



Admissions Policy 2025-2026

Date of Policy	February 2024
Staff Responsible	Headteacher
School/Governor Policy	Governor

SCHOOL ADMISSIONS POLICY

1. Barnwood Park School is a foundation school admitting girls and boys from all levels of ability. The County Council deals with admissions into Year 7 of Barnwood Park School. Any application for a school place made outside the normal year of entry to the school must be made directly to the school. The school has been delegated the responsibility for the administration of this process. Parents will receive either a formal offer letter or refusal letter stating the legal grounds for refusal with clear advice as to how the parent may appeal the decision. The standard admission number for Year 7 is 180 students. For full details of admissions procedures and terms, please refer to Gloucestershire County Council booklet "Applying for your child's place at secondary school" – available from the Co-ordinated Admissions Team (0-16) on 01452 425407 or from the GCC website at www.gloucestershire.gov.uk/schooladmissions.
2. The parents of all new students will receive a current copy of the School Prospectus, including the School Code of Behaviour. New entrants and their parents will receive, agree to, and sign the Parent/Carer Home School Agreement, which will also be signed by the Headteacher on behalf of the School. In such ways, Governors and Staff hope to encourage co-operation between the home and school in achieving good standards of work and behaviour from students. It is expected that students will give of their best and parents will support them in their efforts.
3. Parents of students interested in joining the school are able to visit the school for a tour of the premises, if possible during school hours. An Open Day will be arranged each year for prospective Y7 students and their parents to view the school. Alternative appointments will be offered to any unable to attend the specific day.
4. Complaints about discrimination against students seeking admission to the school will be dealt with initially by the Headteacher, and then by a panel of three governors plus a lay person. The advice of the LA and if necessary its ruling body will be sought.
5. The school does not operate any daily transport to or from school.
6. SEN/EHCP children with an Education Health Care Plan (EHCP) that names the school will be allocated a place before other applicants are considered. In this way, the number of places offered, as set out below will be reduced by the number of children with a EHCP that has named the school.

Admission Criteria

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

1. **PRIORITY ONE: CHILDREN IN PUBLIC CARE** (Looked after Children/Previously Looked After Children)

A 'looked after child' (1) or a child who was previously looked after but immediately after being looked after became subject to an adoption including those who appear to the governing body to have been in state care outside of England and ceased to be in state care as a result of being adopted* (2) child arrangements order (residency order) (3) or special guardianship order (4).

- a. 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) at the time of making an application to a school. In Gloucestershire, such children are referred to as Children in Care.
- b. This includes children who were adopted 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).
- c. Under the provisions of section 12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.
- d. See Section 14A of the Children Act 1989 which 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. **PRIORITY TWO: SIBLINGS**

Children who have siblings* attending the school and who will continue to do so when the younger child is admitted.

**We define siblings as a sister or brother, half sister or brother, adopted sister or brother, step sister or brother or the child of the parent/carer's partner. In every case the child must be living in the same family unit at the same address.*

3. **PRIORITY THREE: CHILDREN OF STAFF AT THE SCHOOL**

Children of full or part time salaried members of staff who are employed on either a minimum of a 50% contract with the school and/or where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made.

4. **PRIORITY FOUR: GEOGRAPHICAL DISTANCE**

Children with the strongest geographical claim, measured from the Ordnance Survey point of the student's home address to a central point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

<https://www.gloucestershire.gov.uk/education-and-learning/find-a-school>

5. In the event of oversubscription in any of the above criterion, places will be allocated to children with the strongest geographical claim, measured from the Ordnance Survey point of the student's home address to a central point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.
If two or more children live the same distance away, random allocation will apply. This will be a lottery with a name selected by an independent person.
6. If the school is oversubscribed, a waiting list will be held until the following December.

For In Year-Admissions, waiting lists for all year groups are maintained by the School and parents/carers need to apply, in order for their child to be included. For children to remain on the waiting list for the following term parents/carers will need to confirm this in writing to the School at the beginning of each term to avoid children remaining on the list unnecessarily. Parents/carers who have applied to be included on a waiting list will be notified if a place becomes available. Each waiting list is maintained strictly in order of the oversubscription criteria.

7. The school has signed up to the In-Year Fair Access Protocols held by the Local Authority. Should a vulnerable child within these Protocols require a place at the school, they will take precedent over any child on the waiting list.
The school is required to admit a child with a statement of Special Educational Needs or Educational Care Plan that names the school, even if the school is full.

Appeals

Parents/carers have a statutory right of appeal to an Independent Appeal Panel if a place is not offered. The Panel will decide whether to uphold or dismiss the appeal. Where a Panel upholds the appeal the school is required to admit the child. Dates for appeals for entry to Year 7 in September 2025 and the appeals form will be published on the school website.