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# Policy:

# Admissions

Reviewed and updated: Spring 2018  
Member of staff responsible: Headteacher

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## **Barrow 1618 CofE Primary Free School Admissions Policy**

**(For admission to Reception in September 2019 and/or 'in-year' admission during the 2019/2020 academic year):**

At Barrow 1618, we recognise that education provides opportunities that change lives. We aim to inspire and engage our children throughout their time with us; providing them with the skills and experiences they need to become lifelong learners in an ever-changing world. The fundamentals of the Early Years Foundation Stage Curriculum will filter through each stage of a child's learning journey with us – developing through experiencing, problem solving, exploring and decision-making in a safe, supportive and invigorating environment. This approach develops freedom of spirit, independence of mind and responsibility for learning amongst our pupils. Our school will be entirely inclusive, with respect and tolerance at its core. It will celebrate the diversity within our community and allow individual skills, talents, interests and beliefs to flourish. We have a unique, rural setting that we are fortunate to learn in. Our school will maximise opportunities to learn outside the classroom, promoting self-sustainability and having a positive impact on the local and wider community and environment through charitable activities. Our children will learn in and about the rural landscape and develop skills and understanding to play a role in its protection and development. All we do is strongly entrenched in our school's Christian ethos. We will maintain strong links with the Church of England; teaching our children to be generous in heart, mind and soul, to have respect for all God's creatures, be mindful, compassionate and kind. Our school will be a centre for learning excellence: driving the standards of teaching and academic achievement through a broad and enriched curriculum that provides unique, enlivening experiences for pupils, their parents and carers and staff. In our small, friendly, caring and creative school our 'Barrow Values' are fundamental to all we do. Not only does

every child matter, but every child can make a difference. We will look for, identify, fulfil and extend potential in its many varied forms. Our school will not be going where the path may lead, but will go instead where there is no path and leave a trail.

*-Barrow 1618 Vision Statement*

We take a 'stage' rather than 'age' approach to teaching and learning and recognise that every individual is on their own personal learning journey. As such, our system of vertical grouping allows all children to be challenged at the appropriate level and progress at a pace that is entirely personalised. Children work closely with their peers in a manner that develops independence, interaction, cooperation and autonomy. This support system enhances the opportunity for fluid learning to develop the children's sense of responsibility to others, and inspire them from an early age. This is achieved through individualised lesson planning, knowing our children's learning styles and relating this to everything we do. Children will show excellent rates of progress in English and Maths, Science and complimentary ICT to underpin their learning. This will all be delivered through high quality teaching in a supportive, caring environment, which maintains a strong Christian ethos. The underlying principle of Barrow 1618 school will be exactly that as proposed by the Free Schools Programme, namely to increase the range and quality of education available to children within a pluralist and democratic society.

### **Admissions**

The admissions policy will show that Barrow 1618 has a clear set of admissions criteria that lack complexity are fair and open to all. Our policy complies with the admissions code and will contain an over subscription policy, and a tie-breaking policy.

Barrow 1618 is the first Church of England Primary Free School in Shropshire and as such has responsibility for its own admissions. The admissions processes are, however, co-ordinated by Shropshire Council, which is the Local Authority (LA) and we liaise closely with Shropshire Council on all admissions issues. If you would like your child to be admitted to Barrow 1618 please contact the School in the first instance, giving the name and date of birth of your child(ren) and to arrange a visit to the school if you'd like to.

Applications for the Reception group should be made in the academic year before entry to the school and before the closing date of 15<sup>th</sup> January 2019. Applications should be made online and, for Shropshire residents, via the Shropshire Council website:

[www.shropshire.gov.uk/schooladmissions](http://www.shropshire.gov.uk/schooladmissions)

Late applications must be made on hard copy forms available from Shropshire Council, or your own Local Authority, after the closing date. All applications received by the closing date will be considered.

However, it is not possible to guarantee whether any late applications can be considered until after the allocations date, which will be the 16<sup>th</sup> April 2019. This will depend upon the circumstances and the stage the allocations procedure has reached.

Parents of children who wish to defer starting Reception for a whole academic year, should make application at the age appropriate time along with a request for deferral to the local authority. If a deferral is approved, the application will be withdrawn and parents will be able to re-apply the following year.

It should be noted that Children who have a Statement of Special Educational Needs or Education, Health and Care Plan (EHCP) which names Barrow 1618 as the appropriate school to meet those needs will be allocated places in the first instance.

All schools have an admission limit for each year group, which is 12 in the case of Barrow 1618. All applications for admission to the school will be allocated according to the following criteria in order of priority.

1. Looked After Children who are in Public Care and previously Looked After Children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. Children of the Head Teacher and Class Teachers who have been employed at the school for two or more years at the time at which the application for admission to the school is made or in the instance that a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage, assuming that

admittance would not prejudice the provision of education for the existing cohort.

3. Children who have an older sibling at the school at the time the younger child would be due to start, or whose older sibling was on roll within 2 years of the application being made.
4. Children who live within 2 miles from the school in a straight line, as measured on a map.
5. Very exceptionally, where a child has a particular medical reason requiring them to attend Barrow 1618 CE Primary Free School.
6. Children who are considered to be eligible for the Pupil Premium, including the Service premium, at the time of the application. Evidence of this eligibility will be sought prior to the offer of a place.
7. Children who are members of, or who regularly practice, their faith or denomination at a local Church of England by means of a letter of recommendation from their vicar, which should be submitted to the school directly by the application deadline. It should be noted that Free Schools are allowed to select only 50% of their intake on the basis of faith.
8. Other children whose homes are nearest to the school measured as a straight line on the map between home and the school.

**Notes:**

A sibling is defined as a brother or sister, step-brother or step-sister, half-brother or half-sister, living at the same address as part of the same family unit of compulsory school age (i.e.5 -16 years). Fostered and Adopted siblings are also included. Older siblings must be attending the school on the day that the application for entry by a younger sibling is received. Cousins or other relatives who take up temporary residence in a home in order to establish an “address which is close to the school as measured in straight line” will not be given priority under the sibling criterion.

A child who has a particular medical reason requiring them to attend Barrow 1618 Free School will only be given priority if parents/carers can provide written evidence from an appropriate medical professional that attending Barrow 1618 Free School is essential to the medical well-being of their child.

Proximity from home to school is measured as a straight line on a computerised geographical information system which identifies the easting and northing of the home and of the nearest school entrance gate, priority being given to the shortest distance. Where two addresses are within the same block of flats, the lowest number of flat nearest to the ground floor will be deemed to be the nearest in distance.

In the event that two applications are exactly the same after all other criteria have been taken into account Barrow 1618 would invoke its tie breaking policy. This will be based on a random allocation, supervised by someone independent of the School. Children whose twin or multiple birth sibling from the same address is admitted, will also be admitted. This is a lawful exception to the infant class limit of 30 pupils.

If the year group is oversubscribed, any further applications which do not arrive until after the closing date will not normally be considered until after the allocation date in April, unless there are exceptional circumstances, such as a house move, which have prevented the application being made on time.

**(6) The following pupils attract the Pupil Premium:**

- (i) Children registered as eligible for free school meals;
- (ii) Children who have been registered as eligible for free school meals at any point in the last six years\*;
- (iii) Children who have been looked-after by a local authority continuously for more than six months;

In addition, the following pupils attract the Service Premium and are also eligible for admission under the Pupil Premium admission priority:

(iv) Children whose parent(s) are serving in the UK armed forces or who are serving in the armed forces of another nation and are stationed in England.

\* For purposes of admissions policy you are considered to be entitled to free school meals if you or your child receives any of the following:

- Income Support;
- Income-based Jobseekers Allowance;
- an income-related employment and support Allowance;
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual income that, as assessed by HMRC, does not exceed £16,190;
- where a parent is entitled to Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit);
- the Guarantee element of State Pension Credit; children who receive an eligible benefit in their own right are eligible.

Under the current School Admissions Code we are not permitted to request details of a parent's income or occupation prior to an offer of a place being made. We will therefore assess priority under this criterion in the following way: parents will declare their child is eligible in their application; an offer will be made on this basis, having applied the admission criteria in order (and having applied the distance tie break, which means that not all pupils eligible for Pupil Premium may necessarily get in); once an offer is made the school will seek information from the parents to corroborate the fact that they fall within one or more of the categories above; if they meet any of the categories the offer will remain in place; if they fail to meet any of the categories the offer will be withdrawn on the basis that the application was fraudulent, and an appeal to an independent appeal panel will be offered; decisions on whether to withdraw places will be made by 31 May 2019.

Parents who are not offered a place at the school for entry into Reception should contact Shropshire Admissions and inform them that

they wish to be added to the school's waiting list for consideration by the school's admissions committee. If, after consideration by the committee, it is still not possible to offer a place, the applicants name will remain on a Waiting List if they so wish and parents will have the right under the 1998 School Standards and Framework Act to take their appeal to an Independent Appeals Panel. All appeals have to be made in writing and you will be asked to give reasons for your appeal. Please contact the Head teacher for information about how to appeal to the independent panel.

The appeal arrangements will be made through the Clerk to the Appeals Panel at the Shirehall, Shrewsbury. This procedure has been agreed with Shropshire Council and Hereford Diocesan Board of Education and is in accordance with the DFE Code of Practice on School Admissions Appeals. A waiting list is kept and co-ordinated by the Council's Admissions Team for those who are unsuccessful at the Appeals stage up until the end of the first term. This arrangement is in line with the Council's arrangements which are described in full in the Parents' Guide to Education in Shropshire.

Where parents want to send their child to our school at a time other than prior to the child starting in Reception, please arrange to visit the school. You will be informed if there are any places available in the child's year group. If there are and you wish to proceed, then arrangements will be made for your child to start. If no places are available, you will be offered the option of your child being added to the school's internal waiting list and of your right to appeal. Details of individual requests for places are held on the waiting list for a period of six calendar months from the last point of contact made by the parent or carer. After this, on the assumption that the place is no longer required and in order to ensure the waiting list remains accurate, details will be removed. You are advised to contact the school within each six month period to request that your child remains on the waiting list.

### **Induction**

At point of entry to Reception, an Induction to Barrow 1618 is an essential part of our school ethos. Children will be invited to take part in induction sessions in the half term prior to starting full time. Induction will include one half-day session and a second half-day session, including lunch. There will be an opportunity for new parents to meet with the class teacher, where school routines and teaching systems are explained. Parents will be given information on starting school. We will

provide detailed information and guidance for all new parents and time will be taken to find out more about your child, their family situation and other pertinent information that promotes smooth transition to school life.

Current Reception pupils will be involved in designing information for and welcoming our new admissions and act as 'buddies' from the commencement of the academic year. At each intake we will organise and hold a social induction event to enable the new pupils and their parents to meet with existing pupils and their parents. Where necessary we will visit parents and prospective pupils in their own homes if they wish to have further discussions in private.

Barrow 1618 will always adhere to the schools equal opportunity policy with regard to applications. For prospective parents who have not made their final decision, visits to the school can be arranged by contacting the school administrator. All contact details, as well as more information about our educational ethos and curriculum, can be found on the school's website: [barrow1618school.co.uk](http://barrow1618school.co.uk)