

Barford St. Peter's C.E. (V.A.) Primary School

Together we love; together we learn



## Admissions Policy 2025 - 2026

Date adopted: October 2023

Review date: October 2024

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## Admission Arrangements Policy 2024 – 2025

### Introduction

This document sets out the Policy of Barford St Peter's Church of England (Voluntary Aided) Primary School with respect to Admissions. For the purposes of this policy, the Governing Body is the admission authority.

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level. Parents/carers who wish their children to be admitted to the school should apply using a Common Application Form which can be located here:

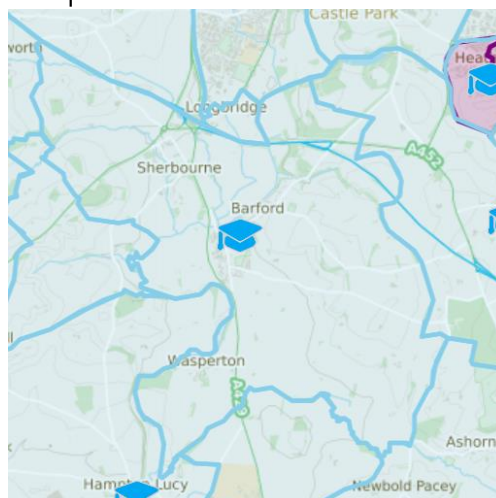
[www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions)

### Policy

The admissions policy of the school is, while there are adequate places, to offer a place to all applicants irrespective of gender, religion, ethnicity or country of origin, disability or academic ability. Where the school is named in a child's Statement of Special Educational Needs or Education, Health and Care (EHC) Plan, the governing body recognises a duty to admit the child to the School.

### Priority area

The school serves a priority area of the parishes of Barford, Sherbourne and Wasperton as shown by the map below:



### Over-subscription Criteria

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Where more applications have been received than places are available, or where admitting a child would be in breach of the school fulfilling class size legislation, the following priorities shall apply in order:

1. Children within Local Authority care, as defined in Section 22 of the Children's Act 1989, for example children in residential homes or foster care, and children who were looked after, but ceased to be so because they were adopted (under the terms of the Adoption and Children's Act 2002), or became subject to a residence order or special guardianship order (under the terms of the Children's Act 1989). The highest priority must be given to this group of children.
2. Siblings living within the priority area as outlined above; a child is considered in this category if an older sibling is attending the school at the deadline date, and will continue to do so when the sibling is admitted, and where the child lives within the priority area at the same address as the older sibling. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
3. Other children; children resident within the priority area who do not qualify under one of the criteria above.
4. Siblings living outside the school's priority area as outlined above; a child is considered in this category if an older sibling is attending the school at the deadline date, and will continue to do so when the sibling is admitted, and where the child lives outside the priority area at the same address as the older sibling. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
6. Other children; children resident outside the priority area who do not qualify under one of the criteria above.

If the school is oversubscribed within any category above, the determining factor will be the distance from the child's home address to the school (priority being given to the shorter measurement).

### Distance

Distance will be calculated by the straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school. The centroid is a pre-determined point set by Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data.

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If two or more children with the same priority for admission live an indistinguishable distance from the school, but cannot both be admitted, then the available places will be decided by the casting of lots.

Registration at any nursery or pre-school unit will not be considered as a criterion for over-subscription and no priority will be given to such children even if the pre-school is linked to the school.

Time of admission relates to the time the applicant would start at the school – not the time of application or offer.

## Admission Number

The Governing Body reviews and publishes information concerning School's Admission Policy, which explains how places will be allocated and includes the school's Published Admission Number (PAN). For September 2025, the Published Admission Number is 30. This is the number of children who may be admitted to the Reception year in 2025. All other year groups will also have an admission number of 30.

In accordance with government legislation, the Governing Body consults with the Diocesan Board of Education, the Local Authority, other local schools and relevant parents/carers in respect of its admissions arrangements.

## The Application Process

The Governors have adopted the centralised timetable as per the Local Authority's coordinated scheme. It is necessary to complete a Local Authority Common Application form to apply for a school place at Barford St. Peter's C.E. (V.A.) Primary School.

Registering interest with the school on a "waiting list" before the admissions round guarantees neither a place nor priority within the oversubscription criteria. Offers of places will be made by the Local Authority on the school's behalf.

Applications, using a Local Authority Common Application Form, for Reception year entry for the academic year starting September 2025 need to be formally registered with the Local Authority by 10<sup>th</sup> January 2025 for consideration by the Admission Authority.

Completed applications received after this date will be considered as late unless suitable evidence of a house move can be provided by the relevant deadline (see 'Change of address' section below).

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The school cannot guarantee places for children when there are no places available as a result of late applications for the normal year of entry or for any application that relates to a different year group.

Late applications, i.e. those received after the deadline for the normal admissions round, will be considered in reallocation rounds which take place after the first round of offers have been made.

The Local Authority will post written notification of the offer of a school place to parents/carers on Friday 11th April 2025.

Friday 25th April 2025 is the deadline for parents/carers to accept or decline the place offered. Parents/carers will be asked to reply to the Local Authority. If no response has been received by Wednesday 7th May 2025 then the offer will be withdrawn. Once an offer of a school place has been made, it may only be lawfully withdrawn in very limited circumstances, which include an offer of a place based upon a fraudulent or misleading application. Where an offer of place is withdrawn, an application may be made afresh, and a right of appeal taken up if an offer of place is refused.

## Early Years & Key Stage One Class Sizes

Classes in Reception and Key Stage One (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single school teacher. Additional children may be admitted under very limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in reception or key stage one class or until the class numbers fall back to the current reception and key stage one class size limit. The excepted children are:

- Children with Education, Health and Care (EHC) Plans admitted outside the normal admission round;
- Looked after children and previously looked after children admitted outside the normal admission round;
- Children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- Children admitted after an independent appeals panel upholds an appeal;
- Children who move into the area outside the normal admission round for whom there is no other available school within reasonable distance;
- Children of UK service personnel admitted outside the normal admission

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- round;
- Twins and children from multiple births when one of the siblings is the 30th child admitted;
  - Children with SEND who are normally taught in an SEND unit attached to the school, or registered at a special school, who attend some classes within the mainstream school.

## Deferred entry into Reception

As is required by the School Admissions Code, Barford St Peter's Primary School provides for the admission of all children in the September following their fourth birthday. Where a child is offered a place at a school, that child is entitled to a full-time place in the September following their fourth birthday.

However, some parents/carers may feel their child is not ready to start school at this point, perhaps due to a medical issue or special educational need which has caused some level of developmental delay. Parents/carers can request for their child to be educated out of their chronological year group and start Reception a year later. This is referred to as 'deferred entry'. Parents/carers who wish to request that their child be educated outside of their chronological year group, and therefore start school a year later than normal, should read the 'Guidance and Policy relating to the education of children outside of their chronological year group' and complete the request form, which can both be found here: [Deferring or delaying your child starting school – Warwickshire County Council](#)

Request forms will not be processed by the Schools Admission Service unless approval has been given by the Headteacher, as noted on the specific request form. An agreement for a child to be educated out of year group is not a guarantee of a school offer.

Requests to defer entry into Reception will not be agreed if the only reason is that a place has not been offered at one of the preferred schools through the coordinated admissions process for the correct chronological year group.

Parents/carers are reminded that children must be in receipt of a full-time education from the beginning of the first academic term to start after the child's fifth birthday.

## Part-time attendance in Reception

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When a child starts school in Reception, the offer of a place is made on the assumption that attendance will be on a full-time basis, from the September after their fourth birthday, as is the child's entitlement.

However, it may be appropriate for the family, class teachers and head teacher to agree for the child to attend part-time during their first term. Part-time attendance could be appropriate for a child who tires easily, possibly due to a medical condition.

An application for a school place must be made in line with the coordinated admissions process, and all relevant deadlines adhered to, so that a school offer can be made prior to the request for part-time attendance being made by the parent/carer. The request for part-time attendance must be made in writing directly to the head teacher. This may be a preferable alternative than delaying entry until later in the year as it will give the child the opportunity to settle in gradually but they will still be able to make friends and become familiar with the educational setting.

Parents/carers are reminded that children must be in receipt of a full-time education from the beginning of the first academic term to start after the child's fifth birthday.

### **Applications for other children to be taught out of year group**

In some situations parents/carers applying for a school place may wish to request that their child is admitted to a school outside of their normal year group – for example if they are moving from overseas and their child has not been educated in the English school system. In such situations, parents/carers should request a meeting with the Headteacher to discuss how the school can best meet the needs of the child.

### **Changes of address**

School places will be allocated using the home address which is named on the Common Application Form at the point of the national closing date of 11<sup>th</sup> January 2025.

Where the home address changes before the closing date for applications, parents/carers must notify the Admissions Service of the change of address and, if required, will be permitted to amend their school preferences. Parents/carers will need to contact the Admissions Service to update the application.

Where the home address changes after the closing date for applications, but before the extended deadline for families who are moving (either within or into the county), parents/carers can contact the School Admissions Service and will be permitted to submit, or

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amend, their application, as long as this is done by 1<sup>st</sup> February 2025. The child must be residing at the new address by 1<sup>st</sup> February 2025.

Where an application is made by the national closing date of 11<sup>th</sup> January 2025, but a house move happens after this date and no evidence could be submitted by the extended deadline of 1<sup>st</sup> February 2025, the application will be considered using the previous address which was named on the application.

Where a house move has occurred after the 1<sup>st</sup> February 2025 deadline, and no application has previously been made to Warwickshire, an application must be made and suitable proof of the new address must be submitted. In this case, the application will be classed as late and will not be considered in the first round of offers, which will be released on 11<sup>th</sup> April 2025. However, the application will be given consideration in the first reallocation round, as long as the application and suitable proof of the new address is received by the relevant deadline. Applications received after this deadline will be considered in line with the second and subsequent reallocation dates, depending on the date the application is received by the School Admissions Service.

Address details will not be updated on an application until suitable documentation has been received by the Schools Admissions Service. Suitable proof of address in these circumstances is a full copy of the signed tenancy agreement or a letter from the solicitor confirming that there has been an exchange of contracts. It is the family's responsibility to ensure that such documents are received by the Admissions Service.

### Waiting Lists

Any child who is refused a place at Barford St. Peter's C.E. (V.A.) Primary School will be automatically added to the school's waiting lists. Waiting lists will be held by Warwickshire's Admissions Service. Waiting lists are compiled in strict priority order against the published oversubscription criteria. Offers will be made from the waiting lists as vacancies arise. A child's position can move both up and down the waiting list as other students are added to the list. Late applicants are not penalised when added to waiting lists, and the amount of time a child has been on a school's waiting list is irrelevant.

Waiting lists will be held until the end of the Autumn term. Parents /carers will be responsible for contacting Warwickshire's Admissions Service should they wish for their child to remain on the waiting list and will be required to complete a new in-year application form at the end of each term.

### Home Address

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The address for admission purposes is the place where the child is permanently resident with his or her parent or parents/carers or legal guardian(s). Parents/carers should not assume that a place will automatically be allocated to their child. Where a child lives with parents/carers with shared responsibility, the home address will be considered to be the address where the child sleeps for the majority of the week (ie. Monday – Friday), when they attend school.

If arrangements are such that a child resides at two addresses for equal amounts of time, then parents/carers must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application by the national closing date will result in Warwickshire County Council using a random number generator to determine which application to process.

Addresses involved in child-minding arrangements, whether with professional child-minders, friends or relatives, are excluded. Where a school place is offered on the basis of an address which is subsequently found to be different from the address where the child ordinarily resides, that place may be withdrawn.

There is an expectation that the child will be resident at the address used to allocate a place on a long-term basis, and until at least the start of the Autumn term (September 2025) in relation to the coordinated admissions process. Short-term house moves purely to secure a school place may be considered fraudulent or intentionally misleading and, in such circumstances, the place may be withdrawn.

## In-Year Admissions

Parents/carers should apply via Warwickshire Local Authority, which coordinates admissions through the course of the year. Application details will be forwarded to the governing body for consideration. If the number of children already admitted to the appropriate year group is lower than the published admission number, a place will be offered.

If there are more applications than places available in the year group concerned, the governing body will apply the over-subscription criteria to all the applications and offer up to the admission number in criteria order. No admission will be made to a reception or key stage one class, where the regulatory class size limit of 30 children would be breached by doing so.

## In-Year Fair Access

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The governing body recognises its duty to work with the Local Authority during the course of the year to provide fair access for “hard to place” children, even where the school has already reached its published admission number – except where the reception or key stage one class size limit of 30 pupils would be breached by doing so.

These pupils may include children who have previously been permanently excluded from a school, children of traveller families, refugees and asylum seekers, and children on the Child Protection register. The protocol established by the Local Authority for this purpose is designed to ensure that such pupils are shared equally between schools in an area.

## Appeals Procedure

Parents/carers have a right of appeal to the Independent Admission Appeals Panel against the decision of the Governing Body to refuse application for a school place. The Independent Admission Appeals Panel is arranged by Coventry Diocesan Board of Education. Details of the appeals procedure are sent out with all refusal letters.

Enquiries or comments about this policy should be addressed to:

Jane Hinde (The Chair of Governors)  
Barford St Peter's C of E (VA) Primary School  
Church Street  
Barford  
Warwickshire  
CV35 8EW  
Tel: 01926 624244

Email: [admin3587@welearn365.com](mailto:admin3587@welearn365.com)

Note: Subject to the above policy and the relevant appeals procedure, decisions regarding admissions will be the responsibility of the Governing Body

**This policy will be reviewed in October 2024**