

# PSJP24

## St John's Primary School

### Admissions Policy 2025-2026



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### 1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

### 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

The Governing Body of Penistone St John the Baptist CE (VA) Primary School is the admissions authority for the school, not the Local Authority.

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

### 3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked-after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked-after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

#### **4. How to apply**

##### **Making an application**

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

Applications for admission to the school must be made by the closing date of 15 January 2025. The Local Authority maintain the waiting list for reception children until the end of the Autumn term.

If you wish to apply under Christian Commitment Criteria you must complete a copy of the School's Information Form (SIF) and attach the SIF with your common application form.

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending our nursery **will not transfer automatically** into the main school. A separate application must be made for a place in reception.

#### **5. Requests for admission outside the normal age group**

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

#### **6. Allocation of places**

##### **6.1 Admission number**

The school has an agreed admission number of 60 pupils for entry in F2.

##### **6.2 Oversubscription criteria**

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

Where the number of applications for Penistone St John the Baptist CE (VA) Primary School received during the normal admissions round exceeds the admission number of the school, the Governing Body will apply the following criteria in strict order of priority.

1. Highest priority will be given to looked-after children and all previously looked-after children who apply for a place at the school. (A child who is looked after by the Local Authority in accordance with Section 22 of the Children Act 1989),
2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school. This is not about educational needs. *(Supporting evidence from a professionally qualified person such as a medical doctor, psychologist, social worker is essential if admission is to be made under this criterion and such evidence must set out the particular reasons why this school is the most suitable school and the difficulties which would be caused if the child had to attend another school)*
3. Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.
4. Children whose parents/carers regularly attend the parish church of Penistone St John's. A *'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is available from Barnsley Admissions. The form should be signed by the Vicar, Rector, Priest in Charge, etc. During an interregnum the form should be signed by a Churchwarden.*
5. Children of staff of the school
6. All other children. Where the offer of a 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, which will be independently supervised by a representative of the Council Governance Department.

### **6.3 Tie break**

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school.

Distance will be measured in a straight line from the child's home address to the school's front gates (F2-Y2 child Infant Site , Y3-Y6 child Junior site, .A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

### **6.4 Deferred Entry to School**

Where the Authority offers a place at our school, a parent who accepts that school place can defer entry to until the term after the child's fifth birthday.

There may be Spring and Summer Term admissions as a result of parents who have deferred their child's entry. The deferred place at school will be held for that child and will not be available to be offered to another child.

The deferred place must be taken up during the same school year for which the offer of the place was made and accepted. Entry to school cannot be deferred to the next academic year or beyond the beginning of the term following the child's fifth birthday.

## **6.5 Summer born children**

Parents of summer born children, (those born from 1 April to 31 August) may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

The child would then be admitted into Reception Year group in the following year when other children in their age range are beginning Year 1.

Parents must write to the Admissions Department of the Local Authority requesting to delay their admission to school and provide any information in support of their request.

A decision is taken by the Admission Authority based on the circumstances of the case and in the best interests of the child.

## **Challenging behaviour**

We will not refuse to admit a child on behavioral grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the school.

## **6.6 Fair Access Protocol**

We participate in Barnsley's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

## **7 In-year admissions**

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address:

Admissions Officer  
People Directorate  
PO Box 634  
Barnsley S70 9GG  
Email: [admissions@barnsley.gov.uk](mailto:admissions@barnsley.gov.uk)  
Telephone : 01226 773677

Parents will be notified of the outcome of their in-year application in writing within 15 school days.

## **8 Appeals against the Governing Body's Decision to Refuse Admission**

If a place is not offered at the school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents by the Local Authority.

Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal within 21 days of receiving the refusal letter to:

Admissions Officer  
People Directorate  
PO Box 634  
Barnsley S70 9GG  
Email: [admissions@barnsley.gov.uk](mailto:admissions@barnsley.gov.uk)  
Telephone : 01226 773677

Normally appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.

You can find details of the school's appeals timetable on the following webpage:  
<https://www.barnsley.gov.uk/search/?search=school+admissions>

If your child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable Governing Body would have made, or that your child would have been offered a place if the governors' admissions arrangements had been properly implemented.

Please note that this right of appeal against the Governors' decision does not prevent you from making an appeal in respect of any other school.

## **9 Monitoring arrangements**

This policy will be reviewed and approved by the governing board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.

### **Supplementary Notes/Definition**

1 A map showing the admissions priority area for admissions is available at the school/on our website.

2 Parents

'Parents' include all those people who have a parental responsibility for a child as set out in the Children Act 1989. Where responsibility for a child is 'shared', the person receiving Child Benefit is deemed to be the parent responsible for completing application forms, and whose address will be used for admissions purposes.

3 Home Address and Residing in

The Home Address will be the address used for correspondence related to where "Child Benefit" is paid. In cases where there is doubt of the home address or where a child lives between two homes (split families) or other relevant circumstances, proof of the Home Address must be provided to the school to confirm the address used on the application form. Home address will be the address that complies with the above at the closing date for applications set by the Local Authority.

Families who are due to move house should provide:

- i) a Solicitor's letter confirming that exchange of Contracts has taken place on the purchase of a property; or
- ii) a copy of the current Rental Agreement, signed by both the Tenants and the Landlords, showing the address of the property; or
- iii) in the case of SERVING H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

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.

Where responsibility for a child is shared evenly, the address where the child is registered at the Doctor's, is the address that will be used for admissions purposes.

4 The term "Sibling" is defined as:

- a full or half brother or sister
- a step brother or sister
- an adoptive brother or sister
- the children of parents living together in the same family household.

Step-brother, step-sister, half-brother and half-sister are defined as children who belong to only one parent living in the same family household. The Governing Body will, as far as possible, admit twins, triplets or children from other multiple births as long as they comply with the infant class size regulations.

## 5 Looked After and Previously 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. 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's Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.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. 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).