Admissions Policy 2020/2021

Our admissions process is part of the Local Authority co-ordinated scheme. Application forms are available from the Local Authority in the autumn before admission.

The school’s admission number is 60. Where the number of applications is lower than the school’s admission number, all applicants will be admitted. If there are more applications than places available then all applications will be considered, together and at one time by a committee of the Governing Body.

Oversubscription criteria

If the number of applications for a particular year group exceeds the number of places available the following criteria will be used.

1. Looked after or previously looked after children.

2. Children who with their parent(s) or carer(s) attend worship regularly at St. Barnabas Church, Erdington. The written support of the vicar will be required.

3. Children who will have a sibling attending Saint Barnabas Primary School at the time they wish to start school.

4. Children who with their parent(s) or carer(s) attend worship regularly in any Christian Church and whose home address is within the parish of St. Barnabas. Please read the notes relating to this attached to this policy. The written support of the minister will be required.

5. Other children.

Notes:

- 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, 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). In the case of previously looked after children, admission authorities may request a copy of the adoption order, residence order or special
guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

- For those applying under faith criteria the School Information Form must be completed in order to prove that the oversubscription criteria in priority 2 or 4 are met.

- The minister of the church must complete that part of the form specified with the name of the church attended, the denomination, whether affiliated to “Churches Together in England” and confirmation given that the family attend Church at least fortnightly and have been members for the last 12 months, together with any other relevant information.

- Under priority (3) a brother or sister must live at the same address and could be:
  - A brother or sister sharing the same parents;
  - A half-brother or half-sister, where two children share one parent; a stepbrother or stepsister, where two children are related by a parent’s marriage or civil partnership (a formal arrangement that gives same-sex couples the same legal status as married couples);
  - The separate children of a couple who live together; or
  - An adopted or fostered brother or sister.

- There is no guarantee of transfer from nursery to reception class. Parents should apply online at www.birmingham.gov.uk/schooladmissions but if they do not have access to the internet they may request a Local Authority preference form.

- If offering places within any one of the criteria would cause the schools admission number to be exceeded, then children living nearest will be offered first. Distances are measured by the Local Authority admissions system using ADDRESS-POINT®. ADDRESS-POINT provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metre (10cm). The accuracy of each ADDRESS-POINT is such that each point will fall within the addressed building. If two or more applicants share the same distance to a school and a place is available the applicant to whom the place will be offered will be determined by the Local Authority by random selection.

- Waiting lists are produced in strict order of priority, against the over-subscription criteria and are managed by the Local Authority. Waiting lists are kept until the end of the autumn term. After this a Local Authority change of school application form will need to be completed.

- Applications or changes to your application received after the closing date and before the Governors’ admissions meeting will be deemed to have been made late, but will be considered if possible. Applications received after the
Governors’ decision meeting will also be deemed to have been made late and will be considered after applications with the same priority that were received on time (unless there are particular circumstances which, in the opinion of the Governors, prevented you from applying earlier).

8. Places will be offered at the same school to twins, triplets and children from other multiple births, allowing infant classes to exceed the statutory limit where the 31st child is a twin or from multiple births, or of armed forces personnel. These children will remain an ‘excepted pupil’ for the time they are in an infant class or until the class numbers fall back 30 pupils.

9. The home address is the place where the child is permanently resident with his or her parents. When a child lives between two addresses, the address used for offering a school place will be where the child lives for most of the school week (Monday to Friday). Documentary evidence may be required. If care is split equally, parents can choose which address will be used.

10. Applications for a school place at any time other than the normal time for admission (in-year admission) should be made to the School. The application will be processed by the School and if there is a vacancy in the relevant year group a place will be offered.

11. The Governing Body recognises its duty to comply with the Local Authority Fair Access Protocol to provide fair access to school for pupils who needs a school place because they have missed, or are at risk of missing, education.

12. Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may appeal in writing to the Chair of Governors. Appeals will be heard by an independent panel.

13. Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

Supplementary information forms are available from the school or the Local Authority.