

# ST JAMES' C E (AIDED) Primary SCHOOL TUNBRIDGE WELLS

## ADMISSIONS POLICY 2026/27

The purpose of this Church Aided Primary School is to lay strong academic, spiritual, moral, social and cultural foundations for all pupils.

Religious education and worship provide opportunities for spiritual growth and developing an understanding of the Christian faith and values, which form the basis of the life and work of the school.

The school endeavours to maintain and develop good relationships with parents, the parish and the wider community.

In accordance with this the Governors (who as St James' is an Aided school are its Admissions Authority) have framed the entry criteria set out below, which reflect the school's place in the community and its strong links with the local church. The school is regularly oversubscribed and it is necessary to apply these criteria each year.

The school is part of the admissions scheme co-ordinated by Kent County Council for schools across the county. Under this scheme applications for entry in September are collated and decided in the previous academic year. The closing date for applications is in January, and parents are told the outcome in March.

**Applicants MUST complete a Reception Common Application Form (RCAF) issued by Kent County Council, and also the school's own Supplementary Information Form (SIF). The school office can give further details. A copy of the SIF is attached to this policy.**

Our Published Admission Number (PAN) is 90. As we usually have more applications than the 90 places available, the Governors of the school have adopted the following oversubscription criteria which will be applied in order to rank pupils for admission.

The law provides that before the over-subscription criteria are applied, any children with a Statement of Special Educational Need or Education, Health and Care Plan naming the school should be admitted. As a result of this the number of places available would be reduced accordingly.

Being a primary school, the school is governed by the legislation on class size limits, which means that the Governors cannot decide to admit more than 30 children in a class.

### Oversubscription Criteria

- 1. Looked-after children** - a child under the age of 18 years for whom the Local Authority provides accommodation by agreement with their parents or carers (under Section 22 of the Children Act 1989) or who is the subject of a care order under part IV of the Act. This criterion also covers children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children 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.
- 2. Children who physically reside within the area described in Annex A to the SIF (copy attached)** – Residency must be both on the closing date for applications and on the date on which places are offered.
- 3. Children who have a parent/foster parent/guardian who is a practising member of St James' Church** - See note (ii) below.
- 4. Children who will have a brother or sister at this school at the time of admission while living within a 2 mile radius of the school** – Under this criterion 'brothers and sisters' are defined as children living under the same roof who are 'natural brothers and sisters, adopted brothers and sisters, half-brothers and half-sisters,

stepbrothers and stepsisters, foster brothers and foster sisters or children who live as siblings.’ If the family are living outside a 2 mile radius of the school then the sibling link no longer applies.

**5. Children who have a parent/foster parent/guardian who regularly attends a local church that is a member of Churches Together in Britain and Ireland or the Evangelical Alliance** – A reference will be required from the minister confirming that one or both parents are on the membership list of that church (as appropriate) since at least 1 April in the calendar year before the start of the academic year in which the child would be admitted (see note viii).

## **6. All other children**

### **Please Note**

- (i) Where there are too many fulfilling any one of the oversubscription criteria, children will be ranked in accordance with proximity to the school. We use the distance between the child’s permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point data. Distances are measured from a point defined as within the child’s home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. The school uses measurements provided by Kent County Council. In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place. In all criteria the qualifying date for deciding the distance between home and school is the closing date for applications.
- (ii) A practising member is defined as attending at least twice per month for a minimum of one year prior to application which would need to be verified by the vicar. It is alternatively defined as someone included on the church electoral roll of the parish of St James’, Tunbridge Wells at the Annual Parochial Church Meeting in the calendar year before the child could start school. This is published in St James’ church in the month leading up to the Annual Parochial Church Meeting, which usually takes place in April. Details of the procedures for joining the church electoral roll can be obtained from the clergy or the office of St James’ church. Entry to the roll is not automatic: application is necessary. Requirements for admission include residence in the parish, or habitual attendance at church for the six months immediately preceding enrolment.
- (iii) The Department for Education’s Schools Admissions Code prescribes special arrangements for applications from UK Service personnel and other Crown servants returning to the area. Further details are included in the Admission to Primary School booklet produced by the local authority or available from the school.
- (iv) Parents may find it helpful to keep copies of the completed Kent County Council application form and the school’s Supplementary Information Form.
- (v) Parents are asked to notify the school if circumstances change that affect the application. This does help the school considerably.
- (vi) Vacancies may of course arise outside the normal admissions process. It is essential to contact Kent County Council when applying for such a place as an In Year Casual Admissions Form (IYCAF) has to be completed. Offers are made by the school to applicants on the waiting list for places that come available outside the normal admissions process in accordance with the seven criteria listed above. Parents are asked from time to time to confirm that they wish to remain on it. Late applications (ie applications received after the closing date for applications) are also added to the waiting list.
- (vii) The waiting list will be re-ranked, in line with the school’s over-subscription criteria, every time a child is added.
- (viii) Our definition of a local church is one within a two-mile radius of the school.

## Admissions below compulsory school age

The Department for Education's Schools Admissions Code has been updated from the 2014 code, (pending parliamentary approval) and applies to admission arrangements determined in 2021 for admission in school year 2021/22 and any future years, provides for the following:

- a) Parental right to defer entry (DfE's Schools Admission Code Para 2.17)
- b) Parental right to request that their child is admitted outside their normal year group (DfE's Schools Admission Code Para 2.18)

Until a child reaches compulsory school age (in the term following their fifth birthday), parents have the right to defer their child's entry into Reception year (until, but not beyond, the beginning of the final term of the Reception year). Parents also have the right for their child to start part time (until the term following their fifth birthday). Equally, every child is entitled to a full-time place in the September following their fourth birthday.

The only restriction is that children must secure the offered place by starting school on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day), but not beyond the beginning of the final term. The prescribed days are 31 December, 31 March and 31 August.

This means that children born between the 1 April and 31 August (also known as "summer born") must start school at the beginning of the April term if they wish to keep their offer. Where parents wish for their summer born child to defer entry until the start of Year 1, they must refuse their offered place, which may be offered to a different child, and then reapply through the In Year process. These applications should be made during the last month of Reception Year. Parents of summer born children wishing to defer have the right to request that school admits their child in Reception (outside of their expected year group).

### b) Admission Outside of Expected Year Group (DfE's Schools Admission Code Para 2.17)

Requests for admission outside of the normal age group should be made to the Headteacher of each preferred school as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school's ability to agree to deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year. Deferred applications must be made via paper CAF to the Local Authority, with written confirmation from the school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with the school's oversubscription criteria.





**St James' C.E. (Aided) Infant School**  
**Sandrock Road Tunbridge Wells Kent TN2 3PR**

**SUPPLEMENTARY INFORMATION FORM**

**Chairman of Governors: Mr Stephen Pollard**  
**Headteacher: Mr John Tutt**

**Summer 2025**

As we usually have more applications than the 90 places available, the Governors of the school have adopted the following over-subscription criteria which will be applied in order to rank pupils for admission. **Please tick** whichever applies to you or your child in order to help us allocate places as fairly as possible. The Governors will offer places taking the criteria in numerical order, i.e. Criterion 1 will have priority over Criterion 2 and so on. *(Please note: The law provides that before the over-subscription criteria are applied, any children with statements of special educational needs naming the school should be admitted. As a result of this the published admissions number would be reduced accordingly.)*

All applications should be received by the school not later than the Kent County Council closing date for admissions, which is usually near the turn of the calendar year before the start of the school year in which a child would be admitted. Applications will then be reviewed by the Governing Body. The school is part of the admissions scheme co-ordinated by Kent County Council for schools across the county, and the closing date is determined by Kent County Council in that scheme. The Governing Body is unable to alter that closing date. It is referred to in the criteria and notes below as "the closing date for applications". The day on which Kent County Council offer places in response to those applications is referred to below as "the date on which places are offered".

**NB Applicants MUST also complete a Reception Common Application Form (RCAF) issued by Kent County Council. The school office can give further details.**

**Oversubscription Criteria**

Before the application of oversubscription criteria, **children with a Statement of Special Educational Need or Education, Health and Care Plan** that names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

1. **Children in Local Authority Care – see note (ii) below.**
2. **Children who physically reside within the area described in Annex A –** Residency must be both on the closing date for applications and on the date on which places are offered.
3. **Children who have a parent/foster parent/guardian who is a practising member of St James' Church** See note (iii) below  
**Please complete:**

Name of Minister ..... Signature of Minister ..... Date .....

4. **Children who will have a brother or sister at this school at the time of admission –** Under this criterion 'brothers and sisters' are defined as children living under the same roof who are 'natural brothers and sisters, adopted brothers and sisters, half-brothers and half-sisters, stepbrothers and stepsisters, foster brothers and foster sisters or children who live as siblings'. The sibling link no longer applies if the child physically resides outside a two-mile radius of the school.

**Please complete:**

Name : ..... Date of Birth : ...../...../..... Class : .....

5. **Children who have a parent/foster parent/guardian who regularly attends a local church (within a two mile radius of the school) that is a member of Churches Together in Britain and Ireland or the Evangelical Alliance –** A reference will be required from the minister confirming that one or both parents are on the membership list of that church (as appropriate) since at least 1 April in the calendar year before the start of the academic year in which the child would be admitted.

**Please complete:**

Name of Church attended : .....

Name of Minister : ..... Minister's Telephone No : .....

6. **All other children**

**If this form has no criterion ticked the application will be treated as being under criterion 6.**

**Please read the following notes relating to admissions, and the list of areas identified in Annex A.**

**Please Note:**

(i) Where there are too many fulfilling any one of the oversubscription criteria, children will be ranked in accordance with proximity to the school. We use the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. The school uses measurements provided by Kent County Council. In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place. In all criteria the qualifying date for deciding the distance between home and school is the closing date for applications.

(ii) A child in Local Authority care is one who is under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. This applies equally to children who immediately after being looked after by the local authority became subject to an adoption, residence or special guardianship order. (This is as defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989.)

(iii) A practising member is defined as attending at least twice per month for a minimum of one year prior to application which would need to be verified by the minister. It is alternatively defined as someone included on the church electoral roll of the parish of St James', Tunbridge Wells at the Annual Parochial Church Meeting in the calendar year before the child could start school. This is published in St James' church in the month leading up to the Annual Parochial Church Meeting, which usually takes place in April. Details of the procedures for joining the church electoral roll can be obtained from the clergy or the office of St James' church. Entry to the roll is not automatic: application is necessary. Requirements for admission include residence in the parish, or habitual attendance at church for the six months immediately preceding enrolment.

(iv) The Department for Education's Admissions Code prescribes special arrangements for applications from UK Service personnel and other Crown servants returning to the area. Further details are included in the Admission to Primary School booklet produced by the local authority or available from the school.

(v) Parents may find it helpful to keep a copy of the completed application form.

(vi) Parents are asked to notify the school if circumstances change that affect the application. This does help the school considerably.

(vii) Vacancies arising outside the normal admissions process are filled in accordance with a scheme run by Kent County Council. It is essential to contact them when applying for a place as an In Year Casual Admissions Form (IYCAF) has to be completed. Offers are made by the school to applicants on the waiting list for places that come available outside the normal admissions process in accordance with the seven criteria listed above. Parents are asked from time to time to confirm that they wish to remain on it. Late applications (ie applications received after the closing date for applications) are also added to the waiting list.

I wish my son/daughter : ..... Date of Birth : ...../...../.....  
to be considered for a place at St James' C.E. (Aided) Primary School, Tunbridge Wells.

Signed : ..... Please print your name : .....

Address : .....

..... Post Code : ..... Telephone No : .....

Email address .....

#### ANNEX A – RELATING TO CRITERION 2

The area referred to in Criterion 2 overleaf is that comprising the following roads and parts of roads, plus any new residential development wholly contained within those roads or parts of roads. A map showing the area can be seen at the school office.

ALBANY HILL  
ALBERT COTTAGES  
ALBERT COURT (Willicombe Park)  
ALBION ROAD  
ANDREWS CLOSE  
  
BEULAH ROAD  
BRENDON CLOSE  
  
CALVERLEY PARK GARDENS  
CALVERLEY ROAD (Carr's Corner to Precinct)  
CALVERLEY STREET  
CAMDEN ROAD (Even numbers)  
CARLTON CRESCENT  
CARLTON ROAD  
CEDAR RIDGE  
CHANDOS ROAD  
CHILTERN WALK  
CLEVELAND  
COLLEGE DRIVE  
CONCORD CLOSE  
  
DECIMUS PLACE  
DELL DRIVE  
DUKES ROAD

FAIRFIELD AVENUE  
FERNDALE  
FERNDALE CLOSE  
FERNDALE GARDENS  
  
GARDEN STREET  
GARDEN ROAD  
GRANVILLE ROAD  
GRAMPIAN CLOSE  
GROVER STREET  
  
HEATHFIELDS  
HENLEY CLOSE  
HILBERT CLOSE  
HILBERT ROAD  
HUMBOLDT COURT  
  
KING GEORGE V HILL  
  
LANSDOWNE SQUARE  
LANSDOWNE ROAD  
LIPSCOMBE ROAD  
  
MENDIP WALK  
PEMBURY ROAD (north side from Shandon Close to junction with Sandhurst Road)

PENNINE WALK  
PINWOOD ROAD  
  
QUANTOCK CLOSE  
  
RAVENSWOOD AVENUE  
ROSSDALE  
  
ST JAMES' PARK  
ST JAMES' ROAD (St James' Church to junction with Albion Road i.e. 1-68)  
SANDHURST ROAD (west side from Pembury Road to junction with Ferndale)  
SANDROCK ROAD  
SHANDON CLOSE  
SHRUBLANDS COURT  
SPRINGHEAD  
STONE STREET  
  
TALBOT PARK  
TETLEY MEWS  
THE BEECHES  
THE FERNS  
  
VICTORIA COURT (Willicombe Park)  
WILLICOMBE PARK  
WOOD STREET