



Admission to school

2021-2022
Advice to parents



BARNSLEY
Metropolitan Borough Council

■ Foreword

Choosing a school for your child is an important decision. Whether primary or secondary this marks a significant milestone in every child's life and the lives of their parents/carers. The aim of the People Directorate is to ensure that the process of obtaining a place in school for your child goes as smoothly as possible for your family.

Barnsley has one of the highest success rates in the country in matching children to their preferred schools and want to continue to provide parents with the best chance of getting the school they want for their child.

Prior to making your choice there are arrangements in place within all schools for parents and children to find out more about them either online or by visiting the schools in order to look around and talk to a member of staff. Once a place is offered and before your child starts school there will be further opportunities to visit the school of your preference and become familiar with the teaching staff.

Education is a key priority for everyone and the local authority remain committed to working together to ensure all our children obtain the best education possible. We look forward to working with you and your children in the coming years to help them to achieve their full potential.

Cllr Margaret Bruff, Cabinet Spokesperson for People (Children and Education)



If you need assistance in Hindi, Urdu, Punjabi, Chinese, Polish, Albanian, Russian or Braille or an audio tape, contact the Admissions Officer on (01226) 773689.

如果您需要北印度语、乌尔都语、旁遮普语、中国语、波兰语、阿尔巴尼亚语、俄语的版本，或者需要盲文和录音资料，请联系录取工作负责人，电话（01226）773689。

अगर आपको हिन्दी, उर्दु, पंजाबी, पोलिश, अल्बेनियन, रूसी, ब्रैल या ऑडियो टेप में सहायता चाहिए, तो दाखिला अधिकारी को (01226) 773689 पर संपर्क करें।

Jeśli potrzebujesz pomocy w języku: hinduskim, urdu, pendżabskim, chińskim, polskim, albańskim, rosyjskim, braila lub w formie nagrania, prosimy o kontakt z kierownikiem działu rekrutacji pod numerem (01226) 773689.

ਜੇ ਤੁਹਾਨੂੰ ਹਿੰਦੀ, ਉਰਦੂ, ਪੰਜਾਬੀ, ਚੀਨੀ, ਪੋਲਿਸ਼, ਅਲਬੇਨਿਅਨ, ਰੂਸੀ ਜਾਂ ਬ੍ਰੇਲ ਵਿੱਚ ਜਾਂ ਆਡਿਓ ਟੇਪ 'ਤੇ ਸਹਾਇਤਾ ਦੀ ਲੋੜ ਹੈ, ਤਾਂ ਅਡਮਿਸ਼ਨ ਆਫਿਸਰ ਨੂੰ (01226) 773689 'ਤੇ ਸੰਪਰਕ ਕਰੋ।

Если Вам нужна помощь со следующими языками: хинди, урду, пенджаби, китайским, польским, албанским, русским, или если Вам нужна брайлевская печать или аудиозапись, свяжитесь с ответственным за прием по телефону (01226) 773689.

اگر آپ کو ہندی، اردو، پنجابی، چینی، پولش، البانی، روسی یا بریلی میں مدد یا آڈیو ٹیپ چاہیے تو اڈمیشن آفس سے (01226) 773689 پر رابطہ کریں۔

eśli potrzebujesz pomocy w języku: hinduskim, urdu, pendżabskim, chińskim, polskim, albańskim, rosyjskim, braila lub w formie nagrania, prosimy o kontakt z kierownikiem działu rekrutacji pod numerem (01226) 773689.

■ We recommend that you apply online for a school place

From 1st September 2020 apply online because:

- ✓ You can log onto the online system as early as you want to on the offer day (Secondary - 1 March 2021, Primary - 16 April 2021) and see which school you have been offered
- ✓ We will let you know which school your child has been offered in the morning of offer day by email - this is before results of paper applications are received in the post
- ✓ There are clear, simple prompts to guide you through making your application
- ✓ The online system is available 24 hours a day 7 days a week until the closing dates for receipt of applications (see below).
- ✓ It's quicker, safe and secure
- ✓ We will confirm we have received your application by email and you can view it at any time
- ✓ Once you have received your confirmation email, there is no risk that your application will get lost
- ✓ You can change your online application at any time until our deadlines for receiving applications

To apply online for a Primary or Secondary school place go to:

www.barnsley.gov.uk/schooladmissions

Select either **Primary School places** or **Secondary School places**, then click on the **Apply online** link and follow the instruction on screen

If you have any questions about the online admissions process you can contact School Admissions on 01226 773677 / 773588 / 773502

Further information is also available on page 1.

The closing date for secondary applications is **31 October 2020** and for primary applications is **15 January 2021** whether you apply online or fill in a paper form

Introduction

Dear Parent

Parents naturally want the best education for their children. We in Children, Young People and Families' Services are committed to raising standards in our schools to benefit all children. The admission to school process in Barnsley works very well and almost all parents gain a place at a school for which they have expressed a preference and we want this to continue for as many parents as possible.

In order to achieve a higher level of satisfaction, co-ordinated admission arrangements were introduced eleven years ago. We want all children to attend the school of their choice therefore reading this booklet will be an important element of your involvement in your child's education and hopefully prevent misunderstanding and disappointment.

We have made the process of applying for a primary or secondary school place even more convenient for parents and carers by introducing online admissions (www.barnsley.gov.uk/schooladmissions). Applying for a school place online is a quick, safe and efficient way of making your application and the process offers many benefits to parents and carers which are outlined in this booklet. You can also access other useful websites which give further information about schools you want to apply for via a link from www.barnsley.gov.uk. We strongly recommend that you apply online, however, a paper application form is available from the Admissions Section on request.

I hope that this booklet provides all the information you need about your child's entry to primary or secondary school. However, if there are questions you need to ask do not hesitate to get advice and guidance from the Admissions Section. Contact details are set out in Section 11.

May I take this opportunity to wish your child every success in their new school.



Melanie John-Ross
Executive Director People

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Barnsley's Admission Arrangements

The Government's legislation on admission to school*** aims to make school admissions fairer for all parents* and to improve the admission processes that parents often find stressful. Our aim is more co-ordination and co-operation between the Authority**, the governing bodies of voluntary aided schools, Trust schools, Academies and neighbouring local authorities, to produce an admissions system which is streamlined and reduces the number of applications parents have to complete where they apply for more than one school.

We co-ordinate our admission arrangements with all local Authorities in England.

We operate co-ordinated schemes for the admission of pupils to primary and secondary schools. This means that every parent resident in Barnsley who has applied for a school place will receive a single offer of a school place on the same day from the Authority.

Key features of the process are:

- ◆ one common application for all primary or secondary schools and Academies in Barnsley and/or any other Authority;
- ◆ parents name three schools on their common application forms;
- ◆ schools to be listed in rank order;
- ◆ all applications for voluntary aided schools, and those for Academies, and schools in other local Authorities to be processed by the Admissions Section;
- ◆ parents receive a single offer of a school place;
- ◆ all offers of a school place are made by the Authority;
- ◆ all offers of a school place are sent to parents on the same day.

On Line Applications

Barnsley Authority operates an online admissions service to enable you to submit your parental preference(s) for a school(s) via the Authority's website:

www.barnsley.gov.uk/schooladmissions

To apply online, log onto the website above select either **Primary School places** or **Secondary School places**, and then click on the **Apply online** link. You will then be directed through the process of applying online.

Please note:

- ◆ you can only submit one online application for each child.
- ◆ you can amend your online application as many times as you want up to the published closing dates of 31 October 2020 for secondary schools and 15 January 2021 for primary schools
- ◆ if you submit an online application, you must not complete and return the paper Common Application Form.
- ◆ any supporting documents (e.g. supplementary information forms) should be returned to your first preference school, or to the Admissions Team if this is a school in another Local Authority

*All references to 'parents' also refer to guardians.

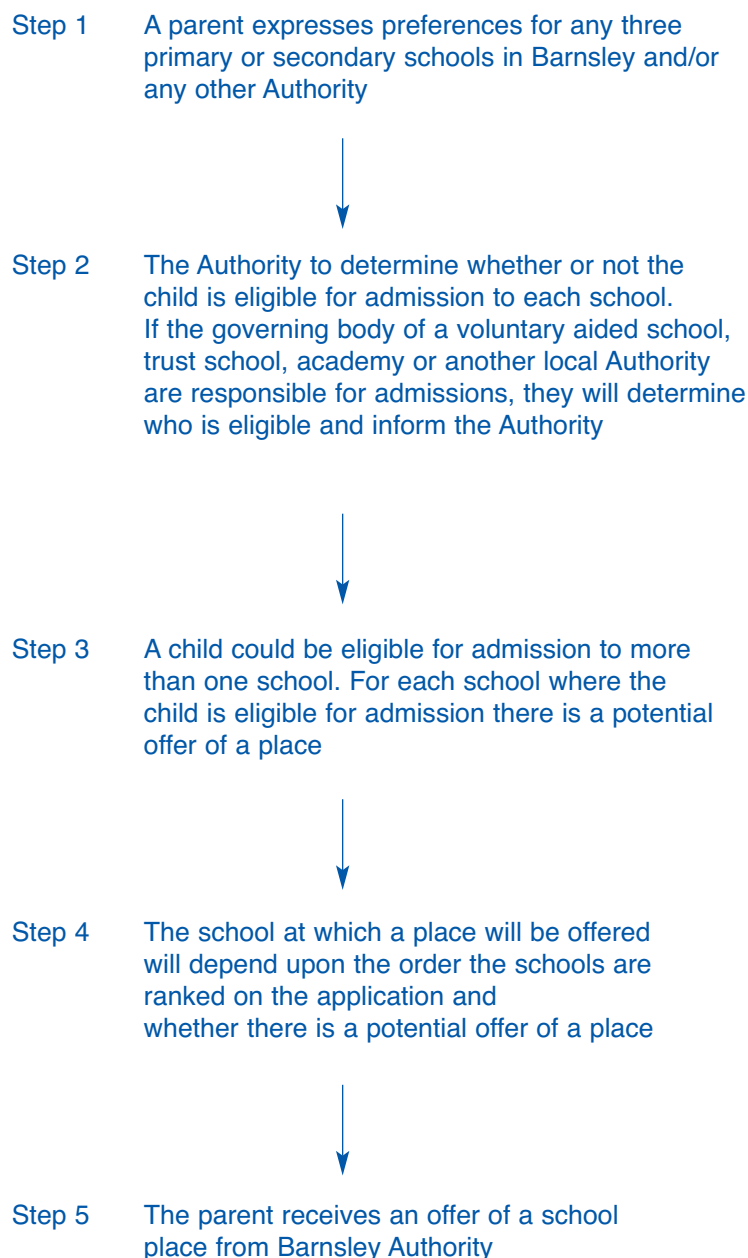
**All references to 'the Authority' relate to Barnsley Authority

***All references to 'school' also relate to Academies.

You must take the opportunity to read this booklet before you apply for your three primary or secondary schools.

This booklet contains information which describes the process in more detail, an explanation of the technical terms which are used and how to apply for a school place. There are a number of technical terms which we have to use in the admissions process which you may not understand. An explanation of these is given in Section 3.

The admission arrangements follow a five step process



■ Explanation of Co-ordinated Admission Arrangements

The co-ordinated scheme for admission to primary or secondary school means that you have only to complete one application to apply for a place at any three primary or secondary schools in Barnsley and/or any other Authority - including voluntary aided schools, trust schools and academies.

Under co-ordination of admission arrangements all Barnsley parents receive from Barnsley Local Authority a single offer of a school place on the same day for any school in Barnsley, or any other local Authority in England.

You must submit your application by **31 October 2020** for secondary schools and by **15 January 2021** for primary schools. You will be made a single offer of a school place on **1 March 2021** for secondary schools and **16 April 2021** for primary schools.

This is how the co-ordinated scheme works

1. You decide from all the primary or secondary schools in Barnsley and/or any other Authority which three you would prefer your child to attend.
2. Having decided on your three schools you then have to make a second decision - in which order would I prefer my child to attend these three schools?

In other words which is first, which is second and which is your third preference - this is known as the ranking.

3. On the common application form there are three boxes in which to put the names of your preferred schools.

It is very important that you put the names of the three schools in the boxes in the right order - starting with your first preference (see the example below).

1st preference school	School A
Reason for Preference	
2nd preference school	School B
Reason for Preference	
3rd preference school	School C
Reason for Preference	

Name of three different schools

For each of the three schools you put on the common application form there is a space to allow you to state why you would like your child to attend that school.

Remember that you can put in any of the boxes any of the primary or secondary schools listed on pages 19 - 24 or any primary or secondary school in another Authority.

By listing your preferences in this way they are in rank order.

For schools in Barnsley and/or any other local Authority in England -

4. The relevant Admissions Section will determine whether or not there is a place at each of the three schools you have named on your application.
If there is a place available for your child at a school then they are 'eligible for admission' to that school and this creates a potential offer of a school place.

Because you have stated three schools on your application your child could be eligible for admission at one, two or all three schools.

Section 7 explains how we determine whether your child is eligible for admission at a primary or secondary school.

5. The outcome of your application will be one of the following:

Preferred Schools in rank order		Outcomes							
		1	2	3	4	5	6	7	8
1st	School A	P			P	P	P		
2nd	School B	P	P		P			P	
3rd	School C	P	P	P		P			

Key

P Places available - your child is eligible for admission which creates a potential offer

School oversubscribed - your child is not eligible for admission based on priority of admission criteria

6. On offer day you will then be made a single offer of a school place at the highest ranked school named on your application where your child is eligible for admission.

Multiple Offers of a School Place

There are a number of circumstances where multiple offers of a primary or secondary school place may be made to parents.

On the offer day

- (a) To those parents who apply for a school place at a Barnsley school and a school outside of England or in private education.

After the offer day

- (b) Where a parent changes their mind. A parent will have been offered a school place but decides to make a change. A second common application form has to be completed for other schools not listed on the common application form. Where the Authority offers one of the schools listed on the second application form the effect will be that the parent has two offers.
- (c) Where the parent has been made a single offer of a school place and subsequently appeals for a place at a school for which they did not receive an offer. If the parent is successful at appeal resulting in the offer of a school place the parent is in receipt of multiple offers.
- (d) Where a parent has received the single offer of a school place and subsequently a vacancy becomes available at another of their preferred schools for which the Authority can offer a place then the parent will have received a multiple offer.

Withdrawing Offers of School Places

Where a parent is in receipt of two or more offers, the Admissions Officer will write to the parent, requesting confirmation of which school place is being accepted.

If confirmation is not received within 15 school days, one of the offers will be withdrawn in accordance with the admissions criteria.

■ Key Dates and Terminology

Key Dates

Once you have decided which schools you would like to apply for you need to be aware of the following dates:-

31 October 2020 - Closing date for returning applications and submitting online applications for secondary schools.

15 January 2021 - Closing date for returning applications and submitting online applications for primary schools.

Barnsley residents

By this date you must have submitted your application, either online or paper form and returned it to the headteacher of your first preference primary school, or to your child's current primary school if you are applying for secondary school. Please return your form to the Admissions Team if this is a school in another Local Authority.

Residents in Other Authorities

You must contact your Local Authority Admissions Section to obtain a copy of their "Admission to School" booklet.

1 March 2021 - Secondary Offer day

16 April 2021 - Primary Offer day

On this date the Authority will send you a single offer of a primary school place or a secondary school place, provided that your child lives in Barnsley and you completed an application form.

If you applied online and requested an email notification you will receive email notification on 1 March 2021 and 16 April 2021. Please note, as your offer information will also be available on the Online system on Offer Day, you will not receive a letter.

If you applied on a paper form, your offer letter will be sent out on 1st March 2021 and 16 April 2021 and you should receive your letter shortly afterwards.

If you wish to appeal against the decision not to offer a place at any of your preferred schools, you also need to be aware of the following dates:-

Deadline for requesting a Notice of Appeal Form

19 March 2021 - Secondary schools

7 May 2021 - Primary schools

By this date you must have let us know if you intend to appeal to the Independent Appeal Panel.

Closing date for returning the Notice of Appeal

30 March 2021 - Secondary schools

18 May 2021 - Primary schools

By this date you must have returned your completed Notice of Appeal form to the Admissions Section.

May to July 2021 - Independent Appeals Panel held

In these three months all Independent Appeals Panels should take place (subject to the availability of panel members).

Terminology

Admission Appeal

Where a parent is not offered a place at a school for which they have expressed a preference, they have a legal right for their preference to be further considered by an independent panel.

Admission Arrangements

All the procedures, criteria and publications which must be put in place by an admissions authority in order to process applications for admission to school. Admission arrangements will determine whether a child is eligible for admission to school.

Admissions Authority

The body responsible for determining the admissions arrangements for a school. This can be the local education authority or the governing body of a school.

Admission Criteria

The rules which govern who should and should not be offered a place at an oversubscribed school.

Admission Limit

A higher number of pupils above the admission number in any relevant age group intended to be admitted in any school year as determined by an admission authority. An admission limit cannot be lower than the admission number for a school.

Admission Number

The number of pupils in any relevant age group intended to be admitted in any school year as determined by an admission authority. The admission number is calculated by dividing the net capacity by the number of year groups and consulting upon that number with the school.

Admissions Round

The procedure, arrangements and timetable whereby parents have to submit their common application form for admission to school in order to receive the single offer of a school place from the Authority.

Admission Year

The school year to which the admission arrangements apply.

Allocation of a school place

This is where the single offer of a place at a school is made and the child's name is placed on the list of admissions to that school.

Common Application Form

The form to be used by parents on which they are required to express preferences for schools and give reasons for those preferences. It is referred to as common because it allows parents to name schools of different admission authorities.

Co-ordinated Scheme for Admission to School

This is a method for determining, from potential offers for school places, which is going to be the single offer of a school place communicated to parents.

For co-ordinated schemes agreed for Barnsley residents, the highest ranked potential offer as determined from the common application form, will be the single offer of a school place.

Deferred Entry

The right of a parent to take up the offer of a school place in the Reception year at the start of the term later than the term the child would have otherwise started school, but within the same school year.

Eligible for admission

This is where a child can be offered a place at a school either because:-

- the number of applications for the school is below the admission number; or
- it is oversubscribed but the child meets the requirements of the admission criteria when compared to other children.

Home Authority

The local authority in which the parent resides.

Maintaining Authority

The local authority within whose area a school is situated and for which they are responsible.

Net Capacity

The net capacity of a school is the number of pupil places available.

Notice of Appeal

The form to be completed by the parent and submitted to the Authority to request an independent appeal for a school at which they have not been offered a place.

Offer Day

The single day in each year on which an authority's single offer of a primary school place is communicated to parents. For 2021 - 2022 this has been determined as 1 March 2021 for secondary admissions and 16 April 2021 for primary admissions.

Oversubscribed

Where the number of applications for the relevant year group in an admission year exceeds the admission number.

Preference

The legislation requires that parents must indicate to the admissions authority those schools they would wish their child to attend above all others.

Potential offer of a school place

Where a child is eligible for admission to a school the Authority could offer a place at that school. Whether a place is offered depends on the co-ordinated scheme for admission arrangements.

Ranking

The order in which parents have to list their three preferences on the common application form to enable the Authority to determine the single offer of a school place.

Relevant Year

The year group into which pupils are admitted as an outcome of the normal admissions round. The children will be of the same age group i.e. those born between 1 September and 31 August in the same school year.

Year Group	Admission Year	Date of Birth
Reception (Infant and Primary)	2021 - 2022	1 - 9 - 2016 to 31 - 8 - 2017
Year 7 (Secondary)	2021 - 2022	1 - 9 - 2009 to 31 - 8 - 2010

Single offer of a school place

The one offer for a place at a school which is made to a parent from the potential offers available based on the ranking of the preferences expressed.

Supplementary Information Form

This is information that a voluntary aided school requires about a child's/family's affiliations and will be used to determine eligibility for admission where the school is oversubscribed.

Transfer

An admission into a year group outside of the normal admissions round.

Twice-excluded Pupils

Where a child has been permanently excluded from two or more schools and at least one of the exclusions took place after 1 September 1997, parents can express as a preference for a school place, but the requirement to comply by the Authority does not apply.

Where this Authority does not comply with a parent's preference, the parent does not have the right of an independent appeal.

In Year Fair Access Protocol

All local authorities must have an In-Year Fair Access Protocol to ensure that access to education is secured quickly for children who have no school place. Children who are dealt with under the Protocol will tend to be the most vulnerable, or present challenging behaviour or present a set of personal circumstances which cannot reasonably be managed through the admissions process. Children dealt with under the Protocol may be admitted to a year group which is full and one to which other children have been refused admission. Children offered a place through the Protocol must take precedence over children on the waiting list of a school.

It is the Authority's decision to determine which children are dealt with by the Protocol and therefore the procedure falls outside of the normal admission arrangements.

Frequently Asked Questions

Here are some of the more frequently asked questions with a brief answer. A more detailed answer can be found within the different sections of this booklet (the appropriate section numbers are identified in the right hand column).

Question	Answer	Section No
1 I live in Barnsley, how do I apply for a primary and/or secondary school place?	<i>To apply for a school in Barnsley and/or any other Authority apply online or complete a common application form which can be obtained from the Admissions Team or schools.</i>	8
	<i>For primary school paper applications, return the form to the Headteacher of your first preference school or to the Admissions Team if this is a school in another Authority. For secondary school paper applications, return the form to your child's current school, or to the Admissions Team if your child attends a school outside Barnsley.</i>	11
2 I do not live in Barnsley, how do I apply for a primary school place?	<i>To apply for a Barnsley school, complete the common application form in your own local authority's Admission Booklet. See page 53 for details of how to contact Wakefield/Sheffield/Rotherham/Doncaster/Kirklees Admission Sections.</i>	8, 12
3 How many schools should I apply for?	<i>You can apply for up to three schools within Barnsley and/or schools in any other Authority on the common application form.</i>	8, 11
4 Can I apply for just one school?	<i>Yes you can, BUT it is strongly recommended by the Authority that you apply for three schools. Naming only one school or writing the same school three times will not increase your chances of being offered a place at that school.</i>	
5 How do I complete the common application form?	<i>Once you've decided on your three schools, you then need to decide which is your preferred school, and write it in the 1st preference box, write your second preference school in the 2nd preference box, and your third preference school in the 3rd preference box.</i>	8
6 Can I apply online?	<i>Yes you can - log onto the website www.barnsley.gov.uk/schooladmissions and locate the Apply online link. You will then be directed through the process of applying online.</i>	8

- 7 What if I want to apply for a voluntary aided (VA) school, Academy in Barnsley or another Local Authority? 5

Apply online or complete a paper common application form with your three preferences including the VA school, Academy or Schools in other areas.

For voluntary aided schools in Barnsley you must also complete the appropriate supplementary form and send this directly to the school.

For voluntary aided schools in other Authorities - contact that Local Authority for further information on where to return it. 12

- 8 What if I am moving house? 8

If you know the address of your new house before the published closing date provide the details on your application together with your expected moving date.

If you are unsure of the new address, or move house after the closing date, contact the Admissions Section. 12

We can, however, only use the address of a resident on the closing date for recording.

- 9 What if I miss the closing date for applying? 9

You must submit an application This can be done online and will be processed after the offer day.

- 10 What happens if I don't complete an application? 9

You will not be offered a school place in Barnsley on the Offer Day.

- 11 Can I change my mind after I have submitted my application? 8

Yes, but what you need to do depends on whether you change your mind before or after the closing date. See Section 8.

- 12 When do you apply the oversubscription criteria? 7, 9

The oversubscription criteria are applied when the number of applications exceed the admission number for the school.

- 13 What are the oversubscription criteria for Barnsley schools? 8

Children who have a statement of special educational needs or Education, Health and Care Plan which names the school are required to be admitted.

For community and voluntary controlled schools in Barnsley, priority will be given in the following order:
i) looked after children and previously looked after children
ii) children who will have brothers or sisters in school at the time of admission residing permanently at the same address.

iii) children living nearest to school (distance measured in a straight line).

Voluntary Aided Schools and Academies have different admissions criteria, these can be found on the Local Authority website at www.barnsley.gov.uk/admissions

Schools in other Authorities will also have different admission criteria - contact the relevant Local Authority. 12

14	How is it decided that the year group is full?	<i>When the number of offers reaches the admission number. A full list of admission numbers for Barnsley Schools can be found on pages 19 to 24.</i>	5, 7, 9
15	How will you decide at which school I am offered a place?	<i>You will be offered a place at the highest ranked school named on your common application form where your child is eligible for admission.</i>	2, 9
16	What happens if you cannot offer a place at any of my preferred schools?	<i>If your child lives in Barnsley, a place will be offered at the nearest school or academy to your ordinary place of residence with places available.</i>	9
17	Can I go on a waiting list for the schools where I wasn't offered a place?	<i>Children will automatically be placed on a waiting list for any school which is ranked higher than the school for which an offer has been made.</i> <i>No child will be placed on the waiting list of any school ranked lower than the school at which an offer of a place has been made unless you make a written request to the Admissions Section.</i>	9, 10
18	Is there anything I can do if I am not offered a place at any of my preferred schools?	<i>You can appeal to an Independent Appeal Panel</i>	10
19	I am applying for primary school. When will my child start school?	<i>All children are offered a full-time place for the September following their fourth birthday. Parents can request that their child attends part-time or other alternative options. (see page 14)</i>	5
20	How do I make an appeal?	<i>You need to request, complete and return a Notice of Appeal. Once you've informed us of your intention to appeal we will send you a separate booklet - 'Procedure for Independent School Appeals', Information to Parents' - giving you all the information you need.</i>	10
21	What if my appeal fails?	<i>You have no further right of appeal for your child's admission during the Academic Year 2021/2022. If you are unhappy with the school that you have been offered you can contact the School Admissions Section for details of other schools with vacancies.</i>	11
22	What if I have twins or triplets and only one obtains a place?	<i>Where a family of twins, triplets, or multiple siblings resident at the same address request admission and there is only one place available, it will be left to the family to decide which sibling will be offered the school place.</i>	9

Information On All Schools

Before you decide which school you would like to apply for, it is important that you understand the different categories of schools which are available within the Barnsley area.

All the Authority's primary schools are co-educational day schools. Primary schools have an age range of 5 - 11 years, those schools with an attached nursery unit having an age range of 3 - 11 years.

The Authority has one 3 - 16 through school.

All the Authority's secondary schools are co-educational day schools and have a comprehensive entry, this means there is no selection for places. There is one common admission date at the beginning of the Autumn Term.

Parents have a right to express a preference for any primary and/or secondary school and if that preference can be met the school will liaise with any primary school or early years setting to ensure that the admission is conducted in the best interests of the child.

List of Schools

On pages 19 to 24 you will find a list of all secondary and primary schools within the Barnsley area. The list indicates which schools are community, voluntary controlled, voluntary aided, trust and academies.

Categories of Schools

Community	This is a state school administered and financed by the Local Authority. Admission into the school is the responsibility of the Authority.
Voluntary Controlled	This is a school established by a voluntary organisation and jointly maintained with the Local Authority. In Barnsley the voluntary organisation involved is the Church of England. Schools which are voluntary controlled are indicated on the list of schools. Admission into the school is the responsibility of the Authority.
Voluntary Aided	This is a school established by a voluntary organisation and jointly maintained with the Local Authority. In Barnsley the voluntary organisations involved are the Church of England and the Catholic Church. Admission into the school is the responsibility of the school governing body and not the Authority.
Academy	Academies are publicly funded independent co-educational schools. Funding is provided by a sponsor from the private or voluntary sector and the government. Admission into the school is the responsibility of the Governing Body.
Free	Free schools are independent schools with state funding and admission into these schools are the responsibility of the Governing Body.

Schools which are voluntary aided will refer to this in their school names as follows:

- Church of England - either by using this phrase or the initials CE along with the phrase Voluntary Aided or the initials VA.
- Catholic Church - by the use of the word Catholic in the school name.

The admission policy for a Voluntary Aided school, trust school or Academy within the Barnsley Metropolitan Borough areas is the responsibility of the Governing Body of the School.

Further information regarding the admissions policy can be obtained from the Headteacher/Principal of the School/ Academy.

Date of Admission to the Reception Year

The law does not require children to be admitted to school until the beginning of the term following their fifth birthday. The date compulsory school age is reached is determined by legislation. These dates are 31 August, 31 December and 31 March.

However the School Admissions Code makes provision for all children to be admitted to school in the September following their 4th birthday. You will be offered a full-time place from September although you will be able to access this entitlement through one of the following options.

Option 1

Full-time in the Reception Year from 1 September following the child's fourth birthday.

Option 2

Part-time in the Reception Year from 1 September following the child's fourth birthday (five sessions - am and/or pm - as determined by the individual school).

Option 3

Remain in an early years setting (ie. school nursery, private nursery, pre-school, playgroup, childminder, etc).

Options which are not available

1. A full-time school place split between the school and the school nursery unit/private nursery.
2. Any split of a part-time school place.

Deferred Entry

Parents who accept a school place for their child may request that admission is deferred until the term after the child's fifth birthday provided that the place is taken up within the same academic year. However parents should be aware that places cannot be held open between one school year and the next.

If a parent of a child wishes to defer the child's entry until the following Autumn Term, they would need to reapply for their child's admission to school as it would be for a different school year. There would be no guarantee that a place would be available for that year of entry.

Summer Born Children

Parents of summer born children, (those born from 1 April to 31 August), who do not feel that their child is ready to begin school before they reach compulsory school age can request that their child delays entry to Reception for a year.

This would mean that they were admitted into Reception Year group in the following year, when other children in their age range are beginning Year 1.

Parents should write to the Admissions Team requesting this, together with any information in support of their request. A decision will be taken by the admission authority who must make a decision on the basis of the circumstances and in the best interests of the child and parents will be informed of that decision.

Children of UK service personnel (UK Armed Forces)

For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities **must**:

- a) allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This **must** include accepting a Unit postal address or quartering area address for a service child. Admission authorities **must not** refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children;
- b) ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements must be appropriate for the area and be described in the local authority's composite prospectus.

Infant Class Sizes

In 1998, the Government introduced a policy to reduce class sizes for children aged 5, 6 or 7 years old in infant classes.

The legislation requires that no infant class shall contain more than 30 pupils while an ordinary teaching session is conducted by a single school teacher.

Where sufficient applications are received for the Reception Year the Authority will admit children up to the school's admission number even if the effect might be that another teacher would have to be employed or the classes restructured (such actions are referred to as 'qualifying measures').

Although there is an expectation that the Authority will maintain numbers in each year group as it progresses through school in line with the original admission number, this is not a statutory requirement. The Authority may refuse admission for places in any year other than Reception if offering a place would result in having to take qualifying measures.

Some pupils are permitted to attend an infant class even though it would mean the class size being over 30:

- Children attending an SEN Unit, forming part of a mainstream school, who spend part of their time in mainstream classes;
- Children on roll at a special school who spend part of their time in classes at a mainstream school.

The legislation sets out the limited circumstances in which pupils may be admitted as exceptions to the infant class size limit. These exceptions are:

- a) Children with statements of special educational needs or an Education, Health and Care Plan who are admitted to the school outside the normal admissions round;
- b) Looked after children and previously looked after children admitted outside the normal admission round;
- c) Children admitted after the initial allocation of places because the person responsible for making the decision recognizes that an error was made in implementing the school's admission arrangements and the child should have been offered a place;
- d) Children admitted where an independent appeal panel upholds an appeal on the grounds that the child would have been offered a place if the admission arrangements has been properly implemented, and/or the admission authority's decision to refuse a place was not one which a reasonable admission authority would have made;
- e) Children moving into the area outside the normal admissions round for whom there is no other available school within a reasonable distance (the regulations require that admission authorities must check with local authorities before determining that a child falls into this category);
- f) Children of UK service personnel admitted outside of the normal admissions round;
- g) Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) Children with special educational needs who are normally educated in a special educational needs unit attached to that school, or registered at a special school and attend an infant class in the mainstream school, (ie. not in the unit), where this has been deemed as beneficial to the child.

In these cases, the child will be an excepted pupil for the remainder of the time they are in an infant class unless they could readily be accommodated within another suitable infant class in the particular school. This means that for that period the Authority would not have to take qualifying measures in order to comply with the statutory class size duty.

Special Educational Needs (SEN)

Greenacre School, Keresforth Hill Road, Barnsley S70 6RG Tel. No. 287165

Greenacre is a special school for pupils with significant learning difficulties and profound, multiple and complex needs.

Springwell Special Academy, St Helen's Boulevard, Carlton Road, Barnsley, S71 2AY. Tel. No. 291133

Springwell is a special school for pupils in Key Stages 2, 3 and 4 with social, emotional and behavioural support needs.

Pupils attending these schools are allocated places by the Authority following a multi-disciplinary assessment or re-assessment of their special educational needs. There is a separate admissions process for places allocated at Greenacre School and Springwell Community Special School.

Mainstream Schools

Where a school is named in the Education, Health and Care Plan (EHCP) in accordance with the Council's procedures, the Authority will admit the child to the school.

Details of the Authority's provision is contained in the SEN Handbook, which is available for inspection at any school.

For enquiries regarding children with special educational needs telephone 01226 773966.

Email: senassessment&review@barnsley.gov.uk

SENDIASS (Special Educational Needs Disability Information, Advice, Support Service)

Barnsley SENDIASS (formerly known as Parent Partnership Service) is an information, advice and support service for parents, carers and children and young people (0-25 years) in relation to special educational needs and disabilities.

SENDIASS as set out in the new Special Educational Needs Disability Code of Practice (January 2015) is free and offers a **confidential** and **impartial** service.

Tel: 787234 Email: sendiass@barnsley.gov.uk

Documents relating to Special Educational Needs

There are a number of important documents that you may wish to see at some time during your child's education.

- 1 The Council's Special Educational Needs Policy.**
- 2 A list of independent schools approved by the Secretary of State under Sections 347(1) and (3) of the Education Act 1996 as suitable for pupils with different types of SEN.**

This list is available from the Assessment and Review Service. The Authority normally indicates the school it will name on the final statement or (EHCP). This is more often than not a Barnsley mainstream school. If the Authority takes the view that the child's needs cannot be met in a Barnsley School it will seek a place at, and name an out of authority school from the list. If a child's needs can be better met at Greenacre School, it will be named. Parents are invited to express a preference about the school they wish their child to attend. Special Educational provision provided otherwise than at school may be indicated in a small number of cases.

In all cases parents are consulted and their views are taken into account before the Authority names a school on the final Statement of Special Educational Needs or (EHCP).

3 The Council's SEN Transport Policy.

This provides information about when the Authority will normally provide transport to and from all schools within and outside the Borough. It includes its policy on transport for young people under the age of 19 who attend extra-district Colleges of Further Education.

The Role of the Headteacher in School Admissions

Headteachers have no individual role in school admissions. In community and voluntary controlled schools the Local Authority is the admissions authority and therefore **only the Local Authority can make an offer for a place at the school and not the Headteacher.**

In voluntary aided schools, trust schools and academies the governing body is the admissions authority and they will determine whether a place can be offered to the parent. This offer will be made by the Authority on behalf of the governing body.

Home-School Agreements

All state schools are required to have written home-school agreements drawn up in consultation with parents. They are non-binding statements explaining the school's aims and values, the responsibilities of both school and parents, and what the school expects of its pupils. Parents will be invited to sign a parental declaration, indicating that they understand and accept the contents of the agreement.

The legislation requires school governing bodies to adopt home-school agreements however, admission authorities (and schools) are prohibited from inviting a signature of agreement from a parent before their child can be admitted to school, or making signature a condition of admission, or making any admission decision by reference to whether a signature is likely. Therefore admission to a school is not conditional on a parent agreeing to sign a home-school agreement.

Admission to Independent schools

Independent schools are not subject to the 1998 School Standards and Framework Act as amended by the Education Act 2002 and make their own admission arrangements. Barnsley Authority has no scheme to assist parents seeking places for their children at independent schools.

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LIST OF PRIMARY SCHOOLS AND ACADEMIES

C - Community School VA - Voluntary Aided School A - Academy VC - Voluntary Controlled School
 1* SEN criterion 2* Looked After Children criterion 3* sibling criterion 4* distance criterion

School Name and website address	Category of School	Contact Details	Admission Number	Academic Year 2020/2021 (at the closing date)					
				Number of Offers	Number agreed				
					1*	2*	3*	4*	
All Saints Academy Darfield www.allsaints.stmarysacademytrust.co.uk	A	School Street, Darfield Barnsley S73 9EU Tel: 752293	30	25	0	0	9	16	
Athersley North Primary www.athersleynorthprimary.co.uk	C	Lindhurst Road, Athersley North, Barnsley S71 3NB Tel: 288674	40	40	0	0	15	25	
Athersley South Primary www.athersleysouthprimary.co.uk	A	Wakefield Road, Smithies, Barnsley S71 3TP Tel: 284223	40	40	0	0	17	23	
Barugh Green Primary www.barughgreenprimary.co.uk	C	Higham Common Road, Barugh Green, Barnsley S75 1LD Tel: 383800	45	42	1	1	19	21	
Birdwell Primary www.birdwellprimary.org.uk	C	Sheffield Road, Birdwell. Barnsley S70 5XB Tel: 742957	30	30	0	0	14	16	
Birkwood Primary www.birkwood.org.uk/website/	C	Darfield Road, Cudworth Barnsley S72 8HG Tel: 710447	40	40	1	0	20	19	
Brierley Church of England Primary www.brierleyschool.com	VC	Beech Close, Brierley, Barnsley S72 9EJ Tel: 711332	30	29	0	0	17	12	
Burton Road Primary www.burtonroadprimary.org.uk	C	Old Mill, Barnsley S71 2AA Tel: 288679	45	45	0	2	22	21	
Carlton Primary Academy www.carltonprimary.co.uk	A	Fish Dam Lane, Carlton, Barnsley S71 3HF Tel: 722166	45	42	0	0	11	31	
Carrfield Primary Academy www.carrfieldacademy.co.uk	A	Highgate Lane, Bolton-on-Deane, Rotherham S63 8AL Tel: (01709) 893121	45	33	0	0	21	21	
Cawthorne Church of England Primary www.cawthorneprimary.co.uk	VC	Taylor Hill, Cawthorne, Barnsley S75 4HB Tel: 790447	24	22	0	0	10	12	
Cherry Dale Primary www.cherrydaleprimary.com	C	Royston Road, Cudworth, Barnsley S72 8AA Tel: 719700	40	40	0	0	17	23	
Cudworth Churchfield Primary www.churchfieldprimary.co.uk	C	Snydale Road, Cudworth, Barnsley S72 8JR Tel: 710523	60	60	1	0	21	38	
Darton Primary www.dartonprimary.com	A	Station Road, Darton, Barnsley S75 5AD Tel: 394050	40	40	0	0	13	27	
Dearne Goldthorpe Primary www.dearnegoldthorpeprimary.co.uk	C	Doncaster Road, Goldthorpe. Rotherham S63 9HY Tel: (01709) 892044	40	30	0	0	12	26	

LIST OF PRIMARY SCHOOLS AND ACADEMIES

School Name and website address	Category of School	Contact Details	Admission Number	Academic Year 2020/2021 (at the closing date)				
				Number of Offers	Number agreed			
					1*	2*	3*	4*
Dodworth St John Baptist Church of England Primary www.dsja.org.uk Diocese of Leeds	A	Barnsley Road, Dodworth, Barnsley S75 3JS Tel: 286514	30	24			Not applicable	
Elsecar Holy Trinity Church of England (Voluntary Aided) Primary Diocese of Sheffield www.elsecarprimary.org	A	Church Street, Elsecar, Barnsley S74 8HS Tel: 743008	30	19			Not applicable	
Gawber Primary www.gawberprimaryschool.com	C	Church Street, Gawber, Barnsley S75 2RJ Tel: 289728	30	30	0	0	14	16
Gooseacre Primary Academy www.gooseacreacademy.co.uk	A	Gooseacre Avenue, Thurnscoe, Rotherham S63 0NU Tel: (01709) 893569	50	50	0	0	22	28
Greenfield Primary www.greenfieldprimaryschool.co.uk	C	Cherrytree Street, Hoyland, Barnsley S74 9RG Tel: 743468	40	33	0	0	11	22
Heather Garth Primary Academy www.heathergarth.org	A	Billingley View, Bolton-on-Dearne, Rotherham S63 8ES Tel: (01709) 894149	30	30	0	0	15	15
Highgate Primary Academy www.highgateprimaryacademy.co.uk	A	Nicholas Lane, Goldthorpe, Rotherham S63 9AS Tel: (01709) 892160	45	46	1	0	19	26
High View Primary Learning Centre www.highviewprimary.co.uk	A	Newsome Avenue, Wombwell, Barnsley S73 8QS Tel: 273220	60	60	0	0	25	35
Holy Rood Catholic Primary www.holyroodschoo.co.uk Diocese of Hallam	VA	Shaw Street, Barnsley S70 6JL Tel: 281219	30	25			Not applicable	
Holy Trinity 3 - 16 www.holytrinitybarnsley.org Diocese of Hallam and Wakefield	A	Carlton Road Barnsley S71 2BD Tel: 704550	60	59			Not applicable	
Hoyland Common Primary www.hoylandcommonprimary.co.uk	A	Sheffield Road, Hoyland Common, Barnsley S74 0DJ Tel: 369640	60	55	3	0	26	31
Hoyland Springwood Primary www.hoylandspringwood.org.uk	A	Cloughfields Road, Hoyland, Barnsley S74 0DJ Tel: 743815	30	24	0	0	6	18
Hoylandswaine Primary www.hoylandswaineprimary.co.uk	C	Haigh Lane, Hoylandswaine, Sheffield S36 7JJ Tel: 762027	20	13	0	0	5	8
Hunningley Primary www.hunningley.org.uk	A	Hunningley Lane, Stairfoot, Barnsley S70 3DT Tel: 284867	60	43	0	0	28	15
Joseph Locke Primary www.josephlockeprimary.com	C	Shaw Street, Barnsley S70 6JL Tel: 729910	60	50	0	0	17	36
Jump Primary www.jumpprimary.org.uk	C	Roebuck Hill, Jump, Barnsley S74 0JW Tel: 743041	30	29	0	0	14	15

LIST OF PRIMARY SCHOOLS AND ACADEMIES

School Name and website address	Category of School	Contact Details	Admission Number	Academic Year 2020/2021 (at the closing date)				
				Number of Offers	Number agreed			
					1*	2*	3*	4*
Keresforth Primary www.keresforthprimary.org.uk	C	Keresforth Road, Dodworth, Barnsley S75 3NU Tel: 284147	30	30	0	1	17	12
Kexborough Primary www.kexborough-primary.co.uk	A	Ballfield Lane, Kexborough, Barnsley S75 5EF Tel: 382288	30	27	0	0	11	16
Kings Oak Primary Learning Centre www.kingsoakprimary.org.uk	C	Bondfield Close, Wombwell Barnsley S73 0BQ Tel: 272740	60	60	0	0	25	35
Lacewood Primary www.lacewood.org.uk	C	Carr Head Lane, Bolton-on-Deane, Rotherham S63 8DA Tel: (01709) 887750	30	30	0	0	18	12
Ladywood Primary www.ladywoodprimary.co.uk	C	Nancy Road, Grimethorpe, Barnsley S72 7JX Tel: 711488	30	30	0	1	13	16
Laithes Primary www.laithesprimaryschool.co.uk	A	Laithes Lane, Smithies, Barnsley S71 3AF Tel: 281255	40	40	0	0	25	15
Mapplewell Primary www.mapplewellprimary.org.uk	A	Greenside Avenue, Staincross, Barnsley S75 6BB Tel: 381273	45	44	0	1	20	23
Meadstead Primary Academy www.meadsteadprimaryacademy.org	A	Meadstead Drive, Royston, Barnsley S71 4JS Tel: 722153	30	30	0	0	18	12
Milefield Primary www.milefieldprimary.org.uk	C	Milefield Lane, Grimethorpe, Barnsley S72 7BH Tel: 710329	45	45	0	0	19	20
Millhouse Primary www.millhouseprimary.co.uk	C	Lea Lane, Millhouse Green, Sheffield S36 9LN Tel: 763019	20	19	0	0	12	7
Oakhill Primary Academy www.oakhillacademy.org.uk	A	Doncaster Road, Ardsley, Barnsley S71 5AG Tel: 284493	45	24	0	0	12	12
Oakwell Rise Primary Academy www.oakwellriseacademy.co.uk	A	Doncaster Road, Barnsley S70 1TS Tel: 281943	30	30	0	0	15	15
Outwood Primary Academy Darfield www.darfield.outwood.com	A	Snapehill Road, Darfield Barnsley S73 9LT Tel: 753048	30	23	0	1	5	17
Outwood Primary Academy Littleworth Grange www.littleworth.outwood.com	A	Littleworth Lane, Lundwood, Barnsley S71 5RB Tel: 777530	60	57	0	0	22	35
Oxspring Primary www.oxspringprimary.co.uk	C	Sheffield Road, Oxspring, Sheffield S36 8YW Tel: 763020	20	19	0	0	12	7
Parkside Primary Academy www.parksideacademy.co.uk	A	Midland Road, Royston, Barnsley S71 4QP Tel: 722416	30	30	0	0	12	18

LIST OF PRIMARY SCHOOLS AND ACADEMIES

School Name and website address	Category of School	Contact Details	Admission Number	Academic Year 2020/2021 (at the closing date)				
				Number of Offers	Number agreed	1*	2*	3* 4*
Penistone St John The Baptist CE(VA) Primary School www.penistonestjohns.co.uk Diocese of Leeds	VA	High Street, Penistone, Sheffield S36 6BS Tel: 762496	90	66			Not applicable	
Queens Road Primary www.stmarysacademytrust.co.uk	A	Queens Road, Barnsley S71 1AR Tel: 737010	30	25	0	0	7	29
Royston St John Baptist CE Primary Diocese of Leeds	A	Vicarage Lane, Royston, Barnsley S71 4QY Tel: 722011	30	28			Not applicable	
Sacred Heart Catholic Primary www.federationcc.org.uk Diocese of Hallam	VA	Lockwood Road, Goldthorpe Rotherham S63 9JY Tel: (01709) 892385	20	19			Not applicable	
St Helen's Primary Academy www.sthelensprimaryacademy.org	A	St Helen's Way, Monk Bretton, Barnsley S71 2PS Tel: 295210	30	22		0	10	12
St Helens Catholic Primary www.federationcc.org.uk Diocese of Hallam	VA	West Street, Hoyland, Barnsley S74 9DL Tel: 742172	20	7			Not applicable	
St Mary's CE Primary www.stmarysacademytrust.co.uk	A	Stocks Lane, Barnsley S75 2DF Tel: 206422	30	30			Not applicable	
St Michael and All Angels Catholic Primary www.federationcc.org.uk Diocese of Hallam	VA	Stoneyford Road, Wombwell, Barnsley S73 8AF Tel: 752120	20	20			Not applicable	
Sandhill Primary www.sandhillprimary.org.uk	A	Dearne Street, Great Houghton, Barnsley S72 0EQ Tel: 345030	40	24	0	0	4	20
Shafton Primary Academy www.shaftonprimaryacademy.org	A	High Street, Shafton, Barnsley S72 8QA Tel: 710386	40	45	0	1	16	28
Shawlands Primary www.shawlandsprimaryschool.co.uk	C	Shaw Street, Barnsley S70 6JL Tel: 287177	40	40	0	0	13	27
Silkstone Primary www.silkstone.primaryschool.com	C	High Street, Silkstone Barnsley S75 4LR Tel: 790333	30	29	0	0	8	21
Silkstone Common J & I www.silkstonecommonji.co.uk	C	Moorend Lane, Silkstone Common, Barnsley S75 4QT Tel: 790471	20	20	0	0	6	14
Springvale Primary www.springvaleschool.org.uk	C	Sheffield Road, Penistone, Sheffield S36 6HJ Tel: 760930	30	30	0	0	16	14
Summerfields Primary Academy www.summerfieldsacademy.co.uk	A	Haigh Croft, Summer Lane, Royston Barnsley, S71 4SF Tel: 722480	30	25	0	0	10	15
Summer Lane Primary www.summerlanepimary.co.uk	C	Summer Lane, Barnsley S75 2BB Tel: 205363	40	40	0	0	14	26

LIST OF PRIMARY SCHOOLS AND ACADEMIES

School Name and website address	Category of School	Contact Details	Admission Number	Academic Year 2020/2021 (at the closing date)				
				Number of Offers	Number agreed			
					1*	2*	3*	4*
Tankersley St Peter's CE Primary www.tankersleypeters.org.uk Diocese of Sheffield	VA	Westwood New Road, Tankersley Barnsley S75 3DA Tel: 742357	30	24			Not applicable	
The Ellis CE Primary www.theellischool.org.uk Diocese of Sheffield	VA	School Street, Hemingfield, Barnsley S73 0PS Tel: 753383	30	27			Not applicable	
The Forest Academy www.theforest-academy.co.uk	A	Thornton Road, Kendray Barnsley S70 3NG Tel: 284719	45	44	0	0	17	27
The Hill Primary Academy www.thehillacademy.co.uk	A	Tudor Street, Thurnscoe, Rotherham S63 0DS Tel: (01709) 892145	60	60	0	0	26	34
The Mill Academy	A	Lobwood, Worsbrough Bridge, Barnsley S70 5EP Tel: 289096	30	22	0	0	11	11
Thurgoland CE Primary www.thurgolandprimary.moonfruit.com	VC	Halifax Road, Thurgoland Sheffield S35 7AL Tel: (0114) 2883300	30	29	0	0	14	15
Thurlstone Primary www.thurlstoneprimary.co.uk	C	Royd Moor Road, Thurlstone Sheffield S36 9RD Tel: 762018	25	28	0	0	10	18
Upperwood Primary Academy www.upperwoodacademy.org	A	Dartree Walk, Darfield Barnsley S73 9NL Tel: 754336	45	45	0	0	19	26
Ward Green Primary www.wardgreenprimary.co.uk	A	Vernon Road, Ward Green, Barnsley S70 5HJ Tel: 286510	60	56	1	0	20	35
Wellgate Primary www.wellgateprimaryblog.co.uk	A	George Street, Mapplewell Barnsley S75 6HR Tel: 383739	60	46	0	0	20	26
West Meadows Primary www.westmeadowsprimary.org.uk	A	West Street, Hoyland, Barnsley S74 9ET Tel: 749164	30	29	0	0	11	18
Wilthorpe Primary www.wilthorpeschool.co.uk	C	Greenfoot Lane Barnsley S75 1AQ Tel: 288676 / 205364	60	58	0	0	26	32
Wombwell Park Street Primary www.wombwellparkstreetprimary.co.uk	A	Park Street, Wombwell Barnsley S73 0HS Tel: 752029	45	45	1	0	18	26
Worsbrough Bank End Primary www.bankend.org.uk	A	Underwood Avenue, Worsbrough Dale, Barnsley S70 4AZ Tel: 282549	30	26	0	0	8	18
Worsbrough Common Primary www.worsbroughcblogs.net	C	Bruce Avenue, Worsbrough Common, Barnsley S70 4EB Tel: 289989	60	45	1	0	28	17

LIST OF SECONDARY SCHOOLS AND ACADEMIES

School Name and website address	Category of School	Contact Details	Admission Number (AN) (only applies to Year 7)	Number of Offers	Children admitted into Year 7 for the academic year 2020/2021 (at the closing date)				
					SEN criterion	Looked After criterion	Sibling criterion	Distance criterion	
Barnsley Academy www.barnsley-academy.org	A	Farm Road, Kendray, Barnsley S70 3DL Tel: 284606	180	210	5	1	14	190	
Darton Academy www.dartonacademy.org.uk	A	Ballfield Lane, Darton Barnsley S75 5EF Tel: 382568	240	216	0	1	61	154	
Holy Trinity 3 - 16 Catholic and Church of England (VA) www.holytrinitybarnsley.org	A	Carlton Road Barnsley S71 2BB Tel: 704550	140 (80) external	75	Not applicable				
Horizon Community College www.horizoncc.co.uk	A	Dodworth Road Barnsley S70 6PB Tel: 704230	400	420	9	3	108	300	
Kirk Balk Academy www.kirkbalkacademy.org	A	West Street, Hoyland Barnsley S74 9HX Tel: 742286	270	269	4	1	72	192	
Netherwood Academy www.netherwoodschool.com	A	Dove Valley Way, Wombwell, Barnsley S73 8FE Tel: 272000	320	241	1	2	73	165	
Outwood Academy Carlton www.carlton.outwood.com	A	Royston Lane, Carlton Barnsley S71 3EW Tel: 728494	220	220	12	3	71	134	
Outwood Academy Shafton www.shafton.outwood.com	A	Engine Lane, Shafton, Barnsley S72 8RE Tel: 717730	270	278	3	6	62	187	
Penistone Grammar School ALC www.penistone-gs.uk	C	Huddersfield Road, Penistone Sheffield S36 6AU Tel: 762114	320	320	6	4	10	201	
The Dearne Academy www.the.dearnealc.org	A	Goldthorpe Road, Goldthorpe Rotherham S63 9EW Tel: (01709) 892565	240	240	5	1	74	160	
Trinity Academy Barnsley*	A	Broadway, Barnsley	180		Not applicable				

* A new secondary school, Trinity Academy Barnsley will open its doors to a founding cohort of Year 7 students in September 2021. To register your interest please do this through Trinity Academy Barnsley website to receive the latest information; all applications should be made through the online admissions portal in the same way as for other Barnsley schools. A supplementary form will also need to be completed in order to process your application.

■ Selecting Schools

Which School?

In order to make an informed decision about which is the preferred school for your child, you need to be aware of the variety of information available about each school and the ways in which you can access that information.

The list on pages 19 - 24 gives the names and addresses of all the primary and secondary schools in Barnsley together with additional information on school size and type, website address etc. More detailed information is provided in each school prospectus, available free of charge from the school.

The Department for Education has a website with a specific section for parents. The address is www.education.gov.uk and includes advice on expressing preferences and information on performance tables.

The Office for Standards in Education (Ofsted) is responsible for inspecting all schools and producing reports. The report is an external and independent view of what is good and not so good about a school compared to other schools. If you want a copy of the report for a particular school you could contact that school who must make available a copy of the report, but there may be a small charge to cover administrative costs. Ofsted reports can also be downloaded from www.ofsted.gov.uk.

You are advised that performance tables should not be used as the sole guide in deciding which are your preferred schools for your child, the wider educational experience offered by each school should also be carefully considered.

School profiles are available at www.schoolsfinder.direct.gov.uk/about-school-profile. This site provides information about a school's performance and its broader achievements both in and beyond the classroom. Each profile contains the following information: the school's successes; details of extra curricular activities; health and safety information; and the school's response to the latest OFSTED report.

You will need to consider whether the school is a reasonable distance from your home and how your child will get to school. Details of the Authority's Transport policy are given on Page 28.

You need to decide what are the important factors for you and your child. You may consider the following information useful when deciding which schools to include on the common application form.

School Prospectus

All schools must publish a school prospectus giving information on:-

- the school curriculum (including religious education, collective worship and sex education)
- arrangements for pupils with special educational needs
- the ethos and values of the school
- complaints procedure
- charges for any additional school activities
- assessment results
- attendance
- home/school arrangements
- child protection statement

Contact the school to obtain a copy.

Visiting a School

You may wish to visit schools to have a look at the facilities and to speak to staff, you must contact the schools to arrange an appointment.

You may wish to consider asking the following questions of any school you are considering

What are the average class sizes in the school?

How does the school monitor progress and how is this reported to parents?

What help will be given to a pupil who has difficulty with a particular subject?

How are pupils with special educational needs catered for?

Does the school make special provision for gifted and talented pupils?

How does the school recognise and reward achievement?

What extra-curricular activities are there?

What is the school's discipline policy?

Can books be borrowed to take home?

Does the school set homework?

What is the school's dress code?

If you are considering a church school you may wish to ask additional questions. You need to be aware of the different admission policies for these schools.

You may wish to consider these points when you have visited a school

Were you given a friendly welcome from staff and pupils?

Were you provided with up-to-date and useful information?

Were you given the opportunity to ask relevant questions and were these answered well?

Was the school well equipped?

Did pupils have unlimited access to books and materials?

Were there well presented displays of pupils' work throughout the school?

Were the pupils active and happy?

School Information

All schools are required to have the following:

- (a) a statement of their ethos and values;
- (b) a curriculum policy;
- (c) a range of policies in relation to the teaching of pupils to include the monitoring of pupil progress;
- (d) a policy in relation to pupils with special educational needs;
- (e) a policy for providing support to pupils who are looked after by the Local Authority;
- (f) a policy with respect to the behaviour of pupils;
- (g) complaints procedure
- (h) information on charges for any additional school activities
- (i) assessment/examination results
- (j) attendance information
- (k) home/school arrangements
- (l) child protection statement
- (m) information on the timing of the school day

copies of which can be obtained from individual schools.

School Uniform/Dress Code

Many school governing bodies consider that school uniform/dress code plays a valuable role in contributing to the ethos of the school and in setting an appropriate tone. School uniform/dress code can instil pride; support positive behaviour and discipline; encourage identity with, and support for the values of the school. In addition it can ensure that pupils of all races and backgrounds feel welcome; protect children from social pressures to dress in a particular way and nurture cohesion between different groups of pupils. Above all, many schools believe that school uniform/dress code supports effective teaching and learning.

It is for individual governing bodies to decide whether there should be a school uniform or dress code and other rules relating to appearance, and if so, what they should be. This flows from their responsibility to oversee the running of the school and for their duty to ensure that school policies promote good behaviour and discipline amongst the pupils.

The wearing of jewellery is covered by the Local Authority's advice on health and safety. Headteachers can discipline pupils for a breach of uniform/appearance.

Information in the school dress code and jewellery should be contained in the school's prospectus. Further information can be obtained by contacting individual schools.

Home To School Transport

Parents and carers need to be aware that it is their responsibility for the transporting of their child to and from school.

However, there are a number of situations where the Council provides assistance with travel and transport to school.

The Council provides this assistance because it has a duty to do so as set out in the legislation. The duty applies to home to school travel arrangements at the start of the day and school to home travel arrangements at the end of the day.

Assistance towards travel is provided to pupils under eight years of age who reside over two miles from the **nearest available school** and to pupils over the age of eight who live above three miles from the **nearest available school**, the distance being measured by the shortest suitable walking route.

Travel assistance is also provided for low income families whose children attend one of their 3 nearest secondary schools between 2 and 6 miles from their home and are in receipt of free school meals or whose parents are in receipt of maximum level Working Tax Credit.

Transport for pupils with special needs is considered by the SEN Transport Panel following applications from parents.

If you think your child is eligible for free travel you should contact the School Transport Section, by email at schooltransport@barnsley.gov.uk. or tel 01226 773584

Full details of the home to school transport policy can be obtained from the Barnsley Council website: www.barnsley.gov.uk.

Children not entitled to free transport are subsidised towards the cost of transport through the concessionary fare scheme operated by South Yorkshire Passenger Transport Executive on behalf of the four South Yorkshire Authorities.

The Council is not responsible for commercial bus services and the operating companies can withdraw a service leaving pupils with no public transport to school. When selecting which schools you wish your child to attend you are advised to take account of the bus services and that alterations could be made.

Human Rights Act 1998

The Human Rights Act 1998 confers a right of access to education. This right does not extend to securing a place at a particular school.

Considering your preferences

When making your preferences on the common application form you should take into account whether your child has a reasonable chance of being offered a place at the schools named on the common application form i.e. is your child likely to be eligible for a place. Whilst it is not possible to predict with total accuracy you need to be aware of the following information when considering your preferences:-

- the oversubscription criteria for each school
- whether the school was oversubscribed in the previous year
- how many places were allocated in each subscription criteria
- which criteria your child will be placed in for each school
- your child's attendance at a nursery unit will not increase your chance of a place at the associated primary school
- whether the school meets the needs of your child and your ideas of a school in which they will be happy
- you are advised to include a local school as one of your three preferences.

Oversubscription Criteria - Distance

Community, Voluntary Controlled Schools and Academies

For admissions in the 2020-2021 school year, the following community, voluntary controlled schools and academies were oversubscribed at the closing date. The distance at which the last place was offered to meet the admission number is provided.

Primary Schools and Academies

Birkwood Primary	0.598 miles	Lacewood Primary	0.587 miles
Brierley Primary	0.376 miles	Mapplewell Primary	1.453 miles
Burtion Road Primary	0.462 miles	Parkside Primary Academy	0.441 miles
Cherry Dale Primary	0.474 miles	Shawlands Primary	0.782 miles
Carrlton Primary	0.946 miles	Silkstone Common J & I	1.758 miles
Darton Primary	0.720 miles	Springvale Primary	0.373 miles
Gawber Primary	0.395 miles	St Marys CE Primary	0.38 miles
Gooseacre Primary	0.696 miles	Summer Lane Primary	2.143 miles
Heather Garth Primary	1.614 miles	Thurgoland Primary School	3.055 miles
High View Primary Learning Centre	0.923 miles	West Meadows Primary	0.802 miles
Jump Primary	0.573 miles	Wombwell Park Street Primary	0.886 miles
Keresforth Primary	0.624 miles		

Secondary Schools and Academies

Horizon Community College	2.240 miles	Penistone Grammar	4.415 miles
Outwood Academy Carlton	1.458 miles	Kirk Balk Academy	2.431 miles
Barnsley Academy	1.993 miles		

The distances vary each school year and there is no guarantee that if you reside under these distances you will be offered a place in the 2021-2022 school year.

Supporting Children In School Who Have A Medical Need

The Local Authority provides guidance and model policies to schools on supporting children in school who have a medical need, in order that schools can ensure that they are able to manage any situation where a pupil has a medical condition or need, without limiting their access to education.

However, there is no legal duty that requires members of school staff to administer medication or a medical procedure to a pupil, and staff who agree to this do so on a voluntary basis. Consequently individual schools are responsible for determining their policy on supporting children in school who have a medical need.

It is recommended that parents and/or carers of children who have a specific medical need make enquiries at the preferred schools they wish their child to attend, in order to establish what arrangements are in place and what procedures have been adopted to ensure that the needs of their child can be accommodated in school.

Charging For School Trips/Activities

Education is provided free of charge and therefore there can be no charge related to the admission of a child to a school.

A school cannot make a charge for a school trip or activity that:

- (a) takes place during school hours; or
- (b) is outside of school hours but is being undertaken as part of the National Curriculum, or as part of a syllabus for a prescribed public examination.

Under charging provisions set out in legislation, governing bodies may choose to charge for certain defined activities, but only if they have a charging and remissions policy in place which is available on request.

School trips are an important part of school life and can contribute to the ethos of the school. However participation in these activities is on the basis of parental choice and a willingness to meet permitted charges.

They must make it clear that any contribution to school funds and voluntary contributions to trips are not mandatory and that the expectation is that low income families will contribute a small amount or nothing.

Parents must be assured that if they choose not to, or are unable to contribute that this will in no way disadvantage their child.

A charge may be made for certain activities that take place outside of school hours for example board and lodgings on residential trips. However the charge must not exceed the actual cost and children who are eligible to free school meals are exempt. Schools should inform all parents who are eligible, of their right to claim free board and lodgings.

■ Eligibility For A School Place

Parents must be aware that the Authority does not operate a procedure whereby parents can register their child's name at a school for admission. Parents must complete a common application form for the school year in which their child is to be admitted into primary or secondary school.

This section contains information on:

- oversubscription criteria for community and voluntary controlled schools in Barnsley;
- oversubscription criteria for community and voluntary controlled schools in other local Authorities;
- oversubscription criteria for voluntary aided and trust schools;
- oversubscription criteria for Academies;
- oversubscription criteria for voluntary aided schools in other local Authorities;

You also need to be aware that:

- The Authority does not operate catchment areas or feeder schools for admission to school;
- Your child's attendance at a nursery unit or co-located family centre attached to a primary school does not guarantee a place at that school;
- Your child's attendance at a primary school does not guarantee a place at any secondary school;

Under the provisions of the School Standards and Framework Act 1998 schools are required to admit children up to their admission number.

For all schools where the number of applications received is below the admission number for the school any parent who has applied will be eligible for admission to that school.

In cases where the number of applications for a school exceeds the admission number it will be necessary to apply the oversubscription criteria to determine who is eligible for admission.

Oversubscription criteria for Barnsley community and voluntary controlled schools

Barnsley Authority is the admissions authority for all community and voluntary controlled schools.

The Authority will only admit up to the admission number for the school. Once the admission number has been reached no further offers will be made.

Children who have an Education, Health and Care Plan (EHCP) which names the school are required to be admitted.

From all the applications received for an oversubscribed school the Authority will determine which children are eligible for a place by using the following priority of admission criteria:

- First, Looked After children and previously Looked After children ;*
- Second, to children with brothers and/or sisters who will still be attending the school on the proposed date of admission;**
- Third, to children living nearest the school, the distance to be measured by a straight line from the centre point of the child's ordinary place of residence to the main entrance to the school building.***

*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 care functions at the time of making an application to the 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 residence order or special guardianship order).

**For the sibling criterion to be applicable one of the following conditions must exist:

- a) brother and/or sister to be permanently resident at the same address
- b) stepbrother and/or stepsister to be permanently resident at the same address (to include half brothers/sisters).

***The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child **resides at the closing date for receiving applications for admission to school.**

Where the offer of the 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 (See Section 9).

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) with the primary carer who holds responsibility for the day to day care of the child or the carer named on a residency order.

Where responsibility for a child is shared evenly, 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.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residency at the property concerned. The Authority reserves the right to request an affidavit where there is uncertainty regarding a child's ordinary place of residence.

Should the admission number be reached in the middle of the first or second criteria, the Authority will apply a tie breaker. A decision will be made based on the straight line distance between the centre point of the child's ordinary place of residence and the main entrance of the school building.

For the Authority's third priority of admission criteria, that of straight line distance, the School Admissions Section uses Mapinfo GIS Software. This is a computerised system which uses Ordnance Survey data to ensure precision measuring.

Admission Number

The admission number is the number of pupils that it is intended to admit into the Reception Year in a primary or infant school and Year 7 in a secondary school. The admission number is derived from the capacity of the school. Where the Authority in consultation with the School have determined a primary schools admission number lower than the indicated admission number derived from the net capacity, it is in order to comply with the limit on infant class sizes. Therefore if the admission number is multiplied by 3 (number of infant year groups i.e. Reception, Year and Year 2) the total is divisible by 30 (this being the infant class size limit). Further details on admission numbers and net capacity can be found in Section 5.

Oversubscription criteria for voluntary aided schools and Academies.

This section applies to those parents applying for a place at a voluntary aided school or academy.

The admission authority for each voluntary aided school and Academy is the governing body of the school NOT Barnsley Authority. It is for the governing body to determine whether or not a child is eligible for admission to the school. Each governing body will have different oversubscription criteria. These can be found on the individual school websites (see pages 19-24) and also on Barnsley Council website at www.barnsley.gov.uk/schooladmissions, and select '**Admission Arrangements**'.

You need to be aware that:

- If the number of applications is below the admission number for the school any parent who has applied for the school will be eligible for admission;
however
- If the number of applications is above the admission number for the school the governing body will apply their own priority of admission criteria.

The priority of admission criteria will be different to those used for schools where Barnsley Academy is responsible for admission (Community and Voluntary Controlled Schools).

These criteria are taken from each schools' admission policy. If you intend to apply for a place at such a school you should contact the Headteacher of the School and request a copy of the admissions policy or access them at www.barnsley.gov.uk/schooladmissions.

By using the priority of admission criteria you will be able to make a realistic assessment of your chance of being offered a place at the school if it is oversubscribed.

Distance Criterion: Tie Break - Random Allocation

For all Schools and Academies, where the offer of the remaining place in the relevant year group could be made for a number of eligible children resident equidistant from the school the determination of the single offer will be by Random Allocation. See Section 9, page 40 for further details.

SCHOOLS LOCATED IN OTHER LOCAL AUTHORITIES

Parents applying for a place at a school in another local Authority need to be aware that:

- ▶ The relevant Authority is the admission's authority for all community and voluntary controlled schools;
and
- ▶ the governing bodies of voluntary aided schools in other local Authorities are the admission authorities for their respective schools;
and
- ▶ whilst you can apply for a place at a school in another local Authority on the Barnsley Common Application Form, it will be the relevant Authority or the Governing Body of a voluntary aided school who determine whether your child is eligible for admission.

Barnsley Authority will write and let you know if you have a place at a school in another local Authority.

Community and Voluntary Controlled Schools

The admission policy and arrangements for schools in other local Authorities are different to those in Barnsley.

Parents are strongly advised to obtain a copy of the Admission to School booklet for these schools from the Admissions Sections. The contact details for the Admissions Sections of Neighbouring Local Authorities can be found on page 53.

Supplementary Information Form

Additional information required by voluntary aided schools in Barnsley and other local Authorities

All voluntary aided schools require information from parents about their membership of a particular faith or denomination, religious affiliation or commitment which is not contained on the common application form.

Voluntary aided schools in each Diocese have a separate form known as the Supplementary Information Form for parents to use to provide the information that the school requires in addition to the common application form.

If you intend to apply for a place at a voluntary aided school then you must:

- 1) request and complete the appropriate supplementary information form from any primary school or from the Admissions Section;
- 2) If you are applying via the Online Admissions System, attach a copy of the form and any additional documents which are required eg Baptism Certificate
- 3) If you are applying on a paper form, return the supplementary information form directly to the school(s) you have applied for.

You must send a copy to each voluntary aided school on your form.

The supplementary information form is not an application form for admission to school.

Some voluntary aided schools may require copies of other documents, i.e. copy of child's baptismal certificate, etc. - you need to check with the school.

If you are applying for more than one voluntary aided school you must complete the relevant supplementary information form(s) for each school.

Where a supplementary information form is not submitted by the closing date, it may affect the consideration given by the governing body of that school to the preference expressed.

The completion and return of the supplementary information form does not guarantee a place at the school.

Voluntary aided schools - in another Local Authority

If you are applying for a place at a voluntary aided school in these authorities you must contact the Headteacher of the school and request a copy of the schools admission policy and arrangements.

Sixth Form Oversubscription Criteria

Penistone Grammar School

The admission authority for the sixth form is the Governing Body of the school not the Local Authority. The capacity of the sixth form is 150 pupil in each of the two year groups. Further details can be obtained from the school (telephone 762114).

■ Making An Application For A School Place

Procedure for applying for a school place

If you are a resident in Barnsley and you wish to apply for a school place you **MUST** complete a Barnsley application. You can apply online at www.barnsley.gov.uk/schooladmissions or on the common application form which is available from the Admissions Section or from schools.

Key points on applying for admission to school:

- ▶ the application can be used for applying for a school place at Barnsley Schools and/or schools in other Local Authorities.
- ▶ to ensure that you receive an offer of a school place you should write in the names of three different schools (do not put the same school twice - doing so will not increase your chance of obtaining a place at that school).
- ▶ put the names of the schools in rank order - the school you most want your child to attend should be ranked first, your second preference school ranked second and your third preference school ranked third.
- ▶ check you have completed all sections on the online system or on the common application form
- ▶ if you are using the paper common application form, hand in the form to the primary school you have put as your first preference, your child's current primary school if you are applying for secondary school or to the Admissions Team if either of these is a school in another Local Authority.
- ▶ if you are applying for a voluntary aided school in Barnsley or another local Authority you must have also completed the supplementary information form you obtained from the School or Admissions Section and attach your documents with your online application or submit this directly to the school. Each voluntary aided school you apply for will need a completed Supplementary Information Form.
- ▶ if you are applying to community and/or voluntary controlled schools in other local Authorities check their priority of admission criteria in their admission booklet - if you are submitting any additional information in support of your application this **MUST** be uploaded with your online application or placed in a sealed envelope and submitted to the Admissions Team.
- ▶ you must apply by

31 October 2020 for secondary applications
15 January 2021 for primary applications

- ▶ You will be notified on 1 March 2021 for secondary schools and 16 April 2021 for primary schools at which school we are going to make you a single offer of a school place.

What to do if you change your mind about the preferences you have made

◆ *If you change your mind before the published closing dates*

1. If you have submitted your online application, please contact school admissions if you wish to amend your preferences.
2. Obtain another common application form from any primary school or the Admissions Section. Complete and hand in the amended paper form to the primary school you have put as your first preference, your child's current primary school or to the Admissions Section if this is a school in another Local Authority. Get back your original common application form and destroy it (along with the original receipt for primary applications).

◆ *If you change your mind after the published closing dates*

The Authority will only process one application per parent at any given time. By submitting a second application form a parent is notifying the Authority to disregard the original application.

For primary applications

If you change your mind after the closing date and send in another application form, the Authority will only deal with the preferences named on the second common application form, which will be treated as a 'late application'

For secondary applications

If you change your mind after the closing date but send in another form, before 30 November 2020, the Authority will deal with the preferences named on the second common application form as if they were received on time.

If you change your mind and send in another application after 30 November 2020, the Authority will only deal with the preferences named on this late application form, which will be treated as a 'late application'

If you wish to proceed and change your mind about the preferences you have made, the procedure is given below, however, you are strongly advised to contact the Admissions Section before doing so.

- 1 Contact the Admissions Section and request they issue you with another common application form.
- 2 Complete your new form and return it to the Admissions Section and not the school. If you require a new receipt you must send a stamped self addressed envelope with the new common application form to the Admissions Section
- 3 As the closing date has now passed, this form will be dealt with as a late application which may impact on the allocation of a school place for your child. (see page 40)

◆ *If you change your mind after the offer day*

Following the receipt of the single offer of a school place you may wish to change your mind regarding which school you would like your child to attend. In these circumstances you are strongly advised to contact the Admissions Section for advice regarding an alternative school.

You will have to submit another application form, and return it to the Admissions Section, who will process the request and inform you of the outcome:-

- the school still has vacancies, and you will be offered a place, or
- the school is full and your child's name will be added to the waiting list and you can appeal.

Fraudulent Applications

Once the Authority has made an offer of a school place to a parent it will be withdrawn if the offer was made on the basis of a fraudulent or intentionally misleading application which effectively denied a place to a child with a stronger claim.

Where a child starts attending the school on the basis of fraudulent or intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school. Where a place or an offer has been withdrawn the application will be re-considered and an independent appeal offered where the child is not re-admitted to the school.

Where it is established that the place was obtained on the basis of fraudulent or intentionally misleading information and the child continues to attend the school, the sibling criterion will cease to apply on the event of the parent making an application to the same school on behalf of a younger child in the family.

What Happens After The Closing Date

Procedure for Determining the Single offer of a School Place

After the closing date, all online and paper applications are processed together.

All preferences for individual schools are treated equally. This means that all admission authorities for schools named on the common application form have to determine whether the child is eligible for admission to their school(s).

There are two stages to the procedure:

STAGE 1 Is your child eligible for admission to the school?

- ◆ If the number of applications is below the admission number the child is automatically eligible for admission to the school, even if this is a voluntary aided school, trust school or Academy. (See section 5 for details of Admission Numbers for Barnsley Schools).
- ◆ If the number of applications is above the admission number then the oversubscription priority of admission criteria will be applied (see Section 7 for details of the oversubscription criteria).
- ◆ If the number of applications for voluntary aided schools/trust school/Academies is above the admission number then all applications and supplementary information forms will be sent to the Governing Body of the school.

The Governing Body is the admissions authority for the school so it will put the applications in order of priority of admission according to the oversubscription criteria and the supplementary information form stapled to the common application form.

The Governing Body will send to the Admissions Section a list of all the names of children with applications for the school - in priority order of eligibility for admission.

- ◆ If you have named a school in another Local Authority on the application form your details will be sent to the Admissions Officer in the relevant Authority.

It will be for the relevant Authority and, where relevant, the governing body of a voluntary aided school to determine whether your child is eligible for admission and therefore whether a potential offer of a school place could be made.

The Admissions Officer of the relevant authority will inform Barnsley Authority of the outcomes of all the applications made by Barnsley residents for their schools.

STAGE 2 At which school will an offer of a place be made?

- ◆ For each of the three schools on the application the Admissions Section will know whether your child is eligible for admission to each school. If your child is eligible for admission there is a potential offer.
- ◆ The single offer of a school place will be for the highest ranked school named on your application for which your child has a potential offer.
- ◆ Where the Admissions Section cannot make a single offer for any of the three preferences stated on your application, a place will be allocated for your child at the nearest school or academy in Barnsley.

A determination of the nearest school is the distance measured by a straight line between your child's ordinary place of residence* and the main entrance to the school building. (*See Section 7)

On 1 March 2021 (secondary schools) and 16 April 2021 (primary schools) the Admissions Section will send a letter or email to all parents making the single offer of a school place.

Twins and Triplets

Where a family of twins, triplets, or multiple siblings resident at the same address request admission and there is only one place available, it will be left to the family to decide which sibling will be offered the place.

Random Allocation

Where the offer of the 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 (also known as lottery).

The Random Allocation will be computer generated via Admissions module in use at the time, currently Synergy.

What to do when you receive the offer

For Primary Schools

- ◆ The offer will be for a full-time place from the September following your child's fourth birthday.
- ◆ If you wish to take up any of the alternative options to a full-time place (see page 14) you should contact the school to inform them.

For Primary and Secondary Schools

- ◆ If you accept the offer of a school place you do not have to do anything and your child will automatically be allocated a place at the school.
- ◆ If you do not accept the offer of a school place you must write and tell the Admissions Section within 20 working days. You must also confirm the arrangements you have made for your children's education.
- ◆ If you do not accept the offer of a school place the Admissions Section WILL NOT automatically make you an offer for another school. You may have to complete a new application. Contact the Admissions Section for further advice.

Late applications

All late applications received from parents after the published closing dates will be dealt with after all applications received by the closing date. However, for secondary applications only the Authority will accept applications up to the later date of 30 November 2020 as being on time.

- ◆ If the application was late but your child is eligible for admission to one or more schools you will receive a single offer of a school place at the highest ranked school for which your child is eligible for admission.
- ◆ If the application was late and your child is not eligible for admission to any of the three schools on the common application form, your child will be allocated a place at the nearest school or academy in Barnsley with places available.

On 1 March 2021, secondary applications received between 1 December 2020 and 29 February 2021 and on 16 April 2021, primary applications received between 16 January 2021 and 15 April 2021 inclusive will be processed in accordance with the admissions criteria, regardless of the date of the application was received. These late offers will be made as soon as possible after the relevant offer day.

Applications received from 1 March 2021 up to and including 31 August 2021 for secondary schools, and from 16 April 2021 up to and including 31 August 2021 for primary schools will be processed in date order of receipt.

■ Waiting Lists and Independent Appeals

Waiting Lists for Oversubscribed Schools

On the offer day of 1 March 2021 for secondary schools and 16 April 2021 for primary schools, the Admissions Section will establish a waiting list for all schools in Barnsley where the number of applications for those schools has exceeded the available places in Year 7 or the Reception year group.

A child will automatically be put on the waiting list for a school where they have not been made an offer of a place and where that school is ranked higher than the school at which an offer has been made.

Any vacancy which arises in Year 7 or the Reception year group will be filled from the waiting list.

All parents need to be aware that their child's name will not automatically be placed on the waiting list for a school where it is ranked lower than the school for which they have received a single offer of a place.

Parents must write to the Admissions Officer (see page 47) to request that their child's name be placed on the waiting list for a lower ranked school than the school at which they have been offered a place.

The waiting list will be established on the offer day and will be maintained to 31 December 2020.

The waiting lists for schools will be determined in accordance with the relevant oversubscription priority of admission criteria (see section 7).

Important points about waiting lists:

- ◆ a vacancy arises in Year 7 or the Reception year, only when the number of offers to a particular school falls below the admission number;
- ◆ following the offer day should an application be received for a school where the pupil has a higher priority for a place at the school, as determined by the oversubscription criteria, they will be placed on the list above those with a lower priority;
- ◆ parents who intend to appeal against the Authority's decision not to offer a place at a preferred school(s) should do so irrespective of having their child's name placed on the waiting list;
- ◆ for those parents who proceed to an independent appeal, no weight is given to a child's position on the waiting list;
- ◆ If you have applied for a school(s) in another local Authority the arrangements for their waiting lists are in their Admission to School booklets. These arrangements may be different to those in Barnsley and therefore you may wish to contact the Admissions Officer in the relevant Local Authority for further information and advice. Contact details for Neighbouring Authorities can be found on page 53.

Appeals for Admission to School

If your child has not been offered a place at a school for which you have expressed a preference you have the right of an independent appeal.

Notice of Appeal

This is the form which must be completed in order to request that your case for admission into a school at which you have not been offered a place, is considered by an Independent Appeal Panel.

The form to appeal for a Barnsley School can be obtained from the Admissions Section by:

telephone: 773588 / 773677 / 773502
email: admissions@barnsley.gov.uk
internet: www.barnsley.gov.uk/schooladmissions

Which Authority hears the appeal?

To appeal for a school in another Authority, you need to contact that Authority and request a notice of appeal (contact details for Neighbouring Local Authorities are on page 55). The completed appeal form should then be returned to that Authority who will make arrangements for your appeal to be heard and notify you of these arrangements.

Explaining the reasons for not offering you a place at the school

The reasons for not offering a place at the school(s) for which you have expressed a preference will be one of the following:-

Reason 1 - the number of applications exceeded the admission number for the school;

The number of applications received for this school was higher than the number of places available (admission number) in the relevant year group. For primary schools this is the Reception Year and for secondary schools the relevant year group is Year 7.

The oversubscription criteria were applied and your application was refused, because to admit your child above that number would prejudice the provision of effective education or the efficient use of resources.

or

Reason 2 - you were offered a place at another school under the co-ordinated scheme.

You were not offered a place at this school because you were offered a place at a higher ranking school in accordance with the Authority's co-ordinated scheme for admission to school.

Reason 3 - **Primary schools only** - the number of applications exceeded the admission number for the school and, where to admit your child would be incompatible with the duty to meet the infant class size limit.

The Authority has a duty to ensure that no infant class in a primary or infant school exceeds 30 pupils.

The number of applications for the school was higher than the number of places available in the Reception Year. The oversubscription criteria were applied and to have admitted your child would have resulted in the class(es) being greater than 30.

Important point if you intend to appeal for a place at a school ranked lower than the one for which you have received an offer

Check with the Admissions Section before you decide to make an appeal because there could still be places available at that school. This means you could be offered a place at the school and therefore would not have to make an appeal.

Types of Independent Appeal

Parents need to be aware that there are two types of independent appeal for an infant year group:

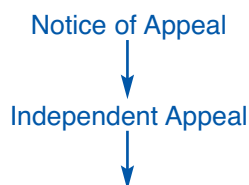
- infant class size appeal for a class which is at the 30 limit
- two stage appeal for a class which is under the 30 limit but the year group is on or above the admission number.

In the letter informing parents of the date of the appeal the Borough Secretary will inform parents whether the appeal is intended to be an infant class size appeal or 2 stage process. If the number on roll in the infant class has changed it might be necessary to change the type of appeal.

This letter will be sent to parents two weeks prior to the date of the appeal.

Infant Class Size Appeal

No offer of a place in Reception, Year 1 or Year 2



Parents need to be aware that no infant class shall exceed 30 children while an ordinary teaching session is conducted by a single qualified teacher.

An infant class with one teacher will be allowed to have more than 30 children in certain very specific circumstances. One of those circumstances is that the pupil was allowed admission by an independent appeal panel.

An independent appeal panel can only allow an appeal if they are satisfied that one of the following conditions apply, namely:

- that the decision was not one which a reasonable admission authority would make in the circumstances of the case; or
 - that the child would have been offered a place if the admission arrangements has been properly implemented.
- (a) Reasonable Decision

The Court of Appeal confirmed that in considering this ground for an appeal the panel cannot conduct a rehearing of the original application for admission, although it can have regard to fresh evidence. **In other words, the panel cannot substitute its finding for that of the original admission authority.** It can only ask itself whether the decision to refuse admission was one which a reasonable admission authority would now make in the circumstances of the case.

The court said that those circumstances might include fresh evidence as well as the fact that all of the available places have already been allocated. At the same time, the court said that any such new information would need to be persuasive and confirmed the strictness of the test under this ground. The panel can only uphold the appeal if, having looked at all the relevant information, it considers that the decision by the admission authority to turn down the original admission application was unreasonable.

Unreasonable in this sense means irrational - a decision which no reasonable admission authority properly aware of its duties, would make. Unless it is such a decision, the appeal must fail.

The purpose of the appeal is to review the Authority's decision.

Circumstances of the case, for example:

- parent's preference
- admission arrangements
- circumstances of the particular child and family
- interests of other children competing for places

Guidance from the Court of Appeal:

That the original decision should stand unless such additional material is persuasive and, taken with the rest of the information available, and any other relevant circumstances, renders the original decision irrational. Relevant circumstances would include, for example, the fact that such material could have been made available to the admission authority at the time it made the original decision, or the fact that all the available places have already been allocated.

The parents need to make a '*particular case which is so compelling that the decision not to admit the child is shown to be perverse*'. It is then for the admission authority to explain the admission arrangements, and if necessary explain the particular problems relating to the school in question. It will be necessary for the admission authority to show that it was objectively fair not to admit the child in question. The appeal panel must be careful not to give the impression that it is merely '*rubber stamping*' the admission authority's initial decision. But at the same time, the panel chairperson must make it clear to the parents that their appeal can only succeed if the panel concludes that '*it was perverse in the light of the admission arrangements to refuse to admit the particular child*' who is the subject of the appeal.

Perverse - acting against all the weight of evidence.

b) Admission Arrangements

In considering an appeal under the ground that the admission arrangements have not been properly implemented the following points apply:

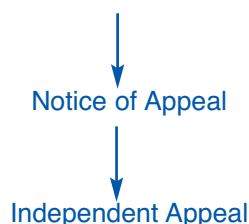
- the information available to the Authority at the time the decision was made;
- the information the Authority needed in order to make a reasonable decision;
- fresh material may be allowed from the parent in order to assist in identifying the original error.

The appeal should only be upheld in cases where it is clear that the child would have been offered a place if the admission arrangements had been properly implemented.

However, even if the admission arrangements had been properly implemented the child may still not have been offered a place.

Two Stage Appeal

No offer of a place in Reception, Year 1 or Year 2
or Years 7 - 11 in a Secondary School



The two stages in this type of appeal are:

First: a factual stage: at which the panel considers whether the Authority's or the school's published admission arrangements were correctly applied in the individual's case, and decides whether "prejudice" would arise were the child to be admitted.

If the appeal panel is not satisfied in the first stage that there would be prejudice then the panel will allow the appeal.

However, if they determine that a further admission would cause prejudice the appeal continues to the second stage.

Second: a balancing stage: at which the panel exercises its discretion, balancing between the degree of prejudice and the weight of the parental factors, before arriving at a decision.

APPEALS PROCEDURE

All independent appeals are organised by the Council Governance Unit or Diocese and follow procedures which are set out in legislation and the Code of Practice.

The important requirements of any independent appeal are:

- (a) appeals must be in writing stating the grounds on which the appeal is made;
- (b) every parent has the right to attend the independent appeal in order to make their case to the panel;
- (c) the parent can be accompanied by a friend or be represented by them;
- (d) Independent appeals are heard in private;
- (e) the decision of the Appeals Panel is binding on both parents and the Authority;
- (f) parents will receive written notification of the Appeals Panel decision.

Should you proceed to appeal, you will be sent a separate booklet entitled "Procedure for admission to school appeals - information for parents".

General information on appeals

- 1 Any member of the Authority may attend as an observer any hearing by an Appeals Panel established by the Authority.
- 2 Parents will be given at least 14 days written notice of the date, time and place of the appeal hearing and will receive at least 7 days prior to the appeal written documentation summarising the reasons for refusing the admission.

Parents are requested to submit their written documentation 7 days prior to the appeal.

- 3 If a parent does not attend the appeal or is not represented by another person the hearing will be held and the case dealt with in the absence of the parent using only the written documentation submitted.
- 4 In some cases, parents who are not successful at the appeal occasionally consider applying again for the same school in the same academic year. Unless there have been significant changes in the circumstances of the parent(s) or the school, the Authority is not required to reconsider its decision and therefore parents do not have the right of another appeal.

Admission Process - The School Admissions Section

School Admissions Section,
People Directorate
PO BOX 634
Barnsley S70 9GG

Nicola Gibson - Assistant Admissions Officer	Tel: Barnsley 773677
Rachael Sykes - Assistant Admissions Officer	Tel: Barnsley 773588
Sally Swift - Assistant Admissions Officer	Tel: Barnsley 773588
Sarah Winter - Access Support Officer	Tel: Barnsley 773502
Lucy Matanga - Senior Admissions Officer	Tel: Barnsley 773689
Beverley Sadler - School Admissions and Access Manager	Tel: Barnsley 773506
Email: admissions@barnsley.gov.uk	

Or visit our website: www.barnsley.gov.uk/schooladmissions

Independent Appeal Process

Council Governance Unit
Town Hall Barnsley
S70 2TA

William Ward - Council Governance Officer	Tel: Barnsley 773451
Peter Mirfin - Council Governance Officer	Tel: Barnsley 773147
Elizabeth Barnard - Council Governance Officer	Tel: Barnsley 773420
Email: williamward@barnsley.gov.uk	
petermirfin@barnsley.gov.uk	
elizabethbarnard@barnsley.gov.uk	

Other Useful Educational Contacts and Information

Behaviour Support Service

This service provides a number of Pupil Referral Units (PRU). Which are located in the Advanced Learning Centres across the borough. The primary PRU is based at Springwell Special Academy. These PRUs provide for pupils who are in danger of being, or who have been, excluded from mainstream school. It includes the delivery of programmes that develops and prepares young people for education, employment or training post sixteen. The PRUs have close links with many alternative education providers and also works in partnership with Barnsley College and Dearne Valley College to provide bespoke education packages and appropriate alternative provision. The service includes specialist provision and support for pupils with challenging behaviour including support and advice for their families. It works in partnership with a wide range of services including the Child and Mental Health Services, South Yorkshire Police, The Youth Offending Team and Voluntary Services. Admission to the PRUs is via the borough Fair Access Panel which has representation from all schools. The Behaviour Support Service offers advice and guidance to schools regarding exclusions. The service is based at Springwell Special Academy.

Tel: 01226 291133 Fax: 779244

Email: springwell@springwellacademies.co.uk

Elective Home Education

Any child/ young person where it is the parents decision to provide education for their children at home instead of sending them to school. The Council provides written information and website links for prospective and existing electively home education parents. Further details regarding this process help and support may be accessed via the EHE Assessor on 01226 291133 or The Council website can be viewed at <http://www.barnsley.gov.uk/pid1>

Complaints

Complaints about the admission process and policy

If you wish to make a complaint about the school admission process and policy contact the Local Government Ombudsman, PO Box 4771, Coventry CV4 0EH.

Tel: 0300 061 0614 OR 0845 602 1983 Website: www.lgo.org.uk

If you wish to make a complaint about the Academy admission process and policy contact the Admission Appeal Complaints, Academies Central Unit, Education Funding Agency, Earlsdon Park, Butts Road, Coventry CV1 3BH.

Email: academyquestions@efa.education.gov.uk

Education Welfare Service

The service works to ensure that children and young people access education and in so doing supports schools in raising attainment and ensuring that pupils operate in a safe and supportive environment. It discharges the Council's statutory duty in regard to pupil attendance; Child Employment and Performance Licenses. The service helps children and parents who are experiencing problems that may be preventing regular attendance at school and is also responsible for the children missing Education and Elective Home Education arrangements.

Tel: 01226 773500

Families Information Service

Families Information Service (FIS) provides free and confidential information and advice for the whole family. Families and professionals use FIS to find childcare, information on FREE childcare for eligible two year olds, funded childcare for all 3 and 4 year olds, fun things to do, parenting support, careers in childcare advice, information and advice for parents and carers of disabled children - in fact, any service which will help families in their family life.

FIS provide information on all OFSTED registered childcare settings including Childminders, Day Nurseries, Childcare Centres, Preschools and Schools to families and professionals. We also provide information on Out of School Clubs and Holiday Schemes. FIS supports families in understanding the different types of childcare available to families and provide information on support with childcare costs including funded childcare for 2, 3 and 4 year olds.

For anyone thinking about a career in childcare FIS provide information on the different roles in childcare, qualifications needed and the training available including information on How to become a Childminder and the training available via pathway to OFSTED registration.

FIS support families with information on Tax Credits and applying for Tax Credits, advice on how to set up a simple budget, Universal Credit and signpost to specialist services who offer advice on Benefits.

In Barnsley we have an Information and Involvement Officer whose role is to provide information and advice to families with children who have a disability. The role provides information on Short breaks funding, things to do, specialist services, Education health and care plans, personalised budgets, registering on the Child Disability Register and much more.

Tel: 0800 0345 340

Email: infoFIS@barnsley.gov.uk

Learning & Achievement Services

Learning & Achievement Services have key responsibility for improving the standards achieved by all children. The services work in partnership with schools to ensure they are effectively led, managed and governed and to secure the best education for all children including their academic and personal development.

Learning & Achievement Services include teams of primary and secondary school evaluation officers and school workforce development in relation to governors, NQT's and teaching assistants.

Tel: 01226 773500 Fax: 01226 773599

Nursery Education

If you require information about nursery education in Barnsley, contact the School Admissions Section and request a copy of the "Early Years Education - Information and Advice to Parents" booklet.

Tel: 01226 773670 Fax: 01226 773682

Email: admissions@barnsley.gov.uk

Public Examinations

Please contact schools individually for details of their policy of entering pupils for public examinations.

Scheme of Aid

This section deals with free school meals, free school milk and remission of charges.

Tel: 01226 787787

School Dress Code

Parents should contact individual schools for details of their dress code. Please note that the Authority is no longer able to offer assistance towards school uniform.

School Meals - Where the caterer on site is BMBC Schools Catering Service

A wide range of hot and cold food is available at mid-day catering for all tastes. Special medical or therapeutic diets can be catered for, all that is required is a medical letter from your G.P. or hospital dietitian. All our menu plans are nutritionally analysed and meet the School Food Plan Legislation, as well as the Soil Association Food for Life Catering Mark Award. The service promotes healthy eating laying the foundation for a healthier lifestyle. UIFSM's Universal infant free school meals, is a government initiative (effective from 1 September 2014) offering free school meals to all pupils in reception, years 1 and 2. Mid-day meals are FREE for those students/pupils entitled to receive FREE meals. The school will inform parents/guardians of the current tariff for a 2 course meal (primary schools) or menu tariff card (secondary schools). Some schools offer breakfast and morning break food and drink which may include an additional charge. In secondary schools drinks are available to purchase at break and lunch periods.

Tel: 01226 773168 or Fax: 01226 774599

Email: joaniasmassey@barnsley.gov.uk

School Access

This section is responsible for ensuring that there are sufficient school places to meet demand. This is done by monitoring admissions, producing projected numbers on roll and liaising with the Planning Department. This section also manages the reorganisation of schools.

The Authority, under the Education Act 1996 has a statutory responsibility to ensure that schools in its area are sufficient in number, character and equipment to provide education suitable for the different ages, aptitude and special educational needs of pupils of school age.

Tel: 01226 773506

Email: admissions@barnsley.gov.uk

School Transport

The school transport section co-ordinates transport services between home and school for mainstream and special needs pupils in line with Council Policy.

Tel: 01226 773584

Email: schooltransport@barnsley.gov.uk

Special Educational Needs

Most children who have special educational needs have their needs met within school and from school resources. However, a very small number of children have greater needs and undergo Education, Health and Care Needs assessment and have a statement of special educational needs or Education, Health and Care Plan. This is dealt with by the Assessment and Review Service.

Tel: 01226 773966

Email: senassessment&review@barnsley.gov.uk

SENDIASS (Special Education Needs Disability Information, Advice Support Service)

Barnsley SENDIASS (formerly known as Parent Partnership Service) is an information, advice and support service for parents, carers and children and young people (0-25 years) in relation to special educational needs and disabilities.

SENDIASS as set out in the new Special Educational Needs Disability Code of Practice (January 2015) is free and offers a **confidential** and **impartial** service. (see also page 16)

Tel: 787234 Email: sendiass@barnsley.gov.uk

Section 11



Apply online at www.barnsley.gov.uk/schooladmissions

■ Neighbouring Authorities and Diocesan Contacts

Neighbouring Local Authorities

Doncaster

Admissions, Attendance and Pupil Welfare Service
Doncaster Council
Floor 3
Civic Office
Waterdale
Doncaster
DN1 3BU

Tel: 01302 737204/737234
Fax: 01302 737342
email: admissions@doncaster.gov.uk

Kirklees

Pupil Admissions
Kirkgate Buildings
Byram Street
Huddersfield
HD1 1BY

Tel: 01484 225007
email: pupiladmissions@kirklees.gov.uk

Rotherham

School Admissions Team
Children and Young Peoples Services
Riverside House
Wing C
First Floor
Main Street
Rotherham
S60 1AE

Tel: 01709 823777
Fax: 01709 371444
email: admissions.enquiries@rotherham.gov.uk

Sheffield

Pupil Admissions
Floor 5
North Wing
Moorfoot
Sheffield
S1 4PL

Tel: 0114 2735790 / 2735766
Fax: 0114 2734155
email: ed-admissions@sheffield.gov.uk

Wakefield

Schools Admissions
Wakefield Council
Wakefield One
PO Box 700
Burton Street
Wakefield
WF1 2EB

Tel: 01924 306052
Fax: 01924 305611
email: admissions@wakefield.gov.uk

Diocesan Addresses

Voluntary Aided Schools and Academies in Each Diocese

Diocese of Sheffield	Diocese of Leeds	Diocese of Hallam
Elsecar Holy Trinity Primary	Dodworth St. John The Baptist Primary Academy	Holy Rood Catholic Primary
Tankersley St. Peter's Primary	Penistone St John The Baptist Primary	St Helen's Catholic Primary
The Ellis Primary, Hemingfield	Royston Saint John Baptist Primary	Sacred Heart Catholic Primary
	St Mary's Primary	St Michael and All Angels Catholic Primary
	Holy Trinity Catholic and CE (3 - 16)	

Diocese of Hallam

Schools Department
Diocese of Hallam Pastoral Centre
St Charles Street
Attercliffe
SHEFFIELD S9 3WU
Tel: 0114 2566440
Fax: 0114 2562673
E-mail: schools@hallam-diocese.com
Website: www.hallam-diocese.com

Diocese of Sheffield

Church House
95 - 99 Effingham Street
ROTHERHAM S65 1BL
Tel: 01709 309100
E-mail: reception@sheffield.anglican.org
Website: www.sheffield.anglican.org

The Diocese of Leeds

Church House
1 South Parade
WAKEFIELD WF1 1LP
Tel: 0113 2618034
Fax: 0113 2618044
E-mail: julie.noble@dioceseofleeds.org.uk
Website: www.dioceseofleeds.org.uk



BARNSLEY
Metropolitan Borough Council