

## DoWMAT ADMISSIONS POLICY

### St Barnabas CE First & Middle School

At St Barnabas we endeavour to create a caring place, where every child is valued and learns to value and respect themselves and those around them. An exciting place, where children are motivated to learn and have the confidence and determination to succeed. A supportive place, where children derive inspiration, strength, guidance and growth from Worship. A place where our Christian ethos enables the children to strive to achieve in all that they do. A team built of children, parents, staff, governors and the wider community, where we all work together to live by our Christian values.

### Academy Admissions Policy for 2020

#### Class Size

Our Published Admission Number (PAN), set by the Trustees/Governors, is 30 per year group up to and including Year 4 and 81 in Years 5, 6 and 7, giving a total of 393 overall for the whole school. The trustees/governors retain the right to amend the PAN for future years. In September 2020 we will have vacancies for 30 children in reception and 81 in Year 5. Children currently in Year 4 are already pupils of the school and do not need to apply for a place in Year 5.

#### Admissions Criteria

1. \*'Looked after' and previously \*'Looked after' children.

\*'Looked after' means all those currently in the care of a Local Authority or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, a child arrangements order or special guardianship order.

2. 'Looked after' children outside of the UK who were previously in state care outside of England, and have ceased to be in state care as a result of being adopted.

\*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.

3. Siblings (see below for definition) of pupils attending the Academy and living within the catchment area of the Academy.

In order to qualify for a place on the grounds of a sibling attending the Academy, the sibling must already be attending the Academy at the time of application and still be attending at the time of admission. Copies of catchment area maps, if required are available from the LA, or can be viewed in the Academy. To find the catchment Academy for a postcode visit Schools Catchment Search. In the event of an Academy catchment area change being approved, pupils who would still have a sibling connection (see below for definition) at

the time of admission and who are living at the same address in the previous catchment area for an Academy, (but not within the revised catchment area), at the time the change was approved will be considered as living within the catchment area.

\*A sibling, as well as brother or sister, also includes half-siblings (children who share one birth parent), step-children and legally adopted children. They must also be living at the same home address.

4. Pupil's home address within the catchment area of the Academy. Copies of catchment area maps, if required are available from the LA, or can be viewed in Academy. To find the catchment Academy for a postcode visit Academy Catchment Search or the Academy website.

\*The home address is defined as the only or main permanent residential address, at the closing date for applications, where the child usually resides and which is the usual address of the parent/carer with main responsibility for the child. Where parents/carers have shared responsibility, the child's home address will be considered to be that of the parent/carer with whom the child lives for the majority of the school week (e.g. three or more days out of five Monday to Friday during term-time). Where care is split equally, parent/carers must provide independent supporting documentary evidence to prove that care is equally split. In such cases the address of the parent/carer in receipt of the Child Benefit will be the address on which the application will be processed. Documentary evidence of home address may be required, including evidence that the child and his or her main parent/carer will be resident at the address at the date of admission).

5. Pupils living outside of the catchment area but who would still have a sibling connection (see below for definition) at the Academy at the time of admission. In order to qualify for a place on the grounds of a sibling attending the Academy, the sibling must already be attending the Academy at the time of application and still be attending at the time of admission.

6. Pupils who were attending a feeder school at the time of application.

7. Children of staff at the Academy, where that member of staff has been employed for two or more years, and/or is recruited to fill a post for which there is a demonstrable skill shortage.

8. Pupils who live nearest to the Academy by the shortest straight line distance. The measurement will be taken using the GeoCode Points for each property and the GeoCode point for the Academy. The Local Authority uses a software package called Arcview GIS to determine distance. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system. (In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of Children, Families and Communities will supervise this process).

In accordance with legislation, a child with a Statement of Special Educational Needs or an Education, Health and Care Plan will be offered a place at the Academy named in the Statement or the Plan.

Where there are too many applications from within the catchment area, priority will be decided in the following order, i.e.

- sibling connection
- children of staff
- according to distance, each assessed as indicated above.

In the event that one or more but not all children from a multiple birth can be allocated a place(s), all of the children from that multiple birth will be admitted even if this takes the Academy over PAN. These children are exceptions to the Infant Class Size legislation.

### **Late Applications**

The Trust has agreed in its co-ordinated scheme to accept late applications and treat them as being on time, if received by 28<sup>th</sup> February 2020 only in the following circumstances;

- a) where a family have just moved address, (refer to Information for Parents booklet);
- b) where it is agreed by the Academy Admissions, that individual circumstances apply and the delay was reasonable given the circumstances of the case;

In each case supporting documentary evidence will be required. In all other circumstances, or if the application is not received until after the date set out in the scheme, late applications will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.

### **Waiting Lists**

Waiting lists, are maintained by the Academy, and parents need to apply, in order to be included. These waiting lists will be maintained until the 31<sup>st</sup> August 2021. At that stage parents will need to reapply at the start of the following term if they wish to be included. Only on receipt of an acknowledgement letter from the Academy will that child be on the list.

### **Fair Access Protocol**

As part of the Local Authority's Fair Access Protocol, the Academy with Key Stage 2, 3 and 4 classes will exceed the published admission number to admit pupils covered by the Protocol.

### **'In Year' transfer arrangements**

In-Year admissions relates to applications by parents/carers to move their child to another school other than at the normal point of entry. These completed applications must be forwarded to the School Admissions Team at Worcestershire County Council.

In line with the allocation process, School Admissions will make available to all schools listed, the full details of the application. All Schools must consider the requests with regard to their published admission number, the current number on roll, class and school organisation, teaching, curriculum and, in respect of infant and primary schools, key stage 1 class size limits. The school will inform School Admissions of the availability of places and whether or not a place is available within 10 school days of the application being received.

Any parents/carers whose child is refused a school place will be informed in the decision letter of the reasons for refusal and their right to appeal against the decision.

Parents/carers seeking to transfer to a Academy that does not involve a house move, or where there is no need for an immediate move, need to be aware that any date set for joining the new Academy may be after the next term or half term holiday and that parents/carers are responsible for ensuring their child continues to receive appropriate education in the interim.

### **Admission of Children outside of their normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is significantly performing academically above age expectations or has experienced problems such as ill health, effectively in the year group below or above their chronological age group. In addition, the parents of a summer born child may choose not to send that child to Academy 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.

The Trust must make the decision based on the circumstances of each case and in the best interests of the child concerned. The Trust will request the head teacher of the Academy to take account of the parents' 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 in order to reach a decision as to whether or not it is appropriate for the individual child to delay or accelerate their entry into Academy and be taught permanently behind or ahead of their chronological age group. The reasons for the decision must be clearly set out.