ADMISSIONS POLICY

Document Name	Admissions Policy for Admission
Document written by	C Nelson
Date for next revision*	Sept 2027
Responsibility	St Barnabas
Approved by	LAB

*subject to any relevant changes in legislation or other appropriate guidelines

Version	Date	Reviewed	Approved	Signature
2.0	JAN 2024	C. NELSON		
2.1	JAN 25	C.NELSON		
2.2	SEPT 26	C.NELSON		

CONTENT

		Page No
1.	Introduction	3
2.	How to Apply	3
3.	Admission Arrangements	3
4.	Nursery Admissions Policy	7

Our Vision: Preparing our children to shine brightly.

St Barnabas is a caring, family school with Christian values at our core. We want our staff, families and children to encourage, inspire, believe and achieve whilst living out our Christian values inspired by St Barnabas – love, generosity, compassion, forgiveness, service and courage.

‘Shine like stars in the universe.’ Phillipians 2:14-15

Our Mission is: to develop all children to achieve personally and academically so that they can think for themselves and articulate their views, in a reasonable way, with the emotional resilience necessary to thrive in the ever changing wider world.

INTRODUCTION

1.1 St Barnabas Church of England Primary School is an Academy, within the Vantage Multi Academy Trust. The Academy is the admission authority for the school, and the school is required to act in accordance with the School Admissions Code. The admissions process is co-ordinated by Manchester City Council (the Local Authority) and the school liaises with the Local Authority and the Diocese of Manchester on admissions issues. The following arrangements for admissions include information on how to apply, and the criteria used to determine the allocation of places when the school is oversubscribed. Responsibility for admissions is delegated to the Local Advisory Board's Admissions Committee, who will apply the admissions criteria in this policy when determining admissions to Reception in the normal admissions round each year.

.

HOW TO APPLY

2.1 Applications for admission to the Reception Year must be made on the local authority's application form. Applications must be submitted to the local authority by the closing date set by the local authority. Details of all the applications made will be forwarded to the Academy by the local authority. On the notification date the local authority will inform parents whether or not their child has been allocated a place at the Academy.

ADMISSION ARRANGEMENTS

3.1 Published Admission Number (PAN)

The school's published admission number (PAN) agreed for admission to the Reception Year in September is 30. If no more than 30 applications are received for admission to the Reception Year, all applicants will be offered a place. The Academy also has a Nursery Class. Up to 26 places are available in the Nursery class. (Please see separate Nursery admissions policy for full details). A separate application must be made for any child wishing to transfer from the Nursery Class to the Reception Year in the Primary School. The school will admit all children having a statement of special educational needs or an Education, Health and Care Plan (EHCP) in whose statement or EHCP the school is named.

3.2 Oversubscription criteria

When the number of applications received is greater than the number of remaining places available (after the admission of any pupils with a statement of special educational needs or an EHCP naming the school), the decision on

which children will be admitted will be based on the following oversubscription criteria, which will be applied in the order of priority set out below:

1	Looked after children and previously looked after children. (See Note (a))
2	Children whose exceptional medical or social circumstances mean that their needs can only be met at St Barnabas C of E Academy. (See Note (b))
3	Children with a sibling in attendance at the Academy at the time of application who will still be on roll at the Academy at the time of their admission. (See Note (c))
4	Any other children, with priority given to those living closest to the Academy (See Note (d))

Notes:

Note (a)

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 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 arrangement order or special guardianship order).

Note (b)

Where admission is sought under exceptional medical or social circumstances, professional supporting evidence, e.g. from a doctor, psychologist or social worker, is essential. Such evidence must be in writing and must set out the particular reasons why St Barnabas C of E Academy is the most suitable school for the child and the difficulties that would be caused if the child had to attend another school. It is the responsibility of the parent/carer to ensure that the evidence is submitted by the closing date for applications, together with the application form.

Note (c)

‘Sibling” (Brother or sister) refers to full, step, half, foster and adopted brothers or sisters, or a child of the parent/carer’s partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling.

Note (d)

Where there are more applicants for the available places within criterion (d) or

any other category, priority for admission will be given to children who live closest to the Academy. The distance is measured in a straight line from the centre point of the child's permanent home address* to the centre point of the school as defined by Local Land and Property Gazetteer (LLPG) and using the Local Authority's computerised measuring system

*Where a child lives with parents with shared responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which is the residential address for the purpose of admission to an educational establishment. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week

3.3 Tie-breaker

If the distance from home to school does not distinguish between two or more applicants with equal priority for the remaining place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school.

3.4 Children from multiple births

Where there are children of multiple births wishing to be admitted and the sibling (brother or sister) is offered the final place the governors may admit over the published admission number if it is possible to do so, as such children are permitted exceptions for the purposes of the infant class size limit, as set out in the School Admissions Code.

3.5 Late applications for admission

Where the Local Authority accepts that there are extenuating circumstances for an application being received after the last date for applications, and it is before the Academy Trust have established their list of pupils to be admitted, then it will be considered alongside all the others. Otherwise, applications which are received after the set closing date will be considered after all the others and placed on the waiting list in order according to the oversubscription criteria.

3.6 Waiting list

Where the Academy receives more applications for the Reception Year than the number of places available, the oversubscription criteria will be used to determine the allocation of places. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application is not one of the admissions criteria, it cannot be a criterion for the order of names on the waiting list, and late applicants for the Academy will be slotted into the order according to the extent to which they meet the criteria.

Thus, it is possible for a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the published admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. This waiting list will operate until 31 December at the end of the autumn term following admissions in September.

3.7 Appeals

Where the Academy Trust are unable to offer a place because the Academy is oversubscribed, parents will be informed of the reason why admission was refused and of their right to appeal to an independent admission appeal panel. Parents wishing to appeal must set out their grounds for appeal in writing. Further details will be included in the notification letter.

3.8 Deferred Admissions

Children are entitled to a full-time place in school in the September following their fourth birthday. Once they have been offered a place at the Academy, the child's parents can defer the date their child is admitted to the Academy until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application was made. Where 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.

3.9 Admission outside the child's normal age group

Parents may seek 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. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Parents requesting admission out of the normal age group must put their request in writing, addressed to the Headteacher at the school, together with any supporting evidence that the parent wishes to be taken into account. The governing body will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; any information provided about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The governing body will also take into account the views of the Headteacher. When informing a parent of their decision on the year group the child should be admitted to, the governing body will set out clearly the reasons for their decision.

Where the governing body agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and governing body must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The governing body must not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

3.10 Non-routine/in-year admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine admissions. St Barnabas C of E Academy will follow Manchester City Council procedures for in-year admissions. Applications will be considered in accordance with the above oversubscription criteria. In the event that it is not possible to offer a place, the waiting list and appeals procedures described above will apply.

3.11 Fair Access Protocol

The Academy is committed to taking its share of vulnerable pupils who are hard to place, in accordance with locally agreed protocols. The Academy participates in the Local Authority's In-Year Fair Access Protocol for unplaced children. There is no duty to comply with parental preference when allocating places under the In-Year Fair Access Protocol.

NURSERY ADMISSIONS POLICY

4.1 The Academy has a Nursery Class. Up to 26 places are available in the Nursery Class. Applications for admission to the Nursery Class should be made on the form available from the Academy. Children will be admitted to the Nursery Class in the September of the school year in which they turn four years old. Once a place is offered, parents and children will be invited to attend a stay and play session, to look around, ask questions and complete the necessary paperwork. Parents are then given a start date.

The Academy stresses the importance of this gradual admission for the general wellbeing of such young children and to differentiate admission depending on the needs of the child. If there are surplus places, a second admission date of January will be available to younger children. If there are surplus places, a third admission date of April will be available to younger children. A separate

application must be made for any child wishing to transfer from the Nursery Class to the Reception Year in the Primary School.