



## **ADMISSIONS POLICY**

### **Introduction**

The Board of Barnes Academy Trust is the Admissions Authority for the Academy. This means that a Sub-Committee of the Board considers all admission applications received by the Local Authority, according to the criteria as stated below.

This policy gives regard to the School Standards and Framework Act 1998, as amended by the Education Act 2011, the School Admissions (Admission Arrangements and Coordination of Admissions Arrangements (England) Regulations 2012 and School Admissions Code, December 2014.

### **Nursery Applications**

Nursery Application Forms are available from the school office. You must be able to evidence your child's birth certificate at the time of application. Applications can be received any time after the child's second birthday. Places will be allocated using the admission criteria by order of priority.

### **Reception Applications**

Applications must be made on the Common Application Form (available from the Local Authority) by the determined closing date and an offer will be made by the Local Authority on behalf of the school on the National Offer date.

Applications received after the closing date will only be considered after all those received by on time have been considered. Parents must indicate which category they are applying for and should provide supplemental evidence in support of the application. This will enable the Board to make an informed decision.

Parents (a parent is determined as a person with parental responsibility) have the right to express a preference for a school of their choice. In the first instance all preferences expressed will be considered on an equal weighting basis, but where a child is eligible for more than one place it will be the highest ranked school/academy for which they are eligible that they will be offered.

Children who have an Education Health Care Plan (EHCP) which names Barnes Infant Academy will be admitted.

The Admissions Policy is applied if the number of applications exceeds the number of places. Barnes Infant Academy will admit 90 applications in accordance with the Admission criteria by order of priority.

## **Admission Criteria**

### **1. Looked after children**

This refers to children who are looked after by a Local Authority in accordance with Section 22 of the Children's Act 1989(b) and children who were looked after, but ceased to be so, because they were adopted (or became subject to a residence order or special guardianship order). Parents are asked to send proof as supplemental information with their application form.

### **2. Siblings**

Children who have a sibling attending the Academy or Barnes Junior School at the time of their application. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or foster brother or sister. The child of the parent/carer's partner is also classed as a sibling if the child for whom the place is sought is living in the same family unit at the same address as that sibling. Evidence of cohabitation to fulfil this requirement may be requested.

### **3. Feeder School**

Children who attend the Nursery Class of the same academy in the previous academic year to that of their application.

### **4. Children of Staff**

Children of staff who have been in post for two or more years or have been recruited into a position for which there is a demonstrable skill shortage.

### **5. Distance from Academy**

Children living near the Academy will be admitted using the selection criteria measured by the shortest, safest walking distance. Distance will be measured from the centre of the child's home address (including flats) taken to be the address in which the child mainly resides to the main entrance of the Academy (Mount Road) using the Local Authority's computerised measuring system (GIS – Geoinformation System). Those living closer to the school will receive the higher priority.

Where required proof of residency will be sought in the form of a Council Tax Bill, and should be sent in as supplemental information with each application. No other means of proving residency will be accepted.

### **Tie Breaker**

If in any category there may be more applicants than places available, the shortest, safest walking distance from the child's home to the school measured using the Local Authority's computerised measuring system will be used according to criteria in these categories.

Parents who are awarded a place for their child may request that the date their child is admitted to school is deferred until later in the year or subsequent year, for example until the start of the term when the child reaches compulsory school age. Parents can also request that their child takes up the place part time if it is in the interest of the child, until the child is of compulsory school age. In this instance, parents must discuss this with the Head Teacher. Compulsory school age is determined as the term after the child's fifth birthday.

### **Notes and supplemental information:**

The admissions committee is required by law to consider the information supplied on the application form and the supplemental information asked for. It is very important that you take great care to ensure the details you provide are complete and correct before submitting

them. Any advice or support you require in completing this form can be sought via the school office.

If there is an incomplete application for a child, in circumstances where parents cannot agree on a preferred school or the main address where the child resides, the Board will suspend the application until parents agree. This will mean that if the closing date has passed, your child will not be considered in the admission round and if all places have been allocated then your child will not be given a place.

Information given by parents which is found to be intentionally fraudulent will result in the offer of a place being withdrawn.

Parents who are unsuccessful in securing a place for their child at the Academy have a statutory right of appeal. Further details of the appeal process are available in the Trusts Admission Appeal Policy or by writing to the Director of the Board at the Academy address. Appeals are heard by an independent panel.

Children who are unsuccessful in securing a Reception Place in September will remain on a waiting list until 31<sup>st</sup> December. Should a place still be required in Reception after this date, a School Transfer Application Form must be completed and forwarded to the Academy. Should a place become available then the admissions criteria will be applied to every child on the waiting list at the time of the vacancy.

Children unsuccessful in securing in-school transfers at the Academy will be placed on a waiting list which will be held by the Academy until 31<sup>st</sup> August. If you wish for your child to remain on the waiting list after this date, a new School Transfer Application Form is required. This will be the case each academic year. Should a place become available then the admissions criteria will be applied again to every child on the waiting list at the time of the vacancy.

Due to COVID-19, the additional guidance is also relevant to <https://www.gov.uk/government/publications/admission-appeals-for-school-places/coronavirus-covid-19-school-admission-appeals> January 2021.