



# St. Barnabas' Church of England Aided Primary School

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*Headteacher: Mrs M. Duncombe*

*Deputy Headteacher: Mr C. Mackinnon*

## Consultation on St Barnabas' Church of England (VA) Primary School Admissions Arrangements for 2026/2027

Dear Stakeholders,

I am writing to notify you of the upcoming consultation on our admissions policy.

The consultation period will run from **Monday 14<sup>th</sup> October until Monday 25<sup>th</sup> November 2024**; during this time, stakeholders are invited to express their views and any concerns about admission arrangements at St Barnabas' CE (VA) School.

In accordance with the DfE's 2021 statutory 'School Admissions Code' guidance, as a school we must consult on our admission arrangements when changes are proposed, and at least once every seven years. St Barnabas' CE (VA) School is not proposing any changes to its admission arrangements this year, however, in line with the statutory requirement to consult every seven years, I am inviting interested parties to express their views and any concerns about admission arrangements at St Barnabas' CE (VA) School.

Our Admissions Criteria is in the following order, by priority:

1. Children placed in Local Authority or have an Education, Health and Care Plan (EHCP).
2. Regular Attendance at St Barnabas' Church for a period of not less than 6 months attending at least once per fortnight. A Supplementary Information Form (SIF) needs to be completed as evidence.
3. Current family association i.e. a brother/sister at the school (within a 3 mile radius).
4. Children living in the Parish boundary – set out in the full Admissions policy.
5. All other children by distance to school - outside the parish boundary.

A full version of St Barnabas' CE (VA) School's admissions policy is available on the school website <https://www.st-barnabas.kent.sch.uk>. A hard copy can be obtained from the school office, at the address above. In accordance with statutory DfE guidance, the consultation will run



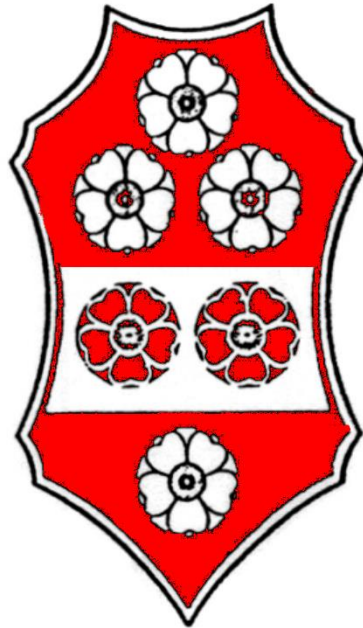
for at least six weeks and, as an interested party at St Barnabas' CE (VA) School, we are keen to hear your views on the current admission arrangements. Therefore, we invite you to participate in the consultation if you have any concerns regarding the matter. **All responses to the consultation should be made in writing and submitted before 3:00pm on Monday 25th November 2024 to [office@st-barnabas.kent.sch.uk](mailto:office@st-barnabas.kent.sch.uk).** Please note that written responses should outline your personal details, including your name, address and relationship to the school.

Yours Faithfully,

Mrs M Duncombe  
Headteacher

# ST BARNABAS CHURCH OF ENGLAND AIDED PRIMARY SCHOOL

## ADMISSIONS ARRANGEMENTS 2026/27



### Vision:

We believe:

- \* Each child is uniquely created and loved by God.
- \* It is a privilege to nurture and develop our children.
- \* An outstanding education enables children to reach their full potential.
- \* Children are the future of our community.
- \* Christian faith informs behaviour and moulds character of our adults and children.

*Each child is uniquely created and loved by God.*

## **Introduction**

This policy complies with statutory regulations and the Admissions Code of Practice (see paragraph 4.23 Chapter 4) and in cases of conflict these regulations will apply. As a Church of England Voluntary Aided School, it is expected that parents who wish their children to attend will be in sympathy with, and support, the Christian values and teaching in the school.

Parents should follow the County Admission Procedure and either apply online or return the admission forms (RCAF/JCAF) to the LA before the county closing date. These forms can be obtained from the school or the Local Authority. Applications received after the county closing date will be considered as late applications and will be managed by the school following the agreed admission criteria as specified below.

If the school is unable to offer a place immediately, parents/ carers may put their child's name on the school's waiting list. The waiting list is kept in order of priority according to the school's admission policy and not in date order of receipt of applications. Children on the waiting list for places will remain on the waiting list until the end of Term Two, 2021.

St Barnabas' Church of England (VA) Primary School has a Pupil Admission Number of 30.

## **Oversubscription Criteria**

The admission of children to the school will be decided by the Admissions Committee, which is comprised of School Governors and the Headteacher, and will be based on the number of places available and the admission criteria specified below.

Before the application of oversubscription criteria, children with a Statement of Special Educational Need or Education, Health and Care Plan which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

Should the number of applications exceed the number of places available; places will be allocated in order of priority as laid out below.

Pupils are admitted to St Barnabas' Church of England (VA) Primary School in accordance with the following criteria:

1. Children placed in Local Authority Care or previously in Local Authority Care - a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who ceased to be so because they became subject to an adoption, residence or special guardianship order under Part IV of the Act, including those

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 (Paragraph 1.7 of the 2021 School Admissions Code).

2. Children with at least 1 parent/guardian who is a practising member at St Barnabas' Church, evidenced by attendance at religious services at least fortnightly for a period of not less than 6 months preceding the application for a school place. Confirmation of having met this requirement must be provided by completion of a Supplementary Information Form (SIF) which is obtainable from the school office and must be returned to the school, duly signed, by the school application deadline.

3. Current Family Association. This means children who have siblings in the school at the time of admission. This applies where the family continue to live at the same address as when the sibling was admitted. It must be noted that if they move house before an application for a place for a younger sibling is made, the new property must be within 2 miles of the school, or nearer to the school than the previous property as defined by the distance measurement criterion, (within E. Permanent Residence and Tie Break), in order for this link to be maintained. In this context siblings are defined as children who permanently live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, step brothers or sisters and foster brothers or sisters.

4. Children who live within the parish boundary and the additional listed addresses - see Appendix 1 and Appendix 1a.

5. Any other children.

In the event of the criteria being oversubscribed, applications will be ranked in accordance with proximity of the child's permanent residence to the school with the closest being given higher priority. Nearness of children's homes to school will be measured as described below. In the event of any of the above criteria being oversubscribed, priority will be given based on distance as described above with those closest being given higher priority. In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place, (this process will be independently verified).

Nearness of children's homes to school - we use the distance between the child's permanent home address (defined in KCC's annual admissions prospectus) and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight-line measurements are used to determine how close each applicant's address is to the school. Where applications are made from properties or abodes that are not registered to the NLPG, including new build properties, KCC may be required to use planning sites or other relevant

co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a Senior Admissions Officer and confirmed by Head of Service.

The same address point on the school site is used for everybody. When we apply the distance criterion for oversubscription, these straight-line measurements are used to determine how close each applicant's address is to the school.'

A child's home address is considered to be a residential property that is the child's only or main residence (not an address at which the child may sometimes sleep or stay) and which is either owned by the child's parent, parents or carers or leased or rented to them under a lease or written rental agreement. Where partners live apart but share responsibility for the child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of weekdays. With regard to the measurement for flats, please refer to paragraph 2.37 of the School Admission Code.

### **What happens if the school is over-subscribed?**

Applications are considered by a sub-committee of School Governors. Places will be allocated in line with the above order of priorities and in line with the LA co-ordinated scheme. Any parent/carers who is refused the offer of a school place has the right of appeal and should in the first instance write to the Chair of Governors requesting an independent appeal be heard.

### **Requests for admission out of Year Group**

Where an offer has been made, the school will provide for the admission of all children in the September following their fourth birthday. Parents can choose to defer the date their child is admitted to the school until later in the school year, but not beyond the start of the term after their child reaches compulsory school age and not beyond the beginning of the final term of the school year. Where parents wish, children may attend part-time until later in the school year, but not beyond the start of the term after their child reaches compulsory school age.

Requests for admission outside of the normal age group should be made to the Headteacher as early as possible in the admissions round associated with your child's date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports.

There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school's ability to agree to deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined.

This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year. Deferred applications must be made via paper CAF to the LA, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following year.

Late applications: Where the closing date has passed, a late application form can be provided to parents from the LA. The LA will deal with this and will send the information to schools. The school will keep children on a waiting list until September/October of each new academic year.

## **CASUAL ADMISSIONS**

Requests for places may be made at any time. Places will be granted to applicants provided that the admission of a child does not increase the number of children in that year group to a number over and above the standard number. The exceptions to this are:

1. In Year Fair Access protocol
2. When the child has been permanently excluded from two or more schools
3. When the child is deemed to have challenging behaviour and, in the Headteacher's judgement, the provision of efficient education would be prejudiced by admitting the child, in accordance with Chapter 3 of the School Admissions Code. In such cases a meeting of the Admissions Committee will determine whether a child is offered a place. When a place is not offered, parents will be informed of their right of appeal to an independent panel.

Policy review date: February 2026 Governing Body Admissions Panel.

Annually approved by Autumn FGB meeting.

## **Appendix 1: THE PARISH OF ST BARNABAS**

Albert Street

Albion Road (odd numbers from St James' Road junction to Dorking Road junction and even numbers from St James' Road junction to Western Road junction )

Auckland Road

Avon Street

Beech Street

Belgrave Road

Camden Road (odd numbers from 49 to 169 Camden Road)

Commercial Road

Dale Street

Dorking Road

Elizabeth Garlick Court

Goods Station Road (including any new developments leading from it, to the junction with Meadow Road)

Hill Street

Jackwood Way

King George V Hill (junction with Dorking Road)

Kirkdale Road

Meadow Road (bus stop side of the road)

Medway Drive

Medway Road

Mercer Street

Norman Road

Quarry Road (excluding the Old Scout Hut and 2, 2a, 2b, 2c, 2d, 2e Quarry Road)

Rochdale Road

St James' Road (odd numbers from the junction with Quarry Road up to the junction with Western Road and even numbers from the junction with Quarry Road up to the junction with Albion Road )

St Stephens Court

Stanhope Road

Stanley Road

Stratford Street

Tunnel Road (excluding the International Tile Store building)

Upper Grosvenor Road (even numbers only from Tunbridge Wells Driving Test Centre to 22 Upper Grosvenor Road)

Vernon Road

Victoria Road

Western Road (even numbers)

### **Appendix 1a – Additional addresses**

Old Scout Hut, Quarry Road

2, 2a, 2b, 2c, 2d, 2e Quarry Road

St Barnabas Close

St James' Road (odd numbers between the junctions with Western Road and Albion Road)

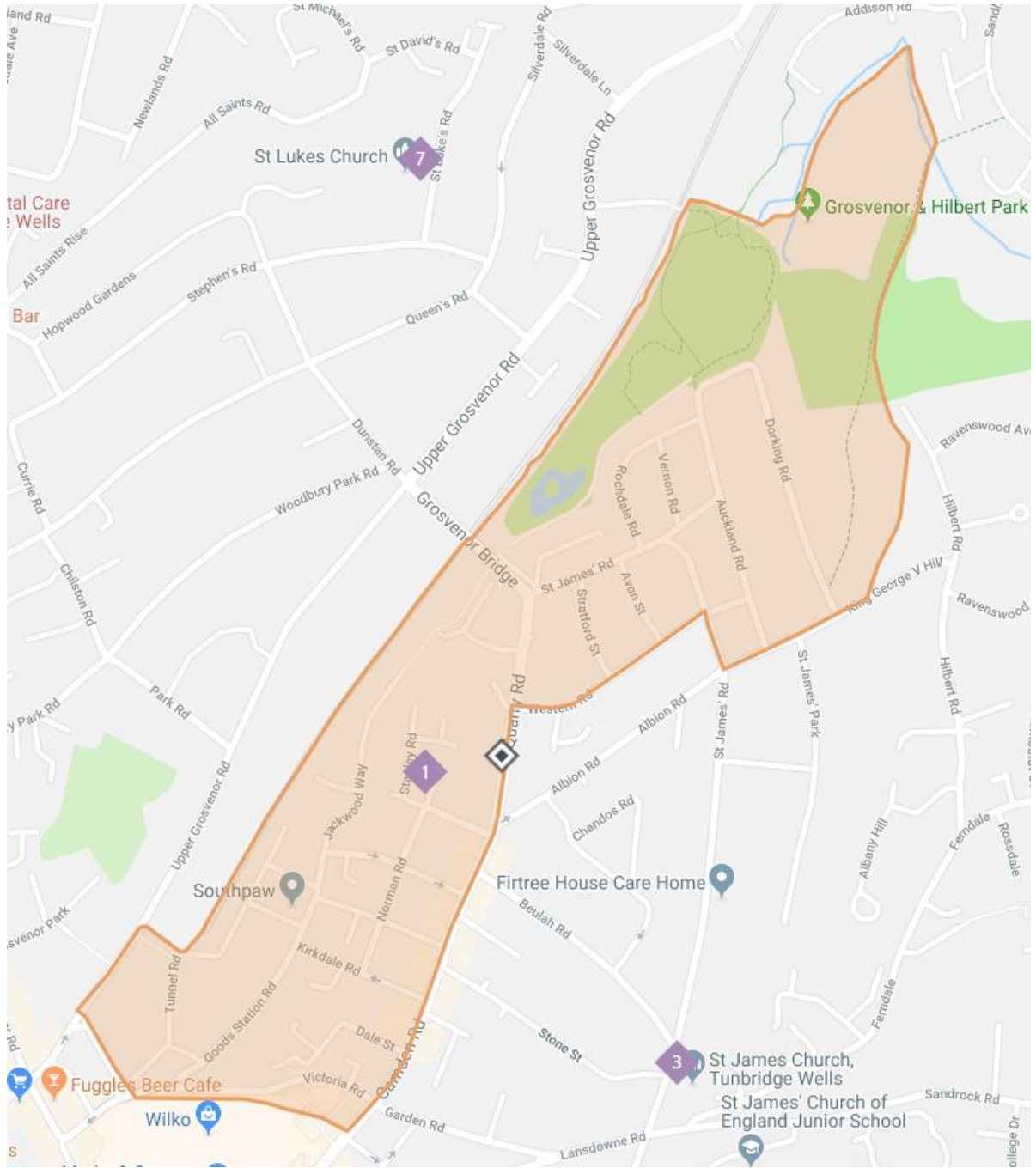
Tunnel Road (the International Tile Store building)

Western Road (odd numbers)

Western Terrace



# MAP OF THE PARISH OF ST BARNABAS



Please refer to <http://www.achurchnearyou.com/> for full details and large scale map.

**CONFIDENTIAL**

**Supplementary Information Form to support application for admission to St Barnabas' Church of England Voluntary Aided Primary School**

Parents/Guardians are required to complete questions 1 to 3. The remaining questions are to be completed by your Minister/Leader of St Barnabas Church.

1. Name of child: .....

2. Date of birth: .....

3. Has the Parent/Guardian attended St Barnabas Church for the last six months once a fortnight Yes/ No

Do you have any other comments in relation to this application?

Signed:.....

Position: .....

Date: .....

Please return this form to St Barnabas' Church of England (VA) Primary School at time of application.

Please note if you have recently moved to the area (within the last 6 months) and previously attended a different church please copy this form and have the minister of the previous place of worship complete a further copy.