



Admissions Policy

26/27

St Barnabas CofE Primary School

Approved by:	Trust Board
Last reviewed on:	December 2023
Next review due by:	December 2025

*“Through Jesus, we encourage one another and build each other up,
to be our best selves”*

SAINT BARNABAS CHURCH OF ENGLAND **PRIMARY SCHOOL**

Admissions Policy 2026/2027

Our admissions process is part of the Local Authority co-ordinated scheme. Application forms are available from the Local Authority in the autumn before admission.

The school's admission number is 60. Where the number of applications is lower than the school's admission number, all applicants will be admitted. If there are more applications than places available, then all applications received by the Local Authority's designated closing date for receipt of applications will be considered, together and at one time, by a committee of the Governing Board's Admissions Committee.

Oversubscription criteria

If the number of applications for a particular year group exceeds the number of places available the following criteria will be used.

1. Children looked after by a Local Authority (in accordance with section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a child arrangement/residence order or special guardianship order), including those children who appear (to the admission authority) to have been in state care outside of England.
2. Children who with their parent(s) or carer(s) attend worship regularly at St. Barnabas Church, Erdington. The written support of the vicar will be required.
3. Children who will have a sibling attending Saint Barnabas Primary School at the time they wish to start school.
4. Children who with their parent(s) or carer(s) attend worship regularly in any Christian Church and whose home address is within the parish of St. Barnabas. Please read the notes relating to this attached to this policy. The written support of the minister will be required.
5. Other children: proximity of home to school, as measured by a straight line from the applicant's home address to the school front entrance gate.

Notes:

- a) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, 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). In the case of previously looked after children, admission authorities may request a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made. Also including those children who appear (to the admission authority) to have been in state care outside of England.
- b) For those applying under faith criteria the School Information Form must be completed in order to prove that the oversubscription criteria in priority 2 or 4 are met. The minister of the church must complete that part of the form specified with the name of the church attended, the denomination, whether affiliated to "Churches Together in England" and confirmation given that the family attend Church at least fortnightly and have been members for the last 12 months, together with any other relevant information.

An application has been made to the DfE for a Variation to include the following:

In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship 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 in relation to those of other faiths, relevant place of worship or alternative premises have been available for public worship

- c) Under priority (3) a brother or sister must live at the same address and could be:
- A brother or sister sharing the same parents;
 - A half-brother or half-sister, where two children share one parent; a stepbrother or stepsister, where two children are related by a parent's marriage or civil partnership (a formal arrangement that gives same-sex couples the same legal status as married couples);
 - The separate children of a couple who live together; or
 - An adopted or fostered brother or sister.
- d) There is no guarantee of transfer from nursery to reception class. **Parents should apply online at www.birmingham.gov.uk/schooladmissions but if they do not have access to the internet they may request a Local Authority Preference Form.**
- e) If offering places within any one of the criteria would cause the schools admission number to be exceeded, then children living nearest will be offered first. Distances are measured by the Local Authority admissions system using ADDRESS-POINT®. ADDRESS-POINT provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metre (10cm). The accuracy of each ADDRESS-POINT is such that each point will fall within the addressed building. If two or more applicants share the same distance to a school and a place is available the applicant to whom the place will be offered will be determined by the Local Authority by random selection.

- f) Waiting lists are produced in strict order of priority, against the over-subscription criteria and are managed by the Local Authority. Waiting lists are kept until the end of the autumn term. After this a Local Authority change of school application form will need to be completed.
- g) Applications received after the Local Authority's designated closing date for receipt of applications will be deemed to have been made late and will be considered after applications with the same priority that were received on time. Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme.
- h) Places will be offered at the same school to twins, triplets and children from other multiple births, allowing infant classes to exceed the statutory limit where the 31st child is a twin or from multiple births, or of armed forces personnel. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back 30 pupils.
- i) The home address is the place where the child is permanently resident with his or her parents. When a child lives between two addresses, the address used for offering a school place will be where the child lives for most of the school week (Monday to Friday). Documentary evidence may be required. If care is split equally, parents can choose which address will be used.
- j) Applications for a school place at any time other than the normal time for admission (in-year admission) should be made to the School. The application will be processed by the School and if there is a vacancy in the relevant year group a place will be offered.
- k) The Governing Body recognises its duty to comply with the Local Authority Fair Access Protocol to provide fair access to school for pupils who needs a school place because they have missed, or are at risk of missing, education.
- l) Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may appeal in writing to the Chair of Governors. Appeals will be heard by an independent panel.
- m) **ADMISSION of children below compulsory school age and deferred entry:**
 - 1.1 By law, parents must ensure that their children are receiving suitable full-time education at the beginning of the term after their 5th birthday (the time when the child reaches compulsory school age). The Local Authority, however, offers places for children to be admitted to Reception Class in the September at the start of the academic year in which they reach five years of age.
 - 1.2 Parents may **defer** their child's admission to primary school 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 of which the offer was made.
 - 1.3 A parent has the right for their child to be admitted on a **part-time basis** during the Reception year but not beyond the point that they reach compulsory school age.

In both cases above, a full-time school place is held for the child until they take it up.

Please note: A child who reaches the age of five during the 2025/26 summer term would reach compulsory school age in September 2026. It is not possible to accept a place in the Reception Class for September 2025 but defer the child's admission until the beginning of the 2026/27 academic year, and if a child did not take up their place in a Reception Class in 2025/2026, a separate in-year application would need to be made for the child to enter the school in Year 1 and parents should note that as the overwhelming majority of children start school at the start of the academic year in which they reach the age of five, it is likely that some or all of the parents' preferred schools will have no vacancies in their child's year group if they apply for a place in Year 1 (these places having been allocated to children who started school the previous year).

n) **ADMISSION of children outside their normal age group**

- 2.1 For some children in particular circumstances, for example summer born children (those born between 01 April – 31 August) or those with exceptional circumstances (eg: medical conditions which have delayed development), the School Admissions Code 2021 paragraph 2.18 states that parents may seek, but cannot insist on, a place for their child outside of their normal age group and can request that their child is admitted to Reception a year later – therefore starting school in the September following their fifth birthday.
- 2.2 Where a parent wishes to request admission out of the normal age group for their child, they should still make an application for their child's normal age group at the usual time to the Local Authority. At the same time, the parent should submit the request to the Chair of the Board of the Admission Authority by letter for their child to be admitted out of their normal age group, together with supporting evidence.
- 2.3 In accordance with the School Admissions Code 2021, admission authorities will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking into account the parent's views; information 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. Admission authorities must also take into account the views of the head teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the admission authority will set out clearly the reasons for their decision. The admission authority will ensure that the parent/carer receives the response to their request before primary national offer day.
- 2.4 If the request is agreed, the application for the normal age group may be withdrawn and the parent must make a new application for a place in Reception Class as part of the main admissions round the following year, *(but there is no guarantee of a place being offered at the parent's preferred school(s) at this stage)*. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission to Year 1 for the September following the child's fifth birthday *(when, again, there is no guarantee of a place being available at the parent's preferred school(s))*.
- 2.5 Requests for education out of normal year group **for other years**, (eg for gifted and talented children or children affected by ill-health) should be made to the

admission authority of the school. As outlined above, a decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned.

- 2.6 There is no right of appeal if a child is offered a place at a school but it is not in the age group preferred by the parents.
- 2.7 For an Academy, the admission authority is the Board of Trustees and an application can be made by letter to the Chair of the Board.
- 2.8 A decision made by one admission authority in respect of admission of a child out of their normal age group is not binding on any other admission authority. (Please note, therefore, that a child educated out of normal age group in primary school may not be accepted out of normal age group when moving to secondary school).

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they read the DFE guidance be found at:

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

- o) Children with an EHC Plan that names: Saint Barnabas CE Primary School will be offered a place first. This will reduce the number of places available.

SAFEGUARDING CHILDREN

Our first priority is your child's welfare and therefore there may be occasions when our concern about your child means that we have to consult other agencies even before we contact you. The procedures we follow have been laid down by the Birmingham Safeguarding Children Board. If you want to know more about this procedure, please speak to the Headteacher.

Supplementary information forms are available from the school or the Local Authority.

End of Policy