



**Minerva**  
Learning Trust

**School Admission Policy**  
**For the Academic Year 2027-28**



**Barrow Hill Primary Academy**

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## Changes to edition

Key dates changed, to reflect the new academic year.

# 1. Admission Policy

- 1.1 The admission authority for Barrow Hill Primary Academy is Minerva Learning Trust. The arrangements for admission into Reception to Year 6, either at the initial entry in or in year admissions, are managed on behalf of the Trust by Derbyshire Local Authority as part of the coordinated admission scheme which all Derbyshire schools in Minerva Learning Trust are part of. These arrangements are in line with legislation and statutory guidance (School Admissions Code 2021) and 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 from September 2027, including in-year admissions.
- 1.3 **Please be aware of the closing date for applications to Reception which is 15 January 2027. This will have been communicated from Derbyshire Local Authority.** The applications are made to Derbyshire Local Authority. 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 Pupil Admission Number (PAN) is 15 for entry into Reception 2027.

## 1.5 Applying for a place

Barrow Hill Primary Academy welcomes all applications. Our principal admission is at the beginning of Reception (FS2). We encourage entry at these times so as to aid the progression of the child academically without interruption.

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 the Local Authority. Parents are invited to express a preference for the school and return the application to Derbyshire School Admissions Service at the Local Authority 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: <https://www.derbyshire.gov.uk/education/schools/school-places/primary-admissions/parentsguide/parents-guide-to-primary-admissions.aspx>, which details all the key information needed. A leaflet that summarises the key points and dates is sent to all parents.

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.

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.

#### 1.6 **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.

#### 1.7 **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 Primary Academy, they must contact the LA to apply for an in-year admission. The Local Authority which will process the application on the parent/carer's behalf. The Local Authority 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](mailto:admissions.transport@derbyshire.gov.uk)

#### 1.8 **In-year fair access protocol**

Barrow Hill Primary Academy participates in the Fair Access Protocol which is implemented by our Local Authority. 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.

## 1.9 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 local authority 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.

## 1.10 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 Barrow Hill Primary Academy operated on the school's behalf by Derbyshire Local Authority.

### Priority One

- **Children in Care or Previously in Care (Statutory Requirement)**

All schools **must** have oversubscription criteria for each 'relevant age group' and the highest priority **must** be given, unless otherwise provided in this Code, to Looked after Children and all previously Looked after Children, 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. Previously Looked after Children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). All references to previously Looked after Children in this Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and 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. Oversubscription criteria **must** then be applied to all other applicants in the order set out in the arrangements.

The Authority, in its capacity as Corporate Parent, will work closely with parents and carers of Looked After Children, or previously looked after children to ensure that the most appropriate school is made available that can best meet the needs of the child.

- **Children in Care or Previously in Care – Admissions outside the normal admission round.**

In accordance with the Regulations described above, Looked After Children and previously looked after children after will be prioritised for admission at their preferred school when an application is made for other year groups.

### **Priority Two - Normal Area (Catchment) with Sibling**

Children who normally reside with a parent or person with parental responsibility in the defined catchment area and who will have a brother or sister at the preferred school on the day of admission will be considered next.

**The definition of a sibling for these purposes is given in Priority Four below.**

This means that all catchment & sibling applications are prioritised before catchment applicants irrespective of distance. The normal distance tie-breaker will apply within each category.

### **Priority Three – Normal Area (Catchment)**

Children who normally reside with a parent or person with parental responsibility in the defined catchment area, but will not have a sibling at the preferred school at the point of admission will be considered next.

In the event of oversubscription, tie-breakers will be used as describe below.

### **Priority Four - Non-Normal Area (Catchment) Siblings**

Any child not in priorities 1 to 3 who will have a sibling at the school will be considered next. A sibling is defined as a child who permanently or usually lives at the same address as:

- a brother and/or sister
- a stepbrother and/or stepsister (to include half-brother/sisters)

and in both cases will be attending Barrow Hill Primary Academy at the point of entry.

### **Priority Five - All other applicants**

Any applicant who does not fall into one of the above categories will be considered next.

Parents whose child attends Barrow Hill Primary Academy from outside the catchment area should note that they may have a lower priority for being eligible for a place at a secondary school than those who live in the catchment area or have a brother or sister at the school. Priority for secondary school is based on your home address.

### **3. Appeals**

Appeals for entry to Reception will be administrated by the Local Authority on behalf of the school and in line with the statutory Appeal Code of Practice. Appeals will be heard at following the process set out by Derbyshire County 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 on the 16 April 2027 or next working day. Appeal Application Forms can be obtained from the Local Authority or downloaded from their website.

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

Please note that the appeal panel is independent of the school and the Local Authority 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 on 01629 537479 or email: [admissions.transport@derbyshire.gov.uk](mailto:admissions.transport@derbyshire.gov.uk)

Parents should note that the Appeal Panels are restricted in their decision making powers for Key Stage 1 appeals. The law states that it is the responsibility of Education Authorities to ensure that infant classes of 5, 6 and 7-year-olds do not contain more than 30 children to a single qualified teacher. The Admission Authority (the school) must allocate places up to the Published Admission Number if there is demand. Once this number has been reached, the Admission Authority is not required to admit any further pupils where to do so would create a class of more than 30. The School must comply with class size limits and will normally refuse admission to a pupil if that application will lead to there being a class of more than 30. If the school were to admit more than 30 pupils in an infant class without exceptional reasons, it would be required to implement 'qualifying measures' for example to employ another teacher.

### **4. Waiting Lists**

A waiting list will be maintained for the whole academic year until 31<sup>st</sup> December 2027 for a transfer to <<xx>> School.

### **5. Attendance at Nursery**

You should note that if your child attends a nursery class at Barrow Hill Primary Academy there is no guarantee of a place in reception. Application for Reception is a separate process and eligibility will depend on your admission category.

### **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 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.