



GOVERNORS' ADMISSIONS POLICY 2023-24

The Governors are responsible for admissions into the seven year groups in the school. Each year group has an agreed limit of 30 pupils. These arrangements and the admissions criteria below are reviewed annually.

Each year 30 places are available in the Reception Year for those whose fifth birthdays fall between the 1st September and the 31st August.

Parents who wish their child to be considered for a place at the school are requested to apply between the start of the autumn term and the closing date for applications set by the Borough, in the academic year proceeding the year of entry.

All applicants must complete their home authority's Common Application form. Parents applying under criterion 2 are also asked to complete the *School supplementary information and church reference form*, so that Governors may consider their application fully. All forms may be collected from the school during that period. Parents/carers are also welcome to visit the school during one of the regular open morning sessions.

Should there be more applications than places, they will be considered under the following criteria, in order:

1. Priority will be given to 'looked after' children

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 at the time of making an application to a school.¹ Included in this category are all *previously* looked after children. For the purposes of admissions, these are defined as children who were looked after, but ceased to be so, because they were adopted² (or became subject to a child arrangements order³ or special guardianship order⁴) immediately following having been looked after. Also included are *internationally adopted* previously looked after children, who are defined as children who appear to the School to have been in state care outside of England and ceased to be in state care as a result of being adopted.⁵

2. 25 places for the children of Regular Church Members

- a. First, to children who regularly attend either St Barnabas Church, Addison Road, W14 or St Philip's Church, Earls Court Road, W8; and who have at least one parent or guardian who are regular members of the same church;
- b. Secondly, to children who regularly attend a church affiliated with either 'Churches Together in Britain and Ireland', 'Churches Together in England' or the Evangelical Alliance; and who have at least one parent or guardian who regularly attend the same church.

For the purposes of admissions, 'regular attendance' is defined as attendance at a service of public worship (or Sunday School) at any time during the week, at least twice a month. The regular attendance should have been for at least one year prior to the date of application. Applicants who have only recently started attending the church in question will be considered if they have regularly attended for a minimum of four months and provide a letter from their previous church indicating compliance with these criteria.

In the event that during the period specified for attendance at worship the church 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 alternative premises have been available for public worship.

3. Up to 5 places for all remaining applications

Tie Breaker Criteria

If there are more applicants than places available under categories 2-3 above, then the tiebreaker criteria will be applied in this order:

1. The presence of brother(s) or sister(s) already in the school and who will be there at the time of entry of the new child or who were in year 6 at the end of the previous year. This includes half-brothers or half-sisters, adopted brothers or sisters, stepbrothers or sisters or the children of the parent or carer's partner provided these live at the same address.
2. Distance between home and school with priority being given to children who live nearest the school. Nearness to the school will be calculated using a straight line (as the crow flies) measurement from the child's home 'address point' determined by Ordnance Survey Data to the centre of the school grounds as determined by the Royal Borough using its computerised measuring system. The child living closest to the school will receive the highest priority.

If applicants share the same address (for example, live in the same block of flats or shared house) priority will be given to those closest to the ground floor and then by ascending flat number order.

Should more than one child have the same distance a decision will be made using random allocation. Accessibility by car or public transport will be disregarded.

In Year Admissions

Applications must be made to the Royal Borough Admissions Team on the borough's application form. If a place can be offered, this will be notified by the Royal Borough on behalf of the governing body. For applications for a church place, a *School supplementary information and Church reference form* must also be completed and returned to the school. If the school is full in the requested year group, children will be placed on the waiting list in the following order:

First, 'looked after' children; second, children who regularly attend St Barnabas or St Philips church; third, children who regularly attend another church; fourth, all others.

If there are more applicants than places available, then the tie-breaker criteria (above) will be applied. If a place can be offered, this will be notified by the Home LA.

Pupils with an Education Health Care Plan or Statement of Special Educational Needs

The admission of pupils with an Education Health Care Plan or statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home local authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

Deferring places

Where a place has been offered for a full-time place from the September following the child's fourth birthday, the place may be deferred until later in the school year but not beyond the point at which they reach compulsory school age (the term after their fifth birthday). This means that parents of a child whose fifth birthday falls between 1 September 2023 and 31 March 2024 may request that their child is not admitted until later in the school year 2023/24. But no later than the term after the child's fifth birthday, when they reach compulsory school age. For children born between 1 April and 31 August, this is not beyond the beginning of the final term of the school year for which it was made. The school will hold any deferred place for the child. Where parents wish a child may attend part-time until they reach compulsory school age.

Out of Year applications (including Summer Born)

Requests for admission outside of a child's chronological year of entry will be considered in accordance with the School Admissions Code 2021⁶. The governors, as the admission authority, will make decisions on the basis of the circumstances of each case, informing parents of their statutory right to appeal. This right does not apply if the child is offered another a place in another year group at the school. Each case will need to be supported by a professional (eg. GP, social worker) that provides the reason for admission outside of the chronological year group.

Appeals

If an application for a place is unsuccessful, parents have the right to appeal. **Appeals must be made within 14 days of the date of the decision and are considered by an independent appeal panel.** Further information about how to make an appeal may be obtained from the Clerk to the Governors, c/o St Barnabas & St Philip's C.E. Primary School, 58 Earls Court Road, London W8 6EJ.

Expectations

Parents and carers will be expected to encourage their children to contribute to, and benefit from, the Christian ethos of the school.

¹ See the definition in Section 22(1) of the *Children Act 1989*

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 Child arrangements orders are defined in Section 8 of the *Children Act 1989*, as amended by Section 12 of the *Children and Families Act 2014*. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

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.

⁶ See the *Schools Admissions Code 2021*, paragraphs 2.18-2.20.