



Admissions Policy – Barrow Hedges Primary School

Arrangements for entry in September 2025

Pupil Admission Number (PAN)

Barrow Hedges Primary School intend to admit 90 children into Reception in September 2025. Barrow Hedges Primary School dependent on need and applications received intend to admit 52 children into Nursery in September 2025 offering both the 15 and 30 hour provisions Monday to Friday. The Academy works with local providers and childminders to offer additional hours.

We welcome visits to our Academy before application and hold sessions on a regular basis during the autumn term where small groups of parents/carers may visit the Academy for a tour and an opportunity to ask questions. These sessions are usually conducted by a senior member of staff. Please telephone the School office to make an appointment. Information about our Academy is available on our website.

At Barrow Hedges we believe that there is no limit to what our pupils can achieve. We nurture the potential talents of all our pupils. Through high achievement and a love of learning, our pupils leave us ready to make a valued contribution to society.

The Academy has a Nursery for 3 – 4 year olds and the main school for 4 – 11 year olds. Please see below for Nursery admissions, as this is a separate and different process.

Barrow Hedges Primary School is a member of Cirrus Primary Academy Trust (the Admissions Authority). All academies within the Trust have the same admissions criteria.

Entry to Reception

Parents of children born between 1st September 2020 and 31st August 2021 must complete the Local Authority Common Application Form (CAF) for the September 2025 intake by 15th January 2025. The CAF is available online at: www.eadmissions.org.uk.

Barrow Hedges Primary School participates in the Pan London Co-ordinated Admission Scheme for entry to Primary School.

All offers for primary school places are made on the primary National Offer Day (16th April or the next working day).

Parents can defer the date their child is admitted to the Academy until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and 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.

Where the child is attending the Academy's Nursery, a separate application must be made for entry into a Reception Class. Places are allocated according to the admissions criteria shown below; no automatic entry or priority is given to children attending the Academy's Nursery.

Admissions criteria

If the Academy is oversubscribed, priority will be given to pupils with a Statement of Special Educational Needs, where the Academy is named on the Statement or Education or Health and Care (EHC) Plan. The remaining places will then be offered in the order of priority below.

Priority 1 – Looked After Children and Previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

If an application is made under the looked after criterion, it must be supported by a letter from the relevant Local Authority Children's Services Department. If applying under the previously looked after criterion a copy of the adoption or child arrangements order must also be supplied.

Priority 2 – Siblings

Children with a brother or sister who is reasonably expected to be in attendance at the Academy at the time of the enrolment of the new pupil. A sibling is defined as a brother or sister, half brother or sister, step brother or sister or adopted brother or sister whose main residence is at the same address. Siblings in Year 6 or Nursery at the time of application will not qualify.

Priority 3 – Medical

Children with serious medical reasons for needing to attend the Academy. A serious and continuing medical condition of a parent which would prevent them taking their child to school may also be relevant. Supporting evidence should set out particular reasons why the Academy is the most suitable and the difficulties that would be caused if the child had to attend another school. The medical reasons must be verified by a doctor or consultant and **declared at the time of application** if known at the time. A medical condition that arises after the application has been submitted should be notified as soon as possible. Decisions on priority of admission on medical grounds will be taken by the Academy's Admissions Panel.

Priority 4 – Children of staff at the Academy

Children of staff who:

- have been employed at the Academy for two or more years at the time of the application, and/or
- have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

Priority 5 – Distance

The address given on the application form must be the child's normal place of residence. School places cannot be allocated on the basis of a business address or the address of a relative or childminder.

Distance will be measured in a straight line from the child's home address to the designated entrance of the school using the local authority's computerised measuring system (GIS) and geographical reference points as provided by the National Land and Property Gazetteer (NLPG). Those living closer to the school will receive higher priority.

If a child lives in a shared property such as flats, the geographical references will determine the start point within the property boundaries to be used for distance calculation purposes.

Where parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent, the parents should choose which address should be used for the purposes of the application. Only one address is used for all preferences on the Common Application Form. In normal circumstances, parents should specify who has the child the majority of the week and evidence that through Child Benefit or other documentation. If no joint declaration is received and the residence is split equally by the closing date for applications, the home address will be determined to be the address where the child is registered with the doctor. However, all evidence will be taken into account. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

The Academy's geographical area of intake may change from year to year depending upon the level of oversubscription and the number and location of applicants.

Tiebreaker

Distance will be used as a tiebreaker for each oversubscription criterion. Where distance is the same for two or more applications, the child to be allocated will be selected randomly by the Local Admissions System.

Waiting Lists

The waiting list is ordered in accordance with the priorities identified in published admissions criteria (see above). This means that a child's position on the waiting list can change, depending upon the number of applications received for places at the Academy and whether these applications are accorded a higher or lower priority in terms of the published admissions criteria. The Admissions Code requires admission authorities to order waiting lists on the basis of the priorities of the published admissions criteria and not, for example, on a 'first come first served' basis. Indeed, it is for this reason that late applications may enjoy immediate priority on the waiting list, i.e. if they have a sibling already in attendance at the Academy.

A waiting list is held for the first term of the reception year, and thereafter applicants are required to confirm if they wish to remain on the waiting list. In-year waiting lists are maintained for one academic year and applicants are required to request to be added to the waiting list for the next academic year.

In Year Applications

If you wish to apply for a place at the school outside the normal admissions round you should complete Sutton's in-year application form, naming this school, and submit it to the council, with any supporting evidence required.

If there is a waiting list and/or more in-year applicants than places available at that time, the process of prioritising applications will be as described above.

Children of UK service personnel (UK Armed Forces)

The Academy will process applications in advance of the family arriving in the area providing that application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

Fair Access Protocol

The Academy is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round the Local Committee is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by the Local Authority for the current school year. The Local Committee has this power even when admitting the child would mean exceeding the PAN.

Appeals

Parents/carers who are not offered a place for their child will be entitled to appeal to an independent committee under the provisions of the School Standards and Framework Act, 1998. Parents should bear in mind that this Act limits the circumstances in which an appeal panel can uphold an appeal for the admission of a child to a school, as schools are bound to comply with the duty to limit Infant class sizes.

The determination of the appeal panel will be made in accordance with the Schools Admissions Code and will be binding on all parties. The Academy will prepare guidance for parents about the appeals process and provide parents with a named contact who can answer any enquiries parents may have about the process.

Information about the appeals process may be found in the Admissions section of the School's website.

Children of multiple births

Where there are insufficient places to admit both twins, an additional exception may be made to accept the other twin. With triplets or other multiple birth applicants, each one would be considered according to need and available school resources.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. When such a request is made, the Academy will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the head teacher and any supporting evidence provided by the parent. The process for requesting such an admission is to complete the relevant form for the Local Authority alongside the CAF.

Change of Details/False or Misleading Information

If any of the details on the application change between the date of application and the receipt of the letter of offer or refusal, the applicant must inform the Academy and the Local Authority immediately.

Applicants are on notice that:

1. if false, fraudulent or intentionally misleading information is given or allowed to remain on the application and/or
2. where any false, fraudulent or intentionally misleading information is given or communicated to the Academy, whether on the application or otherwise, in order to secure a place at the Academy

the Trust reserves the right not to offer a place and, where false or fraudulent information is given or communicated, to withdraw the place even if the candidate has already started at the Academy.

Entry to Nursery

Please note that attendance at Barrow Hedges Primary School's Nursery does not give priority for a place in the Reception class the following year. Parents/carers **must** re-apply and follow the process for entry to Reception (above).

Application for a place in Nursery is not made through the Local Authority. All applications must be made directly to the Academy by 15th January 2025.

Children will be eligible for consideration for entry to nursery from the term after their third birthday. Therefore, if a place becomes available in Nursery, for a child who turns three after 1st September 2025, he/she would remain in Nursery the following school year and apply for entry to Reception for September 2027.

The nursery offers full time places only to children who are eligible for the 30 hours entitlement for working parents of three and four year olds (extended entitlement). Entry into the nursery for 30 hours is dependent on receiving proof that a child meets the eligibility criteria for funding; parents/carers will need to provide an eligibility code from HMRC by completing a Parent Declaration Form before a child can take a place offered for nursery.

If it is determined that a child is no longer eligible for this funding a 'grace period' will be applied; at the end of the grace period the space will be offered to the next child on the waiting list.

If the Nursery is oversubscribed, the places will then be offered in the order of priority below:

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Waiting lists for entry to Nursery are maintained by the Academy and will be kept until the last day of the summer term. Applicants for nursery that are not offered a place will be automatically added to the Academy's Nursery waiting list.

Appeals

There is no formal appeal system if you are not offered a place in the Nursery.

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This policy was determined by the Local Committee on 22nd November 2023 – the last consultation was November/December 2018