Admissions Policy 2027-2028

Person Responsible	Donna McInnes
First Written	September 2025

Date For Review	Reviewed	Signature
September 2026	Abbie Dellar	*A.Dellar*
September 2027		
September 2028		
September 2029		

All policies are renewed annually. If no change then just signed. If an amendment or full change is required, this is recorded.

Christian Ethos Statement

St Barnabas CofE Nursery and Primary School was founded to provide education for children in the parish of Market Lavington in accordance with the principles of the Church of England. The school continues to make this provision within a caring Christian environment, where our values are central to all that we do.

We are committed to serving our whole community. We welcome applications from all families, regardless of faith or background, whilst retaining our distinctive Christian character in partnership with the parish church and the Salisbury Diocesan Board of Education.

Aim

The overriding aim of this policy is that it should work for the benefit of all children and parents/guardians in our area. It should be simple to use and assist parents/guardians to take the best decisions on the preferred school/academy for their children.

St Barnabas aims to provide a place for all children within catchment. The address is the place where the child is permanently resident with his or her parent(s) or legal guardian(s). Where a child lives with parents who share responsibility during the week, the 'home' address will be considered to be the address of the person whose name is on the child benefit booklet. However, parents should not assume that a place will automatically be allocated to their child.

Introduction

St Barnabas CofE Nursery and Primary School is the admission authority and is responsible for the admission arrangements of the School. This policy has been drawn up in line with the School Admissions Code (DfE 2021) and in consultation with the Salisbury Diocesan Board of Education.

This document sets out the admission arrangements for the academic year 2027/28.

The published admission number (PAN) for entry into the school is **15**. The school will admit up to the PAN in the normal year of entry (Reception). Where there are more applications than places available, places will be allocated according to the oversubscription criteria set out below.

Oversubscription Criteria

Where the number of applications exceeds the number of places available, priority will be given in the following order:

1. **Looked After and Previously Looked After Children**
   Children in public care or previously in public care, including those adopted from state care outside England.
2. **Children with a sibling on roll**
   Children living in the designated or shared area who have a sibling attending St Barnabas at the time of admission (or who was on roll within the last two years).
3. **Children of practising Christian families**
   Children whose families are active members of a Christian church recognised by Churches Together in Britain and Ireland (CTBI) or the Evangelical Alliance, with regular attendance (at least once a month for a minimum of one year). Confirmation must be provided on the school's **Supplementary Information Form (SIF)**, signed by the relevant priest or minister.
   Note: In line with Diocesan guidance, if parents have moved into the area within the last 12 months, evidence from their previous parish will be accepted.
4. **Children from our feeder nursery**
   Children attending St Barnabas Nursery who live in the designated or shared area and who are eligible for Early Years Pupil Premium, Pupil Premium or Service Premium.
5. **Children resident in the designated or shared area**
   Children living within the catchment area who do not meet a higher criterion.
6. **Children of staff**
   Children of staff employed at the school for more than two years at the time of application or recruited to fill a post with a demonstrable skills shortage.
7. **Children from service families**
   Children of UK armed forces personnel living within the designated or shared area.
8. **Children attending the feeder nursery outside catchment**
   Children from St Barnabas Nursery, living outside the designated area, eligible for Early Years Pupil Premium, Pupil Premium or Service Premium.
9. **Children from outside the designated or shared area with a sibling at the school.**
10. **All other children.**

Tie Breaker

If oversubscription occurs within any category, priority will be given to children living closest to the school, measured using Wiltshire LA's system. Where two or more applicants live an equal distance from the school, random allocation (supervised by someone independent of the school) will be used.

Supplementary Information Form (SIF)

Applicants applying under the **faith criterion** (criterion 3) must complete a Supplementary Information Form, available from the school office or website, and return it to the school by **15 January 2027**.

The SIF requires confirmation of church attendance from a priest, minister or faith leader. Applications without a SIF will be considered under the next highest relevant criterion.

Appeals

Where an application is unsuccessful the parents/carers have the statutory right to bring an appeal against that decision to an independent appeal panel. Details of how to appeal will be included in the letter advising that the application has been unsuccessful.

The admission appeal timetable is published on the School's website by 28th February each year.

Important Information

Waiting Lists

If the School is oversubscribed for September 2027 entry a waiting list will be maintained for the entire academic year. The position of the child on the waiting list will correspond with the oversubscription criteria; it will not be based on length of time on the waiting list. The right of appeal (see above) remains. You may request your child's name be removed from the waiting list at any time. If a place is offered but refused then the child's name will be removed from the waiting list.

Summer Born children

Summer born children (which refers to children born from 1 April to 31 August) are not required to start school until a full year after the point at which they could first have been admitted – the point at which other children in their age range are beginning year 1. Should the parent wish their child to be admitted to reception, rather than year 1,

they may request that the child is admitted out of their normal age group. Please note the following:

You must make an application for admission to the School for September 2027 entry but make it clear on the application form that you wish your child to enter the reception class in September 2028.
Discussions with the School are strongly recommended prior to making a decision to decline entry for an entire year **and** to be admitted to reception in September 2027. Any decision will be on the basis of the circumstances of each case and in the best interests of the child concerned.
If the request is agreed the September 2027 application may be withdrawn before a place is offered **but a fresh application will need to be made** for September 2028 entry **which will be processed as a fresh application along with all other applications and in accordance with the School's admission arrangements**. PLEASE NOTE that it is possible even if the request is agreed that the child may not be admitted in September 2028 as there is no guarantee of a school place.
If the request is refused the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission to year one for the September following the child's fifth birthday.

Deferred entry and part time attendance below statutory school age
A child may start at the school in the academic year in which he/she reaches the age of 5. Where the child has not yet reached statutory school age (5 years old), the child is entitled to a full time place and parents may choose for their child to attend full time. Alternatively, parents may choose for their child to attend part time until their child attains compulsory school age. If parents do not consider their child is ready to start school then they may defer entry altogether to later in the school year but not beyond the point at which the child reaches compulsory school age or not beyond the beginning of the final term in the school year (whichever is the sooner).

Admission of children outside their normal age group
Parents may seek a place for their child outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

Such requests should be discussed with the Headteacher as early as possible in the admissions round associated with that child's date of birth. This will allow the school sufficient time to make a decision regarding the request before the closing date for applications and national offer day. Decisions to admit a pupil outside their normal age group will be based on the circumstances of each case and based on what is in the best interests of the child concerned. We may request supporting professional evidence to assist in the decision-making. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional. However, failure to provide this may impede our ability to make an informed decision.

Multiple Birth Applications
Where there are multiple birth applications the PAN will, provided it is practicable, be exceeded or increased at the point of allocation in order to ensure that multiple birth siblings can be allocated places at the School.

Withdrawal of an Offer

The School may withdraw an offer where it has been offered in error, has been made on the basis of a fraudulent or intentionally misleading application, or a parent has not responded to an offer of a place within a reasonable period of time.

In Year Admissions

Applications for in year admission may be submitted at any time during the school year. The School is part of the Wiltshire LA's in-year co-ordination scheme. Applications should be made online using the Parent Portal https://www.wiltshire.gov.uk/schools-learning- admissions-online Alternatively, a copy of the in-year transfer application form can be obtained by calling Wiltshire Council Customer Services on 01225 713010. All paper application forms must be posted back to the address on the application form. Email copies will not be accepted.
The LA will liaise with the School on receipt of any in-year application so that it may be processed in accordance with the School's admission arrangements.

Further Information

Important information published by the LA applies to some aspects of school admissions. If you are considering applying for a place at the School you are advised to refer to your home LA's website.

If you have any questions in relation to these admission arrangements please contact the School office (01380 813436; admin@stbarnabas.equamead.org).

The School will handle all personal data in accordance with the requirements of the Data Protection Act 2018.

All Wiltshire Schools will act in accordance with the Fair Access Protocol. Further information on the In Year Fair Access Protocol including further can be viewed at www.wiltshire.gov.uk