Barwic Parade Community Primary School Admission Policy



Barwic Parade Community Primary School Admission Policy

Headteacher	Miss Sarah Dixon

September 2014	Updated for current practice	Mrs Vikki Vaughan
July 2019	Updated for current practice	Miss Dixon
November 2023	Updated for current practice	Miss Dixon / Miss Parkhill / Mrs Smith
September 2025	Updated current practice	Sarah Dixon
September 2026	Updated for current practice	Emily Pittaway

Signed:

Position: Chair of Governors

Date: 21/09/2026

Next Review Date: No later than Autumn 2027

Barwic Parade Community Primary School Admission Policy

Contents:

1. Statement of intent
2. Legal Framework
3. Roles and Responsibilities
4. Admissions Arrangements
5. Consultation, determination and publication
6. Applications and offers
7. In-year admissions
8. Waiting lists
9. Admissions Appeals

1. Statement of Intent

At Barwic Parade Primary School and Nursery, we welcome all pupils, and places at the school are offered in an open, fair, clear and objective manner. We work to the principle that any parent accessing our admissions arrangements will be able to understand easily how places for that school will be allocated, and will not be alienated or discouraged from applying based on admissions criteria. The table below sets out who the Local Authority is and other responsible bodies in our school.

2. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2021) 'School Admissions Code'
- DfE (2023) 'School Admission Appeals Code'

This policy operates in conjunction with the following school policies:

- Pupil Equality, Equity, Diversity and Inclusion Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- SEN Information Report

3. Roles and Responsibilities

The Local Authority (LA) is responsible for:

- Acting in accordance with the relevant legislation and guidance when carrying out the overall admission of pupils into the school.
- Clearly communicating any reasons for rejecting the admission of a pupil, as well as the parent's right to appeal and the appeal process.
- Implementing any advice or recommendations given by the Schools Adjudicator without undue delay.
- Determining the admission arrangements on an annual basis and publicly consulting stakeholders on any proposed changes to the admission arrangements.
- Setting clear, fair and effective oversubscription criteria which do not discriminate against any pupil.

• Communicating oversubscription criteria clearly to parents.
• Notifying the LA of any in-year admissions and their outcomes.

The Governing Body is responsible for:

• Liaising with the LA where relevant regarding admitting pupils to the school.
• Working with the LA when determining the school's capacity.
• Ensuring that the LA has all the information it needs to set admissions arrangements.
• Making arrangements for pupils admitted through in-year admissions to start as soon as possible.
• Publishing a link to the full, determined admissions arrangements on the school's website.

4. Admission Arrangements

The Published Admissions Number (PAN) The number of places available is determined by the capacity of the school. The PAN for new 2024/2025 Reception pupils is 30. The LA will consult with the Governing Body where it proposes to increase, decrease or keep the same PAN. Where the LA has set a PAN lower than the school's wishes, the school will submit an objection to the Schools Adjudicator, where appropriate. The Governing Body will communicate with the LA where the admission of additional children would prejudice the provision of efficient education or efficient use of resources.

Priority	**Priority Group**	**Further Details**
Priority Group 1	Looked after children, all previously looked after children and children who appear to the Admissions Authority to have been in state care outside of England and cease 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 arrangement order, or special guardianship order	This applies to all looked-after children, including those who are in the care of another local authority or being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application. In the case of previously looked after children, a copy of the relevant documentation will be required in support of the application. A child is regarded as being in state care outside of England if they were accommodated by a public authority, a religious organisation or any another provider of care whose sole purpose is to benefit society.

		*This includes children who were adopted under the Adoption Act 1976 and Children who were adopted under the Adopted and Children's Act 2002. **Child Arrangement Orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a Child Arrangement Order
Priority Group 2	Children the Authority considers have special social or medical reasons for admission	We will only consider applications on social or medical grounds if they are supported by a professional recommendation from a doctor, social worker or other appropriate professional. The supporting evidence should set out the particular social or medical reason(s) why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school. All supported applications will be assessed by a panel of qualified professionals. Unsupported applications will not be considered under this criterion.
Priority Group 3	Children with a sibling at the school	This includes adopted, foster, step or half siblings. Their sibling must also live at the same address.
Priority Group 4	Children living within catchment of the school	All distance measurements are based on the nearest route recognised by our electronic mapping system from a child's home address to school. The measurement is made from a fixed point within the dwelling, as identified by Ordnance Survey, to the nearest school entrance using footpaths and roads. The routes measured to determine the allocation of school places will be those recognised by the electronic mapping system used by the admissions team, and no other mapping system
Priority Group 5	Children of staff at the school	Priority in this oversubscription criteria is given in either or both of the following circumstances: • Where a member of staff has been employed at the school for more than

		two years at the time when the admission to the school is made, and/or • the member of staff has been recruited to fill a post at the school for which there is a demonstrable skill shortage.

Selective criteria

The LA will publish the entry requirements and process of selection for a school place on the school's website as part of the published admissions arrangements.

Equal opportunities

The LA will not establish admissions criteria that excludes individuals with a particular protected characteristic. The admissions criteria will not exclude a greater proportion of pupils with particular protected characteristics, unless the school can justify how this is a proportionate means of achieving a legitimate aim. The admissions criteria will not discriminate against disabled applicants, unless the school can justify how this is a proportionate means of achieving a legitimate aim.

For further information on admission arrangements please refer to North Yorkshire County Council Admissions Policy

Admissions procedures

The school will offer school visits to all potential applicants, irrespective of any protected characteristics. Where necessary, the school will make reasonable adjustments for disabled applicants or disabled parents.

The school may assess its ability to cater to the applicant's needs by:
• Inviting the applicant to attend the school for half a day.
• Visiting the applicant's home.
• Visiting the applicant's current education provision.

5. Consultation, determination and publication

Consultation The LA will consult with the Governing Body on any proposed changes to the admissions arrangements. Consultation will last for a minimum of six weeks and will take place between 1 October and 31 January in the determination year. The LA will consult with the Governing Body on admissions arrangements at least once every seven years, even if no changes have been made in that time.

Determination and publication of admissions arrangements

The school will publish a link to the LA's full proposed admission arrangements and the contact details of the individual responsible for admissions liaison on its website. The Governing Body will address any complaints about the proposed admissions arrangements to the School's Adjudicator.

Admission arrangements will be determined by 28 February in the determination year on an annual basis, even when no changes to the arrangements have been made.

A link to the finalised admission arrangements will also be published on the school website by 15 March in the determination year, and will continue to display them for the whole offer year.

Any objections to the admission arrangements will be directed to the Schools Adjudicator by 15 May in the determination year.

6. Applications and offers

Applications

Parents will be provided with a common application form (CAF) where they will note their three preferred schools, along with a brief explanation, in rank order – the schools do not have to be located in the LA area where the parents live. Parents will provide LAs with the following information within the CAF:

• Their name and their child's name and date of birth
• Their and their child's address and proof of residence

The CAF will be submitted to the parents' LA. Parents are not guaranteed to have their preferences met. The LA will request supplementary information for the purpose of processing applications where necessary.

Offers

All offers will be made on National Offer Day, i.e. 16 April or the next working day, where this date falls on a weekend or bank holiday.

Where the school is oversubscribed, the LA will rank applications in accordance with its determined arrangements, and the qualifying scheme will ensure that only one offer will be made per child by the LA.

An offer will only be withdrawn if it has been made in error, a parent has not responded within 20 working days, or if the offer was made via a fraudulent or misleading application. Where an offer has not been responded to within the designated time frame, the LA will give the parent a further opportunity to respond and will explain that the offer will be withdrawn if they do not. If any application is found to be fraudulent after a child has started at the school in the first term of

the new academic year, the school may withdraw the place. If the fraudulent application is found after this time, the pupil will not be removed.

The headteacher will assist the LA with deciding on which year group a child will enter. Once a decision has been reached, the child's parents will be informed in writing along with an explanation of how the decision was reached and any reasons why.

The school must admit all children who have an EHC plan where the school is named. Children with SEND who do not have an EHC plan will be treated equally to all other applicants in the admissions process. This includes children who may need extra support or reasonable adjustments to be made. The details of the school's SEND provision can be found in our Special Educational Needs and Disabilities (SEND) Policy and SEN Information Report.

7. In-year Admissions

The school will follow the same process for in-year admissions as for admissions at the start of the academic year.

The school will publish a link to the LA's in-year admissions arrangements on the school website by 31 August each year.

Where the school has places available in--year, it will offer a place to every child who has applied for one without condition or use of oversubscription criteria, unless to do so would be to prejudice the efficient provision of education or use of resources.

The school will consider all such applications and if the year group applied for has space available, then a place will be offered. If a place is not available, then the child's parent can ask for their child's name to be added to the appropriate waiting list. As with admissions at the start of the academic year, parents whose applications are turned down are entitled to appeal through the process outlined below.

The school will ensure that parents can access a hard copy of the information from the LA about in-year applications upon request.

The school will provide the LA with details of the number of places available, or any supporting evidence, no later than two school days following the request of such information from the LA.

8. Waiting Lists

For admissions at the start of the academic year, the school will operate a waiting list which is maintained until 31 December on year of entry. The list will set out the priority for places in the same order set out in the oversubscription criteria. When additional children are placed on the waiting list, the list will be re-ordered in line with the oversubscription criteria – no pupil will be prioritised based on when their name was added to the list.

The LA will make clear in the admissions arrangements the process for requesting admission outside of the normal age group for the admissions round.

Parents may request that their child is placed on the waiting list if they are not successful in receiving a place. Where a place becomes available, it will be offered to the parents of the child at the top of the list.

For in-year admissions, if there is a waiting list for that year, the child will be placed on a waiting list until a space becomes available, or the child finds a new school setting. The list will set out the priority for places in the same order as admissions at the start of the year – when a place becomes available, it will be offered to the parents of the child at the top of the list.

If a child on the waiting list is offered a position at the school, the parents will be notified by letter or email and will have the option of accepting or rejecting the place within 28 days.

9. Admissions Appeals

In circumstances where a school place is refused, parents, and in some circumstances their children, will have the right to appeal against an LA's decision to refuse admission.

Where this is the case, the LA will establish an independent appeals panel to hear the appeal. The appeal panel will perform its judicial function in a transparent, accessible, independent and impartial manner, and operate according to principles of natural justice.

The LA and appeal panel will ensure that it acts in accordance with this Code, the School Admissions (Appeal Arrangements) (England) Regulations 2012, the School Admissions Code, other law relating to admissions, and relevant human rights and equalities legislation, for example, the Equality Act 2010.

The Governing Body will be aware of and, where relevant, assist the LA with the admissions appeals procedure.

Timetable

The LA will set a timetable for organising and hearing appeals that:

• Includes a deadline for lodging appeals which allows appellants at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal.
• Ensures that appellants receive at least 10 school days' notice of their appeal hearing.
• Includes reasonable deadlines for appellants to submit additional evidence, for admission authorities to submit their evidence, and for the clerk to send appeal papers to the panel and parties.
• Ensures that decision letters are sent within 5 school days of the hearing wherever possible.

The LA will publish the appeals timetable on their website by 28 February each year.

The LA will ensure that appeals lodged by the appropriate deadlines are heard within the following timescales:

• For applications made in the normal admissions round, appeals will be heard within 40 school days of the deadline for lodging appeals
• For late applications, appeals will be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged.
• for applications for in-year admissions, appeals will be heard within 30 school days of the appeal being lodged.

Any appeals submitted after the appropriate deadline will still be heard, in accordance with the timescales set out in the table published by the LA.

Notifying appellants of the right to appeal and the appeal hearing

When informing a parent of their unsuccessful admissions application, the LA will send written notification of their decision. This will include:

• The reason why admission was refused.
• Information about the right to appeal.
• The deadline for lodging an appeal.
• Contact details for making an appeal.

Parents will be informed in the letter that, if they wish to appeal, they must make the appeal in writing. The LA will not limit the grounds on which an appeal can be made.

The LA will provide appellants with written notification of the date and all final arrangements of the appeal hearing no later than 10 school days before the hearing. This notification will include the deadline for the submission of any further evidence that was not sent in the original appeal.

The LA will comply with any reasonable request for information from parents to help them prepare their case for the appeals hearing.

The LA will ask appellants whether they intend to call any witnesses or be represented at the hearing and inform them that they may waive their right to 10 school days' notice of the hearing if they so wish.

Constitution of appeals panels

The LA will appoint a clerk to the appeal panel who is independent of the school and the education functions of the LA. The clerk will have sufficient knowledge of the 'School Admission Appeals Code', the 'School Admissions Code', other law relating to admissions and other relevant law, as well as being able to offer advice to enable the panel to undertake its judicial function.

The appeals panel will comprise of a chair and at least two other panel members.

The panel will also include at least one lay person and one or more people with experience in education.

The LA will ensure that panel members and clerks will not take part in hearings until they have received appropriate training as outlined within the School Admissions Appeals Code'. The LA will ensure that panel members are independent from the school and will remain independent for the duration of their service.

The chair of the appeals panel is responsible for the conduct of the hearing, including introducing parties, explaining the roles of the clerk and the panel and how the hearing will be conducted, and ensuring that parties have sufficient opportunity to state their case and ask questions.

The LA will indemnify the members of the appeals panel against any legal costs and expenses they incur in connection with any decision taken in good faith whist acting as a member of the appeals panel.

Members of the appeals panel will be eligible to receive travel and subsistence allowances where applicable, and will, where appropriate, be compensated for any loss of earnings or expenses.

Evidence

All evidence relating to the appeal hearing will be passed on to the clerk. This evidence will include details of:

• How the admission arrangements and the co-ordinated admissions scheme apply to the appellant's application.
• Reasons for the decision to refuse admission.
• How the admission would cause prejudice to the education provision of the school.

The clerk will send all the papers required for the hearing to both parties and the members of the panel seven days before the hearing.

Attendance and representation

It will be the LA's responsibility to make arrangements for appeal hearings. Appeal hearings may be held in person, remotely by video conference or a mixture of the two (a hybrid hearing). Appeal hearings held entirely by telephone will only be permitted where video conferencing cannot be used relating to connectivity or accessibility and if the appellant and presenting officer both agree.

Regardless of the forum chosen, appeal panels will allow appellants the opportunity to make oral representations.

The LA will provide a presenting officer to attend the hearing and present the LA's case to the panel, ensuring that this person is a member of staff who is well acquainted with the school. The presenting officer will be responsible for relaying to the attendees the decision not to admit the child, and answer questions where necessary, either in person or remotely.

Appellants may attend in person or be represented by another individual. Where appellants cannot attend, a decision will be made based on the written evidence

Appeals hearings

Where appeal hearings are held in person, the LA will take all reasonable steps to ensure the venue is appropriate, accessible to appellants, and has a suitable area for appellants and presenting officers to wait separately from the panel before and between appeals.

Appeal hearings that are held remotely will be held in such a way that means the appeal is capable of being heard fairly and transparently. Attending parties will be able to present their cases fully and the LA will be satisfied that each participant has access to facilities that allow them to engage in the hearing at all times. Where a hybrid hearing is to take place, the arrangements above will be complied with as appropriate.

Hearings, whether conducted in-person or remotely, will be held in private.

The order of appeal hearings will be as below:

- Case for the LA.
- Questioning by the appellant(s) and panel.
- Case for the appellant(s).
- Questioning by the LA and panel.
- Summing up by the LA.
- Summing up by the appellant(s).

Reaching a decision

When reaching a decision, the LA will follow the specific two stage process outlined in section three of the 'School Admission Appeals Code'.

In cases where the LA has refused to admit a child on the grounds that admitting an additional child would breach the infant class size limit and there are no measures that can be taken to avoid this without prejudicing the provision of efficient education or efficient use of resources, the two-stage process outlined in Section four of the 'School Admission Appeals Code' will be followed.

Decisions will be decided by a simple majority of votes cast. If votes are split equally, the chair will make the casting vote. The panel will either uphold or dismiss an appeal and will not uphold an appeal subject to any specified conditions.

To communicate the decision made, the panel will send a letter to the appellant, signed by the clerk or chair of the appeals panel, no later than five school days after the decision has been made.

The decision letter will contain clear reasons for the panel's decision and a summary of the relevant factors raised by the parties and considered during the hearing. In the case of applications outside the normal admissions round, the LA will ensure that the pupil is admitted to the school without unnecessary delay.

Appeals by the parent of a child with an EHC plan against the choice of school named in the EHC plan will be considered by the First-tier Tribunal (SEND) and not the appeals panel. In

cases where there are multiple appeals, the LA will ensure that, where possible, all appeals are heard by the same appeals panel with the same members, and that no decisions are made until all the appeals have been heard.

In all hearings the clerk to the panel will ensure that an accurate record is taken of the points raised at the hearing, including the proceedings, attendance, voting and reasons for decisions.

These notes will be kept securely by the LA for a minimum of two years and are, in most cases, exempt from disclosure under the Freedom of Information Act 2000 and the Data Protection Act 2018.

Further appeals and complaints

Appellants will not have the right to more than one appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the LA has accepted a second application from the appellant due to a material change in the circumstances of the parent, child or school but still refused admission.

Appellants can apply for a place at the school for a different academic year. Appellants may complain about maladministration on the part of an appeal panel to the Local Government and Social Care Ombudsmen. The LA will inform parents about the arrangements for making a complaint