



# Barnes Farm Infant School

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Building Futures Inspiring Success

# Admissions Policy

## 2024 - 2025

### MONITORING THIS POLICY

The Headteacher will monitor the application of this policy and take appropriate steps to ensure that it is operating effectively. This will be achieved through discussion and monitoring.

The policy will be reviewed by the Headteacher and Local Governing Body every year to ensure its effective application and any issues arising will be raised on the School Improvement Plan and tracked accordingly.

Adopted by: The Local Governing Body  
Date Adopted: 8<sup>th</sup> November 2022  
Review Date: Autumn 2023

Signed .....Date .....



Barnes Farm Infant School is an infant school which is proud to be part of the Chelmsford Learning Partnership Trust. Barnes Farm Infant School is the admission authority and has responsibility for admissions to this school during the academic year. The admission arrangements for Barnes Farm Infant School for admission in school year 2024/2025 will be in accordance with the School Admissions Code issued under Section 84 of the School Standards and Framework Act 1998 that came into force in December 2014.

Barnes Farm Infant School has an agreed admission number of 60 pupils for entry to Reception (the published admission number) in the school year which begins in September 2024. The number we will admit into Year 1 is 60 and Year 2 is 90, this means 30 children are admitted to each KS1 class in accordance with Government KS1 class size regulations. In 2025 we will admit 60 pupils to Reception, Year 1 and Year 2. All applicants will be admitted if fewer than 60 apply.

Any child for whom the school is named in an Educational Health Care Plan (EHCP) would be offered a place at our school.

Relevant Looked After Children as defined in section 22 of the Children Act 1989 will be given first priority in oversubscription criteria ahead of all other applicants in accordance with The Education (Admission of Looked After Children) (England) Regulations 2006. A relevant Child Looked After is one who is looked after by a Local Authority in accordance with Section 22 of the Children Act 1989 at the time an application for their admission to a school is made, and who the LA has confirmed will still be looked after at the time when they are admitted to the school.

### **Admissions into the Early Years Foundation Stage**

As required by law, this school provides for the full-time admission of all children offered a place in the reception year group from the September following their fourth birthday. All the children who become 5 years old between 1st September and 31st August of that school year will start school full time in September. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the term in which the child reaches compulsory school age (the term after their fifth birthday). Where entry is deferred, the school will hold the place for that child and not offer it to another child. Parents may request that their child takes up the place part time until the child reaches compulsory school age. Where parents choose to defer entry, the school may reasonably expect that the child would start at the beginning of a new school term. The parent would not however, be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

### **Summer Born Children**

Where a parent of a 'summer-born' child (1 April – 31 August) wishes their child to start school in the autumn term following their fifth birthday, they will need to apply for a place at the correct time for the normal admission round for the following academic year. Supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort should be submitted. The admission authority for the school will decide whether the application for a Reception place will be accepted or whether it will be treated as an application for a Year 1 place, the child's normal age appropriate cohort. Each case will be considered on an individual basis by the governing body and in general, children would only be educated outside of their normal age group in very limited circumstances. Evidence of the child's educational, medical, social and personal needs will be considered; the governing body will use the supporting evidence provided by the parents to decide whether the application for a deferred Reception place will be accepted. The parent will be informed in writing of the decision made and the reasons behind the

decision. If the application for a Reception place is not accepted this does not constitute a refusal of the place and there is no right to an independent statutory appeal.

### **Admissions Process**

As an Academy, The Chelmsford Learning Partnership is the admissions authority. However, Governors have agreed that Essex County Council will coordinate arrangements for Reception intake admissions to Barnes Farm Infant School. This process is managed through a Common Application Form which will be distributed by the Local Authority directly to parents of three or four-year-old children, enabling them to express a preference for up to four schools in ranked order. Parents should send their forms to the Local Authority stating their preference for Barnes Farm Infant School.

All applications, including late applications, will be handled in accordance with the coordinated admissions scheme published by Essex County Council in the 'Primary Education in Essex' booklet. Parents who have completed and submitted their application forms are informed if a place has been allocated at the end of the Spring Term prior to the children starting in September (the exact date is determined each year by Essex County Council).

### **Admissions Criteria**

The PAN for 2024 – 2025 is 60 pupils in Reception.

In the event of oversubscription, after the admission of any pupil with an Educational Health and Care Plan where the school is named in the plan, places will be allocated using the following criteria:

1. In accordance with The Education (Admissions of Looked After Children) (England) Regulations 2006) priority will be given to a 'looked after child' or a child who was previously looked after but immediately after being looked after, became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of a local authority at the time of application for admission to the school and who the local authority has confirmed will still be looked after at the time of admission; or (b) being provided with accommodation by a local authority in the Page 3 of 4 exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
2. Children with a sibling attending the school at the time of application; a relevant sibling is a child who has a brother, sister, adopted brother or sister, or step-brother or stepsister living in the same family unit in the same household and address who attends Barnes Farm Infant School or Barnes Farm Junior School in any year group excluding the final year. Biological siblings who attend the school in any year group excluding the final year will also be treated as siblings irrespective of place of residence.
3. Children living in the priority admissions area.
4. Children living outside the priority admission area, with priority determined by straight line distance from the home or primary residence of the child to school.

In accordance with infant class size legislation, infant classes will not exceed 30 pupils with a single teacher. Additional children may be admitted above the Published Admission Number in the following limited exceptional circumstances (during and after the normal time of admission):

1. For Reception and KS1 classes at the class size limit if the child has an EHCP specifying the school in the plan;
2. Looked after children as defined above admitted outside the normal admissions round;
3. Children admitted, after initial allocation of places, because of a procedural error made by the admissions authority or the local authority in the original application process;
4. Children admitted after an independent appeals panel upholds an appeal;
5. Children who move into the area outside normal admissions round for whom there is no other available school within reasonable distance (Fair Access Protocol);
6. Children of UK service personnel admitted outside the normal admissions round.
7. Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil

A waiting list will be retained by the school for the remainder of the Reception Year; parents should indicate whether they wish to remain on a waiting list. Places that become available outside of the normal admissions will be allocated using the Admissions Criteria above.

### **Joining the School at Any Other Time (Mid-Year Applications)**

For mid-year applications, a mid-year application form needs to be completed and returned directly to the School Office. A copy of the application form for mid-year is available from our school, or can be found on the school's website:

[www.barnesfarminfants.co.uk](http://www.barnesfarminfants.co.uk)

A copy can be requested from:

The School Office  
Barnes Farm Infant School  
Henniker Gate  
Chelmsford  
Essex  
CM2 6QH  
Email: [admin@barnesfarm-inf.essex.sch.uk](mailto:admin@barnesfarm-inf.essex.sch.uk)

The Admissions Criteria above will also apply for mid-year admissions, given the school's maximum capacity (PAN).

### **Successful Mid-Year Applications**

The school will notify in writing within 15 school days whether a child has successfully been allocated a place in the requested year group. The expectation is that a child will start at school within 10 school days of the offer being received, or at the start of the next term if that is being applied for.

If parents/carers are unable to take up this offer for their child, the place may no longer be available and a new application may be required. If after 10 school days, parents/carers have not contacted the school within a further 7 school days, the offer of a place will be revoked.

### **Mid-Year Waiting List**

The school will operate a waiting list for mid-year applications where the school receives more applications for places than there are available. It will be open to any parent/carer to ask for their child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the admissions criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the admissions criteria. The waiting list will be re-ordered in accordance with the admissions criteria whenever anyone is added to or leaves the waiting list. Parent/Carers can ask for their child to be removed from the waiting list by emailing the school. The waiting list will be reviewed every September. The school will contact all parents/carers on the waiting list to confirm in writing they wish to keep their child's name on the waiting list.

### **Appeals**

The Chelmsford Learning Partnership will act in accordance with the School Admissions Appeal Code that has been issued under Section 4 of the School Standards and Framework Act 1998 and should be read alongside the School Admissions (Appeal Arrangements) (England) Regulations 2012, the School Admissions Code and other guidance and law that affect admissions and admissions appeals in England.

Parents of children who are not offered a place at Barnes Farm Infant School are entitled to appeal against the decision of the Admissions Authority (Chelmsford Learning Partnership). The Chelmsford Learning Partnership has requested that The Statutory Appeals Service of Essex County Council administer the appeals process on its behalf.

Should you wish to appeal then you should contact:  
The Clerk to the Independent Appeal Panel  
P.O. Box 11,  
Chelmsford  
CM1 1LX.

A primary school appeal form and notes of guidance can be downloaded from [www.essex.gov.uk/admissions/appeals](http://www.essex.gov.uk/admissions/appeals).

### **Priority Admissions Area – Barnes Farm Infant School**

