



What I learn today, prepares me for tomorrow.

Admissions Policy

2025-2026

Policy Location:	Written:	Review Due:	Person Responsible:
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1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

Children and young people are referred for Special Education following assessments made by a number of professionals, as well as contributions from parents, which leads to a written legal statement of the child/young person's Special Educational Needs.

Written referrals containing information about a child/young person's needs would be sent to the Head Teacher by the Local Educational Authority in order for the school to consider carefully whether the child/young person's Education Health & Social Care Plan (EHCP) can be met at Barndale School.

Families moving into the Alnwick area from another part of the country who have a child/young person with an EHCP may contact the school directly or through the Local Educational Authority at Northumberland County Hall, Morpeth.

5 Allocation of places

5.1 Admission number

The school has an agreed admission number of 70 pupils in Alnwick, 50 in Amble.

6. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHCP names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

Applications for in-year admissions should be managed through the EHCP process and communicated through the SEND officer.

7. Appeals

If you have a child or young person with special educational needs and or disabilities (SEND) you may need to know about the SEND tribunal process.

This is part of a process that can help to resolve disagreements including decisions by the local authority not carry out a statutory assessment of your child, not to issue an Education Health and Care (EHC) plan, what's in the plan, or a proposal to stop the plan.

If you are still not satisfied there is also a [mediation service](#) who can help try to resolve your concerns. If this does not help resolve your concern the next stage of resolution is to appeal to the SEND Tribunal. There are no legal costs to present your case to tribunal (unless you choose to engage a legal representative to act on your behalf).

Tribunals can have a judge and panel member or members who are considered experts in their field. They are impartial and do not favour one party over another. They base their decisions on the evidence

and information they are presented with from both parties.

Once they reach a decision they make findings, recommendations and orders for things to be done, not done or reconsidered.

Decisions made at tribunal are binding on all parties, Local Authorities and parents or young people.

The exceptions to this are decisions made through [**The SEND Tribunal National Trial - Single Route of Redress**](#) which is a new system that also looks at health and social care aspects of EHC plans rather than just the education aspects. It can make non-binding recommendations about health and social care aspects of EHC plans as part of the SEND appeal process. You still need an education complaint to go to tribunal, but now all aspects of the plan can be appealed in one place.