



GUIDANCE NOTES FOR ADMISSION SEPTEMBER 2027

Please refer to the Supplementary Form and answer all questions. By deliberately submitting misleading information you may invalidate this application. All information is treated in the strictest confidence.

Supplementary Form for Admission September 2027

Please complete all personal information on the front of the application form. Please state clearly: child's legal forenames, child's legal surname, date of birth, full postal address and postcode of where the child permanently resides, contact telephone numbers and contact email address.

Admission Criteria

All pupils of transfer age, wherever they live, are eligible to apply for admission to St James's Church of England High School. Admission is not based on academic ability or aptitude. The Governors will admit all children with an Education, Health and Care Plan (EHCP) issued by the Local Authority, where the school is named in the plan. If the number of applications exceeds the number of places available, the following oversubscription criteria will be applied: the highest priority will be given to all children who are "looked after" in public care 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, Governors will then allocate points according to the published system. Difficult to place pupils will be admitted in accordance with the Local Authority "Fair Access Protocol".

Education Health and Care Plan

An Education, Health and Care Plan (EHCP) is issued by the Local Authority. If you are unsure whether your child has an EHCP or if they are on the Special Educational Needs (SEN) Register, please contact your child's primary school, who will be able to confirm their current status.

Looked After Children

The highest priority for admission if the school is oversubscribed will be given to a "looked after child" in public care 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.

If you answer 'yes' to either of the above questions please go directly to Section D

SECTION A

Sibling Links

Other children at school, refers to 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 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, half, foster and adopted brothers and sisters living at the same address. Please complete this question by stating clearly the name of the child currently attending St James's and the year group they are in.

Residence within the Bolton Deanery

Points will be awarded to a child who permanently resides within the Bolton Deanery. The address and postcode of the child should be detailed on the front of the application form. Where the Parents/Carers live at different addresses the address given should be the one of the Parent/Carer who receives the Child Benefit. Parents/Carers may be asked to give evidence of this claim. Where there is a dispute the governors reserve the right to make enquiries of third parties e.g. the child's GP.

SECTION B AND SECTION C

Faith Applicants

Sections B and C - All acts of worship refer to the stated 2-year period, whilst the applying child is in year 4 and year 5 and must be confirmed by the signature of an official at the church or place of worship.

Section B – Christian Worship - If you and your child have attended a church or place of worship during the specified period, please provide the name and location of the place of worship. Attendance should be at a place of worship on Sundays and/or other days of the week, separate from any school worship services. The frequency of attendance, up to a maximum of 42 weeks, must be confirmed by the minister or leader of the place of worship.

Section C – Other Faiths - If you and your child have attended a church or place of worship during the specified period, please provide the name and location of the place of worship. Attendance should be at a place of worship on Sundays and/or other days of the week, separate from any school worship services. The frequency of attendance, up to a maximum of 42 weeks, must be confirmed by the minister or leader of the place of worship.

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. If in doubt please consult your Worship Leader or speak to the Admissions Manager in school.

SECTION D

Declaration

The Supplementary Form must be signed and dated by the Parent/Carer of the child, confirming that the information given on the form is, to the best of their knowledge, true and accurate. Please also clearly print in block capitals the full name of the signatory

Waiting List

All applications received before the school's admission deadline will be ranked according to the published oversubscription criteria. Applications that are not offered a place will be placed on a waiting list, in rank order. As offers are declined the next ranked application on the waiting list will receive an offer.

Any late application received after the school's admission closing date will be ranked following offers day and then placed in rank order on the waiting list.

Looked after children and those previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 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 the first term of the academic year.

Tie break criterion will be applied to applications ranked on the waiting list with equal points.

Completion of this form does not guarantee your child a place at the school.

Where the number of applications exceeds the number of places available the governors will allocate places in accordance with the published oversubscription criteria.

All details in the Supplementary Form may be confirmed by governors.

We strongly recommend that the Supplementary Form is completed in addition to the Local Authority Preference Form.

If posting the form it is recommended that you obtain a proof of posting from the post office.

CLOSING DATES

Supplementary Admission Form 9th November 2026
Local Authority Preference Form 31st October 2026

The school's Admissions Policy is available on the school's website
www.st-james.bolton.sch.uk/admissions

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