



**BARNBY ROAD ACADEMY:  
PRIMARY AND NURSERY SCHOOL**

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## **Barnby Road Academy: Primary & Nursery School**

### **Admission Arrangements 2025-2026**

#### **Oversubscription criteria**

Where there are more applications than places available, the oversubscription criteria are used to decide the priority for school places. The first criterion represents the group of children most likely to get a place at the school. The last criterion represents the group of children least likely to get a place.

#### **Education, Health and care plan (EHC)**

All children who have an Education, Health Care plan that names Barnby Road Academy will be admitted. This will reduce the number of places available for other children.

#### **Looked after and previously looked after children**

The Schools Admission Code 2021 states that all admission authorities must give the highest priority to this group of children and provides the following definition.

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 in accordance with the section 22(1) of the Children Act 1989 at the time of making an application a school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Further references to previously looked after children means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to Barnby Road Academy) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

- A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organization or any other provider of care whose sole or main purpose is to benefit a society
- Children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002
- Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22<sup>nd</sup> April 2014

is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)

### **Special circumstances**

Children whose particular medical needs, mobility support needs, special educational needs or other social circumstances are supported by written evidence from a doctor, social worker or other relevant professional stating that the school is the only school which could cater for the child's particular needs will be given special consideration. The evidence must be presented at the time of application.

- For information provided before the closing date for intake application, the Strategic and Pupil Committee will consider each case and decide the allocation of any such place on the basis of written evidence. Where it is agreed that Barnby Road Academy is the only school that could meet the child's needs, the application will have priority following the allocation of looked after and previously looked after children.
- For information provided after the closing date and for all in-year applications, the Strategic and Pupil committee will consider each case. If it is agreed that Barnby Road Academy is the only school that could meet the child's needs, the application will have priority after looked after and previously looked after children. If the Academy is oversubscribed, the application will have priority on the waiting list after the initial allocation of places.

### **Home Address**

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or that of the foster parent may be used. If a child's parents live at separate addresses, the address where the child permanently spend at least three school nights (that is Sunday Monday Tuesday Wednesday or Thursday) will be taken to be the place of residence. Addresses of other relatives or friends will not be considered as the place of residence even if the child stays there for all or part of the week. Evidence that a child's place of residence is permanent may also be sought and this should prove that a child lived at the address at the time of application.

***Informal arrangements between parents will not be taken into consideration.***

### **Children of UK Service personnel and crown servants**

For families of service personnel with a confirmed posting, or crown servants returning from overseas, Barnby Road Academy 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 not refuse to process an application and will not refuse a place solely because the family do not yet have an intended address, or do not live in the area.
- Barnby Road Academy will use the address at which the child will live when applying our oversubscription criteria, as long as the parents provide some evidence of their intended address. Barnby Road Academy will use a Unit or quartering address as the child's home address when considering the application against our over subscription criteria, where the parent request this.
- Barnby Road Academy will not reserve blocks of places for these children.
- Barnby Road Academy will ensure that arrangements in our area support the Government's commitment to removing disadvantage for service children.

Arrangements will be appropriate for the area and described in the composite prospectus.

### **Catchment Area**

Barnby Road Academy has a defined catchment area, details of which are available on the Nottinghamshire County Council website

<https://www.nottinghamshire.gov.uk/education/school-admissions/school-catchment-areas>

The catchment area for Barnby Road Academy does not prevent parents who live outside of it from expressing a preference for the school.

### **Siblings (brothers or sisters)**

- Brothers and/or sisters who share the same parents
- A half-brother, half-sister or legally adopted child living at the same address
- A child looked after by a local authority placed in a foster family with other school age children
- A stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child

### **Multiple births**

Where one child of a multiple birth can be admitted through the normal admissions process, the other child/children will also be admitted

### **Parent**

- The mother of a child
- The father of a child where he was married to the mother either when the child was born or at a later date
- The father of the child if (since 1 December 2003) he was registered as the father on the birth certificate
- An adoptive parent
- Any other person who has acquired 'parental responsibility' through the courts; evidence of this may be required.
- Authorisation may also be given for another person to speak on the parents behalf.

The person making the application must hold parental responsibility.

### **Children of staff at the school**

Barnby Road Academy gives priority in their oversubscription criteria to the children of all staff for following circumstance:

- Where the member of staff has been employed at the school for two or more years at the time at which the application for admissions is made if they are not ranked in any criteria numbered from one to five.

They are given priority over children that live outside the catchment area but attend the school nursery and children that live outside the catchment area.

## **Distance measurement**

Within each of the criterion, priority will be given to children who live nearest to the school as the crow flies (by straight line). Distances are measured from the main administrative point at the school campus to an address point (using eastings and northings as defined by Ordnance Survey) to the child's home using Nottinghamshire County Council's computerised distance measuring software.

## **Tie breaker**

All admission arrangements must include an effective, clear and fair tie breaker to decide between two applications that cannot otherwise be separated. In the event of two distances being equal, lots will be drawn and the process will be independently verified.

## **Waiting lists**

If applications exceed the number of places available, the school will operate a waiting list if the child is refused a school place. The position on the waiting list will be decided by the oversubscription criteria. No reference is made to the date an application is received or whether the parent has appealed against the decision. The waiting list will be re-ranked each time an application is received. If any applications are received that have a higher priority with the admission oversubscription, these will be placed higher than applications that may have been on the list for some time. Being on a waiting list does not mean that a place will eventually become available.

If a place becomes available, the place will be allocated at that time, to the child who has highest priority on the waiting list according to the admission oversubscription criteria.

Waiting lists will close on 31<sup>st</sup> May and parents would need to make a new application for the next academic year.

The Governors of Barnby Road Academy, in partnership with the Local Authority, will administer the waiting list for the duration of the co-ordinated scheme.

## **In-year admissions**

The school participates in the Nottinghamshire County Council's in-year coordinated scheme. This does not affect the rights and duties of the governing body to set and apply their own admission arrangements and oversubscription criteria. The school will communicate their decision to the local authority who will notify the parent of the decision to either offer or refuse a place. Parents will be required to confirm their acceptance of a place to the local authority within 14 days. All applications received for in-year admission will be dealt with in accordance with the above criteria. In the event of a place being available in the appropriate year group then that place will be offered by Governors but communicated to parents by Nottinghamshire County Council.

Waiting lists will be held for in-year admissions until 31<sup>st</sup> May when they will close. Parents will need to make a new application for the next academic year.

## **Withdrawing an offer**

An offer of a place may only be withdrawn if it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

### **Fraudulent or misleading information**

Where an offer of a place is found to be based on fraudulent or intentionally misleading information provided on the application, and this effectively denied a place to a child with higher priority for the place at the Academy, the offer of a place may be withdrawn.

Where the allocation has been withdrawn, the application will be reconsidered and the usual statutory right of appeal will be made available if a place is subsequently refused.

Barnby Road Academy will check the home address on any applications where there are doubts about the information provided.

### **Infant class size**

The School Admission (Infant Class Sizes) (England) Regulations 2012 permit children to be admitted as exceptions to the infant class size limit. Section 1 of the SSFA 1998 limits the size of an infant class (that is, a class in which the majority of the children will reach the age of 5, 6 or 7 during the school year) to 30 pupils per school teacher. The School Admissions Code 2021 (2.16) states that additional children may be admitted under limited exceptional circumstances.

These children will remain as 'excepted pupils' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

For late application for reception processed after national offer day and before 31<sup>st</sup> August and for all in year applications for reception to year 2, Barnby Road Academy will also consider whether the limited exceptional circumstances could apply. A child who falls into any of these categories will not automatically be admitted as an excepted child.

### **Appeals**

When an application for Barnby Road Academy is refused, the parent has a right to appeal to an independent panel. Parents are informed of this when they receive their outcome and to lodge an appeal, parents should contact the school office where more information can be given.

Repeat applications will not be considered for Barnby Road in the same school year unless there has been a significant and material change in the circumstances of the application or those of the Academy.

A significant and material change in circumstances is something that alters the decision already made. A house move may not necessarily be considered a substantial change and will not give a further right of appeal.

### **Admission of children below compulsory school age and deferred entry to school**

Compulsory school age is the term following a child's fifth birthday, All children can start school full time in reception in the September following their fourth birthday. However, parents can request that the date their child is admitted to school is

deferred until later in the school year 2025-2026, or until the term in which the child reaches compulsory school age within this year. The school year is also referred to as the 'academic year'.

Parents can request that their child takes up the place part time until the child reaches compulsory school age within 2025-2026 school year, parents must ensure that they apply for a school place before the closing date of 15<sup>th</sup> January 2025 if they want their child to start in the reception class.

The parents of a summer born child (born between 1<sup>st</sup> April and 31<sup>st</sup> August) may choose not to send that child to school until the September following their fifth birthday. Typically this means their child will start school in year 1, forfeiting reception. If a parent wishes to delay their child's admission to school until compulsory school age, and wants their child to be admitted to reception, the parent must request that the child is admitted out of the normal age group – to reception rather than year 1.

Barnby Road Academy applicants should submit the request in writing to the 'Chair of Trustees' at Barnby Road Academy as early as possible. The Strategic and Pupil committee will make decisions based on the circumstances of each individual case and in the best interest of the child concerned. This will include taking account of the parent's view; information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional; whether they have previously been educated out of their normal age range; and whether they may naturally have fallen into a lower age range groups if it were not for being born prematurely. The views of the Head Teacher at Barnby Road Academy will also be taken into account. When informing a parent of the decision on the year group to which the child should be admitted, the parent will be notified of the reasons for the decision.

Where it is agreed that a child will be admitted out of the normal age range groups and, as a consequence of that decision, the child will be admitted to the relevant age group (i.e. Reception year at Barnby Road Academy), Nottinghamshire County Council and Barnby Road Academy **must** process the application as part of the main admissions round on a basis of their determined admission arrangements only, including oversubscription criteria where applicable. The parent has a statutory right to appeal against the refusal of a place at the school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

### **Admission of children outside the normal age group**

Parents may seek a place for their child outside the normal age group, for example if the child is gifted and talented, has experienced ill health or is a summer born child wishing to start school in reception instead of year 1. This is not limited to applications for those starting school for the first time but includes children moving from infant to junior/primary school and from primary to secondary schools.

At Barnby Road Academy, the Strategic and Pupil committee will consider requests for admission outside the normal age group and will make decisions based on the circumstances of each individual case and in the best interest of the child concerned. This will include taking account of the parent's view; information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional; whether they have previously been educated out of their normal age range; and whether they may naturally have fallen into a lower age range groups if it were not for being

born prematurely. The views of the Head Teacher at Barnby Road Academy will also be taken into account.

When parents are told the decision about the year group to which the child should be admitted, they will also be given the reasons for the decision. Where it is agreed that a child will be admitted out of the normal age group, and as a consequence of that decision, the child will be admitted to an intake age (e.g. – reception) Barnby Road Academy will process the application as part of the main admissions round. Parents have a statutory right to appeal the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

## **Relevant Legislation**

Barnby Road Academy complies with the regulations and legislation set out in the Schools Admissions Code 2021 and the Schools Admission Appeals Code 2022, including:

- Equalities Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998

## **Criteria**

- 1 Children who are “looked after”/previously ‘looked after’ (see note 1).
- 2 Children who live in the catchment area (a map of the catchment area is available at the school or by visiting [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)) and who, at the time of admission, have a sibling (brother or sister) who attend the school
- 3 Children who live in the catchment area and attend the Barnby Road Academy Nursery
- 4 Children who live in the catchment area
- 5 Children who live outside the catchment area and who, at the time of admission, have a sibling (brother or sister) who attend the school
- 6 Children whose parents have worked at the Academy for at least two years who are not included in the above criteria
- 7 Children who live outside the catchment area but who attend the Barnby Road Academy Nursery
- 8 Other children who live outside the catchment area

## **Published Admission Numbers (PAN) 2025 – 2026**

All schools are required to have a published admission number.

The Governing Body has a planned admission number (PAN) of 75 (seventy five) This is the number of children who can be admitted into the “intake year” and preferences are agreed until the PAN for first admissions has been reached.

## **Barnby Road Academy participates in Nottinghamshire County Council’s Fair Access Protocol**