



**HEAD TEACHER:**  
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**BARNWOOD CHURCH OF ENGLAND  
PRIMARY SCHOOL  
COLIN ROAD  
BARNWOOD  
GLOUCESTER  
GL4 3JP**

[www.barnwood.gloucs.sch.uk](http://www.barnwood.gloucs.sch.uk)

### **Barnwood Church of England Primary School Admissions Policy (September 2023 Admissions)**

If you wish your child to be admitted to Barnwood Church of England Primary School, you are invited to place your child's name on the school's admissions list. For admission to Reception, parents must submit their Common Application Form stating their preferred schools to the Access to Learning Team no later than 15 January 2023.

Our school aims to serve its community by providing high quality education within the context of Christian faith and practice. If you would like to view the school please contact the school for an appointment.

Admissions decisions for Reception are made late in the Spring term. Admissions are the responsibility of the Governors who have agreed that the number of places made available each year will be 30.

Where applications for admission exceed the number of places available (both in the normal round of admissions and for in-year admissions), the following criteria will be applied, in the order set out below, to decide which children to admit: Please note that the date of registration of your child's name on the school's admissions list confers no priority.

- 1 A 'looked after child' (1) or a child who was previously looked after but immediately after being looked after became subject to an adoption (2), child arrangements order (residency order) (3), or special guardianship order (4) including those 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 (5). (see 'looked after child' definition in the additional guidance below)
- 2 Children who will have siblings attending the school at the time the applicant child is admitted (see sibling definition in the additional guidance below).
- 3 Children who attend St. Lawrence, Barnwood with at least one parent who, over at least two years prior to application for a place at the school, has been committed to the worshipping life of St. Lawrence Church, Barnwood. \*
- 4 Children living in the ecclesiastical Parish of Barnwood who attend with at least one parent, and who, over at least two years prior to application, has been committed to the worshipping life of another Church or Christian fellowship subscribing to the historic creeds. \*
- 5 Children with the strongest geographical claim, measured in a straight line from the ordnance survey address point of the child's home address (including flats) to the ordnance survey address point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

Where any particular category at points 1-4 above is oversubscribed, criterion 5 (strongest geographical claim based on straight line distance) will be used to determine which child is offered a place.

In the event of a tie between two or more children when applying criterion 5 (strongest geographical claim based on straight line distance) where there are not enough places available to offer all children a place at the school, a process of random allocation will be followed by the Local Authority. This will be in the form of a manual process which is overseen by an independent person from the Council's Legal Services. Where twins or children from multiple births are part of a random allocation process they will be considered as one applicant.



For criteria 3 and 4 parents should submit the relevant form signed by their Vicar or Minister (and previous Minister if new to the area). The form will need to clearly state whether or not the parents fulfil the criteria for Church commitment. By 'committed to the worshipping life' of the Church the Governors mean attendance should be at least once a month over a period of two years prior to application. \*

If you are unsuccessful in obtaining a place for your child in this school you have a legal right to appeal. If you wish to exercise this right, appeal forms are available from the headteacher at the school, and must be returned to the headteacher.

### **School Status**

Barnwood is a one form entry Church of England Aided Primary School.

### **Barnwood Parish**

This is a clearly defined ecclesiastical area. A map with the boundaries set out is attached.

### **Supplementary Information Forms**

For those applying under criteria 3 or 4 the supplementary information form for the verification of church attendance can be found at the end of this policy and must be returned to the school by 15<sup>th</sup> January 2023.

Please Note: This document should be read in conjunction with the County's School Admission Guidance, available at [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions)

If you have not received a letter regarding school admissions by the end of November 2022 you should contact the Access to Learning Team, Shire Hall, Gloucester, GL1 2TP Email: [school.admissions@gloucestershire.gov.uk](mailto:school.admissions@gloucestershire.gov.uk) or Tel: **01452 425407**

Policy Agreed at FGB September 2021

## **Additional Guidance**

### **Admission Number**

Each school has a set Published Admission Number. This is the number it is obliged to admit into each year group. This number is based upon a capacity assessment, which takes into account the area of teaching and non-teaching space available, ensuring that health and safety is not compromised, nor the quality of teaching and learning in the school adversely affected. Barnwood's Published Admission Number is 30.

### **Children with an Education, Health and Care Plan (EHCP)**

Children who have an Education, Health and Care Plan (EHCP) are placed in schools through the arrangements set out in the SEN Code of Practice and not through any admission criteria. Governing bodies are required by Section 324 of the Education Act 1996 to admit a child with an EHCP that names the school, even if the school is full. Parents of children with an EHCP should contact their child's casework officer for any further information.

### **Looked After Children/Previously Looked After Children Definition**

A 'looked after child' (1) or a child who was previously looked after but immediately after being looked after became subject to an adoption (2), child arrangements order (residency order) (3), or special guardianship order (4) including those 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 ( 5 ).

- (1) 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) at the time of making an application to a school. In Gloucestershire, such children are referred to as Children in Care.
- (2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).
- (3) Under the provisions of s.12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangement orders
- (4) See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- (5) A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society

### **Sibling Definition**

The admission criteria for Barnwood offer a higher priority for children with siblings who will be attending the school when the applicant child is admitted. For this purpose the term 'sibling' refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, as well as children who are brought together as a family by a same sex civil partnership. In every case, the child must be living in the same family unit at the same address, at the time of application.

### **Twins and Children from Multiple Births**

Applications from twins and children from multiple births will be considered as individual applications. However, the school acknowledges the difficulties for families if children cannot attend the same school, for example if one child can be offered a place but not the other and therefore will aim to accommodate both/all children where there is capacity to do so. This includes overriding the Key Stage 1 restrictions which limit Reception, Year One and Year Two classes to a maximum of 30 children per teacher, if the one child from twins/multiple births can be offered a place when the other(s) cannot.

### **Children of UK Service Personnel or other Crown Servants**

Barnwood acts in accordance with the Local Authority's Fair Access Protocol, which has been devised to ensure that all admission authorities in Gloucestershire comply with the requirements of the School Admission Code to ensure

that their procedures or criteria do not disadvantage children who arrive in the area outside the normal admissions round and that the particular challenges for children of UK service personnel and other Crown Servants are minimised.

### **Normal Admission Round**

The term 'normal admissions round' refers to all applications for admission to the main year of entry of the school i.e. Reception for Barnwood. Applications made during the normal admissions round will be made in advance of the academic year in which the child is due to start at the new school. Children are entitled to a full-time place, however, may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

### **Admission of Children below Compulsory School Age**

Children are entitled to a full-time place in the September following their fourth birthday and this will be the offer made by the Local Authority. However, where parents wish, children may attend part-time, or defer the date that they are admitted into the school to later in the school year, until they reach compulsory school age.

### **Admission of Summer Born Children for Reception Entry for Barnwood Church of England Primary School**

The Governing Body of Barnwood Church of England Primary School acknowledges the updated advice from the Department of Education that occasionally, parents/carers of "summer born" children (born between 1 April and 31 August) may request to start the Reception Class of a school a whole academic year later. We follow the Local Authority process which states that parents can only apply for a Reception place at a school once and must apply for a place during the standard application process timeline for their chronological year group, stating their reasons for requesting deferred entry to the following year. This can be done by contacting the school and requesting a form for deferred admission. The form, when completed, should be returned to the school. The Governing Body will make a decision on behalf of Barnwood Church of England Primary School.

### **In-Year Admissions**

In-year applications are all those made outside the normal admissions round for children of compulsory school age i.e. those applications made during the academic year for any school place in Reception through to Year 6 in the case of Barnwood. The Local Authority is not responsible for offering places to children on behalf of all schools/academies, but the Local Authority does maintain the statutory duty of being responsible and aware of all pupils and vacancies within schools/academies within Gloucestershire. To apply for a place at Barnwood, parents should therefore contact the school in the first instance. The School will consider the application within 5 school days and will send the parent an offer or refusal letter, detailing the parent's right of appeal. The school will also advise the Local Authority of all pupils who have been refused a place at their school to ensure waiting lists are maintained centrally.

### **Oversubscription Criteria**

Where the School is oversubscribed (i.e. there are more applications than places available) initial applications will be made in accordance with its admission criteria. The admission criteria are set out above.

*(\* In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.)*

### **Late Applications (Normal Admissions Round only)**

Where an application for a school place has been received 'late' i.e. after the relevant closing date for that round of allocations, the application will only be considered once children from all on-time applications have been allocated a school place, unless there are exceptional circumstances as agreed by the Senior Manager (Co-Ordinated Admissions).

### **Children's home address**

Only one home address can be used for admission purposes. This is where the pupil resides, and we may ask for additional proof of this address. Where a child lives with both parents on a 50/50 (equal) basis, both parents

must agree which of their addresses to use and confirm this before any closing dates. This must be either parental home. Additional proof of address may be requested before we can confirm that we are able to use an address for allocation purposes. The method in which the distance is measured from home to school can be found in the admission criteria.

### **Fair Access Protocols**

Gloucestershire County Council has protocols in place to ensure that access to education is secured quickly for children who do not have a school place and that schools have an equitable spread of vulnerable children or those who are hard to place. All schools in Gloucestershire, including Barnwood, have signed up to the fair access protocols and should a vulnerable child within these Protocols require a place at the school, they will take precedent over any child on the waiting list. All Fair Access Protocols are highlighted within the Gloucestershire Coordinated Schemes for Reception/Junior/Secondary and In Year Admissions. Full details of all of these protocols can be found at [www.gloucestershire.gov.uk/extra/article/101132/School-admission-protocols](http://www.gloucestershire.gov.uk/extra/article/101132/School-admission-protocols)

### **Waiting Lists**

Where any school is oversubscribed during the normal admission round for entry to the school, (i.e. where all children requesting a place at a particular school have not been allocated one), a waiting list will be held until the end of the academic year. The waiting list will be prioritised according to the school's oversubscription criteria, regardless of the date the application was made, and should any places become available at the school they will be offered to the child at the top of the waiting list.

### **Appeals**

Where an application for the school is unsuccessful you will have the legal right to appeal. Notification of the appeal process will be included within the parent's refusal letter.

The School Admissions Appeals Code requires normal admission round appeals to be heard within the following timescales:

For applications made in the normal admissions round, appeals must be heard within 40 school days of the deadline for lodging appeals.

For late applications, appeals should be heard within 40 school days from the deadline for lodging appeals, or within 30 school days of the appeal being lodged.

For in year applications, appeals must be heard within 30 school days of the appeal being lodged.

Requests for appeals relating to the main entry year of the school for September 2023 (i.e. Reception for Barnwood) should be made directly to the school after Stage 2 of the admissions process detailed in the co-ordinated scheme for Gloucestershire.

When the paperwork is received you should complete the appeal application form and return it to the school as stated in the accompanying letter.

The results of all appeals must be forwarded to the Council by parents and the schools, as this may affect the availability of places for other applicants.

Parents may appeal for more than one school if they wish. Normally only one appeal hearing per year per child for each school is allowed. A second appeal hearing will only be granted if there has been a significant change in circumstances since the first appeal was heard (e.g. a change of address or a change in the school's circumstances).

### **Transport**

Some children will be entitled to transport to their school provided by the Local Authority and parents/carers should refer to "School and College Transport" which can be found at [www.gloucestershire.gov.uk/schooltransport](http://www.gloucestershire.gov.uk/schooltransport).

**Barnwood Church of England Primary School**

**Application for Admission on the Grounds of Church Commitment**

<b>Pupil Name</b>	
<b>Date of Birth</b>	
<b>Parent's / Carer's Name</b>	
<b>Address</b>	

**Application sought for:** \_\_\_\_\_ **Month** \_\_\_\_\_ **Year**

**Applicants are required to produce evidence of monthly church attendance over a period of at least two years prior to the date of application for a place at the school.\***

**If your commitment to worship over the last two years has been split between more than one church you will also need to ask your previous Vicar/Minister for confirmation of attendance.**

**Date of Application:** \_\_\_\_\_ **(Today's date)**

**Church attended** \_\_\_\_\_

**Period of attendance** from \_\_\_\_\_ to \_\_\_\_\_

**Frequency of attendance in the last two years** \_\_\_\_\_

**I confirm that the information is correct. I give permission for the school to contact the Vicar/Minister for verification of the facts.**

**Signed** \_\_\_\_\_ **(Parent)**

**Please pass this form to your Vicar/Minister for countersigning.**

*To be completed by your Vicar/ Minister*

I confirm that \_\_\_\_\_ has  
worshipped with at least one parent at least monthly over the period  
stated.

Signed \_\_\_\_\_  
(Vicar/Minister)

Church \_\_\_\_\_

Tel. No. \_\_\_\_\_

Date \_\_\_\_\_

Parents should return the form to the school by 15<sup>th</sup> January 2023 using  
a separate form for each church attended.

**\*church attendance will be calculated only for the period when churches were open for public worship**

**Data Protection:** The information being collected on this form will only be used for the purposes of school administration and in line with the schools data protection policy. The information collected will be held in accordance within the new Data Protection Act 2018.