Be the best for God you can be!

Our vision is that we become the best for God that we can be, in all we do, whilst demonstrating Christian values which are pertinent to all faiths.

Our vision is based on Colossians 3:23. *'Whatever you do, work at it with all your heart, as though you were working for the Lord and not for people.'*

Trust:
'Trust in the Lord with all your heart and lean not on your own understanding'
Proverbs 3:5

Compassion:
'Love the Lord your God with all your heart, with all your soul and with all your mind. And love your neighbour as yourself'
Matthew 22:37

Thankfulness:
'Be thankful in all circumstances. This is what God wants from you in your life'
Thessalonians 5:18

Hope:
'But those who hope in the Lord will renew their strength'
Isaiah 40:31

Perseverance:
'I know your deeds, your love and faith, your service and perseverance'
Revelations 2:19

Forgiveness:
'For if you forgive other people when they sin against you, your heavenly father will also forgive you'
Matthew 6:14

Admission Policy 2024-2025

At St Barnabas and St Paul's Church of England Primary School, our vision is that we become the best for God that we can be, in all we do, whilst demonstrating Christian values which are pertinent to all faiths.

Our vision is based on *Colossians 3:23, 'Whatever you do, work at it with all your heart, as though you were working for the Lord and not for people.'*

St Barnabas and St Paul's Church of England Primary School
ADMISSION ARRANGEMENTS BLACKBURN
For September 2024

For September 2024

Making an application

Applications for admission for September 2024 should be made on the common application form between September 4, 2023 and January 15, 2024. It is not normally possible to change the order of your preferences for schools after the closing date. Parent(s)/carer(s) must complete the Local Authority application form, stating three preferences.

Applications should be made online at www.blackburn.gov.uk/admissions . For families who are unable to apply online, application forms can be requested from the Schools Admissions Team, Telephone -01254 666605 or Email -admissions@blackburn.gov.uk

Parents who wish their application to this Church school to be considered against the faith criteria must also complete the supplementary form. If the school is oversubscribed, a failure to complete the supplementary form may result in your application for a place in this school being considered against lower priority criteria as the Governing Body will have no information upon which to assess the worship attendance.

Parents and carers who apply online will receive the decision letter by email and will able to view which school their child has been offered on the online parent portal on Tuesday 16 April 2024. Parents and carers who apply using the paper application form will receive the decision letter by post on or after Tuesday 16 April 2024.

Admission procedures

Arrangements for admission have been agreed following consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area.

The number of places available for admission to the Reception class in the year 2024-2025 will be a maximum of 60.

The governing body will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds their admission number. By law, no infant class may contain more than thirty children. The Governing Body operates a system of equal

preferences under which they consider all preferences equally and the Local Authority notifies parents of the result. In the event that there are more applicants than places, after admitting all children with an Educational and Health Care Plan naming the school, the governing body will allocate places using the criteria below, which are listed in order of priority.

1. Children looked after and previously looked after children.
   This means any "looked after child", “previously looked after children” and any child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements order or special guardianship order. ‘Looked after’ means that the child was (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.
   This criteria also includes looked after children and all previously looked after 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. (See note 1)

2. Children whose parent(s) or legal guardian(s) show evidence of being active members of the Church of England, or any church in membership of Churches Together in England, the Irish Council of Churches, Action of Churches Together in Scotland, Churches Together in Wales - the Free Churches Group or the Evangelical Alliance by parental worship. (See note 2)

3. Children who have siblings attending the school on the date of application and on the date of admission (See note 3).

4. Children of staff – this applies to all staff, full and part time, who are employed by the Governing Body for the whole of the two years prior to the closing date for application.

5. Children whose parents or legal guardians live within the ecclesiastical parish of St. Barnabas, Blackburn. (See note 4)

6. Children with proven and exceptional medical and social needs where admission to the school might best satisfy those exceptional needs, providing that such application is submitted with supporting evidence from the doctor or social worker. The supporting evidence has to explain what the child’s needs are, why they can only be met at St. Barnabas & St. Paul’s and what problems there would be if the child had to attend any other school. (See note 5).

7. Other children.

Footnote

1. An ‘adoption order’ is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46

adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. 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). 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 organisation, or any other provider of care whose sole or main purpose is to benefit society."

2. Parental worshipping" is normally taken to mean a minimum of one monthly attendance at church at public worship for over at least the 6 months leading up to the 4th September 2023. The governors will request confirmation of this from the relevant member of the clergy or church officer. The lists of member Churches can be found on the relevant websites – i.e. Churches Together in England at cte.org.uk; the Evangelical Alliance at eauk.org; the Irish Council of Churches , http://www.irishchurches.org/Free Churches Group http://www.freechurches.org.uk/ Action of Churches Together in Scotland, http://www.acts-scotland.org/ Churches Together in Wales, http://www.cytun.org.uk/ lists are taken as on 1st September 2022.

3. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.

4. A map showing the boundaries is available in school and on the school's website.

5. If you feel that there are exceptional medical/social/welfare needs relating you your child which support the need for your child to attend a particular school, and wish your application to be considered under criterion (6) you must state his on your application form AND provide appropriate written support evidence for your application from a doctor, social worker or other professional. This evidence must explain why the preferred school is the most suitable and what difficulties would be caused if the child had to attend another school.

This evidence should accompany the application form. If necessary, parents can submit the application form and send the supporting evidence at a later date, but the supporting evidence MUST be received by the Local Authority on or before the closing date for applications. It is the parent's responsibility to ensure that the Local Authority receives the supporting evidence.

If you do not provide the supporting evidence on or before the closing date, then it will not be possible to consider your application under the medical/social/welfare criterion.

Please bear in mind the following points in relation to this criterion:
1) Only exceptional reasons associated with the child and directly relevant to the suitability of that specific school (i.e. showing why the child needs to be admitted to that particular school) are normally accepted under this criterion.
2) All schools can make provision for special educational needs and can also manage common conditions – e.g. asthma, diabetes, epilepsy.

After the closing date, during the early stages of the allocations process, all applications which have requested consideration on the grounds of medical/social/welfare need are considered separately

by a panel from the Admission Authority. This involves considering all statements and evidence provided by parents/carers to support the application. The panel may, at their own discretion, contact parents/carers and third parties (with parental consent) to request further information where this is needed to reach a decision.

The Panel's focus in assessing each claim for consideration under this criterion will be to assess whether the evidence provided (a) actually confirms that this child has an exceptional medical/social/welfare need AND (b) demonstrates a clear and exceptional need for this child to attend that specific school for reasons arising from the exceptional medical/social/welfare need.

Where the reasons claimed are not considered exceptional or do not disclose an exceptional need for the child to attend that specific school, then the application will be dealt with under the other admission criteria.

Tie break

Where there are more applicants than available places within a category, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where two addresses have the same distance, or the cut-off point is for addresses within the same building, then the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

Admissions information:

In 2023, there were 162 applications for 60 places

Late applications for admission

Where there are extenuating circumstances for an application being received after the closing date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

Waiting list

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

This waiting list will operate until the 31st December 2024.

Address of pupil

The address used on the school's admission form must be the current one at the time of application, i.e. the family's main residence. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings. If there is any doubt about this, then the address of the Child Benefit recipient will be used. Parents may be asked to show evidence of the claim that is being made for the address, e.g. identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP, Council Tax Office, Electoral Registration Officer, utilities provider. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

If your family is moving house, your application (both for routine and non-routine applications) and any appeal will be considered as being made from your old address until you provide suitable evidence of a permanent change of address, eg exchange of contracts on your house purchase or the signed tenancy agreement and rent book for your new address.

Non-routine or in-year admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine or in-year admissions. They must then apply for a place online through www.blackburn.gov.uk/admissions. School will only be contacted by admissions if a place is available for the child/ren. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place available, then information about how to appeal against the refusal will be provided.

Please note that appeal forms will be provided by admissions@blackburn.gov.uk and must be returned to the same email address. School, **do not** keep appeal forms or return them to the authority.

Appeals

Where the governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents should notify school admissions at Blackburn with Darwen Authority by 17th May, 2024**. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. **You will normally receive 14 days' notice of the place and time of the hearing.**

Appeals which are received after the deadline will be slotted into the schedule where this is possible. There is no guarantee that this will happen and late appeals may be heard after the stipulated date at a second round of hearings. The schedule is subject to change depending upon the availability of appeal panel members, clerks, venues and the number of appeals for each school (which will vary year on year).

Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

Please note that you cannot re-appeal for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

Fraudulent applications

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body may withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

Children to be admitted

The law does not require any child to receive a suitable education until the start of the term following the fifth birthday. In Blackburn with Darwen we operate a single start date of September for all children who will become 5 during that school year. All children who have their fifth birthday between September 1, 2024 and August 31, 2025 may start school in the Autumn Term 2024.

Deferred admission

If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it is between January and August, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January. You may also request that your child attend school part time until he/she reaches compulsory school age. (A child reached compulsory school age on the prescribed day following his or her fifth birthday, or on his or her fifth birthday if it falls on a prescribed day. The prescribed days are 31 December, 31 March and 31 August).

Admission of children outside of their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health. Parents of a summer born child (born between 1 April and 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

<u>In year applications (ie Children who are already of school age)</u>

Parent(s)/Carer(s) must submit their written request for admission out of the normal age group to the Governing Body. If their request is agreed and a place is available in the requested year group, the child will be admitted.

<u>Children seeking admission to reception in the September after their fifth birthday</u>

Parent(s)/Carer(s) will need to submit a normal Common Application Form (CAF) to the Local

Authority (in writing or online) for admission in to the normal age group at the same time as they submit a written request to the Governing Body for their child to be admitted out of the normal age group.

Please note: This Governing Body will not honour a decision made by another admission authority on admission out of the normal age group. Parent(s)/Carer(s), therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.

The Governing Body will make a decision on the request before the Primary national offer date if at all possible.

If the request is agreed the parent(s)/Carer(s) must make a new application for the next main admission round the following year, and their current application for the normal age group should be withdrawn before a place is offered. The following year the new application will be considered on the basis of the determined admission arrangement only, including the application of oversubscription criteria where applicable. The application will not be given lower priority on the basis that the child is being admitted out of their normal age group.

If their request for admission outside the normal age group is refused, parent(s)/carer(s) must decide whether to accept the offer of a place for the normal age group that they receive for the Local Authority, or to refuse it and make an in-year application to the Governing Body for admission to year one for the September following their child's fifth birthday.

<u>Making the decision</u>
Parent(s)/carer(s) seeking admission of their child outside their normal age group must send their written request to the Governing Body. It is the responsibility of the parent(s)/carer(s) to provide the Governing Body with all relevant information relating to this request, including the parent(s)/carer(s) views; information about the child's academic, social and emotional development; medical history and views of a medical professional (where relevant); whether the child would naturally have fallen into a lower age group if it were not for being born prematurely; and whether the child has previously been educated out of their normal age group.

The Governing Body is required to take into account the views of the Head Teacher on the application as well as the information from the parent(s)/carer(s). The Governing Body will make their decision on the basis of the circumstances of each individual case, and in the best interests of the child concerned.

The Governing Body will then inform the parent/carer of their decision on the year group the child should be admitted to and will provide the reasons for their decision.

Parent(s)/carer(s) have a statutory right to appeal to an independent admission appeal panel against the refusal of a place at a school for which they have applied. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, the right of appeal does not apply if they are offered a place at the school but it is not their preferred year group. However, they may make a complaint about an admission authority's decision not to admit their child outside their normal age group.

Priority for Twins/Multiple births

Where there are twins, etc wanting admission and there is only a single place left within the admission number, the Local Authority will exercise as much flexibility as possible within the requirements of infant class sizes. In exceptional circumstances admission authorities are able to offer places to children of multiple births, even when this means breaching infant class size limits.

Diocesan Supplementary Information Form
Admission to primary school, 2024

St Barnabas and St Paul's Church of England Primary School

Name of child:

Surname . . . . . .Christian names . . . . . .

Date of birth . . . . . .

Name of parent/guardian . . . . . .

Address . . . . . .

. . . . . .

. . . . . .

Post code . . . . . .

Contact telephone number . . . . . .

If you are applying to this school on faith grounds, please complete the following sections:

Place of worship one of parents / guardians regularly attends:

Name of place of worship . . . . . .

Address . . . . . .

. . . . . .

Name of vicar / priest / minister / faith leader / church officer:

. . . . . .

Address . . . . . .

. . . . . .

. . . . . .

Post code . . . . . Telephone . . . . . .

Your faith leader will be contacted in order to provide the information.
Return this form to the school before 15 January 2024.

This form is for use of the School; it will be sent to the appropriate faith leader, to be returned direct to the school.

Clergy Reference Form
Admission to primary school, 2024

St Barnabas and St Paul's Church of England Primary School

Name of child:

Surname . . . . . .Christian names . . . . . .

Date of birth . . . . . .

Name of parent/guardian . . . . . .

Address . . . . . .

. . . . . .

. . . . . .

Post code . . . . . .

Contact Telephone . . . . . .

This parent has given your name as a reference for his/her commitment to the church/place of worship.

Our criteria require the parent to have attended their church at public worship once a month for 6 months prior to 1st September 2023.

Has this been the pattern for this parent? YES / NO

Signed . . . . . .

Name . . . . . Date: . . . . . .

Position . . . . . .

Church . . . . . .

This church is a part of (please tick):

☐ Churches Together in England ☐ Evangelical Alliance

☐ Irish Council of Churches ☐ Action of Churches Together in Scotland

☐ Churches Together in Wales ☐ Free Churches Group

Please return this form to the School by the 30th January 2024.