudice to efficient education or the efficient use of resources here should another child be admitted. Where we agree that there is an exceptional need for a child to be admitted at the normal round intake, priority under oversubscription criterion 2 will mean it is likely that the application will be successful and a place offered.

Evidence from a relevant professional, independent of the family will be required. It is expected that this will provide a reasoned and unequivocal opinion establishing why the child would suffer a significant detriment by not being admitted to this school. Evidence should be from a GP, consultant or other health care worker or social care officer working with the child. Without satisfactory supporting evidence, we will not prioritise an application as demonstrating exceptional need, meeting our oversubscription criterion 2.

Parents can indicate on Devon's common application forms that they believe there is an exceptional need for admission here. The onus is on parents to submit their supporting evidence and to provide further evidence if requested to do so. Common application forms that indicate exceptional need will be discussed with us by the LA. Parents who apply using a common application form from another LA without a tick box for exceptional need should put a note in the reasons for their preference that they are requesting exceptional need priority and will be providing the required supporting evidence.

If we accept that exceptional need has been demonstrated, the LA will be advised that the application is considered to meet our oversubscription criterion 2. Where we do not agree that the need is exceptional, the application will be prioritised according to our other oversubscription criteria.

Waiting Lists

Following allocation of Year 7 places the LA will retain a waiting list until the end of the first full week of the autumn term **2016** as per the secondary co-ordinated admissions scheme. Following that the Academy will retain the waiting list in partnership with the School Admissions Team. Waiting lists will be kept in order of the oversubscription criteria above. Places on lists will not be prioritised according to how long a child's name has been on that list. It is possible that a child's name could go down on a list as well as up.

During the summer of **2016**, there will be a second allocation of places on **4 April 2016**. After that, places in the secondary transfer intake will be offered to new applicants and to the waiting list as vacancies arise.

Late Applications for admission at the normal round to Year 7

Any late application will be considered in line with Devon LA's secondary co-ordinated admissions scheme. Applications submitted after the closing date will be considered after applications submitted by the closing date unless there are sufficient reasons for the late application. Examples which may be accepted include where the parent or guardian has been in hospital and unable to apply in time. Evidence in support of the circumstances will be required. We will take into consideration the advice of the LA whether the application should be considered as timely within the coordinated admissions scheme.

Admissions at other times – In Year Admissions

You can make a request for admission after the normal round of admissions – after **31 August 2016** – using the Devon Common Application Form: the D-CAF. In Year applications can then be made at any time with any received on the same day considered together. There is no closing date. All In-Year admissions to the Academy will be made in line with Devon's In Year Coordinated Admissions Scheme **2016-17**.

We may ask you to complete a D-CAF6 instead of a D-CAF when:

- a child moves into the area and
- you only intend to apply for a place here and at no other school and
- your child does not have an EHCP or Statement of SEN, and
- your child has not been Permanently Excluded from a school
- you are not in dispute with another person with parental responsibility over residence or school admissions
- we have a confirmed vacancy in the relevant Year Group

This allows for your child to start here as soon as possible. A formal offer letter will then follow from the Devon School Admissions Service.

If you are seeking an in-year place because your child has just moved to the area and doesn't already have a school place, admission would be as soon as possible. If your child already has a school place locally, admission will normally be at the beginning of a term or half-term.

Copies of the D-CAF are available from the school, at devon.cc/admissions or by calling 0345 155 1019. Copies of the D-CAF6 are only available at the School.

Fair Access Protocol

All LAs are legally required to operate a Fair Access Protocol across their area – all schools are required to co-operate with that Protocol. This ensures that children who are vulnerable, unable to access an appropriate school place under the standard admission arrangements for the area have an admissions safety net.

For secondary schools in Devon, a child meeting the criteria of the Fair Access Protocol will be admitted to the secondary school designated for his or her address even where it has reached its PAN or AL up to 3% over that number. This does not provide additional spaces for children who already have a local school place.

Admissions Outside a Child's Normal Age Group

Parents can request a place in a different year group if, for example, a child is particularly gifted or talented or has missed a significant period of education through ill health. We will consider each request on its own merits. There is a statutory right of appeal if this is refused unless we offer a place in the child's normal age group.

Admission Appeals

If your application for admission is unsuccessful, you have a statutory right of appeal to an Appeals Panel which is independent of the school. The Panel will review the decision and will decide whether the refusal was justified on the grounds that the school was full. Even if the Appeals Panel agrees that the school was full, it will also consider the impact on the child and family and may still award a place at the school.

If you have not been sent appeal papers with the decision letter refusing your application for admission, you can request a form from the School Admissions Team. You then have no less than 20 school days to return the papers, together with any supporting evidence you wish to include. You do not have to wait for this period of time before submission.

The Clerk to the Independent Appeals Panel will give you at least 10 days' notice of the date when your appeal will be heard. You will also be told when you should submit any further information you would like to be considered. You will receive evidence on behalf of the school before the appeal hearing. After appeals are heard, decision letters should be sent within five school days; you will be able to find out the outcome by telephone before then.

For appeals at the normal round of admissions to Year 7 appeals will be heard within 40 school days of the deadline for lodging appeals. For the **2016-17** intake, this is **25 March 2016**.

Where the application was not made in time for a decision to be made on **1 March 2016**, appeals will be heard within that 40 day period or, if that is not possible, within 30 days of the appeal being lodged.

For in-year admissions in any academic year, appeals must be heard within 30 school days of the appeal being lodged. For in-year admissions in any academic year, appeals must be heard within 30 school days of the appeal being lodged.

For further information on the appeals process, parents can contact the school office or the Clerk to the Appeals Panel.

Transport

All parents should consider how their child will get to school for the whole of their time on roll. Parents are advised not to rely on lifts, car shares or public service vehicles always being available. Supported transport will be provided for those children attending this school if it is either the designated school for the home address or the closest school which was available when the parent could apply. The home address must be further than a walking distance of three miles. There is additional provision for families on low incomes.

Where a parent could have applied on time but didn't do so, there will be no entitlement to assistance from the LA with education transport to the alternative school as suitable arrangements had been made by the LA to enable parents to become a registered pupil at a closer school.

All parents are encouraged to use sustainable travel wherever possible. The school's Travel Plan sets out further local information and is available from the school office and website.

Extended Schooling

Further information on extended schooling beyond the normal school day is available from the school and our website.

Home-School Agreement

Admission to any school is not conditional on signing a home-school agreement. However, we will offer this to all parents after children have been admitted as we consider agreements to be a positive way of promoting greater involvement between parents in their child's education.

Uniform Policy

Children attending St James are expected to wear a uniform. Some of the items required can be purchased from us and the rest from most retail outlets. Parents unable to purchase items of uniform or equipment will not be penalised. We operate a scheme to assist families in need.

Documentary Evidence

Once a place has been offered to a child, evidence of the child's identity may be requested – usually a short birth certificate. This may not be necessary where the child has been on roll at another school in England which can confirm that evidence has been seen at that school.

The school may also request evidence that a child's address is genuine or that the person who made an application for admission was legally permitted to do so.

School Fees and Charges

There is no charge for applying for a place here, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No activities such as school visits are compulsory. A policy on charging for activities is available on request from the school and can be viewed on our website.

Objections to this Policy

For information on how to object to the terms of this or any other admissions policy or procedure, advice is available from the Office of the Schools Adjudicator. Formal objections to admission arrangements must be by the **30 June 2015**.

Definitions will be those of the LA admission arrangements unless detailed in this policy.

Admission Limit or AL	This is the equivalent of the Published Admission Number for Years 8 to 11. It is the number of places we consider to be available in each Year Group. It will often be the same as the PAN originally determined for that Year Group when it was Year 7. It may be increased or decreased where the amount of accommodation has changed or where the number of registration groups or class sizes change because of reorganisation. We will consult with the LA before setting an AL that is different to the original PAN for the Year Group.
Children formerly in Care or Looked After	These children were looked after but ceased to be so because they were adopted or made the subject of a child arrangements order or a special guardianship order.
Children in Care or Looked After	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.
Designated Area	The geographical area served by a school. It is sometimes called the 'catchment' area. You should note that living within the designated area does not guarantee a place. Our designated area can be found below and at devon.cc/schoolareamaps .
Distance measurement	At the time of determination, we receive additional admissions support from the Devon Schools Admissions Service, including distance measurement. This will be based on Devon LA's Geographical Information System, an electronic mapping system. Should this arrangement not be renewed, alternative provision will be made to measure using an equivalent system.
Education, Health and Care Plans or EHCP	An Education, Health and Care Plan is a formal document describing a child's additional needs and how they will be provided for in a school. Under the Children and Families Act 2014 Education, Health and Care Plans will replace Statements of SEN as they are phased out.
Exceptional Reason	Children for whom an exceptional social, medical or educational reason to attend this school and only this school is demonstrated (with satisfactory supporting evidence from a relevant professional).
Fair Access Protocol	A policy operated by Devon County Council to assist children unable to access an appropriate school place through standard admission arrangements once a Year Group has begun.
GIS	Measurement will be based on Devon LA's Geographical Information System. This is an electronic mapping system which makes measurements using computer software and can be viewed at devon.cc/schoolareamaps .
Home Address	We will not accept more than one address as the child's home address. The terms of a child arrangements order may clarify the home address. Where necessary to determine which address to recognise and in the absence of a child arrangements order, we will consider the home address

	<p>to be with the parent with primary day to day care and control of the child. In reaching this decision, evidence will be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents such as utility or council tax bills will also be considered by the school in reaching a decision on the home address for admissions purposes.</p> <p>This may be necessary for instance where parents do not agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, we will determine the home address for school admissions purposes.</p> <p>Where we ask for evidence of the address from which a child would attend school, this would usually be written confirmation of a house purchase or a formal tenancy agreement. We recognise that some families may be unable to provide this – for example, where a house move is at very short notice or where a family is escaping domestic violence. If you cannot provide this evidence, please contact us. We do not intend to penalise families where there is a genuine reason why the usual evidence cannot be provided.</p>
Linked Primary School	<p>Also known sometimes as feeder schools or contributory schools. A school which works with the Academy to develop curriculum links and to ease transition for pupils from primary school to secondary school. We give admissions priority for children attending our linked schools. You should note that attending a linked primary school does not guarantee a place.</p> <p>Our linked schools are: Exwick Heights Primary School St David's C of E Primary School St Sidwells C of E Primary School Stoke Hill Junior School Willowbrook Primary School</p>
Member of staff	<p>This will be any salaried person employed at the school and not at another school. Where the duties of a member of staff are undertaken at different schools, there will be admissions priority only at one school. It is expected that this will be the school where he or she has worked for the majority of the previous year.</p>
Parent	<p>A parent is any person who has parental responsibility or care of the child. When we say parent, we also mean carer or guardian. Where admission arrangements refer to parents this can mean one parent or both.</p>
Published Admission Number or PAN	<p>This is the minimum number of places available at the school. In limited circumstances, more will be admitted according to the Secondary Co-ordinated Admissions Scheme. It is calculated taking into account the physical capacity of the school, the level of demand expected from local, in-area children and sensible school organisation. See also Admission Limit.</p>
Sibling	<p>This will be a full, adopted half or step brother or sister and will include a full, adopted half or step brother or sister living at a different address. Foster children will count as a brother or sister to those living within the foster household or where appropriate, the natural parental home address.</p>
Statement	<p>A Statement of Special Educational Needs is a formal document describing</p>

	<p>a child's special educational needs (SEN) and how they will be provided for in a school. Under the Children and Families Act 2014 Statements will be replaced by Education, Health and Care Plans.</p>
<p>Supplementary Information Form or SIF</p>	<p>A form in addition to the common application form from the LA. It is used to collect information which is necessary only to apply the school's oversubscription criteria. We do not issue a SIF as all of the information we need can be entered on the common application form.</p>



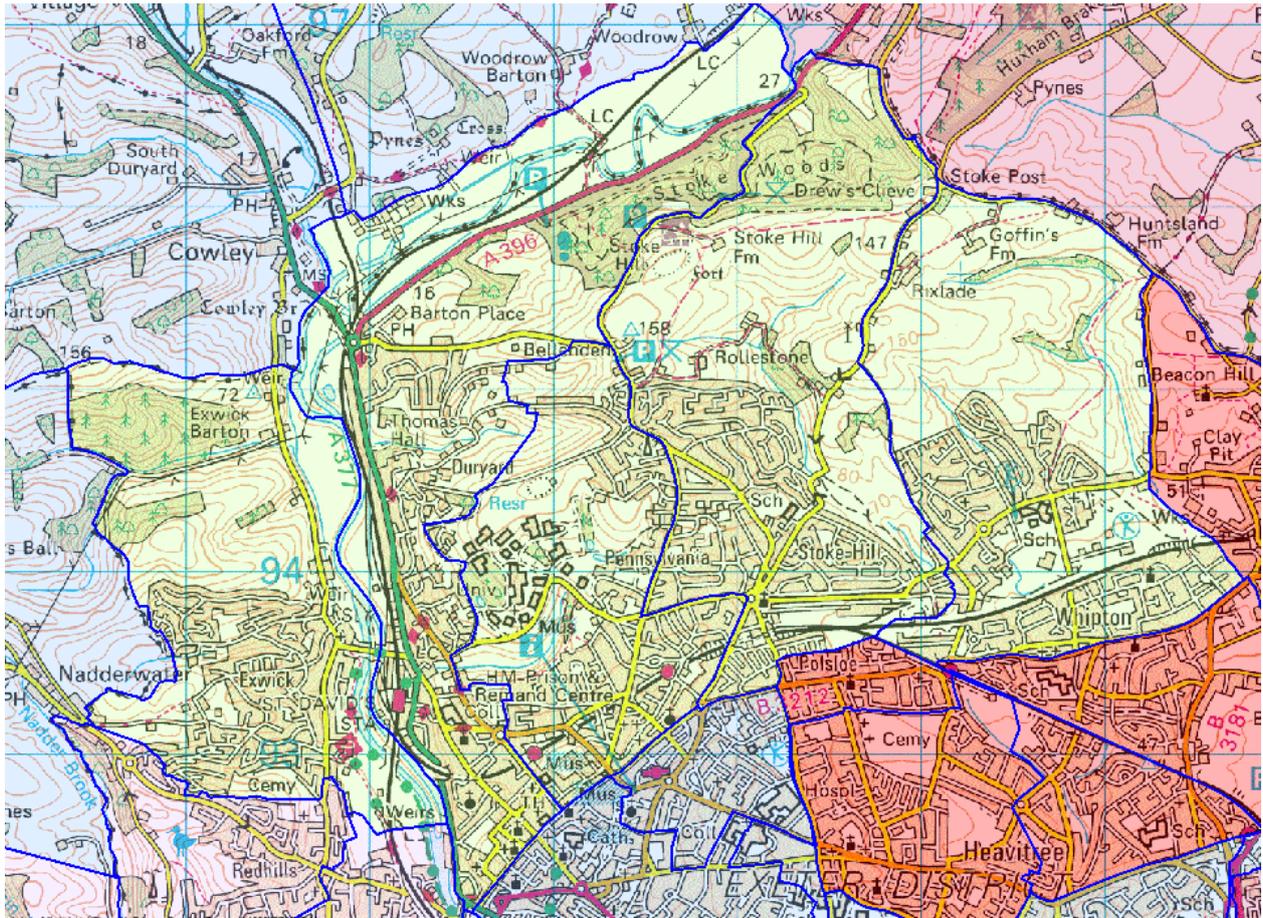
St James School

Designated Area Map 2016-17



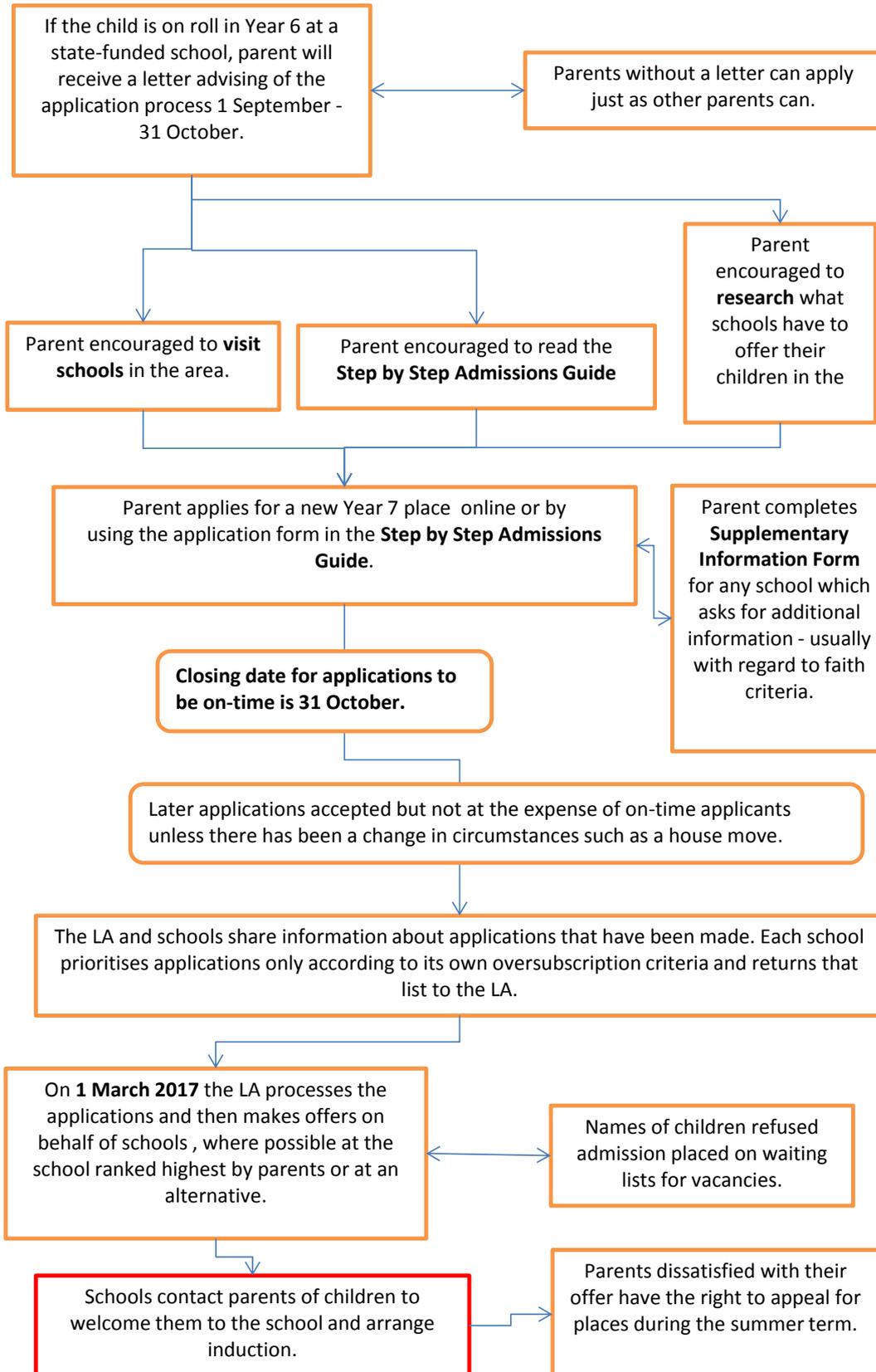
Our designated area is coloured yellow in the centre of the map, bounded by a blue line. Other blue lines represent the boundaries for primary school designated areas. You can view it in more detail online at devon.cc/schoolareamaps. This will confirm whether addresses close to the boundary are inside or outside our area.

We welcome admissions applications for children living inside and outside our designated area.

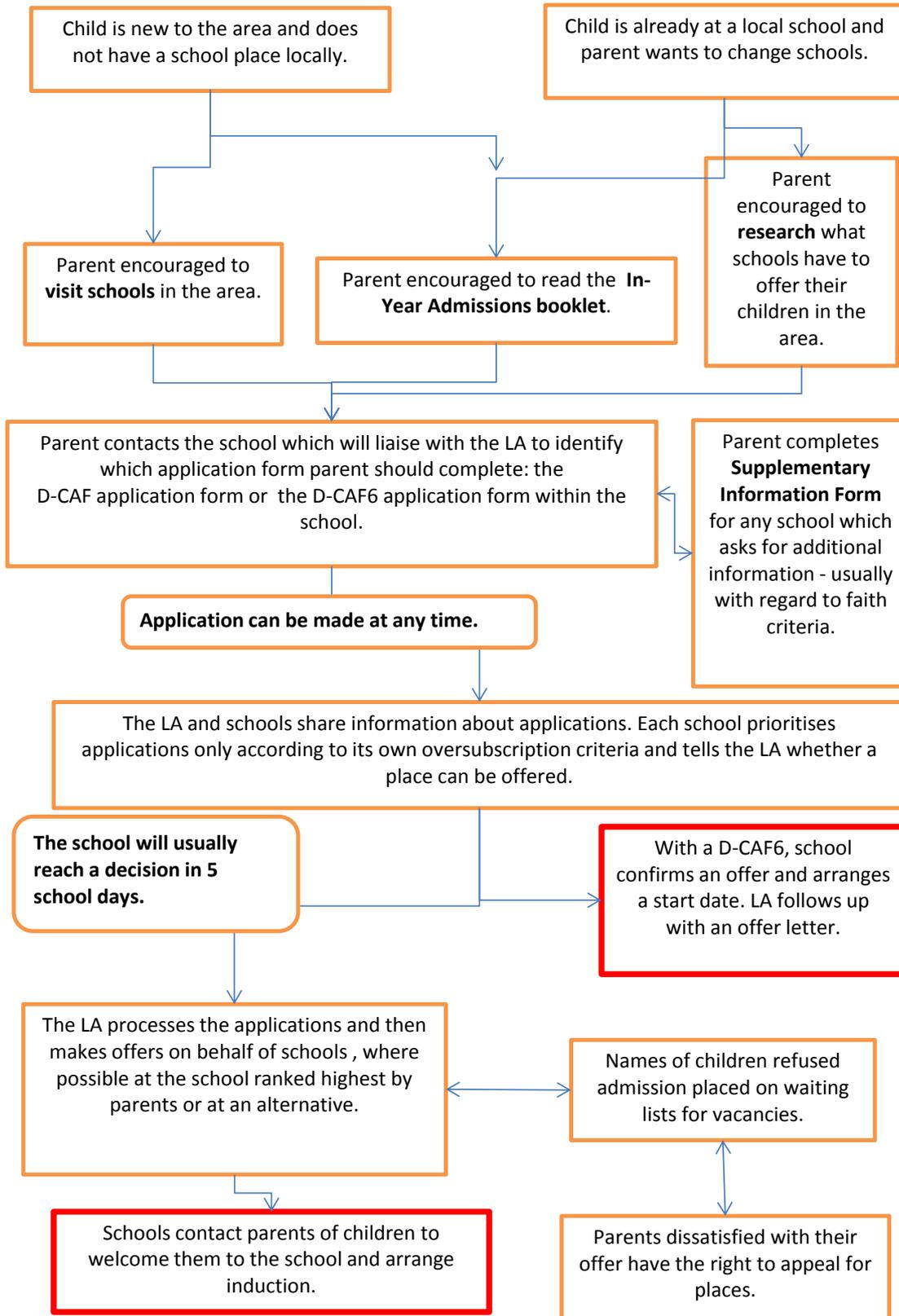


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Admissions at the Normal Round into Year 7



In-Year Admissions to any Year Group



Contacts and Further Information

The Headteacher or Admissions Administrator
St James School
Summer Lane
Exeter
EX4 8NN

01392 209921
www.st-james.devon.sch.uk
mail@st-james.devon.sch.uk

School number

Our Department for Education school number is 878 - 4016

School Admissions Service

admissions@devon.gov.uk
Telephone contact through *My Devon* on 0345 155 1019

Devon County Council policies

devon.cc/admissionarrangements

Devon County Council information and admissions application forms

devon.cc/admissions

School Appeals

Telephone contact through *My Devon* on 0345 155 1019
Clerk to the Independent Appeals Panel, County Hall, Exeter, EX2 4QG
devon.cc/appeals

Education Transport Team

Telephone contact through *My Devon* on 0345 155 1019
devon.cc/schooltransport

The Department for Education (DfE)

Telephone 0870 000 2288
www.education.gov.uk

Office of the Schools Adjudicator

Telephone 01325 735303
www.education.gov.uk/schoolsadjudicator

The Education Funding Agency (EFA) - Bristol

Freshford House, Redcliffe Way, Bristol BS1 6NL
Telephone 0370 000 2288
www.education.gov.uk/b00199952/educationfundingagency

Children's Education Advisory Service – advice for service families

Telephone 01980 618244
Trenchard Lines, Upavon, Pewsey, Wiltshire SN9 6BE
enquiries@ceas.detsa.co.uk

Policy version

This policy was determined by the admission authority following a consultation hosted by Devon County Council at devon.cc/admissionarrangements between 1 January and 28 February 2015. It will be reviewed and determined annually. The next consultation period will be between 15 December 2015 and 31 January 2016.

The school converted to academy status on 1 May 2016.

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