



# ST PHILIP'S CE PRIMARY ACADEMY

## Admissions Policy

Date of policy:	July 2020	Signed: <i>A Proctor</i> Head of school: Anne Proctor Chair of Governors: Denise Poole
Review date:	July 2021	

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## **Safeguarding Statement**

At St Philip's Primary Academy, we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all academy activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at St Philip's Primary Academy. We recognise our responsibility to safeguard all who access academy and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

## **Vision Statement**

Fostering curiosity and a love of learning is at the heart of our teaching. Broadening horizons enables all children to flourish and be fulfilled. Successes are celebrated and failure learned from, allowing us to shine through challenges. Together, we develop qualities of character necessary to be positive future citizens.

## **Statement of Intent**

The governing body of St Philip's Primary Academy applies the regulations on admissions fairly and equally to all those who wish to attend this academy. The Education Act 2002 and Revised Codes of Practice on Admissions and Appeals new framework for academy admissions as of September 2000 states that "Academy admission arrangements should work for the benefit of all parents/Carers and children in the area. The arrangements should be as simple as possible for parents/Carers to use, and help them to make the best decisions about the preferred academy for their children".

It is our aim that this policy conforms to the regulations that are set out in that Act and also further explained in the statutory Academy Admissions Code of Practice and the statutory Appeals Code of Practice in the LEA admissions booklet.

## **Our Guiding Principles**

At St Philip's CE Primary Academy we pride ourselves on developing a positive ethos built on the foundations of the Christian faith, whilst taking into consideration that most of our pupils, staff and community follow the faith of Islam. We endeavour to ensure we are always '**Working together with hope in our hearts**'

This ethos is based on the following principles that, as stakeholders, we all aim to uphold:

### **Principle 1: Nurture**

We demonstrate kindness and caring towards each other so that we can find **happiness** and **fulfilment**. We promote and support children's wellbeing to support their growth and development.

### **Principle 2: Optimism**

We believe that having a **positive attitude** towards situations enables us to be forward thinking and supports us in our goal of providing a good and better education for all of our pupils.

### **Principle 3: Aspiration**

We have high **aspirations** for the futures of the children in our Academy. Through a high-quality curriculum and planning of lessons that are specifically tailored for our pupils, they will have the opportunity to achieve and **surpass** their **potential**.

### **Principle 4: Hope**

We believe that it is important that our children understand the value of **hope**. We endeavour to promote empathy and compassion in our children.

### **Principle 5: Sincerity**

We are united as a whole to ensure **integrity, honesty** and **trust** are maintained. This quality within our academy means that we follow our principles to ensure that we always do our best for pupils, staff and community.

### **Principle 6: Achievement**

Through the promotion of **resilience, collaboration** and **risk-taking** we are allowing our children to develop the tools to be life-long learners.

### **Principle 7: Respect**

All members of our academy, including pupils, staff, governors, visitors and the wider community, should be treated with respect. We hold **politeness** in high regard and we are **accepting** of each individual's **uniqueness**.

### **Principle 8: Confidence**

We encourage **independence** and **debating skills** so that our pupils develop the courage to stand up for what is right and develop the confidence to '**Let your light shine**' *Matthew 5:16*

### **Aims of our Admissions Policy**

We are an inclusive academy that welcomes children from all backgrounds and abilities. All applications will be treated according to our policy and in a sensitive manner.

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow Parents/Carers the right to have a place at the academy of their choice. However, this is not always possible, due to the excess demand on the academy places available.

The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this academy.

## **The Purpose of the Admissions Policy**

This policy clearly states the procedures and criteria for admissions set out by the Local Authority. St Philip's Primary Academy will always follow this policy to ensure that all applications for admission are fairly considered.

## **Nursery Admissions**

Our Nursery caters for children in the Foundation Stage, between the ages of 3 and 5 years. Parents/Carers can put their child's name on the waiting list as soon as the child is born.

It is our aim to offer all children at least 3 terms Nursery provision prior to them starting in Reception. The majority of admissions to Nursery take place over the first few weeks of the Autumn term.

Children are offered places according to their position on the waiting list. The list is divided into months to ensure that summer birthdays have equal access. The same number of children from each month's list are offered places. (This number varies according to the number of vacancies)

## **Reception Places**

Our Reception class caters for 30 pupils between the ages of 4 and 5 years. Children enter the academy in the academic year they become five. There is one admissions date per year, early in September (i.e. at the start of the academy year). Therefore, Parents/Carers who would like their child to be admitted to this academy during the year their child is five should ensure that they complete the necessary application form by the date stipulated on the form. Attendance at St Philip's CE Primary Academy Nursery does not prioritise admission into Reception.

At St Philip's Academy we have chosen the LA to be the 'Admissions Authority' for all admissions from Reception to Year 6. The regulations for entry to each academy, where the Admissions Authority is the LA, are published each year by the LA. Parents/Carers can receive a copy of these regulations directly from the LA.

The LA publishes a composite admissions prospectus each year, which gives information about how Parents/Carers can apply for a place in the academy of their choice. Parents/Carers have a right to express a preference for the academy of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this academy. Application forms can be obtained from the Education Department of the LA and should be completed by the date stipulated on the forms. Please refer to: <https://www.bradford.gov.uk/education-and-skills/school-admissions/apply-for-a-place-at-one-of-bradford-districts-schools/> The LA notifies Parents/Carers about the academy place as soon as all the applications have been considered.

## **PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN**

The admission of pupils with an Education, Health and Care Plan (EHCP) is dealt with by a separate procedure. Such children are dealt with through a separate legislative process and without reference to the oversubscription criteria below. Children who have an EHCP which names a specific school, will normally be admitted to the school.

### **Criteria for Admissions**

If at point of admission there are more children on the waiting list than available places we refer to the local authorities' Oversubscription Criteria. In case of oversubscription places will be allocated to children in the following priority order:

1. Looked after children – a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989(b) at the time an application is made.
2. 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
3. Looked after children who were previously in care outside England.
4. The children of parents who are members of the Church of England or other Christian denominations.
5. Children who have exceptional social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child.
6. Sisters and brothers of children living at the same address who are at present on roll at the school and will still be attending the school at the time of admission.
7. Other children

### **MULTIPLE BIRTHS**

Where a parents 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. The terms "siblings" refers to children who live with the same family at the same address. Children living with the same family e.g. foster children and step-sisters and brothers are also included. Cousins are not siblings.

*Note 1: For admission under the fourth criterion, parents will be asked to demonstrate membership of the appropriate Christian denomination.*

*Note 2: A 'looked after child' is a child who is in the care of the local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (as defined in the Children Act 1989).*

### **In Year Transfer**

The LA keeps a waiting list for places in Reception –Year 6, as vacancies arise, places are allocated according to the criteria for admissions.

## **Tie Break**

When demand exceeds places in any of the following policies, the distance between the child's home and school, measured by a straight line distance from the Ordnance Survey address point of the home to the main entrance to the school building, will be used to decide who is given a place; those living nearest being given the available places. Where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection

## **Admission Appeals**

If we do not offer a child a place at this academy, it is because to do so would prejudice the education of other children by allowing the numbers of children in the academy to increase too much.

If Parents/Carers wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeal panel then meets to consider all appeals by Parents/Carers who have been refused a place at our academy and who wish to appeal against this decision. An appeal panel's decision is binding for all parties concerned. If the appeal panel decides that we should admit a child to our academy, then we will accept this and continue to do all we can to provide the best education for all the children at our academy. (Details of appeal arrangements are set out in the School Admission Appeals Code 2014 <https://www.gov.uk/government/publications/school-admissions-appeals-code> ).

## **The Standard Number**

The Standard Number is the number of children the academy can accommodate. The standard number for our academy is 210. We keep this number under review and the governors will apply to change the number if circumstances allow.

## **Class Size**

The maximum class size in classes is 30 children.

## **Review**

This policy should be reviewed and ratified by the Governing Body of St Philip's CE Primary Academy annually.