



Star

NURTURING TODAY'S **YOUNG PEOPLE**,  
INSPIRING TOMORROW'S **LEADERS**

# **DETERMINED ADMISSION ARRANGEMENTS**

**2021/22**

**High Craggs Primary Leadership Academy**



## Determined Admission Arrangements for High Craggs Primary Leadership Academy for 2021/22

High Craggs Primary Leadership Academy is part of Star Academies. As a progressive and inclusive school, all applications will be considered equally.

### Reception Year Admission for High Craggs Primary Leadership Academy

The admission process is part of Bradford Council's determined scheme for co-ordinated admissions to primary schools.

All applicants including those attending High Craggs Primary Leadership Academy Nursery are required to complete their home Local Authority's common application form by 15<sup>th</sup> January 2021.

Parents receive notification on the outcome of their application on 16<sup>th</sup> April 2021.

The published admission number for Reception year is 60.

All applicants will be admitted if 60 or fewer apply.

If the school is oversubscribed, children will be admitted in accordance with the oversubscription criteria in the order listed below, once all children with an education, health and care plan, naming the school are admitted.

#### Oversubscription criteria

- 1) Looked after children or a child who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order (see note 1).
- 2) Children who appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted (see note 2).
- 3) Children of staff employed at High Craggs Primary Leadership Academy for 2 or more years at the time at which the application for admission is made, and / or the member of staff has been recruited to fill a post where there is a demonstrable skill shortage (see note 3).
- 4) Children with a sibling who is a pupil attending High Craggs Primary Leadership Academy at the time of both application and offer of a place or a former sibling of High Craggs Primary Leadership Academy (see note 4).
- 5) Children for whom the school accepts that they have proven, exceptionally strong special, medical or social circumstances, which are directly relevant to attendance at High Craggs Primary Leadership Academy.

Parents must provide the professional supporting evidence from e.g. a consultant, doctor, psychologist, social worker or from another professional. A place will only be offered, if the school accepts the view of the professional, which confirms that the existing medical or social difficulties will be exacerbated if admission is not offered at the school (see note 5).

- 6) All other children who live nearest from home to school (see note 6).



## Notes

- 1) 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. 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). Under the provisions of s14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangement orders. 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).
- 2) A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
- 3) A child is eligible for consideration when the parents complete the section on the home Local Authority's common application form.
- 4) Siblings refers to full, half, adopted, step, foster children or the child of the parents partner, and, in every case, the child must be living in the same family unit at the same address.

To be eligible for consideration as a sibling of a former pupil, the former sibling must have attended and completed Year 6 at High Craggs Primary Leadership Academy.

- 5) It is important that you state on the application form and if required, attach a letter, clearly setting out your reasons for requesting admission under the medical or social criteria. You must also provide written supporting evidence from a professional with the application form. The letter from the professional must confirm that the existing medical or social difficulties will be exacerbated if admission is not offered at High Craggs Primary Leadership Academy.
- 6) The distance is measured in a straight line taken from the ordinance survey reference point by Bradford Council for the home address to the main entrance of the school.

## Tie-breaker

Children who live nearest from home to school will receive priority for any criteria that are oversubscribed. The distance is measured in a straight line taken from the ordinance survey reference point by Bradford Council for the home address to the main entrance of the school.

If the distance between home and school is the same, which includes the same geographical property reference (such as a block of flats), then random allocation is used as a tie-breaker. Bradford Council's School Admissions Team will undertake the random allocation process in the presence of a school representative.



## Address

The address given must be where the child and parents live permanently. It should not be the child minder's, grandparent's or other relative's address. If parents share custody of a child, then the school may request to see the court order, child tax credit letter, child benefit letter, medical card or other evidence to establish where the child is resident for the majority of the time during the weekdays. If there is joint custody for the child, then the address of the parents receiving the child benefit is used.

Parents may be required to provide proof of permanent address.

## Change of address

Parents must provide the council tax document evidencing the end of residency in their previous home and the current council tax document evidencing occupancy at the new home.

In addition, you are required to provide at least one of the following documents:

- Proof of purchase / tenancy agreement;
- Current utility bill;
- Current bank statement;
- Current driving licence;
- Letter from your GP.

## Admission of children below compulsory school age and deferred entry

- Children who are 4 years old and who will have their 5<sup>th</sup> birthday between 1 September 2021 and 31 August 2022 can start attending school full time, in September 2021;
- Parents can defer the date their child is admitted to school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the offer was made; and
- Where parents wish, children may attend part-time but not beyond the point at which they reach compulsory school age.

## Multiple births

If children of multiple births (twins and triplets) require admission in the same year group and there is only a single place left within the published admission number, the school will offer places above the published admission number, as permitted by the infant class size rules.

## Late applications

Unless there are exceptional reasons for the late submission of the application form, late applications will not be considered at the same time as applications that were received by the closing date. Bradford Council are responsible for making decisions on late applications as stipulated within their primary co-ordinated admission scheme. Applications made after the start of the autumn term 2021 will be treated as an in-year application.



## Waiting list

Parents of children refused admission for High Crag Primary Leadership Academy's Reception year group each September, must request for their child's details to be included on the waiting list by returning the waiting list form to Bradford Council by 30<sup>th</sup> April 2021.

The position on the waiting list is determined by the priority order of the admission policy and nothing else. When the number of children admitted to the school drops below the published admission number, a place is offered to the child who is at the top of the waiting list.

The position of your child on the waiting list may change. They may move up or down each time a child is added or removed, or when the change in circumstances of the child requires them to be considered against a different priority order of the school's oversubscription criteria. Looked after children, previously looked after children, and those allocated a place at the school in accordance with the Fair Access Protocol must take precedence over those on the waiting list.

The school maintains the waiting list in accordance with the school's oversubscription criteria, until 31<sup>st</sup> December in the academic year of Reception year admission. Parents should complete an in-year application form thereafter if they wish their child's details to be kept on the waiting list for the remainder of the academic year.

For the in-year waiting list, parents must complete a new application form each year at the beginning of the new academic year.

## Withdrawing an offer of a place

The school reserves the right to withdraw an offer of a place if:

- It was made in error;
- Parents fail to respond to the offer of a place within a reasonable period of time;
- It is established that the offer of a place was obtained through a fraudulent or misleading application.

Where parents fail to respond to the offer of a place, the school will give the parents a further opportunity to respond and explain to them that the offer of a place will be withdrawn unless they respond by the specified date.

Where an offer of a place is withdrawn based on misleading information, the school will consider the application afresh, and will offer a right of appeal if admission cannot be offered.

The school will not withdraw the offer of a place once the child has started at the school, except where that place was fraudulently obtained. In deciding whether or not to withdraw the offer of a place, account will be taken of the length of time the child has been at the school. Where the child has been at the school for less than a term, the school may consider it appropriate to withdraw the place.

## Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health.



Parents of a summer born child (born between 1 April and 31 August) may choose not to send their 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.

Parents of children who are already of school age are required to complete the in-year application form along with a letter requesting admission out of the normal age group and submit this with the required evidence outlined below. If their request is agreed and a place is available in the requested year group, the child will be admitted.

Parents of children seeking admission to Reception in the September after their fifth birthday will need to submit a normal common application form to the Local Authority (in writing or online) for admission into the normal age group. Parents must do this at the same time as they submit a written request to the school for their child to be admitted out of the normal age group and submit this with the required evidence outlined below. If their request is agreed and a place is available in the requested year group, the child will be admitted.

Whilst the school will consider applications to Reception from parents of children outside their normal age group, please note that the school is not bound by decisions made by another admission authority.

The school will make a decision on the request before the primary national offer date, if at all possible.

If the request is agreed, the parents must make a new application for the next main admission round the following year, and their current application for the normal age group should be withdrawn before a place is offered.

If their request for admission outside the normal age group is refused, parents must decide whether to accept the offer of a place for the normal age group that they receive from the Local Authority, or to refuse it, and make an in-year application to the school for admission to Year 1 for the September following their child's fifth birthday.

Parents should consider what evidence they wish to submit in support of their case with the application form, for example, evidence from a medical practitioner, educational psychologist, headteacher etc. Some of the evidence a parent may wish to submit could include:

Whether the child is 'summer born' and is seeking admission to a year group other than Reception (or is seeking admission to Reception rather than Year 1):

- Whether they are currently or have previously been educated outside the normal age group;
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely;
- Where relevant their medical history and the views of a medical practitioner;
- Information about the child's academic, social and emotional development;
- Where relevant the views of an educational psychologist.

The school is required to take into account the views of the Headteacher on the application as well as the information from the parents. The school will make their decision based on the circumstances of each individual case, and in the best interests of the child concerned. The school will then inform the parents of their decision on the year group the child should be admitted to and will provide the reasons for their decision.



Parents have a statutory right to appeal to an independent appeal panel against the refusal of a place at a school for which they have applied. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, the right of appeal **does not apply** if they are offered a place at the school but it is not in their preferred year group. However, they may make a complaint to Star Academies about the decision not to admit their child outside their normal age group.

## In-year admission

In-year admission is the process for applying for admission into an existing year group within a school. Applications made after the start of the autumn term 2021 will be treated as an in-year application.

The in-year admission process is managed by Bradford Council. Parents are required to complete the in-year application form, which is available from the school or Bradford Council. The completed form must be returned to Bradford Council.

For some children, it may not be possible to secure admission under the in-year admission process. Where this is the case, Bradford Council will apply the Fair Access Protocol to secure the most appropriate educational provision.

For children with an education, health and care plan, the in-year admission process will not apply. Parents should contact their home Local Authority's Special Educational Needs Team. The child is offered a place if the Local Authority's Special Educational Needs Team names the school in the education, health and care plan.

## Appeals

Parents have a legal right of appeal to an independent appeal panel against the decision not to offer admission. Bradford Council administers the appeals process, on behalf of the school. Parents should contact Bradford Council for an appeal form.

Parents have at least 20 school days to prepare and submit their written case to the independent appeal panel. They will normally receive 14 days' notice of the place and time of the hearing, so they can attend, in order to present the case in person.

The decision letter from the independent appeal panel, which will include the reasons for the decision is communicated to all parties as soon as possible, but no later than 5 school days, after the hearing.

## Re-appeals

Parents do not have the right to a second appeal in respect of the same year group, unless in exceptional circumstances, the school has accepted a 2<sup>nd</sup> application from the parents because of a significant and material change in the circumstances of the parents, child or school but still refused admission.