



# Barlborough Primary School

## SCHOOL ADMISSIONS POLICY

Last Reviewed & Approved May 2019 by Barlborough School Full Governing Board

Barlborough Primary School is a Community School and the Admission Authority for the School is Derbyshire County Council.

Parents have a right to express a preference for any school and where schools have vacancies in the relevant year group places will be offered.

Where the School receives more requests than there are places available then the following oversubscription criteria will determine which children are offered places.

### Admissions criteria

Individual pupils who have a Statement of Special Education Needs or an EHCP which names the school will be admitted.

In deciding on admissions to all community and voluntary controlled schools in Derbyshire, the following order of priority will be adopted.

### Barlborough Primary School

- 1) Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- 2) Children living in the normal area (see note one) served by the school at the time of application and admission who have brothers or sisters (see note two) attending the school at the time of application and admission.
- 3) Children living in the normal area (see note one) served by the school at the time of application and admission.
- 4) Children not living in the normal area (see note one) served by the school but who have brothers or sisters (see note two) attending the school at the time of application and admission.
- 5) In the case of voluntary controlled church schools, children whose parents request a place on religious grounds (see note three).
- 6) Other children whose parents have requested a place.

Where, in the case of 2,3, 4, 5 or 6 above, choices have to be made between children satisfying the same criteria, those children living nearest to the school (measured by straight line distance see note four) will be given preference.

Further information regarding admissions can be found at

[https://www.derbyshire.gov.uk/education/schools/school\\_places/admissions/default.asp](https://www.derbyshire.gov.uk/education/schools/school_places/admissions/default.asp)

## Definitions

### Note one

"Living in the normal area" is defined as the child having settled full-time residence in a property which is the child's only or main residence. Documentary evidence including proof of actual permanent residency at the property concerned may be required for example council tax or utility bills, sale or rental agreements.

We reserve the right to withdraw any offer of a school place which has been obtained as a result of misleading or fraudulent information.

Please note a place cannot be guaranteed for any child, even those living in a school's normal area.

### Note two

**The term brother or sister includes:**

- (a) a half brother and/or a half sister
- (b) a legally adopted child being regarded as a brother or sister
- (c) a step brother and/or step sister residing in the same family unit

### Note three

Parents seeking a place at a voluntary controlled school on religious grounds need to have a supplementary form completed by a Minister, Priest or Pastor or Religious leader if the child is a member of another Christian Church or World Faith, who knows the family and can confirm regular attendance at public worship. (Regular worship is defined as attendance at public worship at least once a month). The form is available from the Admissions and Transport Team or online and should be returned to the Admissions and Transport Team.

This must be included with the application. Where appropriate baptismal certificates should also be supplied. Exceptional circumstances will be considered if explained in writing by the relevant religious leader.

### Note four

The Children's Services Department has a Geographic Information System (GIS) to measure the straight line distance. It is measured by a standard straight line distance calculated to within two metres. This measurement is taken from the postal address file, normally the house front door.

For schools, the grid reference is normally taken from the postal address file and will normally be the centre of the school.

### Residence - in all categories

The home address used for school admission purposes is the address where the child is residing at the time of both application and admission. Where an application includes more than one address due to shared parental responsibility, we will use the address where the child resides for the majority of the school week (where they usually or mainly sleep between Monday and Friday).

Parents and carers are required to submit full details with supporting information to enable us to determine which address to use for the purpose of admission.

Where parents provide evidence that the child resides equally at both addresses during the school week, and we are unable to reach a decision based on the information received, parents will be asked to notify the Council of the mutually agreed address to be used for the purpose of school

admissions. Please note the same address will be used in the assessment of eligibility for home to school transport assistance.

Where the county council has reasonable grounds for believing the home address is not the child's only or main residence, it reserves the right to carry out investigations which may include visits to the property.

What to do if both parents cannot agree on the school(s) to be applied for

Parents are expected to consult with each other and agree on the school(s) for which they wish to express a preference. The council is unable to investigate whether applications have been agreed, or to resolve disagreements between parents. In the absence of agreement between parents the council will process the preference of the parent who has care of the child for the greater part of the week (see definition of residence). In cases where the council is unable to determine the home address (see definition of residence), and / or there is no parental agreement or Court Order, the council will be unable to process the application further until the matter has been resolved. Parents are encouraged to resolve disagreements as soon as possible, as delays may affect the availability of places at preferred schools.

Once a school place has been offered, any disagreement on the child's placement will be a matter for parents to resolve.