ST JAMES'S
CHURCH OF ENGLAND HIGH SCHOOL

Admissions Policy 2027-2028

Reviewed by:	Foundation Governors
Determined:	27th February 2026
Published:	6th March 2026

ST JAMES'S CHURCH OF ENGLAND HIGH SCHOOL

ADMISSIONS POLICY FOR 2027-2028

St James's is a Church of England Secondary Academy School (part of The Bishop Fraser Trust) for pupils aged 11-16. Our motto of "Caring for Others † Achieving Excellence" is central to everything we do. When young people join our school, they become part of the family and through this we develop their potential through academic success, personal and social development and self-discipline, based on the beliefs and values of Christian faith.

The Bishop Fraser Trust is the admissions authority. The Trust has delegated responsibility for admissions to the Local Governing Board of St James's CE High School. The Local Governing Board will determine the admissions policy for the school and is required to act in accordance with the School Admissions Code.

The Published Admission Number (PAN) for entry to Year 7 in September 2027 is 210

If no more than 210 applications are received for admission to Year 7 all applicants will be offered a place.

Admission Arrangements

- All pupils of transfer age, wherever they live, are eligible to apply for admission to St James's Church of England High School.
- All pupils are admitted without reference to their ability or aptitude.
- All children that have an Education, Health and Care (EHCP) plan that names the school **will be admitted to the school.**
- Difficult to place pupils will be admitted in accordance with the Local Authority 'Fair Access Protocol'

Applicants are reminded that if you are applying for a place at St James's Church of England High School your preference for St James's **must** be indicated on the Local Authority Common Application Form/online application.

Oversubscription Criteria

In the event of the number of applicants exceeding the number of places available, after the admission of pupils with an Education, Health and Care plan where the school is named in the plan, the following oversubscription criteria will be applied to determine which children will be offered places. Governors will apply the admissions policy and arrangements fairly and rigorously.

Looked After and Previously Looked After Children

The highest priority for admission if the school is oversubscribed will be given to a "looked after child" or any child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order. 'Looked after' means that the child was (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. This criteria also includes looked after children and all previously looked after 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.

Thereafter the Governors will rank applications (highest points to lowest points) using the published criteria and points allocation system set out below and will offer places to those applications which reach the "qualifying score". This is the point at which 210 pupils can be admitted.

The "qualifying score" **varies** from year to year as it is dependent upon the number of applications received and the information contained within them, therefore it **CANNOT** be determined before all applications have been processed.

Criterion	Points Available
Sibling currently at school (at the time of application) The governors have defined Sibling link as, the applicant having older siblings currently in years 7 to 11 at St James's **at the date of application**. Other children from the same family unit attending can qualify, providing proof is available to demonstrate that the child is permanently resident at the same address and part of the same family unit. This includes natural, step, foster and adopted brothers and sisters living at the same address. *Parents may be asked for proof of address* *(typically, in the format of child benefit payment)*	**10**
Residence in; **Bolton Deanery** See the school website or you can contact school to check if you live within the Bolton Deanery **Please note that where parents have shared responsibility for a child and the child lives for part of the week with each parent, the address of the parent who receives the child benefit will be used.** *Parents may be asked for proof of address* *(typically, in the format of child benefit payment)*	**10**

<table>
<tr>
<td rowspan="2">Christian Faith Attendance at Worship

All acts of worship refer to attendance over a full 2-year period.

For admission in September 2027 the relevant attendance period would be 1st September 2024 to 31st August 2026, during which the applying child will be in years 4 and 5.

Child from 0 to 84 points;
Parent from 0 to 84 points;

One point will be allocated for each week of worship attendance (up to a maximum of 42 points per year) for both the parent and the child, over a two-year period while the child is in Years 4 and 5.

Please note: This excludes school assemblies, acts of worship taking place in the school day, or online services. Attendance at Sunday school is accepted as a valid attendance. All acts of Worship must take place in a public building and cannot be a private residence.

Definition of Parental Responsibility: As defined by the Children Act 1989, “all the rights, duties, powers, responsibilities and authority which by law a parent has in relation to the child and his property”

Attendance must be confirmed by the signature of an official of the church or place of worship.</td>
<td>Attendance whilst the child is in Year 4 (1st September 2024 to 31st August 2025)</td>
<td>Child

How many weeks per year did the child attend public worship at least once per week?

Maximum of 42 attendances (42 points)</td>
<td>Parent

How many weeks per year did the parent/ a person with Parental Responsibility attend public worship at least once per week?

Maximum of 42 attendances (42 points)</td>
</tr>
<tr>
<td>Attendance whilst the child is in Year 5 (1st September 2025 to 31st August 2026)</td>
<td>Child

How many weeks per year did the child attend public worship at least once per week?

Maximum of 42 attendances (42 points)</td>
<td>Parent

How many weeks per year did the parent/ a person with Parental Responsibility attend public worship at least once per week?

Maximum of 42 attendances (42 points)</td>
</tr>
<tr>
<td rowspan="2">Other Faith Attendance at Worship

All acts of worship refer to attendance over a full 2-year period.

For admission in September 2027 the relevant attendance period would be 1st September 2024 to 31st August 2026, during which the applying child will be in years 4 and 5.

Child from 0 to 42 points;
Parent from 0 to 42 points;

Half a point (0.5) will be allocated for each week of worship attendance (up to a maximum of 21 points per</td>
<td>Attendance whilst the child is in Year 4 (1st September 2024 to 31st August 2025)</td>
<td>Child

How many weeks per year did the child attend public worship at least once per week?

Maximum of 42 attendances (21 points)</td>
<td>Parent

How many weeks per year did the parent/ a person with Parental Responsibility attend public worship at least once per week?

Maximum of 42 attendances (21 points)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</table>

year) for both the parent and the child, over a two-year period while the child is in Years 4 and 5. *Please note: This excludes school assemblies, acts of worship taking place in the school day, or online services. All acts of Worship must take place in a public building and cannot be a private residence.* *Definition of Parental Responsibility: As defined by the Children Act 1989, "all the rights, duties, powers, responsibilities and authority which by law a parent has in relation to the child and his property"* Attendance must be confirmed by the signature of an official of the church or place of worship.	Attendance whilst the child is in **Year 5** (1st September 2025 to 31st August 2026)	**Child** How many weeks per year did the child attend public worship at least once per week? **Maximum of 42 attendances (21 points)**	**Parent** How many weeks per year did the parent/ a person with Parental Responsibility attend public worship at least once per week? **Maximum of 42 attendances (21 points)**
IN THE EVENT THAT CHURCHES OR PLACES OF WORSHIP ARE NOT FULLY OPEN Should there be any guidance or regulation affecting the opening of churches and places of worship during the specified two-year period, a variation will apply. Specifically, if churches or places of worship are not fully open to the public for worship without restrictions, the attendance requirements outlined in these arrangements will apply only during the periods when churches (or alternative premises) are fully open for worship without any restrictions			

The Governors have defined 'Christian Worship' as being attendance at any church which is designated under the Ecumenical Relations Measure nationally by the Archbishops of Canterbury and York or locally by the diocesan bishop, or is a member of Churches Together in England, or the Evangelical Alliance, or a partner church of Affinity or sharing the statement of belief ('the Basis') of 'Churches Together in England'. Any place of worship that does not meet this criteria will receive points under the heading Other Faiths.

Children without a sibling at the school, who reside outside the Bolton Deanery, who do not attend acts of worship, and whose parent does not attend acts of worship will be awarded zero points.

St. James's Supplementary Form

In addition to the common Application Form/online application, which must be submitted to the Local Authority, applicants for places at St James's are strongly advised to complete the school's supplementary form, which is available from the school or you can download it from the school website. The supplementary form must be returned to the school. Guidance for completing the supplementary form is also available from the school or you can view on the school website.

The information needed to allocate points to the applications received is requested in the school supplementary form. **If the school supplementary form is not completed and returned to the school it is likely to reduce the chances of securing a place at the school if the school is oversubscribed, even if the admission criteria would have been met.**

When the total points score has been calculated for each child, the governors will provide their rank order to Bolton Local Authority who will send out offers of places.

Tie-breaker

Where there are more applicants than places available, for pupils with the same number of points, the Local Governing Board will implement a "Tiebreak" ranking of applications and the following "Tiebreak" criterion shall apply when offering places:

1. **Applications that have a sibling in school (at the time of application)** – **if more than one applicant satisfies this criterion and have the same number of points, the places will be ranked based on random allocation.** This process is electronic and is verified and overseen by a responsible person independent of the school. It is a means of putting applications into an order that is entirely by chance and has no element of bias in the selection so that everybody has an equal chance of being selected.

   Applicants with points that fall below the "qualifying score", this is the point at which 210 pupils can be admitted, will be included by the School Admissions Manager on a Microsoft Excel Spreadsheet. This will be ordered alphabetically by surname for each equal number of points with a sibling in the school at the time of application. Applicants will be assigned a random number using the built-in Microsoft Excel =RAND() function. In the event of more than one applicant being assigned the same random number, the list will be re-randomised until each applicant has a unique number. Applicants will then be ranked by this number in descending order. This process will be repeated for each equal number of points with a sibling in the school at the time of application. These rankings will be submitted via the School Admissions Portal to the Local Authority who will use these rankings to decide tie-breaks if the school's Published admissions number (210) is reached. Twins, and siblings in the same year with equal points will be ranked consecutively by the highest scoring.

2. **Applications from children who attend a Church of England primary school within the Bishop Fraser Trust at the time the application is made. This information will be provided to the school through the Local Authority application – if more than one applicant satisfies this criterion and have the same number of points, the places will be ranked based on random allocation.**
   This process is electronic and is verified and overseen by a responsible person independent of the school. It is a means of putting applications into an order that is entirely by chance and has no element of bias in the selection so that everybody has an equal chance of being selected.

   Applicants with points that fall below the "qualifying score", this is the point at which 210 pupils can be admitted, will be included by the School Admissions Manager on a Microsoft Excel Spreadsheet. This will be ordered alphabetically by surname for each equal number of points of children who attend a Church of England primary school within the Bishop Fraser Trust at the time the application. Applicants will be assigned a random number using the built-in Microsoft Excel =RAND() function. In the event of more than one applicant being assigned the same random number, the list will be re-randomised until each applicant has a unique number. Applicants will then be ranked by this number in descending order. This process will be repeated for each equal number of points with a sibling in the school at the time of application. These rankings will be submitted via the School Admissions Portal to the Local Authority who will use these rankings to decide tie-breaks if the school's Published admissions number (210) is reached. Twins, and siblings in the same year with equal points will be ranked consecutively by the highest scoring.

3. **Other applications** – **the places will be ranked based on random allocation.**
   This process is electronic and is verified and overseen by a responsible person independent of the school. It is a means of putting applications into an order that is entirely by chance and has no element of bias in the selection so that everybody has an equal chance of being selected.

   Applicants with points that fall below the "qualifying score", this is the point at which 210 pupils can be admitted, will be included by the School Admissions Manager on a Microsoft Excel Spreadsheet. This will be ordered alphabetically by surname for each equal number of points. Applicants will be assigned a random number using the built-in Microsoft Excel =RAND() function. In the event of more than one applicant being assigned the same random number, the list will be re-randomised until each applicant has a unique number. Applicants will then be ranked by this number in descending order.
   This process will be repeated for each equal number of points with a sibling in the school at the time of application. These rankings will be submitted via the School Admissions Portal to the Local Authority who will use these rankings to decide tie-breaks if the school's Published admissions number (210) is reached. Twins, and siblings in the same year with equal points will be ranked consecutively by the highest scoring.

Waiting list

Where there are more applications than places, the oversubscription criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the oversubscription criteria. As offers are declined the next ranked application on the waiting list will receive an offer. The waiting list will be maintained until 31 December in any given year.

Looked after children, those previously looked after, and those allocated a place at the school in accordance with the Fair Access Protocol will take precedence over those on the waiting list. The waiting list will be maintained for at least until the end of the first term of the academic year (to 31st December).

Legal requirements dictate that the waiting list for applicants with equal number of points, below the "qualifying score" must be re-randomised. When a place becomes available and there are no applicants above the "qualifying score" on the waiting list, the place will be randomly allocated to an applicant with the score closest to the "qualifying score". Tiebreak criterion will apply.

Applicants will be included by the School Admissions Manager on a Microsoft Excel Spreadsheet. This will be ordered alphabetically by surname for the equal number of points (and sibling in the school at the time of application if applicable). Applicants will be assigned a random number using the built-in Microsoft Excel =RAND() function. In the event of more than one applicant being assigned the same random number, the list will be re-randomised until each applicant has a unique number. Applicants will then be ranked by this number in descending order. Once the waiting list has been randomised the place will be allocated to the highest ranked applicant. The school Admissions Manager will inform the Local Authority who will formally offer the available place.

Late applicants are informed to the School by the Local Authority and added to the waiting list by the School Admissions Manager. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be ranked in the order according to the extent to which they meet the oversubscription criteria. Late applicants with points above the determined "qualifying score" will be ranked highest on the waiting list. The waiting list for all categories where randomisation applies will be re-randomised in line with any legal requirements. Thus, it is possible for a child who moves into the area later to have a higher priority than one already on the waiting list.

If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

Admission Appeals

Any applicant refused a place at a school of their choice has a right of appeal to an independent appeal panel, established by the admission authority for that school, for a place at their preferred school.

An appeal form should be automatically sent to out by the Local Authority if a preferred place is refused. However, a request for an appeal application form can be made by contacting the Clerk to the School Admission Appeals Panel at the Local Authority.

An appeal date will be arranged within 40 school days of the appeal being lodged and a request will be sent to the applicant to attend an appeal hearing.

An Appeals Panel, comprising three independent members, will consider reasons for the appeal and will decide whether the child can attend the school of choice.

The panel members have a background in education and are independent of the Local Authority. The hearing will also be attended by representatives from Democratic Services and the Local Authority and/or the school.

A full explanation of the appeal process will be included in the appeal notification letter sent to you.

Withdrawing an offer of a place

In accordance with the School Admissions Code, the Local Governing Board may withdraw the offer of a school place where false evidence is received in relation to worship, sibling connections or place of residence.

In Year Admissions

If a child is already at secondary school and the parent/carer wishes to transfer to St. James's Church of England High School they must first contact the Local Authority and follow the advice given by them. The Local Authority will then contact St. James's to ascertain if there are any places available in the appropriate year group.

If a place is available, in accordance with the Bolton Local Authority Co-Ordinated School Admission procedures, the school will consider the application. If there are more applications than places available then the school will follow its admission procedures, request completion of the school's Supplementary Form and apply the published oversubscription admissions criteria to award the place.

Requests for admission outside a child's normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Parents requesting admission out of the normal age group MUST put their request in writing, to the Headteacher at the school including any supporting evidence that the parent wishes to be considered.

The Local Governing Board will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the following:

- Parent's 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 been previously education out 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
- Headteacher's views

When informing a parent of their decision on the year group the child should be admitted to the Local Governing Board will clearly set out the reasons for their decision.

Where the Local Governing Board agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the Local Authority and the Local Governing Board must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The Local Governing Board will not give the application lower priority on the basis that the child is being admitted out of their normal age group.

Parents have a statutory right of appeal against the refusal of a place at the school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.