

## **Barnacre Road Primary School Determined Admissions Policy**

### **Making an application**

Applications for admission to the school for September 2023 should be made on-line at [www.lancashire.gov.uk](http://www.lancashire.gov.uk) (search for School Admissions) between 1<sup>st</sup> September 2022 and 15<sup>th</sup> January 2023. It is not normally possible to change the order of your preferences for schools after the closing date.

Parents must complete the Local Authority electronic form, stating three preferences.

Emails informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on 16<sup>th</sup> April 2023. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

### **Admission procedures**

Arrangements for admission have been agreed following consultation between the Governing Body and the Local Authority in the area.

**The number of places available for admission to the Reception class in the year 2023 will be a maximum of 30.**

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 their admission number. By law, no infant class may contain more than 30 children.

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority notifies parents of the result. In the event that there are more applicants than places, the Governing Body will allocate places using the criteria below, which are listed in order of priority.

#### **1. Children in public care and previously looked after children.**

This includes any "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 'Looked after' means that the child was (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.

#### **2. Siblings**

Children who have a sibling attending the school on the date of application and on the date of admission. Siblings include step, half, foster, adopted brothers and sisters living at the same address, children living at the same address who may not be blood relatives and whose parents/ guardians are not married.

#### **3. Children who have attended Barnacre Road Primary School Nursery**

This applies to children who have been on role at Barnacre Road Nursery in their pre-school year for a minimum of 15 hours a week from the September of their pre-school year.

**4. Children with special medical circumstances affecting the child where these needs can only be met at this school.**

Professional supporting evidence from a professional, e.g. a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical circumstances, and such evidence must set out the particular reasons why the school is question is the most suitable school and the difficulties which would be caused if the child had to attend another school.

**5. All other children**

**Tie Break**

Where there are more applicants for the available places within a category, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where the cut off point is for addresses within the same building, then the single measure between address points will apply.

In the event of a tied distance measurement between address points, the Local authority system of a random draw will determine which address(es) receive the offer(s).

**Address of pupil**

The address used on the school's admission form must be the current one at the time of application, i.e. the family's main residence. If the address changes subsequently, the parents should notify the school.

Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings. If there is any doubt about this, then the address of the Child Benefit recipient will be used.

Parents may be asked to show evidence of the claim that is being made for the address, e.g. identity cards 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, Council Tax Office, Electoral Registration Officer, utilities provider. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

**Twins/Triplets**

Where there are twins, etc wanting admission and there is only a single place left within the admission number, then the Governing Body will exercise as much flexibility as possible within the requirements of infant class sizes. In exceptional circumstances cases we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits.

### **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 in order according to the criteria.

### **Waiting List**

Where we have more applications than places the admissions criteria will be used. 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. The waiting list will be maintained until 31 December of the relevant year.

Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that 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 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.

### **Non-routine admissions**

It sometimes happens that a child needs to change school other than at the “normal” time; such admissions are known as non-routine or in-year admissions. Parents wishing their child to attend this school should arrange to visit the school. They will be provided with an application form once they have a definite local address. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book.

Please note that you cannot re-appeal for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

### **Deferred admission and part time provision**

If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January. You may also request that your child attend school part time until he/she reaches his/her fifth birthday.

### **Appeals**

Where the governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents should notify the clerk to the governors at the school by the recommended date.** Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

Appeals which are received after the deadline will be slotted into the schedule where this is possible. There is no guarantee that this will happen and late appeals may be heard after the stipulated date at a second round of hearings. The schedule is subject to change depending upon the availability of appeal panel members, clerks, venues and the number of appeals for each school (which will vary year on year).

If your child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable governing body would have made, or that your child would have been offered a place if the governors' admissions arrangements had been properly implemented.

Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

**General**

The School will agree any changes to its admissions arrangements with the Secretary of State for Education. It will establish arrangements for appealed against non-admission which will include an independent element. Details of admissions and appeals arrangements will be published each year.