

HOLLINGWOOD PRIMARY SCHOOL

Policy for Admission of Pupils - Full-time School

Revised: Autumn 2018

Review Date: Winter 2020

This document is a statement of the aims and procedures associated with admissions to Hollingwood Primary School. This policy will be reviewed annually.

Hollingwood Primary School is part of the Pennine Academies Yorkshire, offering education to children between the ages of 4-11 years.

The Governing Body has adopted the following arrangements:-

Policy & Numbers

Pupils will be admitted full-time in the academic year in which they are five i.e. September 1st - August 31st.

The standard number for the school is 60.

Applications Procedure

Parents/Carers may put their child's name down at the age of 2 on a waiting list held by Pupil Access at the Department of Children's Services. All applications for the Reception classes must be made on the Bradford **Common Application Form**, ideally online. Information booklets and details of how to apply are sent out to all parents of children on the waiting list in the November before the child is due to start school in the following September. Applications must be made online or paper application forms returned to the school, by mid-January. If more than 60 applications are received we decide who is given a place by applying the criteria below. In early April successful applicants are advised and unsuccessful applicants are sent appeals forms.

Over Subscription

Where applications for admission to the Reception class exceed the number of places available, the following criteria would be applied, in the order set out below:-

1. Children in public care (looked after) within the local community.
2. Children with an elder sibling already attending the school. We will consider siblings to be brothers and sisters of children resident at the same address, this includes 'foster children' and step brothers and sisters, who will still be on roll at the time of admission.
3. Proximity of the child's home to the school, with those living nearer, as measured by the shortest walking route, being accorded the highest priority. The route will be measured along "metalled roads" (roads with maintained surfaces) between the home address and the main entrance gates of the school.

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- These criteria may be overridden and a place offered where there are special medical reasons for admitting the child with supporting evidence being required from a consultant paediatrician.

Special Educational Needs

A child who has a statement of Special Educational Needs which names this school will be admitted, without reference to the above criteria.

Applications for places in present Reception to Year 6

A waiting list will be kept for Reception to Year 6 by Pupil Access at the Department of Children's Services. The above over subscription criteria will apply. At Hollingwood the maximum number of pupils allowed in each class is 30. If a place becomes available the next child, meeting the criteria, will be contacted by the Admissions Officer and admitted at the start of the next half term. If the child has moved from outside the area they will be admitted as soon as practicable, with the agreement of the feeder school. Parents do have the right to appeal at any time.

Appeals

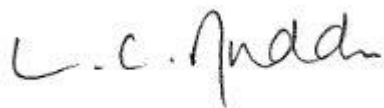
Appeals will be dealt with by a totally independent body – parents should contact: The Clerk to the Appeal Panel, Department of Legal and Democratic Services, Committee Secretariat, City Hall, Bradford BD1 1HY. Tel: 01274 432113.

General

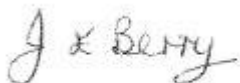
The Governing Body will agree any changes to the admission arrangements with the Secretary of State for Education.



..... Headteacher



..... Reviewed by (LN)



..... Governor

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