

# ST JAMES' CATHOLIC HIGH SCHOOL ADMISSIONS POLICY 2025-2026

Date of Adoption	March 2025
Date of Review	February 2024

## St James' Mission Statement:

*To ensure everyone within our school **family** achieves their full potential, to encourage learning and development through **faith**, and to strive for **excellence***

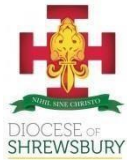
## Rationale:

This policy sets out the admission criteria for St James' Catholic High School. It details the oversubscription criteria as well as the application procedure and timeline

## Aims:

- To provide clarity on the oversubscription criteria
- To detail which Parishes and Part Parishes are associated with St James' Catholic High School
- To explain in detail how to apply for a place at St James' Catholic High School

St James' Catholic High School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. 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 Our Lord Jesus



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Christ. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round<sup>1</sup>. The admission authority has set its admission number at 165 pupils to Year 7 in the school year which begins in September 2025.

The admission authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

#### Oversubscription Criteria

***At any time where there are more applications for places than the number of places available, places will be offered according to the following order of priority:***

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who live in an associated parish (or part Parish), (see notes 3&4)
3. Catholic children who attend an associated Catholic primary school,
4. Other Catholic children. (see note 3)
5. Other looked after and previously looked after children. (see note 2)
6. Other Children who attend an associated primary school
7. Any other children

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 5).

The Parishes or Part Parishes that are associated with St James' Catholic High School are as follows

Christ Church  
Our Lady's and the Apostles (part)  
St Ambrose  
St Anne's  
St Chad's

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<sup>1</sup> This is for admission to the school at the start of the school year in September and not for applications made in-year.



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St Vincent's  
St Peter's (Part)

The Primary Schools that are associated with St James' Catholic High School are as follows

Cheadle Catholic Junior School  
Our Lady's Catholic Primary School  
St Ambrose Catholic Primary School  
St Peter's Catholic Primary School  
St Simon's Catholic Primary School

### **Tie Break**

Priority will be given to children living closest to the school determined by the shortest straight line distance. For the purpose of allocating school places, distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point.

Measurements will be made using the local authority's school admissions data mapping software, which employs a Geographical Information System based on Ordnance Survey. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

The address from which distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week. If the number of days is exactly equal the home address will be that of the parent who receives the Child Benefit.

### **Application Procedures and Timetable**

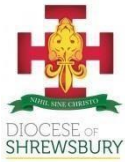
To apply for a place at this school in the normal admission round, you **must** complete a Common Application Form available from the local authority in which you live.

You will be advised of the outcome of your application on 1<sup>st</sup> March or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 31<sup>st</sup> October of the previous year.**

### **Late Applications**

Late applications will be considered after all those that were received by the deadline.



### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside their normal age group, for example if the child has experienced problems such as ill health.

Any such request should be made in writing to the Chair of the Admissions Committee at the school at the same time as the admission application is made. The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be automatically added to the waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term 2025. *If a parent is not offered a place at their preferred school, their child's name will be included in the school's waiting list. The list will be ordered by the published oversubscription criteria of the school. Waiting lists for Nursery, Reception and Year 7 will be maintained until the 31st December. The normal in-year admissions process will take over and any parents wishing to have their child's name included on the waiting list for the remainder of the academic year will need to re-apply.*

*Should a vacancy occur in that school before the 31st December, then it will be offered to the parent whose child is at the top of the waiting list. If that parent does not accept the vacancy, it will be offered to the next child on the waiting list. This procedure will be followed until the vacancy is accepted or the waiting list is exhausted. The waiting lists for all other year groups will be maintained for the full academic year.*

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications are made directly to Stockport Local Authority, see [www.stockport.gov.uk/schooladmissions](http://www.stockport.gov.uk/schooladmissions) or speak to a member of the school office for further details.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above). You will be advised of the outcome of your application in writing, you have the right of appeal to an independent appeal panel.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power even where admitting the child would mean exceeding the PAN.

**The admission authority reserves the right to withdraw the offer of a place or, where the child is already attending the school the place itself, where it is satisfied that the offer or the place was obtained by deception.**

Notes (these notes form part of the oversubscription criteria)



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1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014 specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school. A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order, or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.
3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church. The Diocese of Shrewsbury have delegated control of the associated Catholic area (equivalent of a catchment area consisting of an amalgam of parishes) to Stockport Local Authority. Maps detailing these boundaries can be found [www.stockport.gov.uk/school](http://www.stockport.gov.uk/school) admissions. For the purposes of this admission policy, attendance at an associated primary school includes those who were prevented from attending an associated school due to oversubscription of Catholics and whose application to attend was unsuccessful, normally evidenced by a letter of rejection from the associated primary school.

4. 'brother or sister' includes:
  - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
  - (ii) the child of a parent's partner where that child for whom the school place is sought lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application

A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

  - (iii) A child's "home address" refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.