

# St Barnabas' CE Primary School & Nursery

## Determined Admissions Arrangements

### Policy

### 2025-2026



*“Serve with Hope and Encouragement to Learn and Love”*

<b>ADDITIONALLY REVIEWED</b> by the <b>Governing Body</b> : March 2025
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To be reviewed by March 2026
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(unless there are any changes to the statutory requirements before this date)
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#### **Reception admissions dates for 2024-2025**

**Closing date for applications:** 15<sup>th</sup> January 2025

**National offer day:** 16<sup>th</sup> April 2025

In accordance with the [School Admissions Code](#) (September 2021) admission arrangements must be formally determined by the responsible admissions authority.

The Governing Body of St Barnabas' CE Primary & Nursery School, Westminster hereby formally determines the admission arrangements for the academic year of entry 2025-2026

St Barnabas' Primary School is part of the local authority's coordinated process for admissions.

#### **School Ethos**

Our school was founded in 1847 to serve the local community. It has a long tradition of welcoming children from Christian families, those from other faiths and those of none. We offer

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our children a high standard of education within a caring and secure environment where honesty, independence and trust are valued. We work closely with parents, governors and our local community to offer our pupils a safe and healthy environment where they can develop the knowledge, skills and attitudes to become lifelong learners and responsible citizens.

All parent(s)/carer(s) applying for a place for their child/ren at St Barnabas' are encouraged to respect and support the distinctive Christian ethos of the school.

The Governors, who are responsible for admissions to this Church of England Voluntary aided Nursery and Primary School, have agreed with the Local Authority (LA) to admit:

Year Group	Number of pupils
Each statutory year group - Reception, Year 1,2,3,4,5,6	23 pupils (GIAS – 161 capacity)
Nursery	Our Early Years Unit has capacity for up to 30 pupils; this includes a maximum of 23 Reception pupils. <i>The number of Nursery places available is dependent on the number of Reception pupils</i> , but the school has a <b>minimum</b> of 7 full time places OR 14 part-time places OR a combination of these.

### ADMISSIONS CRITERIA FOR NURSERY

We ask for parent(s)/carer(s) 'commitment to St Barnabas' School when considering a Nursery place for their child. Although admission into Nursery does not guarantee a place at St Barnabas' Primary School for Reception Class, we encourage parent(s)/carer(s) to consider their child's learning journey at St Barnabas'.

(Separate admissions procedures apply for entry to the Reception Class.)

#### Admissions Criteria

In the event that there are more applications than places, the following criteria, in order of priority, are used to decide which children are to be admitted:

- 1) Children in public care or children who were in public care prior to adoption, or who were previously in public care and are subject to a residence order or special guardianship order, , including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted
- 2) Baptised children from families active in St Barnabas' Church or other Anglican Church in Westminster (St Margaret's) Deanery. \*
- 3) Children from families active in Christian denominations as recognised by "Churches together in Britain."
- 4) Children with brothers or sisters\*\* in the school (at the intended date of entry).
- 5) Children who live in the parish.

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- 6) Children of other faiths as recognised by “Churches together in Britain” whose parents wish them to attend a church school.
- 7) Children who live closest to the main school entrance as measured by the shortest straight-line distance. \*\*\*

*\* Active means attendance at least twice a month during the last year confirmed in writing by an appropriate person.*

*\*\* Brother or sister, half brother or sister or step brother or sister or adopted sibling whose main residence is at the same address.*

*\*\*\* Where the order of priority is otherwise equal, preference will be given to a child who lives the shortest distance from the school. Home address is defined as the address at which the child resides for 50% or more of the school week. Distances are measured by a straight line from the address seed point (determined by Ordnance Survey data) of the child's home address to the main school gate for pupils, as measured by the Local Authority's computerised measuring system. Where it is necessary to differentiate between applicants living in flats using the same street entrance, priority will be given to the applicant(s) living closest to the ground floor and then by ascending flat number order. Where it is necessary to further differentiate between applicants living the same distance from the school, priority will be decided by random allocation.*

We offer full time Nursery places for children from the age of three. To apply for a place, applicants must complete the School's Nursery Application Form to be considered fully under the School's admission criteria. Application form(s) for a full time place in our Nursery class are available from the School Office.

Documentary evidence of address and date of birth will be requested at point of offer, to be provided by parents on accepting the place. If false or misleading information is submitted or parents are unable to provide satisfactory evidence of address or date of birth the place may be withdrawn.

Parents will be invited to visit the School (where possible) when they will have opportunities to ask any questions about the school and the admission process.

Children are admitted to our full time Nursery from the age of 3 years (with a settling in period for up to one term, in consultation and agreement between the Headteacher and the parents concerned).

Applications for admission to year groups other than Nursery will be considered under a separate procedure. Admission into the Nursery Class does not guarantee a place in Reception Class or any other class.

The decision to admit or to refuse a particular child is the responsibility of the Governing Body.

If the school receives more applications than there are places available in our Nursery Class, a waiting list will be maintained and parents contacted should a place become available.

### **ADMISSIONS CRITERIA FOR RECEPTION CLASS**

Parent(s)/carer(s) who are applying for a Reception Class place must complete the Common Application Form available from their home Local Authority and return it to their Local Authority. For applications under criteria 3 and 4, parent(s)/carer(s) should complete the School Information Form (SIF) (appendix 2) and return this form directly to the school office.

As a Christian Foundation School, St Barnabas' aims to contribute to community cohesion by having admissions arrangements that are inclusive of other faiths, and reflect the population of the local area.

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*Where it is necessary to differentiate between applicants living in flats using the same street entrance, priority will be given to the applicant(s) living closest to the ground floor and then by ascending flat number order. Where it is necessary to further differentiate between applicants living the same distance from the school, priority will be decided by random allocation.*

### **ADMISSIONS CRITERIA FOR IN-YEAR APPLICATIONS (casual applications)**

For applications under criteria 3 and 4 parent(s)/carer(s) should complete the School Information Form (SIF) (appendix 2) and return this form directly to the school office.

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When there are more applications than places available, the following criteria will be used:

### **For entry to Reception Class in September**

- When deciding between applicants who have equal entitlement under the school's admissions criteria, the Governors will have regard to the proximity of the applicant's home to the school.
- Priority will be given to applicants who live closest to the school determined by the Local Authority's computerised measuring system. The school is informed of these distances via SAM.

### **For entry to Nursery Class in September, or in-year admissions for any other year group:**

- When deciding between applicants who have equal entitlement under the school's admissions criteria, the Governors will have regard to the proximity of the applicant's home to the school.
- Priority will be given to applicants who live closest to the school's main entrance on St Barnabas Street.
- Distances are determined in a straight line. From the child's home address to the main school doors on St Barnabas Street. In the event that distances are equal for two applicants (including where applicants live in the same block of flats/building) the governing body will draw lots to determine which applicant should be offered the place. This process will be overseen by an independent observer.

These arrangements and the admissions criteria are reviewed annually.

### **In-year (casual) admissions**

Parent(s)/carer(s) who are applying for an in-year place for their child (any other year group) must complete the admissions process via the admissions team in their home borough and complete the SIF (appendix 3) for applications under criteria 3 and 4 and return this form directly to the school office. Parent(s)/carer(s) will be notified by the school office if a place can be offered to their child.

The usual admissions criteria will be applied if in-year applications are made throughout the school year. If a place is available and there is no waiting list, then the governors offer a place to the child.

If more applications are received than there are places available, then applications will be ranked by the governing body in accordance with the admissions criteria.

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If a class is already at capacity, the family will be offered a place on the waiting list. When a place becomes available, the governing body will offer the next child on the list a place at St Barnabas' School.

### **Special Educational Needs and Disabilities (SEN)**

Children with an Education Health Care Plan (EHCP) do not apply to schools in the same way as other pupils. Children with an EHCP naming St Barnabas' Primary School will be offered a place if the school believes the needs of the child can be met.

### **Admissions Appeals**

Parent(s)/carer(s) who are not offered a place for their child are entitled to appeal to an independent committee under the provisions of the 1998 School Standards and Framework Act.

St Barnabas' has a clear timetable for organising and hearing admission appeals after national offer day or after an in-year admission where an application has been unsuccessful:

1. The ***deadline for preparing and lodging a written appeal is 20 school days*** from the date of notification that an application was unsuccessful
2. The deadlines for those making an appeal to submit additional evidence, or for admission authorities to submit their evidence, ***is 10 school days***
3. The deadline for the clerk to give notice of the date of the appeal hearing and send appeal papers to the panel and parties is ***10 school days***
4. A statement noting decision letters are sent ***within 5 school days*** of the hearing wherever possible

Unsuccessful applicants will have their names included on the waiting list if requested. Any vacancies that arise will be allocated from the waiting list strictly in accordance with the above criteria.

In accordance with Regulation 21 of the Regulations and Section 88 of the SSFA 1998, any person or body who considers that any maintained school or Academy's arrangements are unlawful, or not compliant with the Code or relevant law relating to admissions, can make an objection to the Schools Adjudicator.