



## ADMISSIONS POLICY 2013/2014

St Barnabas' CEP School welcomes applications for admission for all children of statutory school age, irrespective of gender or ethnic background.

The school seeks the support of parents in providing a productive and happy educational experience and all parents/carers are required to sign a home-school agreement in order to provide on-going support.

Entry to the Reception class is at the start of the autumn term (September). Parents may make an application at any time but the Coordinated admission process takes place in January each year; parents/carers are required to complete a Common Application Form (RCAF) and to return this to the Local Authority by a set date. The school is part of the admissions scheme coordinated by Kent County Council for schools across the county, and the closing date is determined by Kent County Council in that scheme. Further information is detailed in the Kent Admissions Booklet, available to all families.

Parents will be notified before the date of entry that a place is available and will be asked to confirm that they intend to accept the placement. Children are invited to attend a transition session in school prior to the start date; this will provide an opportunity for children and families to meet with staff and other pupils.

At the beginning of their first term, children attend for morning sessions as part of a staged programme of entry. Arrangements are discussed with families prior to the start of term. New entrants complete full day sessions in accordance with admission guidelines.

St Barnabas' CEP School will admit 25 children in a full academic year. Where the number of applicants exceeds twenty-five, children will be admitted in accordance with the criteria listed below. All parents/carers have the right of appeal.

## ADMISSIONS CRITERIA

Pupils are admitted to St Barnabas' in accordance with the following prioritised criteria:

1. Children placed in Local Authority Care

- Children in Local Authority Care - a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. This applies equally to children who immediately after being looked after by the local authority became subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989).

2. Current family association i.e. a brother/sister at the school (within a 3 mile radius)

A brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. The sibling link is maintained as long as the family lives at the same address as when the first child applied, or has moved closer to the school than when the first child was offered a place, or has moved to an address that is less than 2 miles from the school using the distance measured by the method outlined in the distance criterion.

3. Health reasons

Health and Special Access Reasons - Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.

4. Priority will be given to children for whom at least one parent or guardian attends church at least monthly and has done so for a period of not less than 6 months.

5. Nearness of pupils' home/distance.

Nearness of children's homes to school - we use the distance between the child's permanent home address and the school, measured in a straight line using Ordnance Survey address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by Ordnance Survey. The same address point on the school site is used for everybody.

A child's home address is considered to be a residential property that is the child's only or main residence (not an address at which the child may sometimes stay or sleep) and which is either owned by the child's parent, parents or guardian or leased or rented to

them under a lease or written rental agreement. Where partners live apart but share responsibility for the child, and the child lives at two different addresses during the week, we regard the home address as the one at which the child sleeps for the majority of week days.

### **CASUAL ADMISSIONS**

Requests for places may be made at any time. Places will be granted to applicants provided that the admission of a child does not increase the number of children in that year group to a number over and above the standard number.

The exceptions to this are:

1. In Year Fair Access protocol
2. When the child has been permanently excluded from two or more schools
3. When the child is deemed to have challenging behaviour and in the Head teacher's judgement, the provision of efficient education would be prejudiced by admitting the child, in accordance with Chapter 3 of the School Admissions Code. In such cases a meeting of the Admissions Committee will determine whether a child is offered a place. When a place is not offered, parents will be informed of their right of appeal to an independent panel.

**Policy review date: Governing Body Admissions Panel  
September (FGB meeting) annually**

**CONFIDENTIAL**

**Supplementary Information Form to support application for admission to  
St Barnabas' Church of England Voluntary Aided Primary School**

Parents/Guardians are required to complete questions 1 to 3. The remaining questions are to be completed by your Minister/Leader of your place of Worship.

1. Name of child:.....
2. Date of birth: .....
3. Place of Worship attended: .....

How long has a Parent/Guardian been associated with this place of worship?

Does the Parent/Guardian attend this place of worship at least monthly?

Yes  No

Signed:..... Position: .....

Date: .....

Please return this form to St Barnabas' CE (Aided) Primary School at the time of application.

Please note if you have recently moved to the area (within the last 6 months) and previously attended a different church please copy this form and have the minister of the previous place of worship complete a further copy.