

Barnsley Primary Partnership



Admission Arrangements 2026/27

The Forest Academy, Oakhill Primary Academy and Oakwell Rise Primary Academy constitute the Barnsley Primary Partnership. The Governing Body is the admissions authority for the Barnsley Primary Partnership and these admission arrangements only apply to these Academies.

Admission to this Academy is into the Relevant Year Group which starts Reception Year (Foundation Stage 2).

Schools are required to admit children up to their admission number in the relevant year group.

Attendance at a nursery unit attached to the school does not guarantee a place at that school.

The Academy does not operate a defined community (catchment area).

The single offer of a school place

Barnsley Metropolitan Borough Council will be the body that makes the single offer of a place to Barnsley residents on behalf of the Academy.

The single offer of a school place will be communicated to parents on 16th April for primary schools.

Date of Admission to Primary School

Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, (compulsory school age), the School Admissions Code makes provision for all children to be admitted to school in the September following their 4th birthday.

Parents 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.

Option 3

Part-time in an early years setting.

Delayed Entry to Primary School

1. Where a place is offered at a school, a parent who accepts that school place can delay entry to that school until the term after the child's fifth birthday.
2. There may be Spring and Summer Term admissions as a result of parents who have delayed their child's entry.
3. The delayed place at that school will be held for that child and will not be available to be offered to another child.
4. The delayed place must be taken up during the same school year for which the offer of the place was made and accepted.
5. Entry to a school cannot be delayed to:
 - a) the next academic year; or
 - b) beyond the beginning of the term following the child's fifth birthday.

Deferred Admission of Summer Born Children

Children born in the summer term (1st April to 31st August) are not required to start school until a full year after the point in which they could have been admitted i.e. The September following their fifth birthday; the point at which other children in their age range are commencing Year 1.

If you wish to submit a request to delay your summer born child's admission to the following year in Reception Group rather than into their chronological year group, you should submit a written request for any school within the Authority. A decision will be taken by the relevant admission authority based on the circumstances of the case and in your child's best interests.

Your request must be made to the Admissions Team in Barnsley Council, P O Box 34, Barnsley, S70 9GG or via email to admissions@barnsley.gov.uk. You should also submit any supporting documentation which you may have available with your request. E.g., professional medical evidence. The guidance from DfE confirms that admissions authorities must consider all parental requests for admissions outside of a child's normal year group and it should be rare for an authority to refuse a parent's request.

You must, however, still apply for a school place during the normal admissions round by the published closing date, (normally 15th January in the year prior to commencing school) for their child's chronological year group.

Your request for deferred admission must be made at the same time as the application for admission into the normal age group.

This is in order to ensure that your child is not disadvantaged in any way should your request not be determined prior to the primary national offer day date or be refused.

If your request is agreed, your child would then be admitted into Reception Year group in the following year when other children in their age range are beginning Year 1 or consideration would be taken to allow the child to enter Year 1 without having completed Reception Year.

You will be notified as soon as possible of the decision and prior to primary offer day (16th April), if your request was made by the closing date for receipt of applications and you will be given an explanation with clear rationale for the decision.

If your request for deferred admission is agreed you can then withdraw your application for your child's chronological year group. You will then need to apply again in the following year as part of the main admissions round, and your application will be considered with all other applications being considered at that time.

Please note, however, that there is no guarantee that your child can be admitted to the school of preference at that time.

If your request for deferred admission is refused, you will then have to decide whether to accept the offer of a place for the normal age group or refuse it and make an in-year application for admission to Year 1 for the September following your child's fifth birthday. You will still have the options of part-time admission/early years provision available for your child if you choose to accept the offer of a place for the normal age group.

Admission of children outside their normal age group

1. Parents/Carers of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group.
2. A determination on the exceptional circumstances will be made by the Governing Body based on the information provided by the parent.
3. The right of appeal does not apply if the child is offered a place in another year group at the school.

Oversubscription Criteria

1. Where the number of applications for the Academy received during the normal admissions round exceeds the admission number, or an admission limit set higher than the admission number, then admission will be determined in accordance with the following priority of admission criteria:
 - First to children who have a Statement of Special Educational Need which names the Academy and are required to be admitted.
 - Secondly, Looked After Children (LAC), Previously Looked After children (PLAC) and children who have been in state care outside of England (IPLAC)¹.
 - Third, to children with brothers and/or sisters attending the Academy on the proposed date of admission;
 - Lastly, to children living nearest the Academy; the distance to be measured by a straight line between the centre point of the child's ordinary place of residence and the main entrance to the Academy building.
2. 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 parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week including weekends.

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

Where responsibility for a child is shared evenly, the person receiving Child Benefit is deemed to be the person responsible for completing application forms, and whose address will be used for admissions purposes.

3. 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 function 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).

4. 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).

Applying for a school place

Applications for admission to the Academy from a parent/carer resident in Barnsley must be made via the Barnsley online system (Barnsley Primary Admissions).

¹ . Priority must also be given to children who appear to have been in state care outside of England but were then adopted. State care is defined as being in the care of public authorities, religious authorities or other organisations that act in the public benefit and could encompass a wide range of institutions.

Applications for the Academy from parents/carers resident in another local authority area must be made on their own authority's admission portal.²

Parents/Carers will be invited to state on their application three preferences for schools in rank order and give reasons for those preferences.

For Barnsley residents the recommended process of application is via the online admissions system accessible from the Council website. Should you require support accessing this, contact Barnsley Admissions.

For children not resident in Barnsley the common application form must be returned to the home authority's admissions service. Applications must be received by the closing date of 15th January.

The offer of a place at a school

1 – Parents/Carers will only receive a single offer of a place for admission into the Reception Year from the local authority.

2 - All offers will be communicated on the offer day 16th April. No acknowledgement of an offer will be required from the parent where they accept that offer of a place. However, where a parent declines the offer of a place they must inform the Academy within **10 working days**.

Late Applications

Late applications received 15th January will be considered after the determination of the single offer of a school place for those common application forms received by 15th January.

From 20th April primary applications received between 15th January and 16th April inclusive will be processed in accordance with the admissions criteria, regardless of the date the application was received.

Late applications from 19th April up to and including 31st August will be processed in date order of receipt.

Waiting List

1. The LEA/Academy will establish a waiting list for all schools where the number of applications for those schools has exceeded the places available in Reception.
2. Names of children will automatically be placed on the waiting list where they have not been offered a place where that school is ranked above that at which a place has been offered to the parent/carer.
3. The waiting list will be established on the offer day and be maintained up to the end of the Autumn Term in the admission year.
4. The waiting list is determined according to the Governing Body's priority of admission oversubscription criteria.
5. Following the offer day should an application be received for an Academy where the pupil has a higher priority, as determined by the Governing Body's priority of admission, they will be placed on the waiting list, above those with a lower priority.

False information

² Applications in relation to children of UK service personnel and crown servants must not be refused/not processed because the family doesn't have an address/live in the area, as long as an official letter is provided with their relocation date. Their intended address must be used to apply the oversubscription criteria, where the parents provide "some evidence" of this

1 - Where the Authority has made an offer of a place at a primary school on the basis of a fraudulent or intentionally misleading application from a parent which has effectively denied a place to a child with a stronger claim to a place at the school the offer of a place will be withdrawn where this provision is included in the respective admission authority's admission arrangements.

2 - 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.

3 - 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.

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

Appeals against the Governing Body's decision not to offer a school place

1. Any parent/carer³ whose child is not offered a place at the Academy has the right to an independent appeal.
2. The right of an independent appeal applies to all preferences expressed for the Academy.
3. Parents/Carers who intend to make an appeal must submit a Notice of Appeal to the Local Authority within **20 school days** of receiving the offer letter.
4. Normally appeal hearings will be held within **40 school days** of the closing date for receiving the notice of appeal.

Application for Admission Outside of the Normal Admissions Round

1. Where applications are received for admission to the Academy following the offer day they will be dealt with as follows:
 - a) admission where the year group is below the admission number (or higher admission limit where one has been set).

The parent/carer will be offered a place

- b) admission where the year group is above the admission number (or higher admission limit where one has been set).

(i) where the Governing Body determines that there would not be prejudice to the provision of efficient education or the efficient use of resources by the admission the parent will be offered a place.

(ii) where the Governing Body determines that there would be prejudice to the provision of efficient education or the efficient use of resources by the admission the parent will not be offered a place.

³ Except, temporarily, the parent of a child who has been permanently excluded from two schools and where at least one of the exclusions took place since 1 September 1997. This applies to a twice excluded pupil for a period of two years beginning with the date the latest exclusion took place.

The prejudice referred to under b(ii) may arise by reason of measures required to be taken in order to ensure compliance with the duty imposed on the Local Authority to comply with the statutory limit on infant class sizes.

2. Where a parent is not offered a place at a school outside of the normal admission round they have the right to an independent appeal.

Distance Criterion: Tie-Break

1. Where the offer of the remaining place in the relevant year group could be made to the parent of eligible multiple siblings, resident at the same address, it will be for the parent to determine for which sibling the single offer of the school place will be made.
2. 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.
3. The Random Allocation will:-
 - a. Be independently supervised
 - b. Take place on a date and at a time notified in advance to the participating parents so that they can attend as witnesses.

Parental Responsibility & disputes

1. Parents/carers who hold parental responsibility have the right to make the application for school. However, only one application can be made so a decision must be taken as to which parent/carer will complete the application.
2. The school preferences must be agreed by all parties, if they do not agree all application(s) will be withdrawn and may cause the application to be late which may disadvantage the child if the school(s) applied for are oversubscribed.
3. If parents/carers are not in agreement of the application to school, the application will not be processed until written consent is given by both parties or a court order has determined the school preferences.

Admission Numbers

Oakwell Rise Primary Academy Admission Number: 30

The Forest Primary Academy Admission Number: 45

Oakhill Primary Academy Admission Number: 45

Timetable for Admission to Primary Schools

Closing date for receipt of applications	15 th January
National offer day	16 th April
Appeals to be heard	By the end of the summer term

Date of Determination*: Before 27th February

**The point at which the admission arrangements will formally be agreed by the admission authority.*