



Minerva
Learning Trust



School Admission Policy
For the Academic Year 2024-25
Barrow Hill Primary Academy

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Version Control

Version 1 – new policy for Derbyshire schools

1. Admission Policy 2024/5

- 1.1 The admission authority for Barrow Hill Primary Academy is Minerva Learning Trust. The arrangements for admission into Years R to Y6, either at the initial entry in September YR, or in-year admissions, are managed on behalf of the Trust by Derbyshire County Council as part of the coordinated admission scheme. These arrangements are in line with legislation and statutory guidance (School Admissions Code 2021) and are designed to ensure there is a fair admissions procedure for all applicants and to help guide parents through the application process.
- 1.2 The admission arrangements set out in this document include the over-subscription criteria and other detailed information that explain how the school manages this function. These arrangements will apply to all admissions for September 2024, including in-year admissions.
- 1.3 **Please be aware of the closing date for applications. This will have been communicated by Derbyshire County Council.** The applications are made to Derbyshire County Council. Any applications received after this date will be considered after those applications received before the closing date. We also strongly advise you to put a second and third choice, in case of situations where the school is oversubscribed.
- 1.4 Our annual Published Admission Number (PAN) is 15 for entry into Reception in 2024.
- 1.5 **Applying for a place**

Barrow Hill Academy welcomes all applications. Our principal admission is at the beginning of the Reception Year. We encourage entry at these times so as to aid the progression of the child academically without interruption.

Students will be admitted at age 4 without reference to ability, aptitude or religious faith according to the criteria for admissions in order of priority which is detailed below:

Individual pupils who have a Statement of Special Educational Needs and/or Education, Health and Care Plan which names the school will be admitted.

In deciding on admissions to the school, the following order of priority will be adopted.

1. Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children living in the normal area served by the school at the time of application and admission who have brothers or sisters attending the school at the time of application and admission. (For a definition of living in the normal area, see note 1 under 'Definitions').
3. Children living in the normal area served by the school at the time of application and admission.

4. Children not living in the normal area served by the school but who have brothers or sisters attending the school at the time of application and admission (see note 2 under 'Definitions').
5. Other children whose parents have requested a place.

Where, in the case of 2, 3, 4, 5 or 6, choices have to be made between children satisfying the same criteria, those children living nearest to the school (measured by the standard straight line) will be given preference. See note 3 under 'Definitions'.

Note 1

'Living in the normal area', is defined as the child having settled residence in a property which is the child's only or main residence. Documentary evidence including proof of actual permanent residency at the property concerned may be required, for example, council tax/utility bills, and sale / rental agreements.

We reserve the right to withdraw any offer of a school place which has been obtained as a result of misleading or fraudulent information.

Note 2

The term brother or sister includes:

- (a) a half-brother and/or a half-sister*
- (b) a legally adopted child being regarded as a brother or sister*
- (c) a step-brother and/or step-sister residing in the same family unit*

Note 3

We have a geographic information system (GIS) to measure the straight line route. It is measured by a standard straight line distance calculated to within 2 metres. This measurement is taken from the postal address file, normally the house front door. For schools the grid reference is taken from the nearest gate or entrance to the school unless stipulated differently in the schools admission arrangements.

Parents are encouraged to visit the school with their child if they are planning to apply for a place and we have a number of open days during the year. Arrangements for visits outside of these dates are made through the school office.

Children are admitted to the school using the criteria outlined by Derbyshire County Council. Parents are invited to express a preference for the school and return the application to Derbyshire Admissions Service at Derbyshire County Council who will process the application on behalf of the school using the policy outlined in this document.

The Derbyshire County Council guide for parents is available on their website:

[Primary Admissions](#).

which details all the key information needed. A leaflet that summarises the key points and dates is sent to all parents by Derbyshire County Council.

Section 324 of the Education Act 1996 requires that Children with an Education Health & Care Plan (EHCP) that names the school, must be offered a place at the school regardless of whether the school has places or not. Barrow Hill Primary Academy complies fully with this requirement.

For pupils who are in care or previously in care (children who were in care but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order immediately following being In Care), children in this category will be prioritised at their preferred school.

1.5 **Children with Special Educational Needs or a Disability (SEND)**

As stated above, schools must admit all children who have an EHCP (Education Health and Care Plan) where this school is named.

Children who have special educational needs but who do not have an EHCP will be treated equally to all other applicants in the admissions process. This includes children who may need extra support or reasonable adjustments.

1.6 **In-year admissions**

The criteria for in-year admissions is the same process for admissions at the start of the academic year.

If a parent/carer of a child wishes to apply for a transfer to Barrow Hill Academy, they must contact the Derbyshire County Council to apply for an in-year admission. Derbyshire County Council will process the application on the parent/carer's behalf. Derbyshire County Council will confirm the outcome within 15 school days. Details of the in-year transition process and how in-year applications are managed can be seen at:

<https://www.derbyshire.gov.uk/education/schools/school-places/changing-schools/changing-schools.aspx>

The Derbyshire County Council Admissions Team contacts are below:

Telephone: 01629 537479 **Email:** admissions.transport@derbyshire.gov.uk

1.7 **In-year fair access protocol**

Barrow Hill Primary Academy participates in the Fair Access Protocol which is implemented by Derbyshire County Council. All Local Authorities are required to establish a protocol for placing vulnerable children over and above the normal admission procedures. The protocol is designed to ensure that access to education is secured quickly for children who have no school place and to ensure that schools within an area admit their fair share of children with challenging behaviour. Under the protocol, the Authority may admit a child to a school that is full. The protocol provides a definition of categories of children that may be considered under the arrangements.

1.8 **Appeals**

Parents or carers can appeal to the independent appeal panel against refusal of admission to the school. The independent appeal panel will act in accordance with the framework set out in the School Admission Appeals Code 2012. In order to ensure a fair appeals process, the members of the panel are independent from the governing body, academy trust and Derbyshire County Council that made the original decision against the application.

A child is allowed to be on the school waiting list while lodging an appeal and the appeal will not affect their position on the list. The decision of the appeals panel is binding on the admissions authority.

1.9 **Waiting list**

The Derbyshire County Council operates a waiting list for pupils who have been refused admission. The waiting list for entrance into Reception is maintained until 31st December 2024. If parents do not secure a place at the school by this date, they can if they still wish to pursue a place, make a fresh in-year transfer by securing an application from your child's current school.

The in-year waiting list for year groups Y1-Y6 is maintained until the end of the academic year.

In both cases pupils refused admission will automatically be placed onto the waiting list. The list will set out the priority for places in the same order set out in the oversubscription criteria. When additional children request a place on the waiting list, the list will be re-ordered in line with the oversubscription criteria. The child may gain entry to the school if the number of pupils falls below the admissions limit of the school.

If a child on the waiting list is offered a position at the school, they will be notified and will have the option of accepting or rejecting the place within 14 days.

1.10 **Changes to admission arrangements**

The admission arrangements for the school may be changed by the admission authority in accordance with the requirements of the School Admissions Code 2021. If any changes were to be proposed they would be subject to a statutory consultation procedure in accordance with the Code.

Parents must notify the school immediately if there are any changes that may affect their child's application, such as a change of address. Where the child has multiple addresses, the address given to the school should be the one where the child spends the majority of the school week. If it is an equal split, the parents must decide which address to give.

2. Oversubscription Criteria

All Admission Authorities must publish criteria which explain how places will be allocated if a school is oversubscribed. In the event of oversubscription the following categories will be prioritised for places at Whittington Moor School, operated on the school's behalf by Derbyshire County Council.

1. A current 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear (to the admission authority) to have been in state care outside England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a Derbyshire County Council, or (b) being provided with accommodation by a Derbyshire County Council in the exercise of their social services functions.
2. Children living in the normal area served by the school at the time of application and admission who have brothers or sisters attending the school at the time of application and admission.
3. Children living in the normal area served by the school at the time of application and admission
4. Children not living in the normal area served by the school but who have brothers or sisters attending the school at the time of application and admission
5. In the case of voluntary controlled church schools, children whose parents request a place on religious grounds
6. Other children whose parents have requested a place

In the case of 2, 3, 4, 5 or 6, choices have to be made between children satisfying the same criteria, and those children living nearest to the school (measured by straight line distance) will be given preference.

3. Tie Breakers

For any admission category that is oversubscribed, there are two stages of further consideration.

3.1 Exceptional medical, social or special educational needs

Where exceptional medical, social or special educational needs are demonstrated and supported by a written statement from a professional, an application may be prioritised by the Admission Committee (AC) but only within its admission category. It is the parent's/applicant's responsibility to provide supporting evidence.

The parent/applicant must supply sufficient supporting evidence from relevant professionals at the time of the original application, for the Authority to consider whether an individual case constitutes exceptional circumstances to be prioritised. In any event,

the evidence must support the view that the child must attend the school applied for and that they could not have their needs met at any other school.

Applications will only be submitted to the Admission Committee for further consideration if they are accompanied by supporting evidence.

3.2 Distance

In the event of oversubscription falling within any one of the criteria, those children living nearest the school (as described in the County Council Guidelines) will be given preference.

The Children's Services Department has a Geographic Information System (GIS) to measure the straight line distance. It is measured by a standard straight line distance calculated to within two metres. This measurement is taken from the postal address file, normally the house front door. For schools, the grid reference is taken from the postal address file and will normally be the centre of the school for primary phase schools, or the nearest gate or entrance for secondary schools.

Application Forms are available from Derbyshire County Council and are available to complete on line at [Apply for a school place - Derbyshire County Council](#) in November in the year preceding entry.

All applications must be made directly to the Derbyshire LA who will coordinate admission arrangements. Completed application forms must be returned to Derbyshire County Council by their published deadline

The Governors will not consider more than one application on behalf of the same child in a single academic year unless the Governors' Admissions Committee considers there is a significant change in the particular circumstances of that child. The Governors reserve the right to verify information and, if misrepresentation is confirmed, refuse or cancel the place.

4. Appeals

Appeals for entry will be administrated by Derbyshire County Council on behalf of the school and in line with the statutory Appeal Code of Practice. Appeals will be heard following the process set out by Derbyshire Council. Parents and carers will be advised of the exact closing date for appeals applications and appeal procedures when they receive notification of the outcome of their application. Appeal Application Forms can be obtained from Derbyshire County Council or downloaded from their website.

You will be notified of the date and time of your appeal in writing by the clerk to the appeal panel. Schedules will be determined after the closing date for receiving appeals.

Please note that the appeal panel is independent of the school and Derbyshire County Council and its decision is legally binding on both the school and on parents. For any further advice on the appeals process please contact the

Admissions Team:

Telephone: 01629 537479

Email: admissions.transport@derbyshire.gov.uk

5. Waiting Lists

A waiting list will be maintained until 31 December 2024 for a transfer to Barrow Hill Primary Academy

6. Monitoring and Evaluation

The Trust Board will monitor the outcomes and impact of the School Admission Policy process on a regular basis through reports from senior leaders and consider evidence collated about the completion of the process, development accessed, equality impact and evaluation of impact on the delivery of services.

7. Equality Impact and Assessment

The Trust will carry out Equality Impact Assessments in order to ensure that policies, procedures and practices cater for individuals who share protected characteristics in relation to the Equality Act 2010. The purpose of these assessments is to ensure that all policies, procedures and practices within the organisation are fair to all. If unfairness is highlighted, the assessment will also seek to show how this can be changed and, where it can't be changed, how it can be improved.