

# **Royston St John the Baptist CE Primary School**



## **2027-2028 Admissions Arrangements**

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## Introduction

At Royston St John Baptist CE Primary School, we strive to create a secure and happy environment for all. We are a Christian community who delights in learning, inspires high aspirations and broadens experiences. We learn to love our neighbours as ourselves and stand up for what we believe is right. Through our values and actions, we bring hope into our community and to the future of our world.

Our vision is rooted in the parable of The Good Samaritan in which we should “go and do likewise” Luke 10:37.

As a Church of England school, we welcome applications from all families, regardless of faith or background, and our admissions arrangements reflect our commitment to inclusion and service to the whole community.

Throughout the policy, the following terms are used:

### **Admissions Authority**

Royston St John Baptist CE Primary School is part of Enhance Academy Trust. The Trust is the admission authority and is responsible for setting the school's admission arrangements, including the oversubscription criteria. The Local Academy Board for the school oversee this process on behalf of the Trust

### **Coordination by the Local Authority**

Although Enhance Academy Trust is the admission authority, Barnsley Metropolitan Borough Council

administers the admissions process on behalf of the school, as part of the coordinated admissions scheme. All applications for a place must be made via Barnsley Council.

#### **Normal Round Applications (Reception September 2027)**

Applications for children starting Reception in September 2027 (children born between **1 September 2022 and 31 August 2023**) must be made through Barnsley Council's coordinated admissions process. Applications open in Autumn 2025 and must be submitted by **15 January 2027**. National offer day is **16 April 2027**, when Barnsley Council will notify parents of the outcome of applications.

#### **Deferred and Part-time Entry**

Parents offered a place in Reception may choose to defer their child's entry until later in the same school year (but not beyond the term after the child's fifth birthday), or request that their child attends part-time until they reach compulsory school age.

Further information is available on the **Barnsley Council School Admissions webpages**.

[Primary school places](#)

## **Making an application**

Applications for admission to the school should be made by the parent/guardian to the Local Authority via electronic application form [Primary school places](#) between September 2026 and the closing date of 15th January 2027.

## **Admission to School**

Children are admitted to the Reception Class at the beginning of the school year (September) in which their fifth birthday falls. Parents offered a place in Reception may choose to defer their child's entry until later in the same academic year (but not beyond the term after the child's fifth birthday), or request that their child attends on a part-time basis until the child reaches compulsory school age. For 2027/2028 admissions, the date of a child's 5th Birthday is between 1<sup>st</sup> September 2022 and 31st August 2023. They will start school on the first day school is open following 1st September 2027.

## **Admission procedures**

**The Planned Admission Number** for admission to the Reception Class in the school year commencing **September 2027** will be a maximum of **30** pupils. This arrangement follows consultation between Enhance Academy Trust (Admissions Authority), the Diocesan Board of Education, Local Authorities and other admissions authorities in the area.

The Trust/Local Academy Board will not place any restrictions on admissions to Reception unless the number of children for whom admission is sought exceeds the number of places available. By law, no infant class may contain more than thirty children.

If there are more applications received than places available during the normal admissions round, the Trust/Local Academy Board applies the oversubscription criteria in Section 9 in strict order of priority, which is determined by the Trust/Local Academy Board.

The Local Authority operates a co-ordinated admissions scheme and administers a system of equal preferences under which all applications are considered equally and Royston St John Baptist CE Primary School Board allocates the available places in accordance with its published admissions policy. In the event that there are more applications than places available, the Local Academy Board will allocate places using the criteria under Section 9, which are listed in order of priority. The Local

Authority will inform parents of the offer of a place on behalf of the admissions authority on the national offer date - 16th April 2027.

## Normal round applications (Reception September 2027)

Applications for children starting Reception in September 2027 must be made through Barnsley Council's coordinated admissions process. Applications open September 2026 and must be submitted by **15 January 2027**. National offer day is **16 April 2027**, when Barnsley Council will notify parents of the outcome.

Further details and the online application form are available on the Barnsley Council School Admissions webpages.

## Deferred Entry to Primary Schools

Where the Local Academy Board offers a place, a parent who accepts that school place can defer entry to that school until the term after the child's fifth birthday. There may be spring and summer term admissions as a result of parents who have deferred their child's entry. Any deferred place at the school will be held for that child and will not be available to be offered to another child and the deferred place must be taken up during the same school year for which the offer of the school place was made and accepted. Entry to a school cannot be deferred to the next academic year or beyond the beginning of the term following the child's fifth birthday.

Parents can also request that their child attends school part time instead of full time until the child reaches statutory school age. Schools must accommodate such requests where it appears to be in the best interest of the child.

## Admission of Children Outside Their Normal Age Group (Including Summer-Born Children)

Parents may request that their child is admitted outside of their normal age group, including requests for summer-born children (born 1 April–31 August) to be admitted to Reception a year later (September 2028). Each request will be considered on a case-by-case basis, in the best interests of the child. Parents should apply for a place in their child's normal age group at the usual time, and submit a request for admission out of age group with supporting information. Where the request is agreed, the application for the following year will be processed in the normal admissions round.

Parents should make their request for admission outside the normal age group at the same time as submitting the normal application for a school place. Requests submitted after this may still be considered, but may not allow time for a full decision before allocations are made.

Requests must be made in writing to the Admissions Authority (Enhance Academy Trust). The Trust, as the decision-maker, will consider each request individually in the best interests of the child.

When considering a request, the Trust will take into account:

- the parents' views;
- information about the child's academic, social and emotional development;
- the child's medical history and any relevant professional evidence;
- whether the child has previously been educated outside their normal age group;
- whether the child would naturally have fallen into a lower age group if not born prematurely;
- the views of the Headteacher.

Where a request is agreed, parents must still apply for a school place for the following year during the usual admissions round. The application will be considered according to the school's oversubscription criteria.

Parents should note that there is no statutory right of appeal against the decision on the year group a child should be admitted to. Appeals apply only where a place is refused in the school, not the year group. Parents may make a complaint under the Trust's Complaints Policy if they believe the process was not followed properly

## Special Educational Needs/Education, Health and Care Plan

Royston St John Baptist CE Primary School will admit children with an Education, Health and Care Plan (EHCP) if the school is named.

## Oversubscription Criteria

Where more applications are received than there are places available, the following oversubscription criteria will be applied in order:

1. **Looked-after and previously looked-after children**
2. Children who will have **brothers or sisters in school** at the proposed time of admission.
3. Children **living nearest to school** (distance measured in a straight line.)
4. Children of staff employed at the school.
  - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or
  - b) the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

### Tie-break:

Where applications within a criterion exceed available places, distance will be measured in a straight line from the school's designated measuring point to the child's home address using Barnsley Council's GIS system. Where two or more applicants live at the same distance, random allocation will be used, supervised by an independent person.

## Late Applications and Fraudulent Information

Applications received after the published closing date will normally be considered after those received on time. The school reserves the right to withdraw an offer where it is discovered that misleading or fraudulent information has been given which has effectively denied a place to another child.

## In-Year Admissions.

Applications for admission to any year group outside of the normal admission round (in-year) admissions are coordinated by Barnsley Council. Parents should complete Barnsley Council's in-year application form, available on the Council's website. Decisions will be notified in writing within 15 school days. Where a place cannot be offered, parents will be advised of their right to appeal. The school participates in Barnsley Council's Fair Access Protocol; in certain cases, a place may be allocated under the Protocol outside the normal arrangements.

## Waiting Lists

Where an application is refused, the child's name will be placed on a waiting list. Waiting lists are maintained until at least 31 December of the admission year. Each time a child is added to the list or the list is re-ranked, places will be ordered strictly in accordance with the oversubscription criteria, not the date the application was received.

## Appeals

Where the Trust/Local Academy Board is unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002.

Parents who intend to make an appeal against the Trust/Local Academy Board's decision to refuse admission must submit a notice of appeal, by 14<sup>th</sup> May 2027 to:

Council Governance Unit,  
Town Hall  
Barnsley  
S70 2TA

Local Authority contact number for academy admissions: (01226) 773451

If you have made other arrangements for your child's education and don't need the place offered, you must tell the Local Authority in writing within 10 working days of receiving your offer to [admissions@Barnsley.gov.uk](mailto:admissions@Barnsley.gov.uk). You will need to confirm the other arrangements you've made for your child's education.

## Timetable for admission to Primary School

- Closing date for receiving applications 15 January 2027
- Offer day 16 April 2027
- Appeals completed End of Summer Term 2027

## Definitions

### Looked After and Previously Looked After Children (LAC/PLAC)

- *Looked after child*: a child who is in the care of a local authority or being provided with accommodation by a local authority.
- *Previously looked after child*: a child who was previously looked after by a local authority in England or who was in state care outside England but ceased to be so because they were adopted, or became subject to a child arrangements order or special guardianship order.

## Home Address

The child's permanent address is where they usually live with their parent(s) or legal guardian(s). Where shared care arrangements exist, the address used for admissions purposes will be the one at which the child resides for the majority of the school week. Where residence is equal, the address of the parent who receives Child Benefit will be used.

## Sibling

For admissions purposes, "sibling" means a full, half, step, or adopted brother or sister, or a child permanently living in the same household.

**Distance Measurement**

Distance will be measured in a straight line from the designated point of the child's home address to the designated point of the school, using Barnsley Council's Geographical Information System (GIS).

**Tie-break**

Where two or more applications cannot otherwise be separated, a random allocation process will be used, independently supervised, and repeated each time a place becomes available.

**Multiple Births**

Where the final place to be allocated would require the admission of twins, triplets, or other multiple-birth siblings, the school will admit all such children, even if this results in the PAN being exceeded.