



**James Bateman Middle  
School**

**JAMES BATEMAN MIDDLE SCHOOL**

**ADMISSIONS ARRANGEMENTS  
ACADEMIC YEAR 2025-26**



# **Admission Arrangements to James Bateman Middle School**

## **Academic Year 2025-26**

Full time places will be available in September of the academic year within which the child becomes nine years olds.

The school's admission number for the school year 2025/26 is 110.

If the number of applications exceeds the school's Published Admission Number (PAN), the governors will give priority to applications in accordance with the criteria listed, provided that the governors are made aware of that application before decisions on admissions are made.

### **Oversubscription Criteria**

1. Children in Care and children who ceased to be in care because they were adopted (or became subject to a residence order or special guardianship order).
2. Children living within the catchment area of the school.
3. Children who have an elder sibling in attendance at the school and who will still be attending the school at the proposed admission date; (for admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parent's marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)
4. Children who satisfy both of the following tests:

Test 1: the child is distinguished from the great majority of other applicants wither on their own medical grounds or by other exceptional circumstances.

Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application). This report (obtained by the applicant and provided at the point of application). This report must clearly justify, for health reasons only, why it is better for the child's health to attend the school rather than any other school.

Exceptional circumstances must relate to the choice of school and the individual child, i.e. the circumstances of the child, not the economic or social circumstances of the parent/carer. They should be supported by a professional report (obtained by the applicant and provided at the point of application), e.g. social worker. This report must clearly justify why it is better for the child to attend the school rather than any other school.

Test 2: the child would suffer hardship if they were unable to attend the school.

Hardship means severe suffering of any kind, not merely difficulty or inconvenience, which is likely to be experienced as a result of the child attending a different school. Applicants must provide detailed information about both the type and severity of any likely hardship at the time of application.

5. Other children arranged in order of priority according to how near their home addresses are to the main gate of the school, determined by a straight-line measurement as calculated by the Local Authority's Geographical Information System.

Where it is not possible to accommodate all children applying for places within a particular category then the Governors will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area children cannot be accommodated at the school, children who are catchment area children and satisfy category (3) will receive offers of a place, followed by children who live in the catchment area and satisfy category (4), etc.

### **Admission Outside of the Normal Age Group**

Parents may seek to apply for their child's admission to school outside of their normal age group, for example if the child is exceptionally gifted and talented or has experienced problems such as ill health.

These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the Governing Body who will take into account

the circumstances of the case and views of the headteacher. Parents do not have the right to insist that their child is admitted to a particular year group.

### **Additional Notes**

Copies of school catchment area maps are available from the school or Local Authority. There is no charge or cost related to the admission of a child to this school.

Admissions are administered through a coordinated admission scheme and preferences for community, controlled, aided, trust and foundation schools will be processed centrally by the School Admissions and Transport Service. Each child will receive only one offer of a place in a Staffordshire School.

In accordance with legislation, children who have a statutory statement of special educational need, or education, health and care plan that names the school as being the most appropriate to meet the child's needs must be admitted. This will reduce the number of places available to other applicants.

Children in Care means children who are in the care of, or provided with accommodation by a local authority in accordance with section 22(1) of the Children Act 1989 at the time of making the application.

It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the published admissions criteria, the Governors will not seek to obtain this information on behalf of the applicant.

The Local Authority uses a Geographical Information System (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) and OS Address Point data.

The home address is considered to be the child's along with their parent/carers main and genuine principal place of residence at the time of the allocation of places i.e., where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relative's address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for the allocation purposes.

If a place is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address then that place is likely to be withdrawn.

If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats, then the child or children who will be offered the available spaced will be randomly selected. This process will be independently verified.

### **Waiting Lists**

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received. If places become available after the offer date, they will be offered according to the child at the top of the waiting list.

Inclusion on a school's waiting list does not mean that a place will eventually become available at the school.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria listed above.

Children who are subject of a direction by a local authority to admit or who are allocated to the school in accordance with the Fair Access Protocol will take precedence over those on the waiting list.

### **Late Applications**

Application forms received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late applicants will be considered only after those applicants who applied by the published closing date.

A late application does not affect the right of appeal or the right to be placed on a school's waiting list.

### **Repeat Applications**

Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the governors have accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

## **Applications other than the normal intake to Year 5**

Please follow the below process in order to apply for admission outside of normal Year 5 intake.

### **In Year Admissions**

If you wish to apply for a school place mid-term (due to moving home, wanting to attend the same school as a sibling for example), you must do this via the Staffordshire County Council website.

1. Please ensure you have discussed with the Headteacher at your child's current school about moving
2. In addition, please contact the school you are applying to before submitting an application. This ensures you are making the right decision and that the school can meet your child's needs.
3. You will then need to complete the in-year application form.
4. Section 4 of this form needs to be completed by your child's current school before you send this in to our school office either by hand or via email to [office@jamesbateman.staffs.sch.uk](mailto:office@jamesbateman.staffs.sch.uk)
5. Our school office will arrange for a school visit/tour with one of our Senior Leaders.
6. Our school office will email School Admissions to process the application after the school visit has taken place.
7. Our school office will let you know if your application has been successful and your child has received a place with us.

If you have submitted a formal application and have not received a written response within 15 school days, please contact the school directly in the first instance before contacting the [School Admissions Team](#).

If you want to apply to change schools during the academic year, or your child is living in Staffordshire and does not currently have a school place, please view the information here:

<https://www.staffordshire.gov.uk/Education/Admissions-primary/In-year/My-child-has-a-school-place-but-I-want-to-apply-for-a-different-school.aspx>

### **Appeals**

If your child is refused a place at your preferred school you have the [right to appeal](#).