

ARRANGEMENTS FOR ADMISSION

For all children we make carefully planned arrangements to help them join our school family. The Headteacher welcomes personal visits and is happy to show parents around the school. This provides an opportunity to see the school at work and to discuss the education and facilities St. James' can offer your child. Please contact the School Secretary to arrange a mutually convenient appointment to meet the Headteacher.

A list is kept in school of pre school aged children whose parents wish them to attend the school. The school secretary maintains this list. Application forms will be sent to those on the list as soon as they are made available from Tameside Council.

St. James' follows the admission procedure laid down for its schools by Tameside Council's Education Committee. By law, parents must arrange for their children to start school at the beginning of the term following their fifth birthday, unless they have made other suitable arrangements.

In Tameside there is a policy of planned earlier admission to primary school education whereby children start school in the September following their fourth birthday.

Verification of Date of Birth and Home Address

Prior to their child starting at school, parents are asked to provide evidence of their child's date of birth (original birth certificate). Verification of the principal parental home address may also be required. For the purposes of allocating school places the Local Education Authority considers the principal parental home to be where the parent(s) are normally and regularly resident.

On the application form for admission parents must sign a declaration that the information given is correct and that they understand that any place offered is based upon the information given. The School Governing Body or Local Education Authority may withdraw the place if circumstances are subsequently found to be other than those declared.

Admission into the reception class and infant classes.

The School keeps lists of pre school aged children who would like to come to our school for their reception year. Though this does not guarantee that we will be able to provide a place for your child it does allow us to provide you with early information as well as being able to invite you to school events. If you wish to place your child's name on our admission list please contact the school secretary.

Infant class size regulations, introduced by the DfEE in September 1999, mean that reception age pupils and other infant age pupils must be taught in classes of 30 or less. Formal offers of places are sent out by the LEA's published timetable each year for the children starting school in the following September.

We realise that it is a big step when a child comes to a primary school for the first time and we try to make your child as welcome and secure as we can. To help your child settle they will be invited to the Foundation Stage Unit the term before they are due to start so that they can meet their teachers and some of the other children. Parents will also be able to ask questions at this session and fill in all the necessary forms prior to their child starting school.

In September the children will be admitted to the Foundation Stage Unit over several days. This means that the teachers are able to give each new child the help and attention that they need so that they settle quickly and feel safe and happy in their new environment. This may mean that your child does not start on the same day or week as the term begins. Once the children have been admitted they attend school fulltime. We do this because we find that, although most of our new reception children have attended pre-school groups or had private nursery education, there is still a need for them to be gently supported as they adjust to fulltime education.

Admission into other class

Admission to other classes is determined by the availability of places and interested parents are encouraged to make an appointment to visit the school together with their children.

All requests for places are referred to the Admission Department of the Education Authority.

Admission into the Nursery class.

We usually admit children into our nursery once at the beginning of each school year, September, but occasionally places come available during the year. We offer morning or afternoon sessions each being for two and half hours duration. The main school office keeps a list of pre-school children who are interested in attending so that we can send out application forms to parents at the appropriate time of year. We follow the council guidelines for admission to nursery. Once children have been offered a place they are invited to visit in the term before they are due to start. At the start of the school year the children in the nursery classes are admitted over several days, in the same way as we admit our reception aged children.

Appeal Procedure

Parents have the right of appeal against a decision not to admit their child to the school and are advised to contact The Secretary to the Independent Appeals Panel for an appeal request form and advice about the appeal process. They are also offered the opportunity to meet with an Education Officer to discuss the issue.

Admission of pupils with Special Educational Needs and Disabilities

Applications from pupils with Special Educational Needs and Disabilities are welcomed. Due to the age and design of the building there are issues regarding the suitability of the premises when considering some pupils needs. The school has on occasions and were reasonably modification been practical and affordable, been able to purchase equipment and resources to meet some pupils needs. Each application will be considered carefully as we value our place as part of the local community and we cherish the diversity within our school.