



**Baildon Church of England Primary School  
and Nursery**

*In our school, we celebrate being part of God's family where all respect themselves, others and the world around them. Our vision is to develop a safe, caring community of inspired, resilient lifelong learners with a spirit of curiosity, enabling them to flourish in an ever changing world.  
Jeremiah: The Lord says for I know the plans I have for you...plans to give you hope and a future.*

**ADMISSIONS POLICY 2021-2022 Amended in light of COVID July 2020**

The governing body is responsible for determining the admissions policy, including criteria for allocating places where the school is over-subscribed. There are a total of 52 places in nursery (on a part time basis) and 60 places in Reception. Children are usually admitted into the Nursery in the academic year that they are four and into the Reception classes in the September prior to their fifth birthday.

The arrangements in this policy are for admission to the main school and do not apply to those being admitted for nursery provision. Attendance at the nursery does not guarantee a place in the main school and parents must apply for a place in the reception class using the Local Authority common preference form.

Children with an Education and Health Care Plan that names Baildon Church of England Primary School, will be admitted without reference to the oversubscription criteria below.

Where the number of applications exceed the number of places available, the following criteria will be applied in the order set out below:

1. Looked after children or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order
2. 'Pupils who have special medical grounds for admission which can only be met at Baildon Church School. This application will need to be supported by a written recommendation from the appropriate independent health professional to be received by the school no later than the closing date for admissions.'
3. Pupils where there is parent / child involvement in the work and worship in the Ecclesiastical Parish of Baildon as evidenced through regular attendance (i.e at least twice a month) at one of the three churches of St John's, St James or St Hugh's.
4. Children living in the school's Priority Admission Area whose parents are worshipping members (regular attendance at least twice a month) of the Church of England or another Christian denomination, that is a member of Churches Together for Britain and Ireland.
5. Children living in the school's Priority Admission Area who have an older brother or sister, attending from the same address, and who will still be attending the school at the time of admission.
6. Children of staff who have 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
  - a) children of staff who are recruited to fill a vacant post for which there is a demonstrable skill shortage.

- 7 Other children resident within the school's Priority Admission Area.
- 8 Children living outside the school's Priority Admission Area with an older sibling currently on roll at the school and who will still be attending the school at the time of admission.
- 9 Children living outside the school's Priority Admission Area whose parents are members of the Church of England or another Christian denomination, that is a member of the Council of Churches for Britain and Ireland.
- 10 Other children living outside the school's Admission Priority Area.

Multiple Births- Where a family 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

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over-subscription, the places up to the admission number will be offered to those living nearest to the school as measured in a straight line from the child's home to the main entrance of the school building.

### Notes

1. Applications for places in categories 3, 4 or 9 should be supported by a reference from your vicar/minister via completion of the Supplementary Information Form. *"In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship".*
2. Sibling means a sister or brother of statutory school age who live at the same address. Children living in the same family, eg. foster children or step-sisters/ brothers are also included.
3. The family home is defined as being the home where the child resides regularly on weekdays. Where two people, both of whom live at separate addresses hold parental responsibility, it is for the parents to determine which address is to be used for the application process.
4. The school's 'Admission Priority Area' is defined as those addresses deemed to be within the Boundary of the Ecclesiastical Parish of Baildon. (Map available in school and on the school website.)

### Application Procedure

Parents wishing to apply for a place at Baildon CE Primary School must:

- Complete and return the **common application form**, which is available from the school or from the Local Authority each year by the 15<sup>th</sup> January.
- If Parents are applying for Baildon Church of England Primary School on faith grounds it is in their interest to provide as much relevant information as possible so that governors have access to this when applying the oversubscription criteria. They can do this by completing the **Supplementary Information Form** which is available from school and which should be returned directly to the school by the same date together with the relevant documentation.

Letters will be sent to parents advising them of the outcome of their application by the Local Authority on 16<sup>th</sup> April. **Unsuccessful applicants will be given reasons why and advised of their right of appeal to an independent appeal panel.**

### Admission of children below compulsory school age

- Children who are offered a Reception place in the school will be able to start school in the September following their fourth birthday.
- Parents may request that the date their child is admitted to the school is deferred until later in the same school year or until the child reaches compulsory school age in that school year.
- Parents may request that their child attends part-time until the child reaches compulsory school age.
- Requests for a child to start their schooling on a part-time basis or to defer the start until they reach compulsory school-age should be addressed to the Headteacher.
- Compulsory school age is the beginning of the term following the child's fifth birthday.

**Deferred entry to primary schools**

Parents of children who are offered a place at the school before they are of compulsory school age may defer their child's entry until later in the school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child during the remainder of the school year for which application was made. It should be noted, however, that such children will only be allowed to start at the beginning of a term. Parents may not defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the summer term of the school year for which the original application was accepted.

**Mid-year applications**

Applications to transfer to Baildon CE Primary during the school year and for any year group should be made on the Local Authority's In Year Application Form which is available from the school or from the Local Authority's Admissions Team.

**Waiting Lists**

As well as their right of appeal, unsuccessful applicants can apply to be placed on a waiting list. This waiting list will follow the order of oversubscription criteria listed above. The waiting list will be maintained to the end of the school year for which application was made.

Approved by Governors ..... Date 20<sup>th</sup> November 2019

Mr G Kinsley Chair of Governors ..... Date 20<sup>th</sup> November 2019



**BAILDON CHURCH OF ENGLAND PRIMARY SCHOOL  
SUPPLEMENTARY INFORMATION FORM.**

**APPLICATIONS FOR A CHURCH PLACE SHOULD COMPLETE THIS FORM.**

**APPLICATIONS FOR A MEDICAL PLACE SHOULD COMPLETE THE SEPARATE FORM WHICH IS ON THE WEBSITE AT**

**[www.baildonce.co.uk](http://www.baildonce.co.uk)**

**OR THEY CAN OBTAIN ONE FROM THE SCHOOL OFFICE.**

**1. YOUR CHILD**

Full name..... Sex (M/F).....

Date of birth .....

Parents' names ..... & .....

Permanent address .....

..... Post code ..... Tel .....

**2. BROTHERS OR SISTERS ALREADY AT BAILDON CE PRIMARY SCHOOL**

Do you have a child already attending the school? YES / NO Will they be there in September 2021 YES / NO

Name (s) ..... Class ..... Class .....

..... Class .....

**3. CHURCH PLACE APPLICATIONS**

**LINKS WITH CHURCH**

**This section MUST be completed (if applicable)**

Your religious denomination .....

Your church's name (e.g. St John's) .....

How long have you worshipped there?

How often do you worship (please tick)                      Weekly                      Fortnightly                      Less Frequently

Do you intend to continue to worship (please tick)                      Weekly                      Fortnightly                      Less Frequently

What are your child's links with this church? .....

.....

What are your links with this church? .....

*"In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship".*

**4. CHURCH REFERENCE**

**This section MUST be completed by the Faith Referee**

Name of Vicar / Minister / Pastor .....

Address .....

.....Post code .....Tel .....

I confirm that the above details about attendance at Church and involvement in the work of the Church are correct.

Signed .....

Date .....

The Governing Body of Baildon Church of England will follow up all references by phone.

*“ In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship”.*

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5. I wish to apply for my child to be admitted to Baildon C.E. Primary School in the Academic Year beginning September 2021

Signed ..... Parent / Guardian      Date .....

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**YOU MUST RETURN THIS FORM TO BAILDON CE PRIMARY SCHOOL BY: 15<sup>th</sup> January 2021 for admission to Reception year in September 2021**