

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

## **Admissions Policy 2020-21**



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. In a Voluntary Aided school the governors are the admissions authority.

This policy is for admission to the Primary School (Years Reception to Year 6). For admission to Nursery please see separate Nursery admissions policy.

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.

**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:**

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

- 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 2016 and 31 August 2016 who wish to defer entry to school until September 2021 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.

### **Oversubscription Criteria**

1. Looked after children<sup>1</sup> and children who were previously looked after, but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
2. Children who appear to the Admissions Committee of Keighley St Andrew's Church of England (Voluntary Aided) Primary School to have been in state care outside of England and ceased to be in state care as a result of being adopted.<sup>2</sup>
3. Those children who have brothers or sisters<sup>3</sup> who will be attending Keighley St Andrew's Church of England (Voluntary Aided) Primary School at the expected time of admission **and** where the child and /or a parent regularly attend<sup>4</sup> Christian worship.<sup>5</sup>
4. Regular attendance<sup>4</sup> at Christian worship<sup>5</sup> by the child and/or parent in a Church which is affiliated to Churches Together in Britain and Ireland, the Evangelical Alliance or one whose doctrine is in full sympathy with the Trinitarian Creed.

5. Those children who have brothers or sisters<sup>3</sup> who will be attending Keighley St Andrew's Church of England (Voluntary Aided) Primary School at the expected time of admission.
6. 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<sup>6</sup> to main entrance of the school building as measured by the local authority electronic mapping system.
7. **MULTIPLE BIRTHS**  
Where parents of a multiple birth (twins, triplets etc) request admission and some of the siblings can be offered a place, the remaining sibling/s will also be offered places above the admission number.

#### Notes

- <sup>1</sup>A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.
- <sup>2</sup>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.
- <sup>3</sup>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.
- <sup>4</sup>'Regular attendance'/'regularly attend' – means at least monthly over a period of 12 months immediately prior to the application.
- <sup>5</sup>Christian worship means a service of public worship, including mid-week services
- Family home refers to the child's permanent home at the date of admission. Where the child lives with separated 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.

#### Tie-breaker

- In the event of oversubscription within any oversubscription criterion tie breakers will be used to determine fair allocation
  - A) Those children whose permanent home address is nearest to the school. (Nearest means a direct line between the child's permanent home address and the main entrance of the school building, as defined by the computer software used by the Local Authority)
  - B) In the unlikely event of two or more applicants still being equal, random allocation will be used. This process will be independently verified.

#### Application Procedure

Parents wishing to apply for a Reception 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).  
**The closing date for Reception applications is 15 January 2019.** If you are unable to apply online please contact the Admissions Team at the Local Authority for an appointment and they will endeavour to help parents complete the form online.
- E-mails will be sent to online applicants by the Local Authority on 16 April 2019 with letters sent to paper form applicants the first working day after if 16 April 2019 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. Parents should do this by completing both the Supplementary Information Form and religious reference proforma which accompany this policy. They are also available from school or they can be downloaded from the school website: [www.keighleystandrews.co.uk](http://www.keighleystandrews.co.uk) and they 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 should 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 the delegated Admissions Committee of the Governing Body:

Date of Next Policy Review

November 2019