Barons Court Primary School and Nursery

ADMISSIONS POLICY

Responsible members of Staff

Mrs Rosheena Ali (Head of School)
Mrs Despina Hales (Pupil Admissions Administrator)

September 2026

This policy will be reviewed on an annual basis

"Barons Court Primary School and Nursery is committed to safeguarding and promoting the welfare of children and expects all staff, governors and volunteers to share this commitment."

Bold, Ambitious, Resilient, Open, Nurturing, Successful

Barons Court Primary School and Nursery is an Academy within the Learning in Harmony Trust, with a Nursery, offering education to children aged from 3 – 11 years. Prior to application parents are warmly invited to visit the school by contacting our school office on 01702 331356. Our Annual Admission Limit (AAL) is 35.

Primary School Admissions Team
Southend-on-Sea City Council
Department for People
Civic Centre
Victoria Avenue
Southend-on-Sea
Essex
SS2 6ER

Telephone:
01702 215000
Customer Service Centre

01702 215007
Department for People

Email: admissions@southend.gov.uk

Southend City Council is responsible for the allocation of school places for all children at our school and applications can be made online at **www.southend.gov.uk/admissions.**

After the term in which a child has had their fifth birthday, they are statutorily required to attend school full-time. Some parents of younger children (April – August birthdays) may prefer their child to attend on a half day basis to start with, which can be discussed to meet the best interest of the child. However, we find that children are ready for the full day when they enter Early Years Reception, especially if they have attended Nursery.
Visits to the school are welcomed and we have specific open days for Reception families where prospective parents are invited to come in and find out more about Barons Court. Parents and their children are also invited to attend a welcome meeting during the summer term before the September entry into Reception. They will spend the morning with the home group teacher, and parents will have the opportunity to attend a meeting with staff. During such sessions all parents are invited to spend half a day in our Community Hub to attend an adult focused session on 'Ready for Reception'. This provides valuable information for all parents about how to best support their child in their successful start to full time schooling. In September, at the beginning of the academic year, Reception children will normally spend the first week attending half days and lunchtimes as they become familiar with school and will begin full time during the second week of the Autumn Term.

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to Barons Court, places will be allocated using the following admission/oversubscription criteria. This will not apply to children with an Education, Health and Care (EHC) Plan as the plan names the school and therefore the child must be admitted to the named school.
1. Looked after children and previously looked after children.
2. Pupils who live in the catchment area served by the school and who have a sibling attending the school.
3. Pupils who live in the catchment area served by the school.
4. Pupils who live outside the catchment area served by the school and who have a sibling attending the school.
5. Pupils of staff at our school.
6. Pupils who live outside the catchment area served by the school.

Oversubscription
In the case of over-subscription in any one category "straight line" distance will be used to measure the distance between the pupil's home (including flats) and the nearest pupil entrance to the school. Distances will be measured using the Local Authority's computerised measuring system. The pupils living closest will be given priority. If the pupil's home is a flat the distance will be measured to the main external entrance to the building.

Tie Break
Tie Break will be used to decide between two applications that cannot otherwise be separated: if the same distance is shared by more than one pupil, and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Council). In the case where the last child offered is a twin or sibling of a multiple birth sibling both/all children will be offered and the sibling will be an 'excepted pupil'.

Distance Where Parents Have Separated
The distance is measured the same for all applications. Only one application can be received. The Local Authority should not have the details of both parents or know of the marital status of the parents. If more than one application is received from parents, applications will be placed on hold until such time that:

- An application is made that both parents agree to; or
- Written agreement is provided from both parents; or
- A court order is obtained confirming which parent's application takes precedence.

Details on address checks and which address is relevant are also provided in the admission booklet. In all cases the child's normal place of residence is applicable for the purposes of the application.

Siblings
Siblings are considered to be a brother or sister, half-brother or half-sister, step-brother or step-sister, adopted brother or sister, living at the same address, who attends the school at the time of application with a reasonable expectation that he or she will still be attending at the time of the proposed admission. In the exceptional situation where one twin or one or two triplets are refused a place, in order to keep family members together and in line with the Schools Admission Code 2021, the additional pupil (s) will be admitted even if this results in the admission limit for the year group being exceeded. If it is not possible to offer the child a place at the school, details of the appeals process will be forwarded to the parent by the Pupil Admission Team.

Waiting Lists
Children's names are automatically added to the waiting list for schools that are higher on the rank list and for which they do not receive an offer. Waiting lists for all year groups are closed at the end of each school year. A new application must be submitted to be able to join a waiting list for a new academic year – the application is only acceptable from the summer term of the preceding year.

Over and Under Age Applications
Parents may seek a place for their child outside of their normal age group, for example, if the child has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group (to Reception rather than Year 1). Applications for over or under age applications in-year are handled in line with the School Admissions Code 2021. Such requests in Southend-on-Sea are made directly to the school and the school advises the Local Authority of their decision. Admission authorities must make decisions based on the circumstances of each case and in the best interests of the child concerned. When informing a parent of our decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision. (2.17a School Admissions Code 2021). In circumstances where a child transfers from another school already 'outside of normal age group', Barons Court and the Local Authority will support any over or under age application where the above has been met and the Local Authority are satisfied that the child should continue to be educated out of normal age group. Parents can not apply for admission to a different year group on account the year group has a vacancy and the normal age group does not have a vacancy.

Admission of children below compulsory school age and deferred entry to school
Most children start school on a full time basis, however parents can request that their child attends part time until reaching compulsory school age (the term after their 5th birthday). Once parents receive an offer and accept a place for their child during the normal admission round, they can ask to defer the admission until later in the same academic year. Schools must accommodate these requests where it appears to be in the best interest of the child. Parents wishing their child to attend part time must discuss this with the Head of School. The approved deferment means that the place is held open and is not offered to another child and the parents must take up the place full time by the start of the Summer Term in April. Part-time agreements will include core teaching. In the case of

children born prematurely or the late summer months parents may request admission outside the normal age group so that their child starts school the September after their 5th birthday. Such requests for schools in Southend-on-Sea are made directly to our school and we will advise the parents of our decision. Parents must notify the Local Authority and provide any letters relating to this matter. Parents submitting a request for admission outside the normal age group must also complete the Single application Form during the main admission round, 14th September – 15th January for the 'usual age group for their child'.