

St James' C.E. (Aided) Primary 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 complete an online application for your child via Kent County Council Admissions website. 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** included on the 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. (See note (iii) below on the Church electoral roll.)
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 attended that church at least twice a week 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 7.

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) Criterion 3 refers to the church electoral roll. 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.

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| 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
PINEWOOD 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 |
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