



Pennine Academies Yorkshire

Admissions Policy

POLICY HISTORY

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KEY AMENDMENTS TO THIS POLICY

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1. STATEMENT OF INTENT

This policy aims to:

Explain how to apply for a place at the school

Set out the school's arrangements for allocating places to the pupils who apply

Explain how to appeal against a decision not to offer your child a place

The table below sets out who the admission authority is and other responsible bodies in our school:

Type of school	Who is the admission authority?	Who deals with complaints about arrangements?	Who is responsible for arranging/providing for an appeal against refusal of a place at the school?
Academy	Pennine Academies Yorkshire	Schools Adjudicator	Pennine Academies Yorkshire

2. LEGAL FRAMEWORK

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

3. DEFINITIONS

The **Academy/School** referred to in this document is Clayton Village Primary School, John Street, Bradford, BD14 6AD

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children or **children in care** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Distance

Distance is measured in a straight line from a child's home address to the school. Measurements are calculated using six-figure National Grid Co-ordinates from the National Land and Property Gazetteer. This grid reference relates to a point that falls within the permanent building structure corresponding to the address. The boundary of the building structure for the address is from Ordnance Survey's Master Map. For smaller, residential properties the grid reference marks a point near the centre of the building. For larger properties like schools with, for example, multiple buildings and large grounds, the grid reference relates to a point inside the main addressable building structure. The distance calculated is accurate to within 1 metre.

4. HOW TO APPLY

All applications for places at Clayton Village Primary School must be made on the Local Authority coordinated online admission forms. The form can be found at: <https://oneonline.bradford.gov.uk/CitizenPortal/LIVE/Account/Login>

You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

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 (see 6.2).

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

5. REQUESTS FOR ADMISSION OUTSIDE THE NORMAL AGE GROUP

Pennine Academies Yorkshire provides for the admission of children, full-time, in the September following their fourth birthday.

Our schools are experienced in educating and caring for children with different abilities and social and emotional needs and will be able to provide a suitable education. It is expected, therefore, that children will normally be educated within their chronological year group.

However, parents can request that the date their child is admitted to primary school is deferred until later in the school year or until the term in which the child reaches compulsory school age. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

Applications for a place outside the chronological year group, where a parent wishes to make an application for a pupil of primary school age to be admitted to a school earlier or later than normal, to stay longer with a younger year group or to be taught ahead will be considered carefully and the decision will be made on the basis of the circumstances of each case and evidence provided.

This may apply when a parent wishes to delay their summer born (April to August) child entry to full time education in the reception year group until the following school year. Requests will be considered with the evidence provided.

Evidence relating to all aspects of the child's development would be considered in the decision-making process. Parents should make a request for admission outside of the year group in writing to: Clayton Village Primary School, John Street, Bradford, BD14 6AD or via office@cvps.paymat.org

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6.

Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to.

An application form **must** be sent to the Local Authority, along with the decision letter(s) from the school and other relevant evidence, by the national closing dates. Please note that even if the request is agreed, there is no guarantee there will be a place available

Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

6. ALLOCATION OF PLACES

6.1 Admission number

The Published Admission Number (PAN) for Clayton Village Primary School is 30 places.

6.2 Oversubscription criteria

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

1. Highest priority will be given to looked-after children and all previously looked-after children who apply for a place at the school.
2. Priority will be given to 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. Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school. Cousins are not siblings.
4. All other children.

6.3 Tie break

When demand exceeds places and admission cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school.

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school.

Distance will be measured in a straight line from the child's home address to the school's front gates on John Street. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

6.4 Children below compulsory school age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

6.5 Behaviour that challenges

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the school.

6.7 Fair Access Protocol

We participate in Bradford's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

7. IN-YEAR ADMISSIONS

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be made via the Bradford Council Portal:

[Citizen Portal - Sign in](#)

Parents will be notified of the outcome of their in-year application in writing within 15 school days.

8. APPEALS

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. This will be from the local authority.

Details of admissions and appeals can be found here:
<https://bso.bradford.gov.uk/content/admissions>

9. MONITORING ARRANGEMENTS

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the trust board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.