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# Policy:

# Admissions

**For admission to Reception in September 2025 and/or 'in-year' admission during the 2025/2026 academic year**

Reviewed and updated: Autumn 2023

Member of staff responsible: Head Teacher

Reviewed: Annually

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## Barrow 1618 CofE Primary Free School Admissions Policy

(For admission to Reception in September 2024 and/or 'in-year' admission during the 2024/2025 academic year):

### Our Vision:

***With faith, friendship and courage we grow***

Like the trees and plants in our Barrow school grounds, we are nurtured and **GROW** – and we just keep growing – and as we keep growing, we keep asking questions - and we never stop learning ...

**Faith** – Our children are encouraged to have faith in themselves and trust in each other. They are faithful to our Christian values and understand why these are important in the context of the school and in the wider world. The spirituality of pupils is developed by providing opportunities for them to wonder at and explore the natural world around them; the Christian Faith is practised through daily worship.

**Friendship** - As a school we welcome new friends to our Barrow family, regardless of background, ability, disability, belief or situation. The children are encouraged to appreciate the power of a team who work and play together effectively, inclusively and fairly. In the way others are treated, kindness and respect is always fostered; pupils are taught how to support each other and how to recognise and address the needs of others.

**Courage** - We want our pupils to have the courage to be themselves as individuals and follow their own paths. They are encouraged to persevere and achieve their very best. Bravery takes many forms and is celebrated in school; we cultivate a safe environment where pupils are not afraid of taking personal risks. Our school seeks to bring out the best in all children – to look for, identify, fulfil and extend potential in its many varied forms.

“There is freedom waiting for you,  
On the breezes of the sky,  
And you ask "What if I fall?"  
Oh but my darling,  
What if you fly?"

— Erin Hanson

At Barrow 1618, we aim to provide a rich, broad and balanced curriculum, underpinned by our Christian values, that is relevant, purposeful, challenging and inspirational, reaching beyond the constraints of the classroom. We strive for the highest standards of attainment for all our children whilst aiming to make learning fun because we believe that happy children learn better. We encourage our children to value learning, and become creative thinkers and life-long independent learners.

As a Primary Free School, we have the freedom and flexibility to ensure that our curriculum is tailored to suit our school's community. Our intent for the curriculum is for every pupil to achieve the highest possible standards in all areas of the National Curriculum and beyond. Our progressive curriculum is designed to ensure that children develop a secure balance of knowledge that they remember and skill which they are able to apply securely in different contexts. Opportunities for our pupils to learn outside the classroom are maximised. Their learning is enhanced by participating in real life experiences provided by our extensive rural grounds, educational visits and expert visitors. Much of their learning will take place outdoors where they explore, care for and manage their environment, developing a deep understanding of wider ecological issues. We want them to enjoy their learning journeys and approach personal challenges successfully and with confidence. Our creative approach enables English and Maths skills to be applied through the Foundation Subjects including History, Geography, Computing, Art, Design and Technology, Religious Education and French. Our pupils take part in a rich and varied Physical Education curriculum which enables them to compete in a diverse range of sports. Pupils enjoy singing and have the opportunity to participate in local events and celebrations. Through the teaching and embedding of our Barrow school values and 'British Values', pupils celebrate their differences and similarities and the strengths and successes found in each other, as well as in the wider community. The personal, social and moral development of each child is recognised throughout the school day. We have strong links with our local church and community, inviting external visitors and volunteers into our school frequently. Children are also given many opportunities to develop as individuals within the life of the school, for example, by leading whole school Celebration assemblies and as School Councillors, Bronze Ambassadors, Play Leaders and Playground Buddies.

## **Admissions**

The admissions policy will show that Barrow 1618 has a clear set of admissions criteria that lack complexity are fair and open to all. Our policy complies with the admissions code and will contain an over subscription policy, and a tie-breaking policy.

Barrow 1618 is the first Church of England Primary Free School in Shropshire and as such has responsibility for its own admissions. The admissions processes are, however, co-ordinated by Shropshire Council, which is the Local Authority (LA) and we liaise closely with Shropshire Council on all admissions issues. If you would like your child to be admitted to Barrow 1618 please contact the School in the first instance, giving the name and date of birth of your child(ren) and to arrange a visit to the school if you'd like to.

Applications for the Reception group should be made in the academic year before entry to the school and before the closing date of 15<sup>th</sup> January 2024. Applications should be made online and, for Shropshire residents, via the Shropshire Council website: [www.shropshire.gov.uk/schooladmissions](http://www.shropshire.gov.uk/schooladmissions)

Late applications must be made on hard copy forms available from Shropshire Council, or your own Local Authority, after the closing date.

All applications received by the closing date will be considered. However, it is not possible to guarantee whether any late applications can be considered until after the allocations date, which will be the 16<sup>th</sup> April 2024. This will depend upon the circumstances and the stage the allocations procedure has reached.

Parents of children who wish to defer starting Reception for a whole academic year, should make application at the age-appropriate time along with a request for deferral to the local authority. If a deferral is approved, the application will be withdrawn and parents will be able to re-apply the following year.

It should be noted that Children who have a Statement of Special Educational Needs or Education, Health and Care Plan (EHCP) which names Barrow 1618 as the appropriate school to meet those needs will be allocated places in the first instance, after which places are allocated according to an agreed set of criteria, in strict order of priority.

All schools have an admission limit for each year group, which is 12 in the case of Barrow 1618. All applications for admission to the school will be allocated according to the following criteria in order of priority.

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order, 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”.
2. Children of the Head Teacher and Class Teachers who have been employed at the school for two or more years at the time at which the application for admission to the school is made or in the instance that a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage, assuming that admittance would not prejudice the provision of education for the existing cohort.
3. Children who have an older sibling at the school at the time the younger child would be due to start, or whose older sibling was on roll within 2 years of the application being made.
4. Children who live within 2 miles from the school in a straight line, as measured on a map.
5. Very exceptionally, where a child has a particular medical reason requiring them to attend Barrow 1618 CE Primary Free School.
6. Children who are considered to be eligible for the Pupil Premium, including the Service premium, at the time of the application. Evidence of this eligibility will be sought prior to the offer of a place.
7. Other children whose homes are nearest to the school measured as a straight line on the map between home and the school.

If, in any of the above categories, there are more applications than places available, priority will be given on the basis of distance from home to school gate measured as a straight line on the Council's computerised mapping system. The shortest distance being given priority.

**Notes:**

A sibling is defined as a brother or sister, step-brother or step-sister, half-brother or half-sister, living at the same address as part of the same family unit of compulsory school age (i.e. 5 -16 years). Fostered and Adopted siblings are also included. Older siblings must be attending the school on the day that the application for entry by a younger sibling is received. Cousins or other relatives who take up temporary residence in a home in order to establish an "address which is close to the school as measured in straight line" will not be given priority under the sibling criterion.

A child who has a particular medical reason requiring them to attend Barrow 1618 Free School will only be given priority if parents/carers can provide written evidence from an appropriate medical professional that attending Barrow 1618 Free School is essential to the medical well-being of their child.

Proximity from home to school is measured as a straight line on a computerised geographical information system which identifies the easting and northing of the home and of the nearest school entrance gate, priority being given to the shortest distance. Where two addresses are within the same block of flats, the lowest number of flat nearest to the ground floor will be deemed to be the nearest in distance.

In the event that two applications are exactly the same after all other criteria have been taken into account Barrow 1618 would invoke its tie breaking policy. This will be based on a random allocation, supervised by someone independent of the School.

Children whose twin or multiple birth sibling from the same address is admitted, will also be admitted. This is a lawful exception to the infant class limit of 30 pupils.

If the year group is oversubscribed, any further applications which do not arrive until after the closing date will not normally be considered until after the allocation date in April, unless there are exceptional circumstances, such as a house move, which have prevented the application being made on time.

**(6) The following pupils attract the Pupil Premium:**

- (i) Children registered as eligible for free school meals;
- (ii) Children who have been registered as eligible for free school meals at any point in the last six years\*;
- (iii) Children who have been looked-after by a local authority continuously for more than six months;

In addition, the following pupils attract the Service Premium and are also eligible for admission under the Pupil Premium admission priority:

(iv) Children whose parent(s) are serving in the UK armed forces or who are serving in the armed forces of another nation and are stationed in England.

\* For purposes of admissions policy you are considered to be entitled to free school meals if you or your child receives any of the following:

- Universal credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income support
- Income-based jobseeker's allowance
- Income-related employment and support allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of pension credit
- Child tax credit (provided you're not also entitled to working tax credit and have an annual gross income of no more than £16,190)
- Working tax credit run-on – paid for four weeks after you stop qualifying for working tax credit

Under the current School Admissions Code we are not permitted to request details of a parent's income or occupation prior to an offer of a place being made. We will therefore assess priority under this criterion in the following way: parents will declare their child is eligible in their application; an offer will be made on this basis, having applied the admission criteria in order (and having applied the distance tie break, which means that not all pupils eligible for Pupil Premium may necessarily get in); once an offer is made the school will seek information from the parents to corroborate the fact that they fall within one or more of the categories above; if they meet any of the categories the offer will remain in place; if they fail to meet any of the categories the offer will be withdrawn on the basis that the application was fraudulent, and an appeal to an independent appeal panel will be offered; decisions on whether to withdraw places will be made by 31 May 2024.

Parents who are not offered a place at the school for entry into Reception should contact Shropshire Admissions and inform them that they wish to be added to the school's waiting list for consideration by the school's admissions committee. If, after consideration by the committee, it is still not possible to offer a place, the applicants name will remain on a Waiting List if they so wish and parents will have the right under the 1998 School Standards and Framework Act to take their appeal to an Independent Appeals Panel. All appeals have to be made in writing and you will be asked to give reasons for your appeal. Please contact the Head teacher for information about how to appeal to the independent panel.

The appeal arrangements will be made through the Clerk to the Appeals Panel at the Shirehall, Shrewsbury. This procedure has been agreed with Shropshire Council and Hereford Diocesan Board of Education and is in accordance with the DFE Code of Practice on School Admissions Appeals. A waiting list is kept and co-ordinated by the Council's Admissions Team for those who are unsuccessful at the Appeals stage up until the end of the first term. This arrangement is in line with the Council's arrangements which are described in full in the Parents' Guide to Education in Shropshire.

### **Mid-term or In-Year Applications**

Where parents want to send their child to our school at a time other than prior to the child starting in Reception, please arrange to visit the school. You will be informed if there are any places available in the child's year group. If there are and you wish to proceed, then arrangements will be made for your child to start. If no places are available, you will be offered the option of your child being added to the school's internal waiting list and of your right to appeal.

Mid-term applications will be dealt with using the same admissions criteria given above. To apply for a place other than the start of Reception, parents should apply directly to the school on a mid-term application form available the Shropshire Council website [www.shropshire.gov.uk/schooladmissions](http://www.shropshire.gov.uk/schooladmissions) or from school. If there is a space in the relevant year group a place will be offered. If the application is for a place in an over-subscribed year group then the Headteacher will meet with the Admissions Committee to consider whether additional places can be offered above the published admission number. If a place cannot be offered, parents will receive a formal letter and information on how to appeal against the decision from Shropshire Council Admissions Team.

Barrow 1618 CE Free School will maintain a waiting list for unsuccessful applications. If any vacancies arise, places will be offered to applicants included on the waiting list in strict accordance with normal published oversubscription criteria. If a place can be offered the applicant will be expected to take up the place within 6 school weeks or by the start of the next half term, whichever is the earliest date.

Details of individual requests for places are held on the waiting list for a period of six calendar months from the last point of contact made by the parent or carer. After this, on the assumption that the place is no longer required and in order to ensure the waiting list remains accurate, details will be removed. You are advised to contact the school within each six month period to request that your child remains on the waiting list.

### **Induction**

At point of entry to Reception, an Induction to Barrow 1618 is an essential part of our school ethos. Children will be invited to take part in induction sessions in the half term prior to starting full time. Induction will include one half-day session and a second half-day session, including lunch. There will be an opportunity for new parents to meet with the class teacher, where school routines and teaching systems are explained. Parents will be given information on starting school. We will provide detailed information and guidance for all new parents and time will be taken to find out more about your child, their family situation and other pertinent information that promotes smooth transition to school life.

Current Reception pupils will be involved in designing information for and welcoming our new admissions and act as 'buddies' from the commencement of the academic year. At

each intake we will organise and hold a social induction event to enable the new pupils and their parents to meet with existing pupils and their parents. Where necessary we will visit parents and prospective pupils in their own homes if they wish to have further discussions in private.

Barrow 1618 will always adhere to the schools equal opportunity policy with regard to applications. For prospective parents who have not made their final decision, visits to the school can be arranged by contacting the school administrator. All contact details, as well as more information about our educational ethos and curriculum, can be found on the school's website: [www.barrow1618school.co.uk](http://www.barrow1618school.co.uk)