

Thurgoland CE Primary

Admissions policy



Approved by:

Headteacher Mr D Jordan

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Chair of Governors Mr N Shiggins

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1. Aims

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

Further information about how to apply through Barnsley admissions can be found at the website below:

<https://www.barnsley.gov.uk/services/children-families-and-education/schools-and-learning/school-admissions-and-transfers/primary-school-places/>

5. Allocation of places

5.1 Admission number

The school has an agreed admission number of 30 pupils.

5.2 Oversubscription criteria

The Local Authority deal with all our admissions.

Barnsley Authority is the admissions authority for all community and voluntary controlled schools.

Please contact them on 01226 773677 or visit:

<https://www.barnsley.gov.uk/services/children-families-and-education/schools-and-learning/school-admissions-and-transfers/primary-school-places/>

The Authority will only admit up to the admission number for the school. Once the admission number has been reached no further offers will be made.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled:

1. All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated.
2. Looked After children and previously Looked After children;
3. To children with brothers and/or sisters who will still be attending the school on the proposed date of admission;
4. To children living nearest the school, the distance to be measured by a straight line from the centre point of the child's ordinary place of residence to the main entrance to the school building.

5.3 Children below compulsory school age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

6. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 5.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Application forms for in-year admissions can be obtained from the website below:

<https://www.barnsley.gov.uk/services/children-families-and-education/schools-and-learning/school-admissions-and-transfers/primary-school-places/>

Paper application forms should be sent to the following address:

School Admissions, PO Box 634, Barnsley S70 9GG

8. Appeals

Information about appeals can be found through the following link:

<https://www.barnsley.gov.uk/services/children-families-and-education/schools-and-learning/school-admissions-and-transfers/appeals/>

If you require more information about admission arrangements for primary schools, please contact Barnsley School Admissions if you have any questions on 01226 773689 or via email at admissions@barnsley.gov.uk.

9. Monitoring arrangements

This policy will be reviewed and approved by the Thurgoland CE Primary governing body every year.