

# Admissions Arrangements 2026- 2027

Barwell Church of England Academy



Approved by:  
Board of Trustees

Date: January 2025

Last reviewed on: January 2025

Next review due by: December 2025

As a Church of England School, our school was built upon strong principles of providing education and learning for all; serving the local community in God's name.

Although much has changed since our school opened in 1872, this overarching principle of making everyone welcome in our school is stronger than ever. We operate Everyone's Welcome in our school and take our responsibilities of the Equality Act 2010 seriously.

Everyone who enters our school agrees to treat others with dignity and respect as people created in the image of God. Our Admission Arrangements are firmly rooted in the ideology that is displayed as you come into our school:

***Whatever your background, disability, ethnicity, gender identity, learning difficulty, nationality, religion, or sexual orientation, you are the person God made you to be. Everyone is different, everyone is equal.***

**Everyone is equally welcome in our school.**

Please see the following pages which set out our Admissions Arrangements

### **Who is responsible for admissions for the school?**

Each school has an Admission Authority and, because we are an academy, our Academy Trust acts in this role. Complaints about admission arrangements are dealt with by the Schools Adjudicator. The Diocese of Leicester Board of Education deals with admission appeals.

### **How many children do we admit each year?**

The school has an agreed admission number (PAN) of 67 pupils for entry in Year 3. The school will accordingly admit up to 67 pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 67 or fewer apply.

### **How do we apply for a school place?**

Applications for places at our school need to be registered by completing the online Local Authority Common Application Form which is available from:

<https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/>

### **My child attends Barwell Infant School, does my child automatically transfer to Barwell Church of England Academy?**

No, a separate application must be made for any transfer from one school to another, including transferring from Barwell Infant School. However, as can be seen in our priority section, children from the infant school will be given priority and they are the main feeder school. The Local Authority issues letters of invitation to all Year 2 children in an infant school to apply in the Junior school.

### **When are the application dates and deadlines?**

Junior school applications start from **1<sup>st</sup> September** each admission year and the deadline is **5pm 15<sup>th</sup> January**. Families will be notified of places allocated on **16<sup>th</sup> April**.

### **What happens if my application is late?**

If we have enough places available, we will offer a place to every child who has applied for one, without condition or the use of any priority criteria even if the application is late.

### **What if more children apply for a place than our agreed admission number?**

If our school receives more applications than our agreed admission number, priority will be given to those children who meet the criteria set out below, in order:

- (1) Children who are looked after and those children who were previously looked after children. (See Note 1 for definition)
- (2) Children transferring from Barwell Infant School
- (3) Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

- (4) Other children by distance from the school, with priority for admission given to children who live nearest to the school. This is measured using the measurement from a central geo-coded point of the home address to the school's main front gate. It is measured in a straight line using a computerised mapping system (Routefinder). The child's home in these arrangements is defined as where the child spends the majority of their week, or in 50/50 split in living arrangements, the house that is nearest to school.

In the event that there are more applications than places available in any of the above criteria and a **tie breaker** situation is created, with two or more applications tied for the last place, the place will be allocated by random allocation, i.e., the drawing of lots, overseen by a person independent of the school and governing board.

(An exception - Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil.)

### **Allocation of places for children of service personnel and crown servants**

For families of service personnel with a confirmed posting, or crown servants returning from overseas, we will allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date.

We will use the address at which the child will live when applying our oversubscription criteria, as long as evidence of their intended address is provided with the application, which includes a Unit or quartering address where a parent requests this be the child's home address for the purpose of the application for a place at our school.

### Note 1

#### A Looked after child is;

A child who is in public care (looked after children) or those who were previously looked after, including those who appear (to the admissions authority) to have been in state care outside England, but have ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order.

By children previously in state care outside of England, we mean children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. Where Governors are unsure about the validity of the application advice will be sought from the Local Authority's "Virtual School Head"

### **What if my child has an EHCP naming the school, is looked after or is a previously looked after child?**

The school must according to the law, prioritise these children, and must allocate a school place.

### **Is there a waiting list?**

The school maintains a waiting list until **31<sup>st</sup> December** of each admission year. Each time a child is added to the list, the list is ranked again in line with our priority criteria published within this document.

### **Can I apply for my child to be outside of their normal age group?**

Where parents request for their child to have a place outside of their normal age group, we make decisions on the basis of the circumstances of each case and in the best interests of the child. We will take into account the views of parents; information about the child's academic, social and emotional development; where relevant their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the Headteacher will be sought and parents will be informed of the decision and clear reasons for the decision.

### **Can my child transfer to Barwell C of E Academy mid-year?**

Yes, children may transfer during the academic year, we follow the same admission arrangements as the start of year entry and they are processed through the Local Authority.

<https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/>

This process may take up to 15 school days to process.

We comply with Leicestershire Fair Access Protocol.

### **Can I appeal a decision?**

If we are unable to offer your child a place and you would like to appeal the decision, the appeal must be in writing on the relevant form which can be found on the DBE website:

<https://www.leicesterdbe.org/schools/admissions-and-appeals/>

Alternatively, the form can be obtained from **The Clerk to the Appeals Panel, Diocesan Board of Education, St. Martin's House, 7 Peacock Lane, Leicester, LE1 5PZ or contact 0116 2615350**. Appeals must be made by **18<sup>th</sup> May** in writing on the relevant form to the DBE address above. Appeals will be heard during the summer term between **17<sup>th</sup> June and 5<sup>th</sup> July**. Appeals lodged after this deadline, like appeals for in-year admissions, will be heard within 30 school days of the appeal being lodged. In all cases, appellants will receive at least 10 days' written notice of the appeal hearing. Applicants may submit additional evidence in writing by 12 noon the day before the hearing. Decision letters are sent to the school and appellant within 5 days of the hearing.

### **Can the school withdraw an offer of a place?**

We will withdraw an offer of a place if:

- It has been offered in error.

- A parent has not responded within 21 days. If a parent does not respond within 21 days, we will give a further opportunity to respond and explain that the offer may be withdrawn if they do not.
- It was established that the offer was obtained through fraudulent or an intentionally misleading application. Where an offer is withdrawn on the basis of misleading information, the application will be considered afresh, and a right of appeal offered if an offer is refused.

Once a child has started at the school we will not withdraw the place except where that place was fraudulently obtained. This will only happen if the child has been in school for less than one term.

**What if I do not think that the admissions arrangements are lawful?**

Any person or body who considers that the arrangements in this policy are unlawful under the Admissions Code may make an application to the Schools’ Adjudicator. All objections must be referred to the adjudicator by **15<sup>th</sup> May** in the admissions year:

[osa.team@schoolsadjudicator.gov.uk](mailto:osa.team@schoolsadjudicator.gov.uk)

<b>Formal determination:</b>	
<b>Date:</b>	January 2025
<b>Signed: Chair of Govs</b>	
<b>Print Name:</b>	Chair of Governors
<b>Last Consultation:</b>	
<b>Year of last consultation:</b>	Academic Year <b>2020-2021</b> for admissions intake Autumn 2022 onwards (to be consulted again 2027-2028)