



# **St Barnabas and St Philip's Admissions Policy 2027-2028**

St Barnabas and St Philip's Church of England School has a distinctive Christian character and ethos which is at the heart of this School and provides an inclusive, caring and supportive environment where children learn and flourish.

This is driven by our school's distinctive Christian vision: "Nurture, Grow, Flourish"  
Rooted in Christian Values, together we work to nurture, grow and flourish to fulfil our unique potential.

We welcome applications from all members of the community, and we ask all parents to respect the Christian character of our school and its importance to our community

## **Applications For Entry into Reception – Year 6**

### **Common Application form**

Parents and carers should complete their local authority Common Application form and submit this form to their parental home local authority. On the form parents can name up to 6 primary schools. Parents need to rank the schools in the order of preference. This form must be returned to the Education Department by the published deadline. The RBKC admissions team can be contacted on 020 7745 6432/6433/6434 or email [school.admissions@rbkc.gov.uk](mailto:school.admissions@rbkc.gov.uk)

Further Information is located here: <https://www.rbkc.gov.uk/children-and-education/school-admissions/starting-primary-school>

### **Supplementary Information Form**

As Barnabas and St Philip's is a Church school, parents who wish to be considered under admissions criterion 3 (detailed on page 2) of Barnabas and St Philip's admissions criteria should complete the Supplementary Information Form so that the governors can consider your application fully. You can obtain this form from the school office or download a copy from our website.

For Reception Admissions - you must return the form to the school by **15<sup>th</sup> January 2027**.

The office staff will date and sign forms on the day they are received. You must ensure that the form has been signed and stamped by the relevant clergy before submission.

**If you do not complete the form, governors will not be able to consider your child for a Foundation Place.**

### **Places Available**

St Barnabas and St Philip's is a one form entry primary school. The governors have agreed with the relevant authorities that there will be a maximum of 30 children in each class from Reception to Year 6.

The nursery accepts a maximum of 26 children for 26 full-time-equivalent places. These arrangements and the admissions criteria below are reviewed annually.

## **Pupils with an Education Health Care Plan**

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

## **Reception Class Admissions**

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

Families are welcome to visit the school during one of the regular open morning sessions, which can be found on the school website or by contacting the school office.

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 4 are also asked to complete the *School Supplementary Information and Clergy Reference Form*, so that Governors may consider their application fully.

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.<sup>1</sup> 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 adopted<sup>2</sup> (or became subject to child arrangements order<sup>3</sup> or special guardianship order<sup>4</sup>) 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.<sup>5</sup>

**2. Children who have a brother or sister** (including half siblings & looked after children at the same address) in the school at the time of the application deadline for Reception admissions.

**3. Children whose parent is a member of school staff** where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

After the first 3 categories have been allocated, 50% of places will be allocated to each of the following categories (4 and 5). Note that where there is a need to round numbers, we will favour Foundation places:

### **4. Foundation Places (Regular Church Members)**

4.1 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.

4.2 Secondly, to children who regularly attend a church affiliated with either '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.

## **5. Community Places**

Other children, with priority given to those living closest to the school.

### **Tie Breaker Criteria**

Foundation places will be allocated first and if this category is over-subscribed, the remaining unallocated children would be considered under the Community Place criterion (5). Foundation places will be prioritised from 4.1 to 4.2 (see Appendix 1).

In the normal course, applicants under each of the criteria will be prioritised according to proximity of their dwelling place to the front door of the school using the electronic routing method used by the Royal Borough. If applicants share the same address point (for example, those who live in the same block of flats or shared house) priority will be determined by random allocation. If two or more applicants live at exactly the same distance from the school, the offer of a place will be decided by random allocation, this will be independently verified.

If multiple siblings (twins, triplets) apply for a place in the same year then both will be admitted even if this takes the class size over the prescribed number of places.

### **Waiting Lists**

If the school is full in the requested year group, in addition to their right of appeal, unsuccessful candidates will be offered the opportunity of being placed on a waiting list.

This waiting list will be maintained by the admission authority in the order of the oversubscription criteria set out in the policy, as modified above, and not in the order in which applications are received or added to the list. When a place becomes available the admission authority will decide who is at the top of the list so that an offer can be made.

Children are only removed from the waiting list if the parents request this in writing.

## 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 and Church/Clergy Reference Form* should 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 same order as detailed under Reception Admissions.

If a place can be offered, this will be notified by the Home LA.

## 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 2027 and 31 March 2027 may request that their child is not admitted until later in the school year 2026/27. 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 2021<sup>6</sup>. 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 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 at least 20 days from the date of notification to parent of the refusal of a place 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.

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<sup>1</sup> See the definition in Section 22(1) of the *Children Act 1989*

<sup>2</sup> 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)

<sup>3</sup> 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.

<sup>4</sup> 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).

<sup>5</sup> 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.

<sup>6</sup> See the *Schools Admissions Code 2021*, paragraphs 2.18-2.20.

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## **Appendix 1:**

### **Reception Admissions**

#### **Our school churches are:**

- St Barnabas Kensington
- St Philip's, Earl's Court Road

**Our Parish lies within the Royal Borough of Kensington and Chelsea.**