

# Keighley St Andrew's Church of England (Voluntary Aided) Primary School

## Admissions Policy 2019-2020



Keighley St Andrew's Church of England (Voluntary Aided) Primary School and Nursery is a two-form entry school with a community nursery. The nursery admits up to 39 pupils per session and the school has 60 places per year group.

### Admission of children below compulsory school age

- Children are usually admitted into Nursery part-time in the September of the year in which they attain the age of four.
- Attendance at Nursery does not guarantee a place in the main school and parents must apply for a place in Reception using the standard local authority form.

### The following arrangements are for admission to Reception only:

- 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 school year or until the child reaches compulsory school age in that 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 the application was made.)
- **Summer born children:** Parents of children born between 01 April 2015 and 31 August 2016 who wish to defer entry to school until September 2020 should refer to **Appendix A** for further information and complete the form in **Appendix B** if pursuing the request.  
The Governing Body of Keighley St Andrew's Church of England (Voluntary Aided) Primary School and Nursery, who is the Admissions Authority, will make the decision on which year group a child should be admitted based on each individual case and the needs of the child.  
Parents should be aware of the implications of deferment as indicated in Appendix A.
- Parents may request that their child attends part-time until the child reaches compulsory school age.

Compulsory school age is the beginning of the term following the child's fifth birthday.

**A child who has an Education Health Care Plan or statement of special needs which names Keighley St Andrew's Church of England (Voluntary Aided) Primary School will be admitted without reference to the oversubscription criteria.**

### Oversubscription Criteria

In order to maintain the Christian ethos but have a policy that is inclusive of the wider community, the governors have set the following priority for admissions. There will be up to 50% of places for children who are or whose parent(s) are members of a Christian church, and 50% community places. However, if there are insufficient applications from either group, places will automatically revert to the other group.

Within each category, the following criteria will apply for both school and nursery:

1. Looked after children and children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.
2. Those children who have brothers or sisters who will be attending Keighley St Andrew's Church of England (Voluntary Aided) Primary School at the expected time of admission.
3. Those children who live closest to the school as measured by a straight line from the main entrance of the postal address of the family home to main entrance of the school building as measured by the local authority electronic mapping system.

### Notes

- 'Christian church' means a church that is either <sup>1</sup>affiliated to 'Churches Together', a member of the 'Evangelical Alliance' or able to fully subscribe to 'Trinitarian Christian Creed'.  
<sup>1</sup>(Confirmation of affiliation or creed should be obtained from your priest/vicar/church minister.)
- 'Member of a Christian church' means the child and/or parent is a regular attendee<sup>2</sup> at Christian worship or a church activity which incorporates an element of worship. Such membership would need to be

supported by both completion of a Supplementary Information form and a reference from the appropriate clergy at the time of application. The Supplementary Information form and reference proforma are available from school and are also available to be downloaded from the school website:

[www.keighleystandrews.co.uk](http://www.keighleystandrews.co.uk)

<sup>(2)</sup> a regular attendee is one who attends Christian worship or a church activity which incorporates an element of worship at least monthly over a period of 12 months preceding the closing date for applications.)

‘Brothers or sisters’ are children that are of statutory school age who live at the same address. Children living in the same household are also included.

- The family home is defined as being the home where the child resides regularly on weekdays.
- Where the offer of places to applicants measuring identical distances would lead to oversubscription, the decision of who will be offered the place will be made by random selection.

### **Application Procedure**

Parents wishing to apply for a place at Keighley St Andrew’s Church of England (Voluntary Aided) Primary School must:

- Complete the Common Application Form online at [www.bradford.gov.uk/admissions](http://www.bradford.gov.uk/admissions) by the closing date 15 January. If you are unable to apply online, paper forms are available from the school and the Local Authority which must also be returned by 15 January.  
E-mails will be sent to online applicants by the Local Authority on 16 April with letters sent to paper form applicants the first working day after if 16 April is not a working day.
- If parents are applying for Keighley St Andrew’s Church of England (Voluntary Aided) 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 both the Supplementary Information Form and religious reference proforma which are available from school or which can be downloaded from the school website: [www.keighleystandrews.co.uk](http://www.keighleystandrews.co.uk) and which should be returned directly to the school.

### **In-Year Admissions**

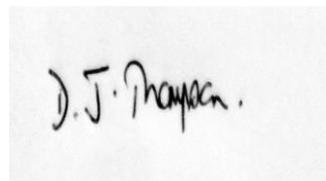
An in-year Common Application Form, available from the school or the Local Authority, must be completed and returned to the Admissions Team at the Local Authority for admission to the school outside the normal admission round. If you are applying on faith grounds, the Supplementary Information Form must also be completed and returned to the school. All requests will be considered by the Governing Body who will inform the Local Authority whether or not a place can be offered. The Local Authority will then inform parents as to whether their application has been successful.

### **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 the oversubscription criteria above. The waiting list will be maintained until the end of the school year for which the application was made. If a parent wishes their child to remain on the waiting list after this time, they must re-apply.

### **Appeals**

If parents receive notice that a place has not been offered to their child they may, if they wish, appeal **in writing** within 20 days by contacting School Admissions at the Local Authority. The contact details can be found in the admissions booklet.



Signed on Behalf of Governing Body

(Chair)

Date Approved by Governing Body  
Date of Next Policy Review

17/1/18  
November 2018