

Bowling Park Primary School



Policy / Procedure:	Admission Policy - Reception to Year 6
Date of governing body approval:	
Chair of Governors signature:	

This policy has been written alongside our Safeguarding & Child Protection Policy which states the following - At Bowling Park Primary School, there is nothing more important to us than the physical, emotional and spiritual welfare of our pupils. The school recognises its legal and moral duty to promote the well-being of children, and protect them from harm, and respond to child abuse.

We believe that every child regardless of age has at all times and in all situations a right to feel safe and protected from any situation or practice that results in a child being physically, psychologically or spiritually damaged.

INTRODUCTION

Exceed Academies Trust is the Admissions Authority of Bowling Park Primary School and is responsible for determining the school's admissions policy. The Published Admission Number (PAN) for 90 places. The school has 78 places in Nursery.

ADMISSION ARRANGEMENTS

Admissions arrangements will be coordinated by the Local Authority, so parents will be required to complete a Bradford Children's Services common application form. The school will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted relief's applies. If more applications are received than there are places available, the oversubscription criteria shall apply.

APPLICATION PROCESS

All applications for places at Bowling Park Primary must be made on Local Authority coordinated online admission forms. https://oneonline.bradford.gov.uk/CitizenPortal_LIVE/Account/Login

Families will receive information about making an application for Reception from their child's current Nursery through the post in mid-November.

NURSERY ENTITLEMENT

All three and four year olds are entitled to a free early education place before they reach statutory school age (the beginning of the school term immediately following the child's fifth birthday).

Admissions to the Nursery are processed by the school. Children are admitted to Nursery the academic year following their 3rd birthday and, usually, as soon as reasonably practicable after their 3rd birthday.

Priority for Nursery places will be given to children who have their 4th birthday between 1st September and 31st August of the academic year in which they are applying for a place. Following this, the same oversubscription criteria set out further on in this policy will apply.

RECEPTION ENTITLEMENT

Children are admitted into Reception in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the term in which the child reaches compulsory school age. Parents can request that their child takes up the place part-time until the child reaches compulsory school age. The admission criteria will apply to all children seeking a school place, whatever their term of entry. The place offered will be reserved on condition that it is taken up within the same school year.

Admissions of summer born children may be deferred to the following September but in those cases children may be offered a place to enter Year 1 unless an application has been made and agreed by the LA or the admitting authority in advance. The Local Authority will consider any application for a deferred entry into Reception of summer born children for the September

following their fifth birthday. Such requests will be considered in accordance with the Local Authority's 'Guidance on the admission of summer born children' and DfE Advice

Children attending a school's nursery are not guaranteed a place in the reception class and a separate application must be made.

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 be admitted to that school.

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.

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.

APPLICATION PROCESS

Bowling Park Primary School operates on two sites: 60 places at the New Cross Street site and 30 places at the Usher Street site. Parents must indicate which site they are applying for by naming the site on the online common application form by using the 'Notes' available on the online system. Where the number of preferences for either site exceeds the number of places available at that site, the oversubscription criteria below will first be applied in relation to that site to determine which applicants for that site will be offered places. In the event of a place not being offered at the preferred site, the oversubscription criteria will then be applied in relation to the other site if both sites are preferenced on the online common application form in the 'Notes'.

INFANT CLASS SIZE (RECEPTION, YEAR 1 & YEAR 2)

Admission to Reception, Year 1 and Year 2 classes is governed by Infant Class Size Legislation (Section 1 of School Standards and Framework Act 1998) which states that Infant Classes (Reception, Year 1 and Year 2) must not contain more than 30 pupils with a single teacher.

Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

OVERSUBSCRIPTION CRITERIA

- 1 Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (see *Note 1*).
- 2 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.
- 3 Sisters and brothers of children living at the same address, who are at present on roll at the school, and will still be attending that at the time of admission (see *Note 2*).
- 4 All other children.

LATE AND REFUSED APPLICATIONS AND IN-YEAR ADMISSIONS

Late or refused applicants and applicants for any other year group that is full, may be placed on a waiting list for Bowling Park School, at parent's request. The oversubscription criteria above will be used to determine who will be given an available place at either site. In some circumstances, this may result in places being offered to siblings at different sites. In those circumstances, parents can request that their child be moved to the preferred site at a later stage if a place becomes available.

APPEALS

Where a place cannot be offered at either site, parents have the right to appeal for a place at Bowling Park Primary School to the Independent Appeals Panel. Parents do **not** have the right to appeal for place at a particular site. Where a place at the school is granted on appeal, the headteacher will decide at which site the pupil will be placed. Every effort will be made to place siblings at the same site.

NOTES

1. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (in accordance with 1.8 School Admissions Code of Practice)
2. 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-siblings and brothers are also included. Cousins are not siblings.
3. 'Home address' refers to the child's permanent home at the date of admission. Where the child lives with split 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.