BARCROFT ACADEMY

Unlocking potential today for a brighter tomorrow

Admissions Policy 2026 - 2027

LIGHTHOUSE MULTI ACADEMY TRUST

Written by:	**Mrs G. Locke**
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Headteacher: Mrs G. Locke **Chair of Barcroft Governors: Mrs R. Fuller**	*G Locke* *R Fuller*

The academy is committed to safeguarding and promoting the wellbeing of all children and expects our staff and volunteers to share this commitment.

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1. Introduction

The Lighthouse Multi-Academy Trust (Inlcuding the Local Governing Body) applies the regulations on admissions fairly and equally to all those who wish to attend this academy. The School Standards and Framework Act (1998) introduced a new framework for academy admissions as of September 2000. This was later revised in the Education Act of 2002. Our Admissions policy conforms to the regulations that are set out in that Act and are further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice. These were revised in January 2003 and come into force in September (2004).

2. Aims and Scope

Barcroft Academy is an inclusive academy, welcoming children from all backgrounds and abilities. All applications to the academy will be treated on merit, and in a sensitive manner.

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents to find a place for their child at the academy of their choice. However, this is not always possible, due to excess demand on the places available.

A child's level of ability is irrelevant to this academy's admissions policy, as are any special needs the child may have.

3. How to apply for Admittance to Barcroft Academy - Nursery

Nursery

Applications for a Nursery place at Barcroft are to be made directly with ourselves by completing a paper application form available from the academy office. (Application Form Appendix A)

Children can access a part time nursery place from the start of the term following their third birthday or the day after their 3rd birthday providing there is sufficient room in the nursery.

- All parents are requested to register pupils as soon as possible as this will assist the academy in making future plans. Registration forms are available from the academy office. Registration does not imply that a position will be available when the child reaches nursery admission age.
- The date of registration will be noted, but does not give any priority.

Barcroft Academy have a 52 place Nursery- 26 children in the morning session and 26 children in the afternoon session.

We offer a staggered intake in Autumn Term, Spring Term and Summer Term once the child turns 3. If the intake is full, unsuccessful applicants will be placed on a waiting list. No further applications will be accepted if no places are available.

When your child moves into Reception you need to apply for a place at Barcroft Academy through the Local Authority (LA) (*see Section 4 for more information on how to apply).*

Prior to a child starting Nursery

- Before children are admitted, fully completed Admission Forms are required for each child entering the academy. The information on the forms is essential to the interest of each child's welfare at all times, particularly in the case of emergency.
- A copy of the child's birth certificate must be seen by the academy and accounted for on the admission form.
- Parents/carers will be informed of the outcome of their application for a place, in writing. In the event of non-admission the Chair of Governors will supply a reason for the decision.
- Parents/carers will be required to accept their child's place, by either return form or email to the Academy Office.

4. How to apply for Admittance to Barcroft Academy for Reception to Year 6

Barcroft Academy do not offer places to children for reception. If your child is in Nursery they will not automatically move from Nursery to Reception. You must fill in an application with the Local Authority (LA) and select the name of the Academy you want your child to attend.

In November, to support our parents and carers Barcroft Academy always send the authority letter to all the parents in Nursery to remind them to apply for a school place for their child to attend Reception, whether it be Barcroft Academy or another school. The letter details how and where to apply. (Appendix B Letter 2024)

Our academy is a community academy, and it determines the admission arrangements in agreement with the LA. The Admissions Authority for our academy is therefore the LA, which publishes its entry regulations every year. Parents can receive a copy of these regulations directly from the LA.

Walsall Local Authority's annual admissions prospectus informs parents how to apply for a place at the academy of their choice. Parents have a right to express their preference, but this does not, in itself, guarantee a place at that particular academy.

Parents should complete an online application. This will enable Walsall parents of Nursery children to name up to 3 schools, rank them in order of preference and give reasons for their preference.

The online form may be used to apply for a place at any primary/junior school in or outside the borough. Parents of children who are in nursery provision in Walsall and are resident in Walsall must apply online if they want their child to join a reception class in a Walsall Academy or in another local authority's area. Attendance at a Walsall school's nursery provision or co-located children's centre does not guarantee a place at a Walsall Academy.

In this area, children enter school at the start of the academic year in which they become five. There is one admission date per year, early in September (i.e. when the autumn term begins). Therefore, parents who would like their child to be admitted to this academy during the year their child is five should ensure that they complete the necessary application by the specified date. In addition, there is a January intake for Nursery children (dependent on the September intake numbers) who have reached the age of three before the end of December of the previous year. This is an extra intake period as the majority of Nursery children commence in September.

5. Oversubscription Criteria for Pre-school and Nursery

The Local Governing Board of Barcroft Academy apply the criteria below (for admissions) fairly and equally to all those who wish to attend this academy.

If there are more applications than there are places available your child's name will be placed on the waiting list.

Nursery

If there are more applications than there are places available, places will be allocated using the oversubscription Criteria in the following order of priority:

1. The child is 3 years old and will move to Reception in September
2. Children in Care
3. Children who have a brother or sister already in attendance at the academy
4. Children for whom a place at the academy is essential on medical or social grounds as supported in writing by a medical practitioner or a social worker
5. The child's name is on the waiting list. The child will be allocated a place based on the date of when their child's name was added to the list.
6. Distance between the home address and the academy as measured in a straight line, with priority given to those living closest

6. Oversubscription Criteria for Community and Voluntary Controlled Academy

If there are more applications than there are places available, places will be allocated using the oversubscription Criteria in the following order of priority:

1. Children in Care
2. Pupils who have a sibling already in attendance at the academy, when the application is made and who will be still attending the academy at the proposed admission date.
3. Pupils for whom a place at the academy is essential on medical or social grounds as supported in writing by a medical practitioner or a social worker. (Applications will be subject to verification by the Director of Children's Services).
4. Distance between the home address and the academy as measured in a straight line with those living closer to the academy receiving the higher priority

7. Mid-year Admissions - Nursery

Nursery

A child must have reached his/her third birthday by 1st September of that academic year to apply for a midyear place in Nursery and if there is space it will be allocated with an immediate start date.

8. Mid-year Procedure

Reception to Year 6

The Local Authority will coordinate the midyear admission process for applications to all Walsall primary and secondary schools and academies.

Parents who wish to apply for admission to any Walsall maintained mainstream primary or secondary school or academy other than at the point of entry to either primary (Reception or Year 3 when transferring from an infant school to a junior or Academy) or secondary school should submit an online application through the School Admissions pages of the Walsall Council website. Applications may not be made directly to any maintained mainstream primary or secondary school or academy. Any supplementary information forms required by a school must be returned to the relevant school. Where a parent completes a supplementary form it will not be regarded as a valid application unless the parent has also listed a preference for the school on their online Mid-year Admission application.

Parents who wish to apply for places at schools outside of Walsall should contact the relevant local authority directly.

All Walsall maintained mainstream schools and academies must provide the Admissions and Pupil Place Planning Team with accurate details of the number of vacancies in each year group on a weekly basis to enable places to be offered to applicants for midyear admission without unnecessary delay. On receipt of an application for midyear admission the Admissions and Pupil Place Planning Team will assess the application to determine if it meets the criteria for consideration under the Walsall Primary or Secondary Fair Access Protocols and where appropriate a referral will be made to the relevant Fair Access Panel.

Once an application has been assessed in accordance with the published admission criteria of the preferred schools, the Local Authority will write to the applicant to indicate one of the following outcomes:

- Where the child is eligible for a place at one or more of their parent's preferred schools they will be offered a place at the highest ranked preference;
- Where it is not possible to offer the highest ranked preference, where possible a place will be offered at a lower ranked preference and the offer letter will contain details of how the parent may appeal against the decision to refuse a place at the higher ranked school, and where there is a waiting list their child's name will be added to it.
- If it is not possible to offer the applicant a place at any of their parents' preferred schools and the child is currently without a school place, a place will be offered at an alternative Walsall school which has places available, following consultation with other admissions authorities where appropriate.

Parents of children with a statement of special educational needs or an Education Health and Care Plan (EHCP) must contact Walsall Council's SEN Team or the Local Authority that issued their statement or EHCP if they wish their child to move to a new school.

9. Admissions Appeals - Nursery

If your child is on our school waiting list and will not have a place for Nursery during our Spring and Summer intakes you will be notified by telephone with the reason.

If you feel you need to appeal as your child did not receive a place in pre-school or Nursery you will need to write a letter to the Chair of Local Governing Board (Rebekah Fuller) and explain why you believe the academy should admit your child.

The parent/ career needs to submit the letter within 20 school days of receiving the phone call to state your child does not have a place.

A member from the academy will contact the parent/carer regarding the appeal within 14 days of receiving the letter and you will be given a date to attend the appeals meeting.

The parent/ carer will be given 10 school days notice to attend the appeal hearing meeting. Decision letters are sent within 5 school days of the hearing.

The panel will consist of:

- Chair of Local Governing Board
- Headteacher
- Early Years Leader
- Parent/carer
- Clerk

** Submitting an appeal does not necessarily mean your child will be allocated a place.*

10. Admissions Appeals Reception to Year 6

If we do not offer a child a place at this academy, this will be because to do so would prejudice the education of other children by allowing the number of children in the academy to increase too much.

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent panel considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom we had refused a place, then we will

accept this decision and continue to do all we can to provide the best education for all the children at our academy. *(Further details of appeal arrangements are set out in the revised Code of Practice on School Admissions Appeals, which comes into force in September 2004.)*

For more information on how to appeal please visit the Walsall DFE admissions website: https://go.walsall.gov.uk/schools-and-learning/schools-in-walsall/school-admissions/appeal-an-admissions-decision

11. The Standard Number

Nursery

We have a 52 place Nursery - 26 children in the morning session and 26 children in the afternoon session.

Reception to Year 6

The 'standard number' is the number of children the LA considers the academy can accommodate. The standard number for our academy is 30 per class. We keep this number under review, and the governors will apply to change the number if circumstances change.

12. Monitoring and Review

This policy will be monitored by the Local Governing Board and reviewed every year, or earlier in the light of any changed circumstances, either in our academy or in the local area. The policy will always take due note of guidance provided by the Local Admissions Forum.

Our policy is in line with Walsall Council Admissions policy which can be found at: https://go.walsall.gov.uk/schools_and_learning/schools_in_walsall/school_admissions/school_admissions_policies#11834558-policy-on-school-places-and-school-admission