

**St James' Church of England
Junior School
(Voluntary Controlled)**



Admissions Statement

**Headteacher: Mrs R
Boland-Bourne
Tower Hamlets Road
Forest Gate
London, E7 9DA
020 8534 4030**

Drawn up by	School Business Manager
Date	Autumn 2022
Review	Autumn 2023

Admissions statement

The staff, governing board and pupils of St. James' Junior School would welcome you applying for a place at our school. To do this you must follow the correct process for your child's age as detailed below when applying for a place at our school.

At St James' we seek to be an inclusive school, welcoming children from all backgrounds, faith and abilities. We endorse and support the local authority's Inclusive Education Policy and are committed to the admission of children with Special Educational Needs and Disabilities.

We are a school maintained by London Borough of Newham which means they are the admission authority for this school so all applications for this school must be made through London Borough of Newham's Pupil Services - not the school.

How to apply for a school place

The simplest way is to apply online. Applying is a quick, secure and easy way to submit your child's application form.

If you want to apply for a place in the school now, please see www.newham.gov.uk/inyear

If you want to apply for a place in year 3 in September, please see www.eadmissions.org.uk

Infant to Junior School transition for September 2023 entry

Please see London Borough of Newham's [School Admission Arrangements Infant, Junior, Primary and Secondary](#) for September 2023.

Children born from 1st September 2015 and 31st August 2016 who attend an infant school will need to apply for a Year 3 Junior school place for September 2023. This does not apply to children who attend a Primary School unless their parent/carer wants to change their child's school for September 2023.

All children at Odessa Infant School who are in Year 2 will need to apply for their Year 3 place at St James' Junior School. Closer to the time, our school will hold parent information sessions regarding these applications to support all families.

All Junior School (or Year 3 in a Primary School) applications for 2023 entry must be made through the family's home local authority.

For children living in Newham, families must apply via London Borough of Newham Pupil Services Section at www.newham.gov.uk. For children living outside Newham, whose family wants them to attend this school their application must be made through their home borough naming this school as a preference on their application.

We recommend you use the [Newham School Finder](#) tool to determine the location of your preferred Newham schools and calculate home to school distances.

Parents/carers with children on roll in a Year 2 class of an Infant School (e.g. Odessa Infant School) must apply for a Junior place in a school, even if the child has a brother or sister who is already attending the Junior school. Before submitting a Junior School application we strongly recommend all families read the local authorities e-booklet '[We are going to school 2023](#)' page 12 - 13.

Please visit the [e-admissions](#) webpage to log your application and find guidance on how to do so.

National closing date for on time Junior applications: 15th January 2023.

National offer date for on time Junior applications 17th April 2023.

Admission into year three

We admit children once a year, in September, into our Year 3 classes. The majority of pupils admitted to St James' junior school will have attended Odessa Infant School. However, we do admit children who have attended other schools or are newly arrived in the UK as per the LA Admission Criteria. We encourage these parents/carers to allow their child to make visits to the school before they are due to start. We work closely with Odessa Infant School in order to ensure a smooth transition for children. Year 2 parents/carers are invited to a meeting at St James' during the summer term during which the Head Teacher and Year 3 teachers inform parents/carers about the organisation and curriculum at St James' and answer questions about their child's transition. In addition, parents/carers are usually offered the opportunity to tour the school. The children will visit at least twice and meet their new class teachers.

Mid-phase admissions / In Year admissions (also known as mid-term and mid phase)

If a family arrives in Newham during the school year 2022/2023 and their child needs a school place they must complete an In Year form naming their preferred schools on the Newham website.

School Finder: We recommend you use the Newham School Finder tool to determine the location of your preferred Newham schools and calculate home to school distances.

School places are usually offered within 10 days. The place offered may not be at the school the family prefers as that school may not have a suitable place available.

We do not maintain a waiting list at the school. If our school has a vacancy in the appropriate year group, the place will be allocated by Newham using the admission criteria (above)

Moving from Primary to Secondary School in September 2022

Year 7 Admission for September 2022

For all children born between the **1st September 2011 and 31st August 2012** will need to apply for a Year 7 Secondary School place for September 2023.

All year 7 applications for September 2023 must be made through the family's home local authority.

For children living in Newham, families must apply via London Borough of Newham.

For children who live outside Newham, whose family wants them to attend a Newham Secondary School their application must be made through their home borough naming this school as a preference on their application.

Parents/carers must apply for a place, even if:

- They want their child to go to their local school.

OR

- Their child has an older brother or sister at the secondary school.

The law does not allow us to reserve secondary school places.

Before submitting a Year 7 application we ask that you read and make sure you understand the [admissions process](#), clicking on the link and visiting this website page.

Information is available in the '[We are going to secondary school 2023](#)' booklet.

National closing date for on time Year 7 applications: 31st October 2022.

National offer date for on time Year 7 applications 1st March 2023.

Appeals

If a parent/carer is unable to obtain a place for their child at St James', they have the right to appeal. Appeals are made using the Newham Appeal Form and following the Newham policy for admission appeals. Parents/Carers are able to access further information at:

London Borough of Newham on 020 8430 2000

Pupil Services, Newham Dockside, 1000 Dockside Road, E16 2QU

<https://www.newham.gov.uk/Pages/Services/Admissions-primary-school.aspx>

Our school website: www.st-james.newham.sch.uk