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*Document type: Policy*

**Admission  
Arrangements  
for  
Community and  
Voluntary Controlled  
Primary Schools  
2008 - 2009**

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## Introduction

Barnsley Education Authority is the admissions authority for all community and voluntary controlled schools within the administrative area of Barnsley and these admission arrangements only apply to these schools.

A list of schools is provided at Annex 1 with their admission numbers.

Admission to all the Authority's primary and infant schools is into the Reception Year which is referred to as the Relevant year group.

Admission to junior schools is into Year 3, which is referred to as the Relevant year group.

Schools are required to admit children up to their admission number in the Relevant year group.

The time table for the normal admissions round is given at Annex 2.

Attendance at a nursery unit attached to a primary school does not guarantee a place at that school.

Definition of the normal admission round is the process by which:

- a) an application for the admission of a child to a relevant age group at a school is submitted in accordance with the requirements of the scheme;<sup>1</sup>
- b) that application is considered by the relevant admission authority for the school in determining, in accordance with the school's admission arrangements, the order of priority in which the application is ranked; and
- c) a determination relating to that application is communicated to the parent on the offer day.

Any reference in these arrangements to a primary school is also a reference to an infant school and junior school unless otherwise stated.

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<sup>1</sup> The scheme referred to is a scheme adopted by a local education authority to co-ordinate the admissions process. Details of the scheme to be adopted in Barnsley is contained in the document:

*Co-ordinated scheme for the Admission Arrangements for pupils to Primary Schools 2008-2009.*

## A Date of admission to primary and infant schools

Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, Barnsley Education Authority, being the admissions authority for all community and voluntary controlled primary schools within its area, will admit children into school at two points during the school year as follows:

- a) children whose fifth birthday falls between 1 September and 31 December – admission at the beginning of the Autumn Term in September.
- b) children whose fifth birthday falls between 1 January and 31 August – admission at the beginning of the Spring Term in January.

### *Part-Time Admission*

Schools without nursery units have the discretion to offer part-time admission from September, to pupils who have been allocated a full-time place at the school in the following January. Children will not be allowed to continue to attend a maintained nursery unit having accepted a part-time school place.

## B Deferred entry to primary and infant school

- 1 Where the Authority offers a place at a primary or infant school, a parent who accepts that school place can defer entry to that school until the term after the child's fifth birthday.
- 2 There may be Summer Term admissions as a result of parents who have deferred their child's entry.
- 3 The deferred place at that school will be held for that child and will not be available to be offered to another child.
- 4 The deferred place must be taken up during the same school year for which the offer of the place was made and accepted.
- 5 Entry to a school cannot be deferred to:
  - a) the next academic year; or
  - b) beyond the beginning of the term following the child's fifth birthday.

## C Full time pre-school admission

- 1 In exceptional circumstances the Authority may admit a child to full time education prior to the date they would otherwise be admitted to school within that school year.
- 2 A determination on the exceptional circumstances will be made by the Authority based on the information provided by the parent.
- 3 Where the decision is to refuse admission there is no right of appeal.

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## **D Oversubscription criteria**

- 1 Where the number of applications for a primary school received during the normal admissions round exceeds the admission number of the school, or an admission limit set higher than the admission number, then admission will be determined in accordance with the following priority of admission criteria:

First, children in public care;

Second, to children with brothers and/or sisters attending the school on the proposed date of admission;

Third, to children living nearest the school; the distance to be measured by a straight line between the child's ordinary place of residence and the main entrance to the school building.

- 2 The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week including weekends.

- 3 For the sibling criterion to be applicable one of the following conditions must exist:
  - a) brother and/or sister to be permanently resident at the same address;
  - b) stepbrother and/or stepsister to be permanently resident at the same address (to include half brothers/sisters).

## **E Expressing a preference for admission to the Reception year**

- 1 This procedure applies to admission for the Reception Year in either a primary school (age range 5-11) or an infant school (age range 5-7).
- 2 For admission to the Reception Year Group parents will be invited to express three preferences for those schools at which they wish their child to receive education.
- 3 Preferences will be made on the common application form.

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- 4 The common application form will provide three spaces in which parents can state their preferences in rank order, and give reasons for those preferences.\*<sup>1</sup>
  - 5 The common application form for admission to school during the normal admissions round will be handed in to the school ranked first on the common application form, or submitted through the Council Website using the Online Admissions System.
  - 6 The common application form must be handed in by the closing date of 16 November 2007.

*<sup>1</sup>\*Applications for Barnsley schools from residents in other local education authority areas must be made on the Barnsley common application form.*

## **F Single offer of a school place**

- 1 All preferences for individual primary schools will be treated equally.
- 2 For each preference expressed the Authority will determine whether the child is eligible for admission.
- 3 Where a preference is expressed for a primary school which is oversubscribed the Authority will apply the priority of admission oversubscription criteria.
- 4 The Authority will make a single offer of a school place for the highest ranked preference where the child is eligible for admission to school.  
  
(see Annex 3)
- 5 The Authority will only make a single offer of a school place.
- 6 The offer of a place to a parent will be communicated to the parent on the offer day of 4 April 2008.
- 7 No acknowledgement of an offer will be required from the parent where they accept that offer of a place.
- 8 However, where a parent declines the offer of a place made to them by the Authority they must inform the Authority within 10 working days.
- 9 Where the Authority cannot make a single offer for any of the preferences expressed by a parent resident in Barnsley, an offer will be made to the parent for the nearest community or voluntary controlled school in Barnsley with places available to the child's ordinary place of residence.

For definition of 'nearest' and 'ordinary place of residence' see Section D points (1) and (2).

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- 10 The offer of a place under point 9 will be done after the offers made for all other preferences to primary schools, and before the offer day.
  - 11 Parents must inform the Authority where they decline the offer of a place made under point 9 within 10 working days from the date of receipt of the offer letter.
  - 12
    - a) Where a place has been allocated and the parent declines that place and requires a place at a school ranked lower on the original common application form, the parent must notify the Authority in writing.
    - b) Where a place has been allocated and the parent declines that place and requires a place at a school not named on the original common application form, the parent will be required to complete another common application form.

The allocated place will remain assigned to the child until such time as the parent accepts an offer for another school.
  - 13 Where a common application form submitted by a parent contains fewer than three preferences it will be dealt with under the same criteria as one which contained three.
  - 14 In the case where a parent fails to complete and submit a common application form they will not receive a single offer of a school place at a primary school.

## **G** Late applications

- 1 Late applications received by the Authority up to 30 November 2007 will be included in the offer of places made for the offer day.
- 2 Late applications received after 30 November 2007 by the Authority will be considered after the determination of the single offer of a school place for those common application forms received by 30 November.

## **H** Waiting lists

- 1 The Authority will establish a waiting list for all primary schools where the number of applications for those schools has exceeded the places available in the Relevant year group.
- 2 Names of children will automatically be placed on the waiting list for a school where they have not been offered a place where that school is ranked above that at which a place has been offered to the parent.
- 3 Parents will have the right to request their child's name placed on the waiting list for a school where they have not been offered a place which is ranked lower than that at which they have received a single offer of a school place.

- 4 A vacancy arises in Reception Year only when the number of allocations to a particular school falls below the admission number (or a higher admission limit where one has been set). Any vacancy which arises in Year R following allocation of places will be filled from the waiting list.
- 5 The waiting list will be established on the offer day and be maintained up to 31 January in the admission year.
- 6 The waiting list is determined according to the Authority's priority of admission oversubscription criteria.
- 7 Following the offer day should an application be received for a school where the pupil has a higher priority, as determined by the admissions criteria for a place at the school, they will be placed on the waiting list above those with a lower priority.
- 8 Parents who intend to appeal against the Authority's decision not to offer a place at a preferred school(s) should do so irrespective of having their child's name placed on the waiting list.
- 9 For those parents who proceed to an independent appeal, no consideration is given to a child's position on the waiting list.

## **I False information**

- 1 Where the Authority has made a single offer of a place at a primary school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
- 2 Where a child starts attending the school on the basis of fraudulent or intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school. Where a place or an offer has been withdrawn the application will be re-considered and an independent appeal offered where the child is not re-admitted to the school.
- 3 Where it is established that the place was obtained on the basis of fraudulent or intentionally misleading application and the child continues to attend the school, the sibling criterion will cease to apply in the event of the parent making an application to the same school on behalf of a younger child in the family.

## **J Appeals against the Authority's decision not to offer a school place**

- 1 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.
- 2 The right of an independent appeal applies to all preferences expressed.
- 3 Parents who intend to make an appeal must submit a Notice of Appeal to the Authority within 10 working days of receiving the offer letter.

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- 4 Normally appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.
  - 5 For twice excluded pupils see section M.

## **K Applications for admission to primary, infant and junior schools outside of the normal admissions round**

### 1 Reception Year

Where applications are received for admission to school following the offer day they will be dealt with as follows:

- a) single admission to Reception Year where the year group is below the admission number (or higher admission limit where one has been set).

*The parent will be offered a place*

- b) single admission to Reception Year where the year group is above the admission number (or higher admission limit where one has been set).

*(i) where the Authority determines that there would not be prejudice to the provision of efficient education or the efficient use of resources by the admission the parent will be offered a place.*

*(ii) where the Authority determines that there would be prejudice to the provision of efficient education or the efficient use of resources by the admission the parent will not be offered a place.*

The prejudice referred to under b(ii) may arise by reason of measures required to be taken in order to ensure compliance with the duty imposed on the Authority to comply with the statutory limit on infant class sizes.

### 2 Years 1 and 2

- a) single admission to Year 1 or Year 2 where the year group is below the admission number or what was the admission number when the year group was the relevant year group (Reception), and the number on roll is below the net capacity of the school.

*(i) where the class into which the pupil would be admitted is below 30 the parent will be offered a place.*

*(ii) where the class into which the pupil would be admitted is at 30 or above the parent will not be offered a place.*

- b) single admission to Year 1 or Year 2 where the year group is below the admission number or what was the admission number when the year group was the relevant year group (Reception), and the number on roll is above the net capacity of the school.

- 
- (i) *where the Authority determines that there would not be prejudice to the provision of efficient education or the use of resources by the admission the parent will be offered a place.*
  - (ii) *where the Authority determines that there would be prejudice to the provision of efficient education or the efficient use of resources by the admission the parent will not be offered a place.*

The prejudice referred to under b(ii) may arise by reason of measures required to be taken in order to ensure compliance with the duty imposed on the Authority to comply with the statutory limit on infant class sizes.

- c) single admission to Year 1 or Year 2 where the year group is above the admission number or what was the admission number when the year group was the relevant year group (Reception).
  - (i) *where the Authority determines that there would not be prejudice to the provision of efficient education or the efficient use of resources by the admission the parent will be offered a place.*
  - (ii) *where the Authority determines that there would be prejudice to the provision of efficient education or the efficient use of resources the parent will not be offered a place.*

The prejudice referred to under b(ii) may arise by reason of measures required to be taken in order to ensure compliance with the duty imposed on the Authority to comply with the statutory limit on infant class sizes.

### 3 Years 3 to 6

- a) for primary and junior schools a single admission to Years 3 to 6 inclusive where the year group is below the admission number or what was the admission number when the year group was the relevant year group, and the number on roll is below the net capacity of the school.
 

*The parent will be offered a place.*
- b) for primary and junior schools a single admission to Years 3 to 6 inclusive where the year group is below the admission number or what was the admission number when the year group was the relevant year group, and the number on roll is above the net capacity of the school.
  - (i) *where the Authority determines that there would not be prejudice to the provision of efficient education or the efficient use of resources by the admission the parent will be offered a place.*
  - (ii) *where the Authority determines that there would be prejudice to the provision of efficient education or the efficient use of resources by the admission the parent will not be offered a place.*

- c) for primary and junior schools a single admission to Years 3 to 6 inclusive where the year group is above the admission number or what was the admission number when the year group was the relevant year group.
- (i) *where the Authority determines that there would not be prejudice to the provision of efficient education or the efficient use of resources by the admission the parent will be offered a place.*
  - (ii) *where the Authority determines that there would be prejudice to the provision of efficient education or the efficient use of resources the parent will not be offered a place.*
- d) sibling admissions to Years 3 to 6 inclusive.
- (i) Where the respective year groups are below the admission number or former admission number and the number on roll is below the net capacity of the school.  
*The parent will be offered places.*
  - (ii) Where the respective year groups are below the admission number or former admission number and the number on roll is above the net capacity of the school.
    - (i) *where the authority determines that there would not be prejudice to the provision of efficient education or the efficient use of resources by the admission the parent will be offered places.*
    - (ii) *where the Authority determines that there would be prejudice to the provision of efficient education or the efficient use of resources by the admission the parent will not be offered places.*
  - (iii) The respective year groups are above the admission number or former admission number.  
*Where the Authority determines that there would not be prejudice to the provision of efficient education or the efficient use of resources by the admissions the parent will be offered places.*  
*Where the Authority determines that there would be prejudice to the provision of efficient education or the efficient use of resources by the admissions the parent will not be offered places.*
  - (iv) One or more of the respective year groups is above the admission number or former admission number and the remainder of the year groups are below.

*Where the Authority determines that family circumstances outweigh the prejudice that would otherwise be caused by any or all of the admissions the parent will be offered places.*

- 4 Sibling admissions to an infant class (Reception to Year 2) and a junior class (Years 3 to 6).
- (i) *for the application to the infant year group paragraphs 1 and 2 of this section will apply; and*
  - (ii) *for the application to the junior year group paragraphs 3a, 3b, 3c and 3d will apply.*
- 5 For sibling admissions to infant year groups paragraphs 1 and 2 of this section will apply.

## **L Transfer from infant to junior school**

- The provision in this section of the admission arrangements have been varied such that only one preference for a junior school will be required from the parent. This variation recognises that since 1 September 2005 the Authority will only be maintaining two separate infant and two separate junior schools. In such circumstances a parent could not express three preferences for junior schools. The location of the schools within the Borough and the historic patterns of transfer, would evidence that the probability of a parent with a child at either infant school applying for both junior schools is unlikely to occur.
- 1 This section applies only to those children who attend a separate infant school and are transferring to a separate junior school.
- For Year 2 children whose parents wish to apply for admission into Year 3 in a single phase primary school, the application will be considered as a transfer into Year 3 as set out in Section K paragraph 3. This is because Year 3 is not the relevant year group for admission to a primary school.
- 2 The attendance of a child at an infant school does not guarantee a place at any junior school.
- 3 Admission to a junior school is a separate admission procedure and parents must apply for a place(s) at their preferred junior school(s).
- 4 Parents will be invited to express one preference for a junior school and give a reason for that preference.
- 5 The common application form must be handed in to the child's preferred junior school by the closing date of 16 November 2007.

- 6 If the number of applications made on behalf of children is lower than the admission number for the school for which preferences have been expressed, all the children will be eligible for admission.
- 7 If the number of applications is higher than the admission number for the schools:
- (i) for Wiltorpe Junior School the Authority will determine whether a child is eligible for admission in accordance with the Authority's oversubscription priority of admission criteria.
  - (ii) for St John the Baptist CE (VA) Junior School Penistone the Governing Body of the School will determine whether the child is eligible for admission, in accordance with the School's oversubscription priority of admission criteria.
- 8 The Authority will make a single offer where the child is eligible for admission to the school.
- 9 The Authority will communicate to parents a single offer of a school place on the offer day of 4 April 2008.
- 10 No acknowledgement of an offer will be required from the parent where they accept that offer of a place at a school.
- 11 Where the parent declines an offer of a place made to them by the Authority they must inform the Authority within 10 working days.
- 12 Where the Authority cannot make a single offer for the preference expressed by the parent, a place will be offered to the child at the nearest community or voluntary controlled primary school with places available in Year 3 to their normal place of residence.
- A determination of the nearest school is the distance measured by a straight line between the child's ordinary place of residence\* and the main entrance to the school building.
- \*(For a definition refer to paragraph D2)
- 13 The single offer of a place under point (11) will be done after the offers made for all other preferences to primary and junior schools, and before the offer day.
- 14 Parents must inform the Authority whether they are prepared to accept or decline the offer of a place made under point (12) within 10 working days.
- 15 In the case where a parent fails to complete and submit a common application form by the closing date they will not receive the offer of a single place at a junior school on the offer day.

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## **M Twice excluded pupils**

- 1 Where a child has been permanently excluded from two or more schools parents can express a preference for a school place, but the requirement to comply by the Authority does not apply.
- 2 Where the Authority does not comply with a parent's preference, the parent does not have the right of an independent appeal.
- 3 Where a child has been permanently excluded from two or more schools this provision applies to him during the period of two years beginning with the date on which the latest of those exclusions took effect.

## **N Distance Criterion : Tie-Break**

- 1 Where the offer of the remaining place in the relevant year group could be made to the parent of eligible multiple siblings, resident at the same address, it will be for the parent to determine for which sibling the single offer of the school place will be made.
- 2(a) Where the offer of the remaining place in the relevant year group could be made for a number of eligible children resident equi-distant from the school the determination of the single offer will be by Random Allocation.
  - (b) The Random Allocation will:
    - (i) be independently supervised by a representative of the Borough Secretary's Department;
    - (ii) take place on a date and at a time notified in advance to the participating parents so that they can attend as witnesses.

## ANNEX 1

## Community and voluntary controlled schools

## Community School

Name	Admission Number	Name	Admission Number
Athersley North	40	Mapplewell	40
Athersley South	40	Milefield	30
Barugh Green	40	Millhouse	15
Birdwell	30	Oakhill	40
Birkwood	30	Oxspring	20
Burton Road	40	Richard Newman	48
Carlton	40	Royston Meadstead	30
Cudworth Churchfield	40	Royston Parkside	30
Cudworth Pontefract Road	40	Royston Summer Fields	30
Darfield Upperwood	36	St Helen's	40
Darfield Valley	30	Sandhill	40
Darton	40	Shafton	33
Dearne Carrfield	37	Shawlands	30
Dearne Goldthorpe	40	Silkstone	30
Dearne Highgate	40	Silkstone Common	20
Doncaster Road	38	Springvale	30
Gawber	30	Summer Lane	40
Gooseacre	40	The Edmunds	30
Greenfield	40	The Hill	60
Grove Street	30	Thurlstone	16
Heather Garth	30	Ward Green	60
Highfields	60	Wellgate	60
Hoyland Common	50	West Meadows	30
Hoyland Springwood	30	Wilthorpe Junior	60
Hoylandswaine	15	Wilthorpe Infant	70
Hunningley	40	Wombwell	50
Jump	30	Wombwell Park Street	34
Kendray	30	Worsbrough Bank End	30
Keresforth	40	Worsbrough Common	30
Kexborough	40	Brierley CE	26
Lacewood	30	Cawthorne CE	18
Ladywood	30	Darfield All Saints CE (VC)	30
Longcar	60	Penistone St John the Baptist CE (VC) Infant	60
Lundwood	60	Thurgoland CE (VC)	30

## ANNEX 2

### Time table for admission to infant, junior and primary school

Closing date for receiving applications 16 November 2007

Offer day 4 April 2008

Appeals completed 29 June 2008

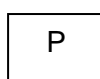
## ANNEX 3

## Criteria for the offer of a single place at a primary, infant or junior school

- 1 A resident in Barnsley will only receive a single offer of a school place at any primary, infant or junior school if they have completed a common application form.
- 2 Parents are to express three preferences for the primary or infant school or one preference for the junior school they wish their child to attend and list them in rank order.
- 3 All three preferences will be treated equally by the Authority.
- 4 Where a preference meets the criteria for a school the child becomes eligible for a potential offer.
- 5 Where there is only one potential offer, that will be the single offer of a school place at a primary, infant or junior school made to the parent on the offer day.
- 6 Where there are two or three potential offers, the ranking of the expressed preferences on the common application form will be used to determine which of those potential offers becomes the single offer of a place.

1st	School A
2nd	School B
3rd	School C

Preferred Schools in rank order		Outcomes							
		1	2	3	4	5	6	7	*8
1st	School A	P ✓			P ✓	P ✓	P ✓		
2nd	School B	P	P ✓		P			P ✓	
3rd	School C	P	P	P ✓		P			

**Key**

Places available – child eligible for admission and therefore a potential offer



School oversubscribed – child not eligible for admission based on priority of admission criteria

✓ Highest ranked preference available for which the single offer of a school place will be made

\*See section F9