



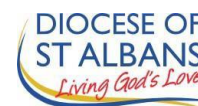
## Barley and Barkway (VA) C of E First Schools Federation

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## **"Proposed"** Admissions Policy- Barley (VA) Church of England First School

### Barley and Barkway (VA) C of E First Schools Federation Academic Year 2025/2026

Document Information			
Policy Number	POL-A-002-20240201	Date Approved & Adopted	01.02.2024
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Signature (Federation Headteacher) 			
Signature (Chair of Governors) 			

Barley (VA) Church of England First School is Federated with Barkway (VA) Church of England First School who are looking to move to becoming a Primary School (Nursery to Year 6). The Admissions Policy is agreed and administered by the schools' Governing Board. The Published Admission Number (PAN) is for 16 Reception children.

The Governing Board works closely with The Local Authority (LA), Hertfordshire County Council (HCC), who will coordinate the admissions process on behalf of the Governing Board to ensure that there is equality of opportunity for all parents. The LA operates an agreed coordinated admissions scheme in line with government legislation and will co-ordinate the process on behalf of the Governing Board according to the scheme published each year. The Governing Body, as the Admitting Authority, will allocate the available places in line with this policy. For Nursery admissions, applicants apply direct to the school setting.

There are separate arrangements for admission to Foundation 1 (Nursery) and admission to Foundation 2 (Reception). Attendance at the first does not guarantee admission to the second and parents of children currently in our Nursery group must apply for a place in Reception.

Section 324 of the Education Act 1996 requires the governing bodies of maintained schools to admit a child with an Educational, Health and Care Plan (EHCP) which names the school before the oversubscription criteria are applied.

## **Admissions Criteria**

All applicants will be admitted if there are enough places available. If there are more applications than available places, applications will be prioritised using the following criteria applied in order.

**Category 1: Children Looked After and all Previously Looked After Children, including those who appear (to the admissions authority) to have been in state care outside England and ceased to be in state care as a result of being adopted.**

Places are allocated to children in public care according to Chapter 2, Section 7 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012. These children will be prioritised under rule 1. Highest priority will also be given to children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangement order or a special guardianship order. This category will now include children previously looked after by state care outside England and subsequently adopted.

**Category 2:** Children of parents or carers who reside at any address that is within the Parish of Barley (outlined in orange on the following website [www.achurchnearyou.com](http://www.achurchnearyou.com) when entering your post code) with a sibling at either of the two schools in the Barley Barkway Federation at the time of admission.

**Category 3:** Children of parents or carers who reside at any address that is within the Parish of Barley (outlined in orange on the following website [www.achurchnearyou.com](http://www.achurchnearyou.com) when entering your post code).

**Category 4:** Children of parents or carers outside the Parish of Barley who have siblings at either of the two schools in the Barley Barkway Federation at the time of admission.  
(see note a).

**Category 5:** Any other children.

## **Over subscription**

If there is over subscription in any category, the Governing Board will determine the allocation of places in that category by geographical proximity using a straight-line measurement to the school. A 'straight line' distance measurement is used in all home-to-school distance measurements for community and voluntary aided schools in Hertfordshire. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the Address Base Premium address point of your child/children's house to the address point of the school. Address Base Premium data is a nationally recognised method of identifying the location of schools and individual residences.

HCC offers a final tiebreak system. Each child entered onto the HCC Admissions database has an individual random number assigned between 1 and 1 million, against each preferences school. When there is a need for a final tie break, the random number is used to allocate the place with the lowest number given priority.

Note a)

A “child looked after” 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 (section 22(1) of The Children Act 1989)

All children adopted from care who are of compulsory school age are eligible for admission under rule 1.

Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Rule 1.

Children who were not “looked after” immediately before being adopted or made the subject of a child arrangement order or special guardianship order, will not be prioritised under rule 1

Child arrangements order

Under the provisions of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live.

Special guardianship order

Under 14A of The Children Act 1989, an order appointing one or more individuals to be a child’s special guardian or guardians.

Children previously looked after outside England and subsequently adopted will be prioritised under Rule 1 if the child’s previously looked after status and adoption is confirmed by Hertfordshire’s “Virtual School”.

The child’s previously looked after status will be decided in accordance with the definition outlined in The Children & Social Work Act 2017:

- i. to have been in state care in a place outside England and Wales because he or she would not otherwise have been cared for adequately, and
- ii. to have ceased to be in that state care as a result of being adopted.

A child is in “state care” if he or she is in the care of, or accommodated by –

- (a) a public authority,
- (b) a religious organisation, or
- (c) any other organisation the sole or main purpose of which is to benefit society.

Note b)

The address provided on the application form must be the child’s current permanent address at the time of application

- “At the time of application” means the closing date for applications
- “Permanent” means that the child has lived at that address for at least a year

Where a family has not lived at an address for a year at the time of application, they must be able to demonstrate that they own the property or have a tenancy agreement for a minimum of 12 months and the child must be resident in the property at the time of application. If, because of the nature of the agreement, it is not possible to provide a 12-month tenancy agreement, alternative proof of address will be requested.

It is for the Governing Body (as the admission authority) to determine the address to be used for admission purposes.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one where the child lives for the majority of the time. If a child lives at two addresses equally, parents/carers should make a single joint application naming one address.

If the child's living arrangements change after you apply and they now spend the majority of the school week living at a different address, you must provide evidence of the new permanent address.

Addresses will be verified as necessary with Hertfordshire County Council's Shared Anti-Fraud Service.

Applications made as part of the main Reception admissions round and in-year admission applications are processed by Hertfordshire County Council ("HCC") on behalf of the Governing Board, in accordance with HCC's published coordinated admission schemes.

If a child's permanent residence is disputed, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes. If two applications are received, with different addresses, neither will be processed until the address issue is reconciled.

If HCC receives two different applications for the same child from the same address e.g. containing different preferences, parents/carers will be invited to submit a joint application or provide court documentation to evidence the preferences that should be used for the admission process. Until the preference issue is reconciled, neither application will be processed.

For the main Reception admission round, if the initial differing applications (one or both) were received by HCC "on-time", an amended joint application will also be considered "on-time" if received before 3<sup>rd</sup> February 2025 (the late deadline). If the amended joint application is received after 3<sup>rd</sup> March, it will be treated as "late".

**Note c)**

The Governing Board has the same understanding of the term sibling as that found in the Hertfordshire admissions literature and website and the sibling must still be at the school at the time the new child/children join. This means the sibling will normally be in Reception to Year 3 at the time of allocation of places. Sibling includes: brother or sister, half brother or sister, adopted brother or sister, child of the parent / carer or partner, children looked after or previously looked after.

This does not include children temporarily living in the same house, for example, a looked after child in a short-term foster or bridging placement. In every case, the sibling must be living permanently in the same family home (at least Monday to Friday). If an applicant lives at more than one address, the sibling must also reside at the same address for the majority of the school week. The sibling's address will be verified by the school.

## **Older Children – In-year Admissions**

- Admissions for older children can be considered at any time by the Governing Board. In-year applications are processed on behalf of the Governing Board by Hertfordshire County Council
- In-year Admissions will depend on vacancies at the time in the relevant age group.
- In the event of there being more applicants than places available the Oversubscription Criteria will be applied.
- To make an in-year admission, parents should apply online:
- <http://www.hertfordshire.gov.uk/inyear>
- or contact the Customer Service Centre for assistance on 0300 123 4043

## **Admission Arrangements**

- Parents are welcome to visit the school when considering seeking a place for their child/children.
- Further details about the school, including a virtual tour, can be found on our website, [www.barleybarkway.herts.sch.uk](http://www.barleybarkway.herts.sch.uk)
- We will admit over the school's published admission number when a single twin/multiple birth child is allocated the last place at the school.

## **Starting dates for Reception**

Parents may, if they wish, defer the date their child is admitted to the Reception class until the child reaches compulsory school age (or the start of the final term of the Reception year, if earlier). This means that summer born children must take up their allocated Reception place by the start of the summer term.

## **Summer Born Children**

If parents believe their child/children born between 1 April 2021 and 31 August 2021, will not be ready to start Reception in the 2025/26 academic year, they may ask instead to defer their application to start Reception the following year (2026/27). If parents want to defer the start of school for their child/children until the following academic year, in the first instance they should send an email to the Headteacher who will advise them of the process. The Governing Board will consider each application individually and in the best interests of the child. Parents are advised to make an on-time application for a Reception place in the child's normal age group in case their application for education out of year group is not accepted. If the application for education out of year group is successful, then parents must make a fresh application for a Reception place as part of the following year's main admissions round.

## **Part Time Places**

If parents so wish, their child/children attend part time until they reach compulsory school age (the exact pattern of attendance must be agreed with the school).

Within our Federation of schools there is a nursery in Barkway. The admission arrangements detailed in this document do not apply for those being admitted into any Nursery or Pre-school provision. The responsibility for admission into Nursery provision lies with the Governing Body of the school which offers such provision. Parents wishing to apply for a place at the Federation's Nursery should apply to the school and then apply online in the normal way for a place at the school if they want their child to transfer to the Reception class.

## **Children Out of Year Group**

If parents/carers believe their child/children should be educated in a different year group, at the time of application, supporting evidence must be submitted from relevant professionals working with the child/children and family stating why they must be placed outside their normal age appropriate cohort. The Governing Board, which is the admissions authority, through a panel process, will decide whether it is in the child's best interests for the application to be accepted. There is no guarantee that an application will be accepted and parents have no right of appeal against the Governing Board's refusal to admit a child outside his/her normal age group.

## **How to Apply**

To apply for a place, please go to [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions). The closing date is the 15th January 2025 and allocations are sent out on the 16th April 2025.

It is the parents'/carers' responsibility to provide all the information required. The school is not obliged to chase missing information.

The school reserves the right to amend the category applied under if the forms are not completed fully or the information cannot be verified.

The Local Authority will notify all parents of the place offered or refused at the same time as it does for Community Schools. Details of this can be found at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions).

## **Cross Border Co-ordination**

If you live outside Hertfordshire, please apply for primary places on your home LA's application form.

## **Appeals**

Parents wishing to appeal who applied through Hertfordshire's online system should log in to their online application and click on the link "register an appeal". Out of county residents and paper applicants should call the Customer Service Centre on 0300 123 4043 to request their registration details and log into [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals) and click on the link "log into the appeals system".

## **Continuing Interest List**

After places have been offered, Hertfordshire County Council will maintain a continuing interest (waiting) list on behalf of the Governing Body. A child's position on a CI list will be determined by the oversubscription criteria outlined above and a child's place on the list can change as other children join or leave it. The county council will contact parents/carers if a vacancy becomes available and it can be offered to a child. Continuing interest lists will be maintained for every year group until the summer term (date to be specified and confirmed to parents at the time of allocation). To remain on the CI (waiting) list after this time, parents must confirm they are still interested in a place by completing an In Year application form.

## **Fair Access**

The school participates in the county council's Fair Access Protocol and will admit children under this protocol before children on continuing interest. If necessary, children can be admitted over the PAN.

## **In-year Admissions**

Please contact the school to discuss in-year admissions. Places can be applied for at [www.hertfordshire.gov.uk/services/schools-and-education/school-admissions](http://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions). If you require a hardcopy application form or have any queries regarding in year admissions please contact the Customer Service Centre on 0300123 4043.

If your in-year admission is unsuccessful, Hertfordshire County Council will write to you with the registration details to enable to log in and appeal online at [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals).

Prospective parents/carers are always welcome to visit the school. To do so, please make an appointment with the school office.