



Barrowby Church of England Primary School

Admissions Policy

1. Introduction

- 1.1 The County Council has delegated to the governing bodies of individual community and controlled schools the decisions about which children to admit.
- 1.2 Every community and controlled school must apply the County Council's oversubscription criteria shown below if they receive more applications than available places.
- 1.3 The Planned Admission Number (PAN) for Barrowby School is 34.

2. Aims

- 2.1 This policy aims to:
 - Explain how to apply for a place at the school
 - Set out the school's arrangements for allocating places to the pupils who apply
 - Explain how to appeal against a decision not to offer your child a place

3. Legislation and statutory requirements

- 3.1. This policy is based on the following advice from the Department for Education (DfE):
 - School Admissions Code 2021
 - School Admission Appeals Code
- 3.2. The school is required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

4. Definitions

- 4.1 The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.
- 4.2 **Looked-after children** are children who, at the time of making an application to a school, are:
 - In the care of a local authority, or
 - Being provided with accommodation by a local authority in exercise of its social services functions
- 4.3 **Previously looked-after children** are children who were looked after, but ceased to be so because they:
 - Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
 - Became subject to a child arrangements order, or
 - Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

- 4.4 A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

5. How to apply

- 5.1 For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.
- 5.2 Arrangements for applications for places in the normal year of intake (Reception in Primary and Infant schools and year 3 in Junior schools) will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements.
- 5.3 Lincolnshire residents can apply online, by telephone or by requesting a paper application. Residents in other areas must apply through their home local authority.
- 5.4 Community and Voluntary Controlled Schools will use the Lincolnshire County Council's timetable published online for these applications and the relevant Local Authority will make the offers of places on their behalf as required by the School Admissions Code.

6. Requests for admission outside the normal age group

- 6.1 Parents are entitled to request 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 wishing to make these requests must contact their home local authority for guidance on the procedure to follow.
- 6.2 It is important for parents to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request.
- 6.3 Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:
- any available information about the child's academic, social and emotional development;
 - where relevant, the child's medical history and the views of a medical professional;
 - whether the child has previously been educated out of their normal age group;
 - Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
 - the views of the head teacher
- 6.4. Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.
- 6.5. Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

7. Allocation of places

7.1. Admission number

The school has an agreed admission number of 34 pupils for entry in reception.

7.2. Admission Criteria

7.2.1. In accordance with legislation the allocation of places for children with the following will take place first; Statement of Special Educational Needs (Education Act 1996) or Education, Health and Care Plan (Children and Families Act 2014) where the school is named. We will then allocate remaining places in accordance with this policy.

7.2.2. We will allocate places to parents who make an application before we consider any parent who has not made one.

7.2.3. Attending a nursery or a pre-school does not give any priority within the oversubscription criteria for a place in a school. Parents must make a separate application for the transfer from nursery to a primary or infant school.

7.3. Oversubscription criteria

7.3.1. The intended overall effect of the proposed oversubscription criteria is to maximise the likelihood that local children will gain places at their local school in an oversubscribed year; however, it is not possible to guarantee this however

7.3.2. All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

7.3.3. If the school is not oversubscribed, all applicants will be offered a place.

7.3.4. In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled:

1. Looked after children and all previously looked after children.
2. A brother or sister attending the school at the time of application, or who will be attending the school at the expected time of admission. In addition, in the case of infant schools, a brother or sister attending the associated junior school, or who will be attending the associated junior school at the expected time of admission.
3. Nearest School: measured by straight line distance.
4. Church criterion where in operation at certain Voluntary Controlled schools.
5. Children of staff who have at least 2 years service, at the school
6. Increasing order of straight line distance.

7.3.5. Definitions of terms indicated by numbers are given separately below.

1. Highest priority will be given to looked-after children and all previously looked-after children who apply for a place at the school. A 'looked after child' is a child who is (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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child

arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2. Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school. Siblings must be attending the school at the time of application. We include in this criterion:
 - a brother or sister who shares the same biological parents
 - a half-brother, half-sister, step-brother or step-sister
 - a legally adopted child, a child legally adopted by a biological or stepparent

Twins and other siblings from a multiple birth

In these cases all the children will be considered together as one application. If one or more can be admitted within the published admission number the school will go above its admission number as necessary to admit all the children, unless this would make the class too large. The government's school admissions code makes an exception to the infant class limit in this situation.

Brothers and sisters in the same year group

Where there is only one place available in the school the children will be considered together as one application. The school will go above its admission number as necessary to admit all the children except in cases where this would make the class too large or the infant class regulations prevent this from happening. If the infant class size regulations apply we can only legally offer one place because the government's school admissions code makes no exception to the infant class size limit for siblings in the same year group. We will offer the parent one place for one child and a different school for the other child or children.

3. Priority is next given to children of which Barrowby CE Primary School is their nearest school. The nearest school is found by measuring the straight line distance from the child's home address to all schools admitting children in the relevant year group. Measurements are calculated electronically from the Post Office address point of the home to the Post Office address point of the school. We measure distance to three decimal places, e.g. 1.256 miles.

By home address we mean the address where the child lives for the majority of term time with a parent as defined in section 576 of the Education Act 1996 who has parental responsibility for the child as defined in the Children Act 1989.

Where a child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be the one where the child spends the majority of term time. If a parent can show that their child spends an equal amount of time at both addresses during school term time, they can choose which address to use on the application.

If a parent has more than one home, we will take as the home address the address where the parent and child normally live for the majority of the school term time. We do not take into an account an intention to move.

4. Priority will next be given to worshippers at local churches. The Church criterion for Barrowby School can be found below, together with details of the

requirements parents must meet if they wish to apply for priority for this reason. Parents applying on these grounds must claim this priority in their application. Attendance at worship must be verified by a signed letter from an officiating minister at the place of worship. Schools will verify claims for priority on this ground by contacting parents for details of the person who can provide written confirmation that they meet the test set below. If you have only recently moved to the area the school can also consider written evidence of an equivalent commitment to a place of worship at your previous address, provided you have started to worship in the area you have moved to.

Priority will be given in the order listed to:

1. Regular worshippers at the local Parish Church of All Saints Barrowby.
2. Regular worshippers at Barrowby Baptist Fellowship.

'Regular' is defined as at least once a month at the place of worship for at least a year by the date of application. This will be verified by a signed letter from an officiating minister at the place of worship.

5. Priority will next be given to children of staff at the school, in either of the following circumstances:
 - The member of staff has been employed at the school for 2 or more years at the time at which the application for admission to the school is made, or
 - The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
6. Final priority will be given by comparing straight line distance to Barrowby CE Primary from their home address. Criterion for how this is calculated and defined are consistent with those definitions set out in 7.3.5 above within the nearest school criteria.

7.4. Tie break

- 7.4.1. In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use random allocation as a tie breaker to decide between applicants. This process will be independently verified.
- 7.4.2. If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place(s), random allocation will be used to decide between them. This process will be independently verified.
- 7.4.3. Numbers will be assigned to the involved pupils then drawn from an electronic randomiser. This will be completed by an independent person, not employed by the school or working in the Local Authority Children's Service Directorate.

7.5. Reserve List

- 7.5.1. For admission into the Reception year group, the governors will keep a waiting list which we call a reserve list. If your child is refused a place at a school your child is automatically put on the reserve list, unless you have been offered a higher preference school. This list is in the order of the oversubscription criteria, as required by the School Admissions Code. This means that names can move down the list if someone moves into the area and is higher placed on the oversubscription criteria. The governors do not take account of the time you have been on the list.
- 7.5.2. For the Reception year group, the list is kept by the School Admissions Team until the end of August each year. After this the School Admissions Code requires that

schools keep the reserve list until the end of the autumn term; you should contact the school for information about the reserve list.

- 7.5.3. All Community and Voluntary Controlled schools keep reserve lists for oversubscribed year groups. If you do not wish the school to add your child to the reserve list you must let the school know. Schools will clear the reserve list at the end of each school year, if you wish your child to remain on the list you must let the school know. If your circumstances change you must let the school know so that they can rank the list accurately and allocate places in accordance with the oversubscription criteria to comply with the School Admissions Code. The governors do not take account of the time you have been on the list.

8. Children below compulsory school age

8.1 Community and Voluntary Controlled Schools provide for the admission of all children in the September following their fourth birthday.

8.2 Where children below compulsory school age are offered a place at the school:

- They will be entitled to attend the school full-time in the September following their fourth birthday.
- Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made.
- Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.
- Parents interested in deferring admission or arranging part-time attendance must contact the school to discuss this.
- Parents of summer born children deferring admission until the child starts Year 1 risk losing the offered school place.

9. Challenging behaviour

9.1 We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

9.2 We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the school.

10. Fair Access Protocol

10.1 We participate in Lincolnshire County Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible. This includes admitting children above the published admissions number to schools that are already full.

11. In-year admissions

- 11.1 Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.
- 11.2 Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.
- 11.3 If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 7.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.
- 11.4 Applications for in-year admissions can be made at: www.lincolnshire.gov.uk/schooladmissions
- 11.5 Parents will be notified of the outcome of their in-year application in writing within 15 school days.
- 11.6 If it is necessary to refuse a place then you will be told of the independent appeal system.
- 11.7 The governors will accept admissions up to the Published Admission Number into all year groups. If the Governors are concerned that this would cause an infant class to be unlawfully large or prejudice to the provision of efficient education or the efficient use of resources they can ask County Council officers to review the information they will provide illustrating their concerns.
- 11.8 In exceptional circumstances it may be necessary to refuse a place although the year group has not reached the school's published admission number, the final decision to refuse places in this way will be made by County Council officers.

12. Appeals

- 12.1. If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal. If you wish to proceed with an appeal please visit: <https://www.lincolnshire.gov.uk/school-admissions/appeal-school-place/2>. You can also find details of the school's appeals timetable using this webpage.

13. Fraudulent or Misleading Applications

- 13.1. As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim.
- 13.2. We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

14. Admissions Policy Review

This policy is reviewed by the Head teacher, staff and Governors in accordance with Barrowby School's Policy and Review Cycle for approval by the Full Governing Body, annually.

Last reviewed: November 2023

Next review: November 2024