



2020-2023

# Admission Policy and Arrangements

## **Nursery**

Children age 3 and above are allocated a nursery place according to the following criteria:-

1. Sibling in school.
2. Closeness to school.

Applications are welcome from all parents who should complete the school's application form and bring a passport or birth certificate as identification. The child will then be placed on the waiting list. Prospective parents are welcome to visit the nursery at any suitable time. The nursery provides part-time places for 80 children. There are 40 places during the morning session and 40 during the afternoon session. There are a limited number of 30 hour places available for working parents.

### **Arrangements for pupils on the Nursery waiting list**

The office administrator will manage the nursery waiting list.

### **Procedures in the Nursery**

The main admission intake is in September, but children can be admitted at other times subject to places being available. Children on the waiting list will be prioritised and offered a place (subject to the criteria) when/if one is available following the child's 3rd birthday.

When a child first starts in the Nursery they may require the reassurance of their parent spending some time with them in the Nursery. We ask parents to stay with their child for the first day at least and encourage them to stay longer, until their child has settled in.

During the spring term, letters are sent offering places to start in the following September. On acceptance of the place, during the summer term the Nursery staff/ Home School liaison officer will do a home visit to learn about the child and discuss the admission arrangements. Children will then attend various taster sessions during the summer term to familiarise themselves with the nursery and the staff.

If children on the Nursery register do not attend or are very irregular attendees, their places may be withdrawn and offered to other children.

### **Reception**

Allocation of reception places is handled by the Admissions Team at Children's Services. In November a common application form, 'starting school' leaflet, on-line guidance notes and a 'guide for parents' admission booklet are distributed to parents. The application form needs to be completed and returned to school by the January deadline. Parents are informed of their allocated school in April.

Pupils who are allocated a place in our reception are notified of the date their child will start

at school and are invited to an induction meeting for new parents and various taster sessions in the summer term before they start.

## **Admission Arrangements for Primary School 2021/2022**

### **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). Some two year olds are also entitled to free education if they meet the entitlement criteria.

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.

## ADMISSION POLICIES

Where the number of preferences for a school exceeds the number of places available, priority will be given to children in the following categories:

- 1 Looked after children or children who were previously looked after but ceased to be so because they were adopted or became subject to a child arrangements or special guardianship order (*see Note 1*).
- 2 Children who were Previously Looked After Children outside of England and Wales who were adopted (*see Note 2*)
- 3 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.
- 4 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 (*see Note 3*).
- 5 All other children.

## NOTES

1. 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. A previously '*looked after child*' who is no longer looked after, in England and Wales, because he/she is the subject of an adoption, special guardianship or child arrangements order which includes arrangements relating to with whom the child is to live.
2. A '*previously looked after child*' who has been in '*state care*' outside of England and Wales, accommodated by a public authority, a religious organisation or any other organisation the sole or main purpose of which is to benefit society and legally adopted.
3. 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.
4. In order to meet this criterion, parents will be required to complete a Supplementary Information Form (SIF), signed by their Vicar or Church Leader, confirming their attendance at the church over the last two years. This requires the personal involvement of the family, including the child for whom the application is made, in the worship and life of a Church of England Church, or that of any member of the Churches Together in Britain and Ireland, or any other recognised Trinitarian Church. Priority will be given on the basis of how frequent attendance at worship.

5. '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.
6. "Nearest Church of England School" is measured by a straight line distance from the main entrance of the home to the main entrance of the nearest Church of England primary school, including those in other local authorities.

### **Years 1 – 6**

Allocation of all places is handled by the Admissions Team at Children's Services. The following criteria are applied to applications:

1. Sisters and brothers of children resident 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 (siblings).
2. Other applicants.

Where demand exceeds places in any of the above criteria, the distance between home and school, measured by a straight line will be used to decide who is given a place, those living nearest being given the available places.

Applicants with Special Educational Needs will be referred to Children's Services, who will handle their application. Governor's approval needs to be given before a pupil with a Statement of Special Educational Needs can be offered a place.

Once a school place has been determined, the Admissions Team will inform the relevant school and write to parents at their home address. Parents are required to complete an acceptance slip to school within seven school days of the decision letter being sent.

### **In order to create consistency, transfers between schools are subject to the following agreed procedures:**

Admissions normally take place at the start of the next school term, with the

following exceptions: Mid-term transfer of a pupil may only take place sooner

that the start of the next term, if:

- The headteachers of the current and receiving schools agree that it is in the best interests of the pupil that transfer should take place sooner;
- The pupil has moved house to live more than 3 miles from the present school (if the pupil is aged over 8 years) or over 2 miles (if the pupil is aged under 8 years);
- The pupil has been unable to transfer at the start of term as a result of illness or for other reasons beyond the parents' control;

- The admission is into Reception only, where a place becomes available from the waiting list during the autumn term;
- It has been determined that the admission of the pupil comes under the ‘Fair Access Protocol’ or other significant circumstances apply making the child vulnerable; and
- The admission is due to a successful appeal heard by an independent appeals panel.

Once a request for transfer has been agreed and the offer of a place made, the receiving school must liaise with the current school regarding the admission date and pupil data.

### **Appeals**

The Appeals process is carried out for the Academy Trust by the Local Authority. The Admissions Team offer advice to parents and other agencies regarding appeal related enquiries. The Team can be contacted by ringing 01274 439200 or emailing [schooladmissions@bradford.gov.uk](mailto:schooladmissions@bradford.gov.uk)

The School Admission Appeals Code can be found at <https://bso.bradford.gov.uk/content/admissions>

Review date: 2023