



St Barnabas

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

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Our Vision: 'Achieving great things through learning and growing together in a love-filled Christian family'

'That they shall have life, life in all its fullness!' John 10:10



Admission Policy September 2024-2025 (Determined)

Making an application

Applications for admission to the Academy for September 2024 should be made online, on Blackburn with Darwen Council's website:

<https://www.blackburn.gov.uk/schools-and-education/school-admissions/admissions>.

Further details are published in the Local Authority's brochure between September 2023 and 15th January 2024. It is not normally possible to change the order of your preferences for schools after the closing date.

Parent(s)/Carer(s) **must** complete the Local Authority online admission application form, stating three preferences by the deadline of the **15th January 2024**. Ensure your application is completed properly and on-time alongside any additional forms and information.

Parent(s)/Carer(s) who wish their application to this Church Academy to be considered against the faith criteria **should** also complete the supplementary form. If the Academy is oversubscribed, a failure to complete the supplementary form may result in your application for a place in this Academy being considered against lower priority criteria, as the admissions authority will have no information upon which to assess the worship attendance.

**The supplementary form is attached.*

The Local Authority will inform parent(s)/carer(s) of whether or not their child has been allocated a place and this will be sent out on the **17th April 2024**. Parent(s)/Carer(s) of a child 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 2024 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 parent(s)/carer(s) 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 Academy 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) 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.

This criteria also includes looked after children and all previously looked after children who appear (to the Local Governing Committee) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

(b) Children with special medical or social circumstances affecting the child where these needs can only be met at this Academy.

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 Academy in question is the most suitable and the difficulties which would be caused if the child had to attend another School/Academy.

2. Children who have a sibling attending the Academy on the date of application and on the date of admission. Siblings include step, half, foster, adopted brothers and sisters living permanently at the same address.

3. Children whose parent(s) live within the ecclesiastical parish of St Barnabas. A map showing the boundaries is available via the Academy website:
<https://www.stbarnabasdarwen.co.uk/key-information/admissions>

4. Children with a parent/guardian worshipping in a mainstream church which are members of; Churches Together in England or the Evangelical Alliance, or the North West Partnership.

The list of churches can be found on the Churches Together in England or the Evangelical Alliance, or the North West Partnership websites. Lists are taken as on 1st September 2023.

Further details can be found at :-

- Churches Together in England - <https://cte.org.uk/about/whos-who/member-churches/>
- Evangelical Alliance - <https://www.eauk.org/membership/our-members>
- North West Partnership - <https://www.northwestgospelpartnership.com/about/who-we-are/partner-churches/>

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, which can include weekday and Sunday service, for over at least the 6 months leading up to the 1st September 2023.

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

If you wish to apply under this category you must complete our Diocesan Supplementary Information Form (attached) and return with your Primary School Admission Application or to the Academy directly.

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

Admissions information:

In 2023, there were 81 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 Local Governing Committee 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 Academy 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 31st December 2024.

Address of Pupil

The address used on the Local Authorities admission application 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 Academy. 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 schools other than at the "normal" time; such admissions are known as non-routine or in-year admissions. Parent(s)/Carer(s) wishing their child to attend this Academy should arrange to visit the Academy to discuss this and then submit an "In Year Application Form" to the Local Authority's Admissions Team. If there is a place in the appropriate class, then your child will be admitted. If there is no place, then the admissions authority 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 regarding school admissions please visit the Local Authority website:- <https://www.blackburn.gov.uk/Academys-and-education/school-admissions/admissions> or via Email: admissions@blackburn.gov.uk

Appeals

Where the Local Governing Committee is unable to offer a place because the Academy is oversubscribed, the parent(s)/carer(s) have the right to appeal to an independent admission appeal panel, set up under the Schools Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parent(s)/Carer(s) should notify the clerk to the Governors at the Academy by 16th May 2024.** Parent(s)/Carer(s) 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/academy (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

Parent(s)/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. Parent(s)/carer(s) 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 Local Authority admission 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 admissions authority 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 1 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 admissions authority will not honour a decision made by another Local Governing Committee 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 of their preference schools, rather than just their first preference school.

Parent(s)/carer(s) whose child is refused a place at this Academy 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, parent(s)/carer(s) 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 Local Governing Committee'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 circumstance cases we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits.



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Diocesan Supplementary Information Form

Admission to St Barnabas CofE Primary Academy, September 2024

Please complete the form if you wish to apply under section 4 of *St Barnabas' Admission Policy: Children with a parent(s)/carer(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, which can include weekday and Sunday services, for over at least the 6 months leading up to 1st September 2023.

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

Parent(s)/carer(s) please complete:-

Child's Surname: _____ **Christian name/s:** _____

Date of birth: _____

Name of Parent(s)/Carer(s): _____

Address: _____

Contact telephone number: _____



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Place of Worship to complete below:-

Please can you complete the form below for the above child whose family stated our Academy as a preference for admission in September 2024 under the Faith section (4) of St Barnabas' 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 or the Evangelical Alliance, or the North West Partnership. Further details can be found at:-

- Churches Together in England - <https://cte.org.uk/about/whos-who/member-churches/>
- Evangelical Alliance - <https://www.eauk.org/membership/our-members>
- North West Partnership - <https://www.northwestgospelpartnership.com/about/who-we-are/partner-churches/>

The lists are taken as of 1st September 2023. 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 the child attend public worship in your church:

For how long has this been their pattern prior to 1st September 2023:

Print Name:

Position:

Place of worship name:

Signed:

****Completed forms to be returned to your parishioner and then submitted with the Local Authority, Primary School Admission Form.***