

Peterborough Diocese Education Trust

Barby Church of England Primary School



# Admissions Policy 2018

**Committee Approved:** Admissions  
**Date:** September 2017  
**Reviewed:**  
**Reviewed:**

## **Barby CE Primary School** **Admissions Policy 2018**

Barby CE Primary School is an Academy within the Peterborough Diocese Education Trust. The Academy Trust is the admission authority and has responsibility for setting the Admission Policy. The policy is administered by the Local Governing Body.

The Governing Body will admit up to 30 pupils into year 3, year 2, year 1 and Reception and up to 20 in each other year group.

The governors will admit all pupils with a statement of special educational needs or education health care plan which names the school.

When there are more applications than there are places available, the governors will admit pupils according to the following criteria which are listed in order of priority:

### **Oversubscription criteria:**

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (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 (see the definition in section 22(1) of the Children Act 1989).
2. Children who live in Barby and Onley.
3. Children with an older brother or sister continuing at the school at the time of admission of the younger child.
4. Children, one of whose parents attended Barby C.E. Primary School or who lived in Barby or Onley for at least five years since 2001. (Documentary evidence will be required to confirm that this criterion is met)
5. Other children.

### **Tie Breaker**

*If the admission number is exceeded within criterion 2, priority will be given to those who live furthest from the nearest alternative school. Within any other criterion, applications will be prioritised on the distance from the child's home to school.*

Distances are provided by the Local Authority and are measured on a straight-line basis using a geographical information system.

### **Waiting Lists**

If the school has more applications than places available parents may elect to place their child's name on a waiting list.

Pupils will be placed on the waiting list in strict order according to the oversubscription criteria on the Admission Policy. If a place becomes available at the school, places will be allocated according to these oversubscription criteria.

The Waiting List will be revised in September at the start of the new school year and at the time of allocation of any available places. Parents wishing their child to remain on the waiting list should contact the school within 10 school days at the beginning of September. Any places that become available mid term will be allocated as soon as possible.

### **'Late' applications**

Hopefully this will be a rare occurrence. Each application is processed as speedily as it can be after receipt. The governing body will deal with late applications after all the 'on time' applications have been processed. Those refused a place, due to the school having reached the planned admissions number, will be advised of their right of appeal.

### **Right of appeal**

The Governors will admit up to the published admission number (PAN). For any child subsequently refused a place, parents/legal guardians will have the right to appeal against the decision, to an Independent Appeals Panel. Parents wishing to appeal should contact the Appeals Administrator to request an Admission Appeals pack.

E-mail: [education@peterborough-diocese.org.uk](mailto:education@peterborough-diocese.org.uk)

Tel: 01604-887006

### **Definition of terms used**

#### **Home address**

The home address of a pupil is considered to be the permanent residence of the child in a residential property when the place is offered. The address must be the child's only or main residence and is either:

- Owned by the child's parent, parents or guardian;
- Leased to or rented by the child's parent, parents or guardian under lease or written rental agreement of not less than six months' duration.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease agreement. The school reserves the right to seek further documentary evidence to support your claim to residence.

Parents and Guardians must notify the school of any change of address during the admissions procedure. Please note that the school is unable to allocate a place to anyone moving into the country from abroad or within the U.K. prior to their arrival in the country. The school would then require proof of residency as stated above. The only exceptions are children of UK service personnel and other Crown Servants (including Diplomats).

#### **Sibling**

Pupils who will have a brother or sister continuing on the school roll at the date of starting at the school. The definition of a brother or sister (sometimes referred to as a "sibling") is:

- A brother or sister sharing the same parents

- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parent's marriage or partnership. The partners must have co-habited in a permanent exclusive relationship (as if they were husband and wife or civil partners) for a minimum of 2 years
- Adopted children.

A brother or sister must be living at the SAME address when the application is made.

### **Joint Custody Arrangements:**

Where a child lives between two parents the qualifying address will be where the child sleeps the majority of the school week.

If the child spends equal amounts of time at the two addresses parents must nominate which address they wish to be the child's main address.

Documentary proof may be sought, such as a medical card. If a child is resident with any other relative it must be clearly stated on the preference form.

It should be noted that an address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place.

A fraudulent claim to an address may lead to the withdrawal of the offer of a place.

*Please note: Details of arrangements for requesting deferred admission of "summer-born" children can be obtained from Northamptonshire County Council.*