BARKISLAND C.E. (VA) PRIMARY SCHOOL

ADMISSIONS POLICY 2028/29

Barkisland CE (VA) Primary School
WE BELIEVE, WE NURTURE, WE SUCCEED!

The Governing Body of Barkisland C.E. (VA) Primary School is the admissions authority for the school, not the Local Authority.

MAKING AN APPLICATION

Applications for admission to the Reception year should be made via the Local Authority's online admission form between the dates given https://www.calderdale.gov.uk/v2/residents/education-and-learning/schools/admissions
Applications for other year groups as known as in-year transfer and should be made using the Local Authority in-year common application process.
https://www.calderdale.gov.uk/v2/residents/education-and-learning/schools/admissions/year-transfers

If you wish to apply under Christian Commitment Criteria you should obtain a copy of the **School's Information Form (SIF)**. This can be obtained from our website or directly from the school office. It should be returned to Barkisland CE VA Primary School by the date stated on the form.

ADMISSION PROCEDURES FOR SUMMER BORN CHILDREN

Your child will normally start school in the September of the academic year (1st September to 31st August) he/she turns five. The child's Parents/Carers can defer the date their child is admitted to the 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 for which it is made.

Date of Birth between:	
1st September & 31st December	may defer entry until the start of the spring term in January.
1st January & 31st March	may defer entry until the start of the summer term in April.
1st April & 31st August	may defer entry until Easter however if they wish to defer until the following September (and start school in Year 1) then the place will not be held open for them. They can apply for a year 1 place at the relevant time.

If the child is summer born, then Parents/Carers may request that their child does not start school until the September following their fifth birthday and are admitted out of their normal age group (into reception rather than year 1). The decision to admit outside of a child's normal age group is made on the basis of the circumstances of each case.

If you are thinking about deferring your child's entry to full-time school, please discuss it with the Head Teacher. Parents/Carers will also need to contact the Local Authority in which you reside at the time your application is due to be made for the full process of how the application will be administered. Before making a decision, as the admission authority has two separate decisions to make:

- It must first decide on the age group the child should be admitted to
- Only once that decision has been made can it apply its oversubscription to decide whether a place can be offered in that age group.

Only in very exceptional cases can the Governors agree to admit a child outside the normal admission time. Parents/Carers who wish to make a special request for the early or later admission of a child to the school should contact the Governing Body, in writing setting out all the reasons for their request.

ADMISSION PROCEDURES

The Planned Admission Number for admission to the Reception year in the school year commencing September 2028 is 30. This arrangement follows consultation between the Governing Body, the Education Team for the Diocese of Leeds, Local Authorities and other admissions authorities in the area.

The Governing Body will not place any restrictions on admissions to the Reception year unless the number of children for whom admission is sought exceeds this number. By law, no Foundation Stage and Key Stage One class may normally contain more than thirty children.

The Local Authority operates a co-ordinated admissions scheme and administers a system of equal preferences under which all applications are considered equally and Barkisland CE VA Primary School's Governing Body ranks all applications in accordance with its published admissions policy. In the event that there are more applications than places available, the places using the following criteria, which are listed in order of priority. The Local Authority will inform Parents/Carers of the offer on or around April 16th.

SPECIAL EDUCATIONAL NEEDS

Barkisland CE VA Primary School will admit children with Education and Health Care Plans where Barkisland CE VA Primary School is named on the Plan.

OVERSUBSCRIPTION CRITERIA

Where the number of applications for Barkisland CE VA Primary School received during the normal admissions round exceeds the admission number of the school the Governing Body will apply the following criteria in strict order of priority:

1 Children Looked After (CLA)

Children who are 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 child arrangements order or a special guardianship order.

This includes children who appear to the admission authority to have been in state care outside England and who ceased to be in state care as a result of being adopted.

2 Church Affiliation

A child whose Parents/ Carers[2] reside within the parish[1] of Barkisland and West Scammonden and have been ***worshipping at any Church of England Church or a church recognised by Churches Together in Britain and Ireland*** [4] for a minimum of 2 years at the time of application.

A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is available from the school. The form should be signed by the Vicar, Rector, Priest in Charge, etc. During an interregnum the form should be signed by a Churchwarden.

2 Siblings[5] (in order of priority)

a) A child who has a brother or sister attending the school at the proposed date of admission. The child or their Parents/Carers/carers[2] must have been ***worshipping at any Church of England Church or a church recognised a church recognised by Churches Together in England and Ireland*** [4] for a minimum of 2 years at the time of application.

A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is available from the school. The form should be signed by the Vicar, Rector, Priest in Charge, etc. During an interregnum the form should be signed by a Churchwarden.

b) A child who has a brother or sister attending the school at the proposed date of admission.

4. Nursery Attendance (in order of priority)

A child who has been attending the **school's Little Lambs Nursery provision at the time of application:**

a) and lives within the parish[1] of Barkisland and West Scammonden
b) on the distance in which they live from the school

5 Locality[1]

A child of Parents/Carers[3] residing within the parish[1] of Barkisland and West Scammonden.

6 Other children on the distance they live from school[6]

ADDITIONAL INFORMATION

1. Parish Boundaries

A map showing the parish boundaries is available at the school on request, on our website or via www.achurchnearyou.com

2. **Parents/Carers**

'Parents/Carers' include all those people who have a parental responsibility for a child as set out in the Children Act 2004. Where responsibility for a child is shared, the person receiving Child Benefit is deemed to be the parent responsible for completing application forms, and whose address will be used for admissions purposes.

3. Home Address and Residing in

The Home Address will be the address used for correspondence related to where "Child Benefit" is paid. In cases where there is doubt of the home address or where a child lives between two homes (split families) or other relevant circumstances, proof of the Home Address must be provided to the school to confirm the address used on the application form. Home address will be the address that complies with the above at the closing date for applications set by the Local Authority.

Parents/Carers / carers must give their correct address. This must be the child's current permanent place of residence and not a childminder's or grandparents address. Where parental responsibility is held by more than one person and those person's reside in separate properties, the child's ordinary place of residence will be deemed to be that property where the parent receives child benefit. An offer of a place may be withdrawn if a false address is given.
Parents/Carers/ carers should note that when allocating places, the Authority will only consider the child's current permanent place of residence.

However, families who are due to move house imminently should provide:

- A Solicitor's letter confirming that exchange of Contracts has taken place on the purchase of a property; or
- a copy of the current Rental Agreement, signed by both the Tenants and the Landlords, showing the address of the property; or
- in the case of SERVING H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

4. Churches Together in Britain and Ireland

For the purposes of these admission arrangements 'other Christian church' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally Designated churches can be found at https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_o ct_18.pdf

5. **The term "Sibling"** is defined as:

- a full or half brother or sister
- a step brother or sister
- an adoptive brother or sister
- the children of Parents/Carers living together in the same family household.

Step-brother, step-sister, half-brother and half-sister are defined as children who belong to only one parent living in the same family household. **The Governing Body** will admit twins, triplets or children from other multiple births.

6. Oversubscription within categories – Tie Breakers

If there are more applications in a particular category than the number of places available, the remaining places will be offered to the children whose home address is nearest to school. Distances will be calculated using the Local Authority's Geographical Information System (GIS). To ensure consistency applies, all measurements will be carried out by this method and no other method of measuring distance will be considered. Each property has a co-ordinate taken from Ordnance Survey ADDRESS-POINT data. This is point from which distance measurements will be taken.

The second tie breaker would be allocated by random allocation to distinguish between two or more applicants of the same distance, meeting the same admission rule/criteria.

7. Waiting List

Parents/Carers who wish their child to be included on the waiting list must inform the admissions team at the Local Authority who hold the lists on behalf of the school. Any places that become available will be allocated according to the published oversubscription criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round.

As soon as school places become vacant the Governing Body must fill the vacancies from any waiting list, even if this is before admission appeals have been heard. Placing a child's name on a waiting list does not affect a parent's right of appeal against an unsuccessful application.

The waiting list will be reviewed and revised:

- Each time a child is added to, or removed from, the waiting list
- When a child's changed circumstances will affect their priority
- At the end of each school year, when Parents/Carers with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.
- A new application should be made for the subsequent school year for a place or to be placed on the waiting list

8. In-Year Admissions

Barkisland CE VA Primary School work in collaboration with the local authority when admitting pupils within the school year across the age ranges. Parents/Carers/carers should contact Calderdale Admissions team and complete the in-year transfer form online.
https://www.calderdale.gov.uk/v2/residents/education-and-learning/schools/admissions/year-transfers

It should be noted that children who are the subject of direction by a local authority to admit or who are allocated to a school in accordance with an In-Year Fair Access Protocol **must** take precedence over those on a waiting list.

9. Appeals

Where the Governing Body are unable to offer a place because the school is over subscribed, Parents/Carers have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, and the School Admissions Appeal Code 2022.

Parents/Carers who intend to make an appeal against the offer of a place must submit a notice of appeal within twenty school days of receiving the refusal letter to:

Admission Appeal Clerk
PO Box 1694
Huddersfield
HD1 9DL
Email: churchschoolappeals@gmail.com
Telephone number: 07949 707868

Normally, appeals will be heard within forty school days of the deadline for lodging appeals.

If your child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable Governing Body would have made, or that your child would have been offered a place if the governors' admissions arrangements had been properly implemented. Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.