# St Barnabas CE Primary School

"Preparing for a positive future, achieved through faith."
Christian values are central to the life of our school, where we are devoted to inspire our children to succeed, flourish and live life in all its fullness.
"Let your light shine."
Matthew 5:16

# Admissions Policy
# 2026 - 2027

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| **Date written:** | November 2024 |
| **Written by:** | School |
| **Date reviewed and agreed by Governors:** | November 2024 |
| **Complies with WBC Guidance:** | Yes |
| **Date of next review:** | November 2025 |

# St Barnabas CE Primary School
# Admissions policy

**Introduction:**

Admission to the school is administered by the Admissions Committee made up from the Governing body and the Headteacher, acting for the Governors.

Applications for admission must be made on-line using the Warrington Borough Council's Local Authority common application form.

There will be 30 places available for admissions to the Reception Class in year 2024. The number of places available per year group is known as the Published Admission Number (PAN).
The PAN has been established following consultation between the governing body, the Diocesan Board of Education, local authorities and other admission authorities in the area. The governing body will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds this number. By law, no infant class may contain more than 30 pupils.

The school admission code allows additional children to be admitted above the PAN in limited exceptional circumstances. Children admitted above the PAN are known as excepted pupils. Please contact the local authority or school for more information. In addition it should be noted that it is a statutory requirement for admission authorities of state funded schools to offer a place to a child or children whose statement of special educational needs or Education Health Care Plan names the school in question.

**Admission to the Reception Class**

If applications outnumber places available, the governors will consider all applications for the forthcoming year and parents will be informed of the outcome within the LA timescales. The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Governing Body allocates places according to its policy. After the admission of pupils with an Education, Health and Care Plan which names the school and where there are more applications than places available, the following oversubscription criteria in order of priority will be applied to allocate places:

A. **Looked after children and previously looked after children including those previously in state care outside of England.***

B. **Children whose family** are regularly involved in the life and worship of St Barnabas Church (i.e. Attend worship at least twice a month during the 12 months preceding the date of application.)**

*In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship..*

C. **Children who have a brother or sister in the school in the year of admission***.**

D. **Children whose parents live within the parish of St Barnabas and regularly worship at another church* (i.e. Attend worship at least twice a month during the 12 months preceding the date of application.) Applicants must submit a written reference from their incumbent as confirmation of their commitment.**

E. **Children who attend St Barnabas C of E Nursery.**

F. **All other children.**

**Admissions Notes**

These admission arrangements follow consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admission authorities in the area. The governing body will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds this number. By law, normally no infant class may contain more than thirty children.

If there are more applications falling within any of the above criteria than there are places available, priority will be given to those living nearest the school (see below).

The school admission code 2012 allows additional children to be admitted above the published admission number under very limited exceptional circumstances even when this breaches the infant class size limit. Twins and children from multiple births may exceptionally be offered a place/places when one of the siblings is the 30$^{th}$ child admitted.

Applicants claiming an active association with the life and worship of any church must be supported, at the time of application, by a written declaration from the Minister.

* Those who participate within Churches Together in England and Wales.

** Family is defined as parents or carers

*** This includes full, half or step brothers and sisters and foster brothers and sisters who are living at the same address as part of the same family unit.

When deciding between candidates, who have equal entitlement under the above criteria, the governors will have regard to pupils living nearest to the school defined as a direct distance from the child's permanent place of residence to the school

measuring using a geographical information address point system. Distances will be measured in a straight line from the central point of the child's permanent place of residence to the central point of the school. (Central points are as defined by the Warrington Local Land and Property Gazetteer and distances are based on the same system.'

The Governing Body will admit children with proven and exceptional medical and social needs where admission to the school might best satisfy those exceptional needs.
Such children will take priority over all applicants after those in criteria A and B, subject to the provision, on application, of appropriate evidence or reports from a doctor, social worker or other professional agency.

Parents/carers will be required to complete a Local Authority application form (online for September Reception and manual copy for in year admissions) **and** the school's own supplementary admission form.

**Late applications**

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors 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 last date will be considered after all the others, and placed on the waiting list according to the criteria.

**Waiting List**

If your child is refused a place at the school then their name is automatically placed on a waiting list. If vacancies arise they will be offered to the next on the waiting list. Waiting lists are held strictly in oversubscription criteria order.
The local authority must operate the waiting list until the 31 December. Parents/ carers of children on the list will receive a letter from the local authority explaining that the waiting list will cease on 31 December. Following receipt of this letter, if parents/carers would like their child to remain on a waiting list maintained by the school, they must contact the school office directly to confirm this. Parents/carers must request annually if they wish their child's name to remain on the waiting list.

**Looked after children:** *A child in care 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 under section 22(1) of the Children Act 1989 at the time of making the application to the school. The term previously looked after children is defined as 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). A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

**Address of pupil:** The address used on the school's admission form must be the

current one at the time of application. If the address changes subsequently, the parents/carers should notify the school. Where parents/carers live at different addresses, the current-at- the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents/carers may be asked to show evidence of the claim that is being made for the address, e.g. utility bills of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

**Non-routine admission:** In year admissions are co-ordinated by the local authority. For more information, please visit Warrington Borough Council's admission's webpage: https://www.warrington.gov.uk/primary-school-admissions

**Fraudulent Applications:** Where the governing body discovers that a child has been awarded a place as a result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of a place prior to the child starting school. The application will be considered afresh and a right of appeal offered if a place is refused.

**Deferred entry:** Parents can request that the date their child is admitted to school is deferred until later in that academic year or until the term in which the child reaches compulsory school age. Parents can request that their child takes up the place part-time until the child reaches compulsory school age. The headteacher should be consulted if this option is being considered

**Admission of Pupils with Disability:** In accordance with the Disability Discrimination Act pupils with disabilities are treated with equal rights with respect to admission. The school will make every practicable and reasonable alteration to buildings, learning environments, staffing and approach necessary to accommodate the admission of all pupils who request a place.

In most cases there will be liaison with outside agencies including the Local Authority. The above admission policy will be adhered to in all cases.

To prevent a child with a disability being treated less favourably than other pupils we recommend the following:

- You contact the school's SENCO at the earliest opportunity to discuss inclusion and admission arrangements.
- You visit the school prior to admission
- You raise any questions you may have at the earliest opportunity

**Admissions to Nursery:** The school has a separate admissions policy for the Nursery.

## Appeals

In the event of children whose parents have expressed a preference for this school not being admitted, an appeals process is available. Details can be obtained from the Chair of Governors.
The Governors may ask for proof of parents being resident at the address declared on the application form. For guidance please see A Guide for Parents issued by WBC.

This policy shall be effective for the September 2024 intake and shall replace the previous policy.

If you have queries on any of the above procedures please do not hesitate to contact Mrs Walsh, School Business Manager:
TEL 01925 633606.
EMAIL: stbarnabas_primary@sch.warrington.gov.uk