Barons Court Primary School

Admission Arrangements 2026/27 - for consultation

The admission authority for Barons Court Primary School is Learning in Harmony Multi Academy Trust. The arrangements below, including the explanatory notes, are in line with government legislation and guidance (School Admissions Code) and designed to ensure there is a fair, clear and reasonable admissions procedure for all applicants, and to help guide parents through the application process. These arrangements apply to all admissions, including in-year admissions for the admission year.

Admission to the main round for reception/starting school can be made to Southend-on-Sea for residents in the City, parents must apply via their home local authority during the period 14 September and 15 January. Applications during the school year to all year groups must be submitted to the school admissions team at the Council.

Application forms and further details are available on
www.southend.gov.uk/admissions

Published admission number (PAN): 35

Barons Court Primary School and Nursery welcomes all applications. We have one main intake in September and we try to encourage entry at this time in order to support the child's academic progression without interruption, however, parents can apply at any time and are encouraged to visit the school.

Oversubscription Criteria

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 Primary School; places will be allocated using the admission /oversubscription criteria as below. This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans as the plan/statement 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 have a sibling attending the school;
3. Pupils who live in the catchment area;
4. Pupils of staff at the school;
5. Pupils who live outside the catchment area.
   (for all criteria, catchment area map and additional information please see explanatory notes and catchment map)

Explanatory notes, including maps, apply to all community schools in Southend-on-Sea

Parents must make a separate application for transfer from nursery to primary school and from infant to junior school. Parents must complete a Southend-on-Sea Common Application Form (CAF) for applications to year reception and year 3 between 14th September and 15th January.

***Pupils in public care and children that were previously in public care (including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted)**

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 services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Refer to section 14A of the Children Act 1989 which defines a ‘special Guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

Pupils with Education, Health and Care Plans

An Education, Health and Care Plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education, health and social care provision required for that child. All children whose statement of special educational needs (SEND) or Education, Health and Care (EHC) plan names the school must be admitted. Children with a statement or a plan will follow a different process for admission. Further information can be found on
Special Educational Needs and Disabilities (SEND)

Local Offer

Pupils of staff of the school

Children will be ranked in this admission criteria if they are children of staff at the school under the following circumstances: -

- where the member of teaching staff (including, staff that are at the school in positions, such as: Senior Leadership Team/level, Head of Year Group, Head of Department, Office Manager or SENCo) that 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
- the member of staff is recruited to fill a vacant post for which there is a demonstrable specialist skill shortage and
- are the children of the member of staff , living permanently with the member of staff at the same address. The member of staff must be working at the school at the time of application and expected to continue with their employment at the school during the application and allocation process.

Distance

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 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

To 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 / governing body). 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 LA 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.

Infant to partner Junior admissions

Parents must apply in the main round to transfer from an infant school to the junior school. Parents must use the Council common application form (CAF) and submit the application between 14th September to 15th January. The Council offers a full coordinated process for admission to year 3.

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 School Admissions Code 2014, the additional pupil(s) will be admitted even if this results in the admission limit for the year group being exceeded.

Waiting lists

Children's names will automatically be on the waiting list for schools that are higher on the rank list and for which they do not receive an offer (for years Reception and year 3). Waiting lists for all year groups for community schools 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 – application only acceptable from the summer term of the preceding year (eg. From May for the Sept academic 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 is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that 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 2014, 2.17 (a & b).

Such requests for Schools in Southend-on-Sea are directly to the school and the school advises the Local Authority of their decision. Requests for year 6 must have been submitted by the parent and considered by the admission authority before the closing date for applications to year 7, i.e. 31st October of any given year. 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 their 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 2014)

In circumstances where a child transfers from another school already 'outside of normal age group', community schools and the LA will support any over or under age application where the above has been met and the LA is 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 headteacher of their allocated 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 of the usual reception year. Part-time agreements should 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, by emailing or writing to the School Admissions Team on admissions@southend.gov.uk

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'.

In-year admissions

- As permitted by law parents can make an application at any time to any school outside the normal admissions. Where places are available applicants will be offered. Where there are no places applicants will be refused and can join the waiting list for the school. Waiting lists are ranked according to the admission criteria for the school. In some cases where a child is already on a school roll locally the place may be offered for the start of the next term.
- To apply for reception after the normal admission cycle or for admission into Years 1-6, parents will need to complete an In-Year application form which is available from the Council's offices and the website, www.southend.gov.uk/admissions and admissions@southend.gov.uk
- Parents can apply for the next school year anytime in the summer term, i.e. after Easter of any given year and not before.
- Applications in the current school year are processed within a maximum of 10 school days, applications for the next school year are processed in the late summer months and outcomes are communicated in the early Autumn term at the latest.
- Pupils that are refused a place and added to the waiting list and remain on the waiting list until 30 June of any given year. Waiting lists close on 30 June of any given year and new waiting lists are created for the next academic year (from the applications for the next school year). Waiting lists from previous years are not rolled over to the next. Parents wishing to continue on a waiting list for a following year are required to make a fresh

application.

- As required by the School Admissions Code parents will be notified within 10 school days of the outcome of their application and will be sent a written outcome, with a reminder of the right of appeal, within 15 School Days. Applications are shared with the allocated school and with a school that is a preference and is its own admission authority.

Right of Appeal

Main round appeals (reception and year 3): Parents can appeal against the refusal for schools for which they did not receive an offer. Appeals must be lodged within 20 school days of the date of the letter. Appeals must be heard within 40 school days of the deadline for lodging appeals. Parents can access the information on appeals and submit an appeal online on the council's web site www.southend.gov.uk/admissions or email admissions@southend.gov.uk to request an appeal application form. All appeals are considered by an Independent Appeals Panel.

Main round appeals (in-year R-6): Parents can appeal against the refusal for schools for which they did not receive an offer. Appeals must be lodged within 20 school days of the date of the letter. For applications for in-year admissions, appeals must be heard within 30 school days of the appeal being lodged. Parents can access the information on appeals and submit an appeal online on the council's web site www.southend.gov.uk/admissions or email admissions@southend.gov.uk to request an appeal application form. All appeals are considered by an Independent Appeals Panel.

Home Address

For all applications, the address used will be the child's habitual normal place of residence as at the closing date for applications, i.e., 15th January (reception and year 3). Changes to address can be accommodated up to a month after the closing date. Where the address change can not be accommodated within the reasonable period, parents will be advised and changes will be updated after all on time applications have been processed.

Catchment area

The catchment area is provided in the look up directory on the Council's website on this link - About school catchment areas – Southend-on-Sea City Council

The relevant Coordinated Admissions Scheme and Primary Admission booklets should be read in conjunction with the Determined Admission Arrangements for all schools in the City of Southend-on- Sea. The Primary Admission booklet contains further details, provides more information and is written to support parents through the rounds.

Fair Access Protocol

Barons Court Primary School and Nursery works with the LA in accordance with their in-year Fair Access Policy in order to ensure that pupils with additional needs or who may present challenges are not disproportionately admitted to one school or year group. Southend's Fair Access Protocol includes a number of categories which identify a child as being potentially vulnerable or likely to present a challenge to the school. These include (but are not restricted to) previous behaviour issues and poor attendance; details are available in the **Fair Access Protocol**.

Changes to Admission Arrangements

The admission arrangements for the school may be changed by the admission authority in accordance with the requirements of the relevant legislation. Parents will be consulted on any changes at least 18 months prior to their implementation.

Contacts

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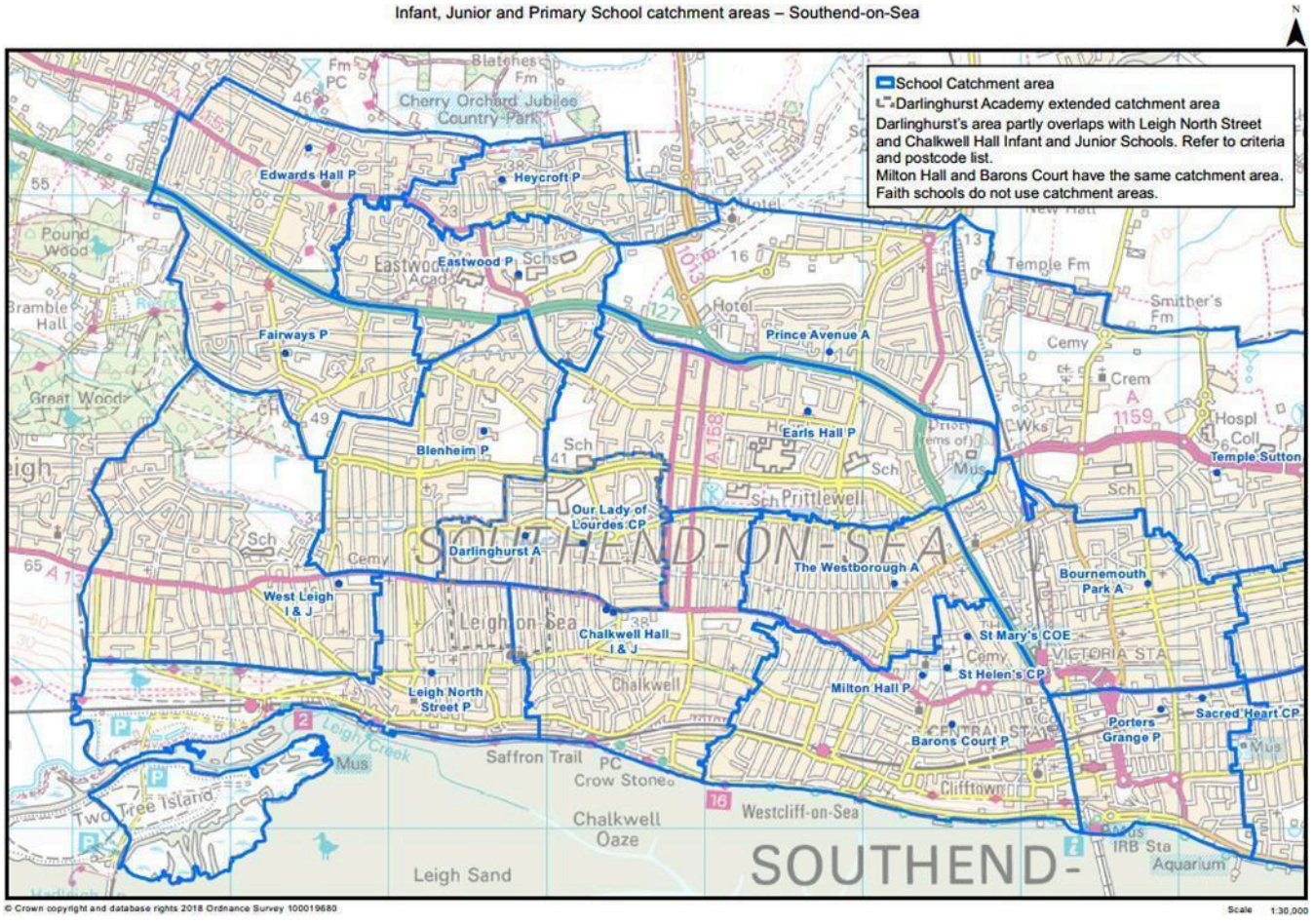

For office use – statutory process: The School Admissions Code	
Key Dates	Task
16 October - 27 November 2024	Last Public Consultation
December 2024	Final Determined Admission Arrangements by Trustees
15th March 2025	Publication of Composite Prospectus of Determined Arrangements
16th March – 15th May 2025	Window for Objections to the School Adjudicator.
12th September 2025	Final arrangements for 2025 are published in the Primary booklet