

**PSJP24**

**Penistone St John's Voluntary  
Aided Primary School**

**Admissions Policy 2024-2025**



<b>Approved by:</b>	Governors	<b>Date:</b> Spring 2024
<b>Last reviewed on:</b>	Spring 2024	
<b>Next review due by:</b>	Autumn 2024	
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The Governing Body of Penistone St John Voluntary Aided Primary School is the admissions authority for the school, not the Local Authority.

### **Making an application**

Applications for admission to the school must be made via the Barnsley admissions website by the closing date of 15 January 2024.

If you wish to apply under Christian Commitment Criteria you must complete a copy of the School's Information Form (SIF) and attach the SIF with your common application form.

### Admission procedures

The admission number for the school is 60. The Governing Body will not place any restrictions on admissions unless the number of children for whom admission is sought exceeds this number.

The Local Authority operates a co-ordinated admissions scheme and administers a system of equal preferences under which all applications are considered equally and the Governing Body allocates the available places in accordance with its published admissions policy. In the event that there are more applications than places available, the Governing Body will allocate places using the following criteria, which are listed in order of priority. The Local Authority will inform parents of the offer of a place in April 2024.

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

Children are eligible to start school in the September following their fourth birthday. The following applies:

- a) the child is entitled to a full-time place in the September following their fourth birthday;
- b) the child's parents can defer the date their child is admitted to the school 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
- c) 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.

### Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child 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.

Please contact Barnsley Admissions to request admission out of the normal child's age group.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; 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

### **SPECIAL EDUCATIONAL NEEDS**

The School will admit children with special educational needs in which The School is named on the Education Health Care Plan.

### **OVERSUBSCRIPTION CRITERIA**

Where the number of applications for Penistone St John the Baptist CE (VA) Primary School received during the normal admissions round exceeds the admission number of the school, the Governing Body will apply the following criteria in strict order of priority.

- 1 Looked After Children (A child who is looked after by the Local Authority in accordance with Section 22 of the Children Act 1989), Previously Looked After Children, and Internationally adopted Previously Looked After Children. 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).
- 2 A child who, or whose parents/guardians, resides within the parishes of Penistone St John the Baptist and Thurlstone St Saviour's, or whose parents/guardians are on the electoral roll of those churches, and who are either:
  - a) **'At the heart of the church'**  
A regular worshipper. A person who worships at least twice per month. The worshipper could be one or both parents or the child.
  - b) **'Attached to the church'**  
A regular but not frequent worshipper. A person who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.

*In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.*

*A 'Supplementary Information Form' (SIF) to provide confirmation of a) or b) above is available on the school website. The form should be signed by the Vicar, Rector, Priest in Charge, etc. During an interregnum the form should be signed by a Churchwarden.*

*Parents having moved to become resident in the parish(es) mentioned above, having been on the Electoral Roll of another Anglican parish, will qualify upon proof of membership being provided by the priest of that other parish.*

**(See Notes 1, 2 & 3)**

- 3 A child who has a brother or sister (including a half-, step- or adoptive brother or sister) attending the school at the proposed date of admission.

**(See note 4 – Siblings)**

#### **4 Other children**

Where the offer of a remaining place in the relevant year group could be made for a number of eligible children resident equi-distant from the school the determination of the single offer will be by Random Allocation, which will be independently supervised by a representative of the Council Governance Department.

#### **NOTES**

1 A map showing the ecclesiastical parish boundary(ies) is available at the school/on the website.

If there are more applications in a particular category of oversubscription criteria than the number of places available, the remaining places will be offered to the children whose permanent address is nearest to school – the distance being calculated (in a straight line) from the school's front door to the centre point of the child's permanent address using the Local Authority's Mapinfo GIS system).

A map showing the admissions priority area for admissions is available at the school/on the website.

#### **2 Parents**

'Parents' include all those people who have a parental responsibility for a child as set out in the Children Act 1989. Where responsibility for a child is 'shared', the person receiving Child Benefit is deemed to be the parent responsible for completing application forms, and whose address will be used for admissions purposes.

#### **3 Home Address and Residing in**

The Home Address will be the address used for correspondence related to where "Child Benefit" is paid. In cases where there is doubt of the home address or where a child lives between two homes (split families) or other relevant circumstances, proof of the Home Address must be provided to the school to confirm the address used on the application form. Home address will be the address that complies with the above at the closing date for applications set by the Local Authority.

Families who are due to move house should provide:

- i) a Solicitor's letter confirming that exchange of Contracts has taken place on the purchase of a property; or
- ii) a copy of the current Rental Agreement, signed by both the Tenants and the Landlords, showing the address of the property; or
- iii) in the case of SERVING H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week including weekends.

Where responsibility for a child is shared evenly, the address where the child is registered at the Doctor's, is the address that will be used for admissions purposes.

**4**     **The term “Sibling”** is defined as:

- a full or half brother or sister
- a step brother or sister
- an adoptive brother or sister
- the children of parents living together in the same family household.

Step-brother, step-sister, half-brother and half-sister are defined as children who belong to only one parent living in the same family household. The Governing Body will, as far as possible, admit twins, triplets or children from other multiple births as long as they comply with the infant class size regulations.

**5**     **Looked After and Previously Looked After Children**

Looked After Children (A child who is looked after by the Local Authority in accordance with Section 22 of the Children Act 1989), Previously Looked After Children, and Internationally adopted Previously Looked After Children. 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).

**6**     **Waiting List**

Waiting lists will be dealt with in accordance with the LA Scheme. For Reception, Barnsley Admissions will maintain a clear, fair, and objective waiting list until at least 31 December of each school year of admission. Each added child will require the list to be ranked again in line with the published oversubscription criteria.

As soon as school places become vacant The Governing Body must fill the vacancies from any waiting list, even if this is before admission appeals have been heard. Placing a child's name on a waiting list does not affect a parent's right of appeal against an unsuccessful application.

The waiting list will be reviewed and revised:

- each time a child is added to, or removed from, the waiting list
- when a child's changed circumstances will affect their priority

It should be noted that children who are the subject of direction by a local authority to admit or who are allocated to a school in accordance with an In-Year Fair Access Protocol (paragraph 3.21 of The Admissions Code), **must** take precedence over those on a waiting list. These children will take precedence over any child already on that list.

**6**     **In-Year Applications**

In-year applications must be made by contacting Barnsley LA Admissions Department via email [admissions@barnsley.gov.uk](mailto:admissions@barnsley.gov.uk) or via Telephone 01226 773677

## **7 Appeals**

Where the governors are unable to offer a place because the school is over subscribed, 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 who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal to:

Admissions Officer  
People Directorate  
PO Box 634  
Barnsley S70 9GG

Telephone : 01226 773677

Within twenty one days of receiving the refusal letter.

Normally appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.

If your child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable Governing Body would have made, or that your child would have been offered a place if the governors' admissions arrangements had been properly implemented.

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.