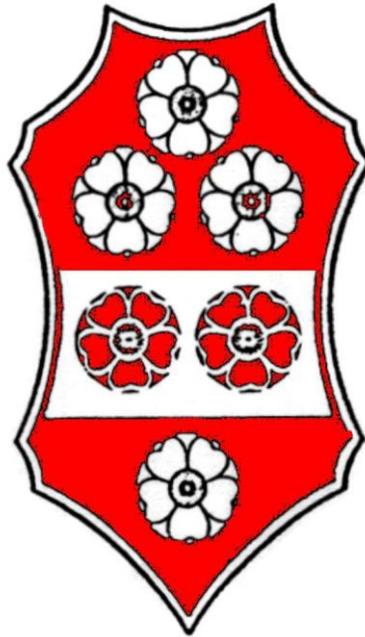


# St. Barnabas' Church of England Aided Primary School



## ADMISSIONS ARRANGEMENTS 2019

### **Vision:**

*All children are created uniquely and loved by God. We are entrusted with the privilege of nurturing and developing these children. Providing an outstanding education will enable children to reach their full potential in life. Children will contribute meaningfully to the future of our community and society at large. The Christian faith plays a vital role in informing behaviour and moulding character of all adults and children in the school community.*

## **Introduction**

This policy complies with statutory regulations and the Admissions Code of Practice (see paragraph 4.23 Chapter 4) and in cases of conflict these regulations will apply.

As a Church of England Voluntary Aided School, it is expected that parents who wish their children to attend will be in sympathy with, and support, the Christian values and teaching in the school.

Parents should follow the County Admission Procedure and either apply online or return the admission forms (RCAF/JCAF) to the LA before the county closing date. These forms can be obtained from the school or the Local Authority. Applications received after the county closing date will be considered as late applications and will be managed by the school following the agreed admission criteria as specified below. If the school is unable to offer a place immediately, parents/ carers may put their child's name on the school's waiting list. The waiting list is kept in order of priority according to the school's admission policy and not in date order of receipt of applications. Children on the waiting list for places will remain on the waiting list until the end of Term Two, 2018.

St Barnabas' Church of England (VA) Primary School has a Pupil Admission Number of 30.

### **Oversubscription Criteria**

The admission of children to the school will be decided by the Admissions Committee, which is comprised of School Governors and the Headteacher, and will be based on the number of places available and the admission criteria specified below.

Before the application of oversubscription criteria, children with a Statement of Special Educational Need or Education, Health and Care Plan which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

Should the number of applications exceed the number of places available; places will be allocated in order of priority as laid out below.

Pupils are admitted to St Barnabas' in accordance with the following criteria:

1. Children in Local Authority Care or Previously in Local Authority Care – a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. 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).
2. Attendance at St Barnabas' Church for a period of not less than 6 months prior to the application, attending at least once per fortnight.
3. Children who have a brother or sister in the school at the time of admission. Brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters.
4. Children who live within the parish boundary- see appendix 1.
5. Any other children.

Pupils will be ranked in order using the criteria above. If necessary distance will be used to give priority where two or more pupils have equal standing when the above criteria are applied. In a tie breaker situation, the nearness of an applicant's home to school will be the decider. In the event more than one applicant has the same distance from home to school (as measured by the local authority), then a random selection will be applied.

In making these calculations the school uses the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When the school applies the distance criterion for the school, these straight line measurements are used to determine how close each applicant's address is to the school.

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A child's home address is considered to be a residential property that is the child's only or main residence (not an address at which the child may sometimes sleep or stay) and which is either owned by the child's parent, parents or carers or leased or rented to them under a lease or written rental agreement. Where partners live apart but share responsibility for the child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of week days. With regard to the measurement for flats, please refer to paragraph 2.37 of the School Admission Code.

### **What happens if the school is over-subscribed?**

Applications are considered by a sub-committee of School Governors. Places will be allocated in line with the above order of priorities and in line with the LA co-ordinated scheme. Any parent/carer who is refused the offer of a school place has the right of appeal and should in the first instance write to the Chair of Governors requesting an independent appeal be heard.

### **Requests for admission out of Year Group**

Where an offer has been made, the school will provide for the admission of all children in the September following their fourth birthday. Parents can chose to defer the date their child is admitted to the school until later in the school year, but not beyond the start of the term after their child reaches compulsory school age and not beyond the beginning of the final term of the school year. Where parents wish, children may attend part-time until later in the school year, but not beyond the start of the term after their child reaches compulsory school age.

Requests for admission outside of the normal age group should be made to the Headteacher as early as possible in the admissions round associated with your child's date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports.

There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school's ability

to agree to deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined.

This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year. Deferred applications must be made via paper CAF to the LA, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following year.

**Late applications:** Where the closing date has passed, a late application form can be provided to parents from the LA. The LA will deal with this and will send the information to schools. The school will keep children on a waiting list until September/October of each new academic year.

## **CASUAL ADMISSIONS**

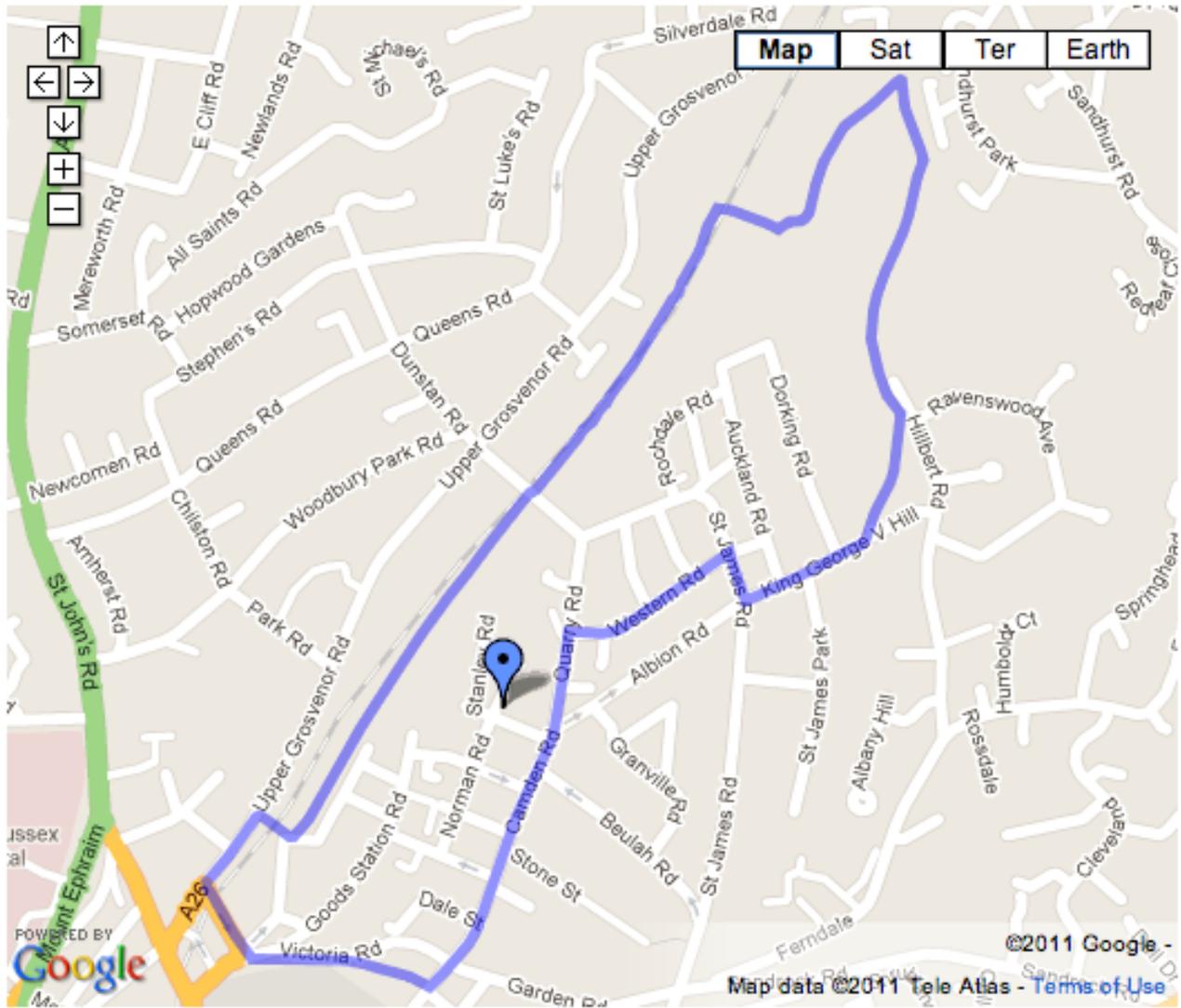
Requests for places may be made at any time. Places will be granted to applicants provided that the admission of a child does not increase the number of children in that year group to a number over and above the standard number. The exceptions to this are:

1. In Year Fair Access protocol
2. When the child has been permanently excluded from two or more schools
3. When the child is deemed to have challenging behaviour and, in the Headteacher's judgement, the provision of efficient education would be prejudiced by admitting the child, in accordance with Chapter 3 of the School Admissions Code. In such cases a meeting of the Admissions Committee will determine whether a child is offered a place. When a place is not offered, parents will be informed of their right of appeal to an independent panel.

**Policy review date: November 2017 Governing Body Admissions Panel**

**Annually approved by Autumn FGB meeting**

## Appendix 1: Map of the Parish of St Barnabas



<http://www.achurchnearyou.com/>

**CONFIDENTIAL Supplementary Information Form to support application for admission to St Barnabas' Church of England Voluntary Aided Primary School**

Parents/Guardians are required to complete questions 1 to 3. The remaining questions are to be completed by your Minister/Leader of St Barnabas Church.

1. Name of child: .....

2. Date of birth: .....

3. How long has a Parent/Guardian been associated with St Barnabas Church?

4. Has the Parent/Guardian attended St Barnabas Church for the last six months once a fortnight Yes/ No

Do you have any other comments in relation to this application?

Signed:.....

Position: .....

Date: .....

Please return this form to St Barnabas' Church of England (VA) Primary School at time of application.

Please note if you have recently moved to the area (within the last 6 months) and previously attended a different church please copy this form and have the minister of the previous place of worship complete a further copy.