Achieving Success Together

Admissions Policy
September 2024

Admissions Policy

As a community primary school, for admission into Reception, and also from Year 1-6, we follow Bradford Local Authority's admissions arrangements, which are set out below, and can also be found on Bradford Council's Website: https://www.bradford.gov.uk/education-and-skills/school-admissions/admission-arrangements/

For admissions into our Nursery, please see the final section of this document.

Admission Arrangements for Community and Voluntary-Controlled Primary Schools 2024/2025

ENTITLEMENT

All three and four year olds are entitled to a free early education place before they reach statutory school age (the beginning of the school term immediately following the child's fifth birthday). Some two year olds are also entitled to free education if they meet the entitlement criteria.

Children are admitted into Reception in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the term in which the child reaches compulsory school age. Parents can request that their child takes up the place part-time until the child reaches compulsory school age. The admission criteria will apply to all children seeking a school place, whatever their term of entry. The place offered will be reserved on condition that it is taken up within the same school year.

Admissions of summer born children may be deferred to the following September but in those cases children may be offered a place to enter Year 1 unless an application has been made and agreed by the LA or the admitting authority in advance. The Local Authority will consider any application for a deferred entry into Reception of summer born children for the September following their fifth birthday. Such requests will be considered in accordance with the Local Authority's 'Guidance on the admission of summer born children' and DfE Advice.

Children attending a school's nursery are not guaranteed a place in the reception class and a separate application must be made.

PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN

The admission of pupils with an Education, Health and Care Plan (EHCP) is dealt with by a separate procedure. Such children are dealt with through a separate legislative process and without reference to the oversubscription criteria below. Children who have an EHCP which names a specific school, will be admitted to that school.

TIE BREAK

When demand exceeds places in any of the following policies, the distance between the child's home and school, measured by a straight line distance from the Ordnance Survey address point of the home to the main entrance to the school building, will be used to decide who is given a place; those living nearest being given the available places. Where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection.

MULTIPLE BIRTHS

Where a parents of multiple births (twins, triplets etc) request admission and only one of the siblings can be offered a place, the remaining siblings will also be offered places above the admission number.

ADMISSION POLICIES

A) Schools with Priority Admission Areas

The following schools have priority admission areas; maps of these areas can be viewed at the respective schools or on the Bradford Council website:

Addingham, Ben Rhydding, Eldwick, Long Lee primary schools.

Where the number of preferences for a school exceeds the number of places available, priority will be given to children in the following categories:

1. Looked after children and all previously looked after children, 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. (Note 1).

2. Children who have exceptional social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child.

3. Children who have a brother or sister, living at the same address and who will still be attending the school at the time of admission. (see Note 2)

4. Children whose home address is within the school's priority admission area*. *(see Note 3)*

5. All other children.

* *For Eldwick primary school, criterion 4 above will apply first for the whole of priority area one and then for the whole of priority area two; if there are remaining unallocated places, criterion 5 will then be applied.*

B) All other community schools

Where the number of preferences for a school exceeds the number of places available, priority will be given to children in the following categories:

1 Looked after children and all previously looked after children, 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. (Note 1).

2 Children who have exceptional social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child.

3 Sisters and brothers of children living at the same address, who are at present on roll at the school, and will still be attending the school at the time of admission (*see Note 2*).

4 All other children.

C) Voluntary-controlled Church of England schools

The admission criteria below apply for the following schools:

Burley & Woodhead CE
Low Moor CE
St Luke's CE
St Matthew's CE

Where the number of preferences for a school exceeds the number of places available, priority will be given to children in the following categories:

1. Looked after children and all previously looked after children, 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. (Note 1).

2. Children who have exceptional social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child.

3. Sisters and brothers of children living at the same address who are at present on roll at the school and will still be attending the school at the time of admission (*see Note 2*).

4. Children of parents who are members* of the Church of England or other Christian denominations for whom the preferred school is the nearest Church of England school to the home address (see * below).

5. All other children.

* *For admission under criterion 4, parents will be asked to demonstrate membership of the appropriate Christian denomination by submitting with their application, a letter from their minister or other church leader confirming the parents' regular and frequent attendance at church.*

E) All Saints CE Primary School (Ilkley) - voluntary-controlled

Where the number of preferences for the school exceeds the number of places available, priority will be given to children in the following categories:

1. Looked after children and all previously looked after children, 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. (Note 1).

2. Siblings of children resident at the same address who are at present on roll at the school and who will still be attending the school at the time of admission.

3. Up to 50% of the remaining places will be allocated to the children of parents who are practicing members of the Church of England or other Christian denominations for whom All Saints' C of E Primary School Ilkley is the nearest Church of England school to the home address in the following priority order.

    a. Weekly Worship
    b. Fortnightly Worship
    c. Monthly Worship

4. All other children.

NOTES

1. A 'looked after child' is a child who is in the care of the local authority or being provided with accommodation by a local authority in the exercise of their social services functions (as defined in the Children Act 1989). Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been looked after and 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. (in accordance with 1.8 School Admissions Code of Practice.

2. The terms "siblings" refers to children who live with the same family at the same address. Children living with the same family e.g. foster children and step-sisters and brothers are also included. Cousins are not siblings.

3. In order to meet this criterion, parents will be required to complete a Supplementary Information Form (SIF), signed by their Vicar or Church Leader, confirming their attendance at the church over the last two years. This requires the personal involvement of the family, including the child for whom the application is made, in the worship and life of a Church of England Church, or that of any member of the Churches Together in Britain and

Ireland, or any other recognised Trinitarian Church. Priority will be given on the basis of how frequent attendance at worship.

4. 'Home address' refers to the child's permanent home at the date of admission. Where the child lives with split parents who have shared responsibility, it is for the parents to determine which address to use when applying for a primary school. Proof of residency may be required at any time during or after the allocation process.

5. "Nearest Church of England School" is measured by a straight line distance from the main entrance of the home to the main entrance of the nearest Church of England primary school, including those in other local authorities.

6. Proximity to school is used as a tie-breaker, those living closest being given priority.
   When demand exceeds places in any of the criteria, the distance between the child's home and school, measured by a straight line distance from the Ordnance Survey address point of the home to the main entrance to the school building, will be used to decide who is given a place; those living nearest being given the available places. Where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection by Local Authority officers.

7. Multiple Births – where the parents of children of multiple births (twins, triplets etc) request admission and only one of the siblings can be offered a place, the remaining siblings will also be offered places above the admission number.

ADMISSIONS INTO NURSERY

Like all Primary Schools, we are responsible for the admission arrangements into our Nursery.

Children are admitted to Nursery as soon as is reasonably practicable after their 3rd birthday from the waiting list.

We will continue to admit throughout the year until Nursery is at full capacity of 78 places.

Parents will have to produce a Birth Certificate or passport for the child when registering a child at the school.

Children are admitted in order of birth and/or in priority order as below if they are not on the waiting list.

- Children who are already 3 or 4 years old birthday between September 1st and 31st August of the academic year in which they are applying for a place.
- Looked after children
- Children with SEND as evidenced by a professional for example:
- Social reasons supported by a relevant professional for them to attend a specific nursery
- Children in lone parent families who have no other local family support
- Children in special circumstances allocated at the discretion of the Headteacher

A member of our administration team will contact parents of pupils who have applied for a place to arrange their child's admission to our nursery.