



# St Barnabas

Church of England Primary Academy  
A member of **CIDARI**

**St Barnabas Church of England Primary Academy**  
Knowlesly Road  
Darwen  
Lancashire  
BB3 2JA

Telephone: 01254 702996  
Email: [stboffice@cidari.co.uk](mailto:stboffice@cidari.co.uk)

---

**Admissions Policy  
2021-2022**

**Mission Statement**

Achieving great things through learning and growing together in a love-filled Christian family

**ST BARNABAS CHURCH OF ENGLAND PRIMARY ACADEMY  
ADMISSION ARRANGEMENTS  
RECEPTION 2021**

## **Making an application**

Applications for admission to the school for September 2021 should be made on the common application form enclosed with the Local Authority's brochure between September 2020 and 15<sup>th</sup> January 2021. It is not normally possible to change the order of your preferences for schools after the closing date.

Parents **must** complete the Local Authority application form, stating three preferences. Parents who wish their application to this Church school to be considered against the faith criteria **should** also complete the appropriate questions on the common application form and the attached Diocesan Supplementary Form. If the school is oversubscribed, a failure to answer these questions may result in your application for a place in this school being considered against lower priority criteria as the Local Governing Committee will have no information upon which to assess the worship attendance.

### **Applications may also be made on-line by using the common application form.**

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority by **16th April 2021**. 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 Local Governing Committee, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area.

### **The number of places available for admission to the Reception class in the year 2021 will be a maximum of 30**

The Local Governing Committee 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 thirty children. The Local Governing Committee 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, after admitting all children with an Education, Health and Care Plan, a statement of educational need naming the school or an Individual Pupil Resource Agreement (IPRA), the Local Governing Committee will allocate places using the criteria below, which are listed in order of priority.

#### **1. (a) Looked after children 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/child arrangement order or special guardianship order.

#### **(b) Children with special medical or social 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 or social circumstances, and such evidence must set out the particular reasons why the school in question is the most suitable school and the difficulties which would be caused if the child had to attend another school.

**2. 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.

**3. Children whose parents live within the ecclesiastical parish of St Barnabas**

A map showing the boundaries is available in school.

**4. Children with a parent/guardian worshipping in a church in full membership of *Churches Together in England*.**

Churches in membership of the equivalent bodies to CTE in Northern Ireland, Scotland and Wales are equally accepted.

"Parental worshipping" is normally taken to mean a minimum of monthly attendance at church at public worship for over at least the 6 months leading up to the 1<sup>st</sup> September 2020.

***If you wish to apply under this category you must complete our Diocesan Supplementary Information Form (attached) and return with School Admission Application.*** The lists of Churches can be found on the *Churches Together in England* website at [cte.org.uk](http://cte.org.uk); lists are taken as on 1<sup>st</sup> September 2020.

***Education and Skills Funding Agency (ESFA) agreed variation 14.10.20***

"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 admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been able for public worship".

**5. 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 Committee 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 and the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

**Admissions information:**

In 2020, there were 67 applications for 30 places

**Late applications for admission**

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. 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.

This waiting list will operate until 31<sup>st</sup> December 2021.

## **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.

## **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 to discuss this and then submit an "In Year Application Form" to the Admissions Team. If there is a place in the appropriate class, then your child will be admitted. If there is no place, then the Local Governing Committee will have to refuse the application but information will be provided about how to appeal against this refusal.

If your family is moving house, your application and appeal will be considered as being made from your old address until you provide suitable evidence of a permanent change of address, e.g. exchange of contracts on your house purchase or the signed tenancy agreement and rent book for your new address.

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

More information about changing schools is listed in the Council's "In Year Admission Form". The form is available from the Admissions Manager, Education Department, Blackburn with Darwen Borough Council, 10 Duke Street, Blackburn, BB2 1NH.

Telephone (01254) 666605 or Email: [admissions@blackburn.gov.uk](mailto:admissions@blackburn.gov.uk)

## Appeals

Where the Governors are unable to offer a place because the school is oversubscribed, 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 16<sup>th</sup> May 2021.** 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).

### Fraudulent applications

Where the Local Governing Committee discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the Local Governing Committee is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

### Deferred admission

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.

### Admission of children outside their normal age group

Parents/carer(s) may seek a place for their child outside of their normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health. Parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that their child is admitted out of their normal age group to reception rather than year 1.

Parent(s)/carer(s) will need to submit a normal common application form (CAF) or an online application form for admission into the normal school year. At the same time parent(s)/carer(s) will need to submit a request for admission for their child out of their child's normal age group.

The Governors will respond to the request for a full year delayed primary start before the primary national offer date.

If their request is agreed, the application for the normal age group may be withdrawn before a place is offered. If their request is refused, parent(s)/carer(s) 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 one for the September following their child's fifth birthday.

Parent(s)/carer(s) should note that if their request is agreed, they must make a new application for the next main admission round the following year.

The Governors will not honour a decision made by another admission authority on admission out of the normal age group. Parent(s)/carer(s), therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.

Parent(s)/carer(s) whose child is refused a place at this school have the right of appeal to an independent admission appeal panel. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint about an admission authority's decision not to admit their child outside their normal age group.

#### **Twins, etc.**

Where there are twins, etc. wanting admission and there is only a single place left within the admission number, then the Local Governing Committee 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.



# St Barnabas

Church of England Primary Academy  
A member of **CTDARI**

## Diocesan Supplementary Information Form

### Admission to Primary School, September 2021

Please complete the form if you wish to apply under *Criteria 4 of the Admission Policy: Children with a parent(s)/guardian(s) worshipping in a church in full membership of Churches Together in England.*

**NOTE: Parental worshipping is normally taken to mean a minimum of monthly attendance at church at public worship for a minimum of the previous 6 months leading up to 1<sup>st</sup> September 2020.**

Parent/Guardian please complete:-

Child's Surname: \_\_\_\_\_ Forename/s: \_\_\_\_\_

Child's address: \_\_\_\_\_

Child's date of birth: \_\_\_\_\_ Male Female (please circle)

Name of Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Contact telephone number: \_\_\_\_\_



# St Barnabas

Church of England Primary Academy  
A member of **CTDARI**

**Place of Worship to compete below:-**

**Child's Full Name:** \_\_\_\_\_

Please can you complete the form below for the above child whose family stated our school as a preference for admission in September 2021 under the Faith Category (4) of our school admission policy.

The place of worship must be part of the Churches Together, the list of churches can be found on the Churches Together in England website [cte.org.uk](http://cte.org.uk), lists are taken as at 1<sup>st</sup> September 2020. Churches in membership of the equivalent bodies to CTE in Northern Ireland, Scotland and Wales are equally accepted.

It is vital that we are rigorous and fair in the application of our admission policy. Your reference will form a vital part of our admission procedure and may be used in the event of an appeal. The appeal is a legal procedure and it is vital that your reference is accurate in all aspects.

How often does he/she attend public worship in your church: \_\_\_\_\_

For how long has this been his/her pattern prior to 1<sup>st</sup> September 2020: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

Place of worship name: \_\_\_\_\_

Contact telephone number: \_\_\_\_\_

***\*Place of Worship; please return the completed form to your parishioner.***

***\*Parent/Guardian, please return the completed Diocesan Supplementary Information Form to the Local Authority with your Primary School Admission application.***