Admissions Policy

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1. Introduction

1.1 Exceed Academies Trust is the Admissions Authority for schools within the Trust and is responsible for determining the admissions policy. This policy is relevant to the following schools:

- Appleton Academy
- Baildon Glen Primary School
- Bowling Park Primary School
- Copthorne Primary School
- Cottingley Village Primary School
- Harden Primary School
- Holybrook Primary School
- Horton Grange Primary School
- Horton Park Primary School

Admissions to Bradford Alternative Provision Academy (BAPA) are managed by a separate process and BAPA has its own Admissions Policy.

1.2 Exceed Academies Trust is required by its funding agreement to comply with the School Admissions Code and the law relating to admissions, though the Secretary of State, has the power to vary this requirement where there is demonstrable need. The purpose of the School Admissions Code is to ensure that all school places are allocated and offered in an open and fair way. The School Admissions Code has the force of law and includes a requirement to comply with associated regulations and legislation attached within it.

2. Published Admission Number (PAN)

2.1 The Trust has determined the following Admission Numbers for its academies for 2024/25:

<u>Secondary Schools</u>

- Appleton Academy 180

<u>Primary Schools</u>

- Appleton Academy 50
- Baildon Glen Primary School 30
- Bowling Park Primary School 90 (60 at New Cross Street / 30 at Usher Street)
- Copthorne Primary School 60
- Cottingley Village Primary School 60
- Harden Primary School 30
- Holybrook Primary School 30
- Horton Grange Primary School 90
- Horton Park Primary School 60

2.2 The following schools also have Resourced Provision Places, which are not filled as part of these admissions arrangements; placements to the Resourced Provision will be sought through and formally approved by the Local Authority in consultation with the school, in line with the relevant specification for School Led Resourced Provision or Local Authority Led Resourced Provision as appropriate:

Secondary Schools

- Appleton Academy 20
  (secondary aged children and young people with Communication and Interaction needs including Autistic Spectrum Disorders (ASD))

Primary Schools

- Appleton Academy 12
  (primary aged children with Communication and Interaction needs including Autistic Spectrum Disorders (ASD))
- Cottingley Village Primary School 10
  (primary aged children with Social Emotional and Mental Health needs (SEMH))
- Holybrook Primary School 16
  (primary aged children with Social Emotional and Mental Health needs (SEMH))
- Horton Park Primary School 12
  (Key Stage 1 children with complex Special Educational Needs or Disabilities (SEND))

3. Application Process

3.1 Admissions to Exceed Academies Trust schools are controlled by the Co-ordinated Admission Scheme for the Bradford Metropolitan District Area.

3.2 Bradford Metropolitan District Council (BMDC) residents must apply for a place using a Common Application Form (CAF). The application should be made on the online form at www.bradford.gov.uk/admissions.

3.3 Parents/carers of children resident outside BMDC must apply using the application form/process provided by the local authority where they live.

3.4 Bowling Park Primary School
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 at point 9.1 of this policy 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'.

3.5 Appleton Academy – Secondary Admissions
Appleton Academy is an all-through school and pupils on roll in Year 6 will have an automatic right to transfer into Year 7; however, parents must still complete the online common application form listing the school as a preference.

4. Admission Arrangements

4.1 Admissions arrangements will be coordinated by the Local Authority, and parents will be required to complete a Bradford Children's Services common application form. Schools 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.

5. Nursery Entitlement

5.1 The following schools offer nursery places for pupils aged between 3 and 5 with potential capacity indicated:

- Appleton Academy — 52 part-time places
- Baildon Glen Primary School — 40 part-time places
- Bowling Park Primary School — 78 part-time places (52 New Cross St / 26 Usher St)
- Copthorne Primary School — 80 part-time places
  48 place provision for 2 year old's (Saplings)
- Cottingley Village Primary School — 52 part-time places
- Holybrook Primary School — 52 part-time places
- Horton Grange Primary School — 100 part-time places
  40 place provision for 2 year old's (2sCan)

5.2 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.

6. Nursery Admissions

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

6.2 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.

7. Reception Admissions

7.1 Children are admitted into Reception in the September following their 4th birthday. Parents can request that the date their child is admitted to the school is deferred until later in the same school year, but not beyond the term following their 5th birthday. The admission criteria will apply to all children seeking a school place, whatever their term of entry. The place offered will be held on condition that it is taken up within the same school year.

7.2 Children attending a school's nursery cannot be guaranteed a place in that school's Reception and a separate application must be made.

8. Pupils with an Education, Health and Care Plan (EHCP)

8.1 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 outlined in this policy. Children who have an EHCP which names a specific school, will be admitted to that school.

9. Oversubscription Criteria

9.1 Cottingley Village Primary School

Cottingley Village Primary School has priority admission areas; maps of these areas are attached to this policy as Appendix A or can be viewed on the Bradford Council website.

Where there are more preferences for admission to Cottingley Village Primary School than there are places available, priority will be given to children in the following order:

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 15.1)*.
2. 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 15.2*).
3. Children of members of staff *(see Note 15.3)* who:
   - have been employed at the school for two or more years at the time at which the application for admission to the school is made; or
   - have been recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.
4. Children whose home address is within the school's priority admission area* *(see Note 15.4)*.
5. All other children.

** Criterion 4 above will apply first for the whole of priority area one and then for the whole of priority area two; if there are remaining unallocated places, criterion 5 will then be applied.*

9.2 All other Exceed Academies Trust Schools

Where there are more preferences for admission to a school than there are places available, priority will be given to children in the following order:

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 16.1)*.
2. 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 16.2*).
3. Children of members of staff *(see Note 16.3)* who:
   - have been employed at the school for two or more years at the time at which the application for admission to the school is made; or
   - have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. All other children.

10. Tie Break

10.1 When demand exceeds places in any of the oversubscription criteria, the distance between the child's home *(see Note 15.4)* and the 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.

11. Multiple Birth Siblings

11.1 Where a parent of multiple births (twins, triplets etc) requests admission and only one of the siblings can be offered a place, the remaining siblings will also be offered places above the admission number.

12. Infant Class Size

12.1 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.

12.2 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.

13. Right of Appeal

13.1 Parent(s)/Carer(s) whose school application is turned down have the legal right to appeal against this decision. Details concerning how to appeal will be explained in the decision letter. In respect or Bowling Park Primary School, parents do **not** have the right to appeal for a 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.

13.2 Parents are advised that admission to Reception, Year 1 and Year 2 classes are governed by Infant Class Size Legislation (Section 1 of School Standards and Framework Act 1998) which states that Infant Classes must not contain more than 30 pupils with a single teacher. An appeal for these year groups will only be upheld if the Independent Appeals Panel finds that:

- the admission of additional children would not breach the infant class size limit;
- the admission arrangements did not comply with admission law or were not correctly or impartially applied and the child would have been offered a place if the arrangements had complied or had been impartially applied;
- that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

14. In-Year Admissions

14.1 'In-year applications' are defined as applications for admission to Reception or Year 7 which are submitted on or after the first day of the school year of admission, or applications for any other year group.

14.2 Exceed Academies Trust schools are part of the Local Authority's in-year co-ordination scheme for in-year admissions. Details of this scheme can be found online or by contacting the School Admissions Team by emailing: schooladmissions@bradford.gov.uk or by telephoning 01274 439200. Please refer to their guidance for further information: www.bradford.gov.uk/admissions

14.3 Parents or carers living within the Bradford District who would like their child to move to the school should first contact their child's current school to discuss the reasons for the transfer.

15. Notes

15.1 A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

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.

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

A special guardianship order is defined in Section 14A of the Children Act 1989 as an order appointing one or more individuals to be a child's special guardian (or special guardians).

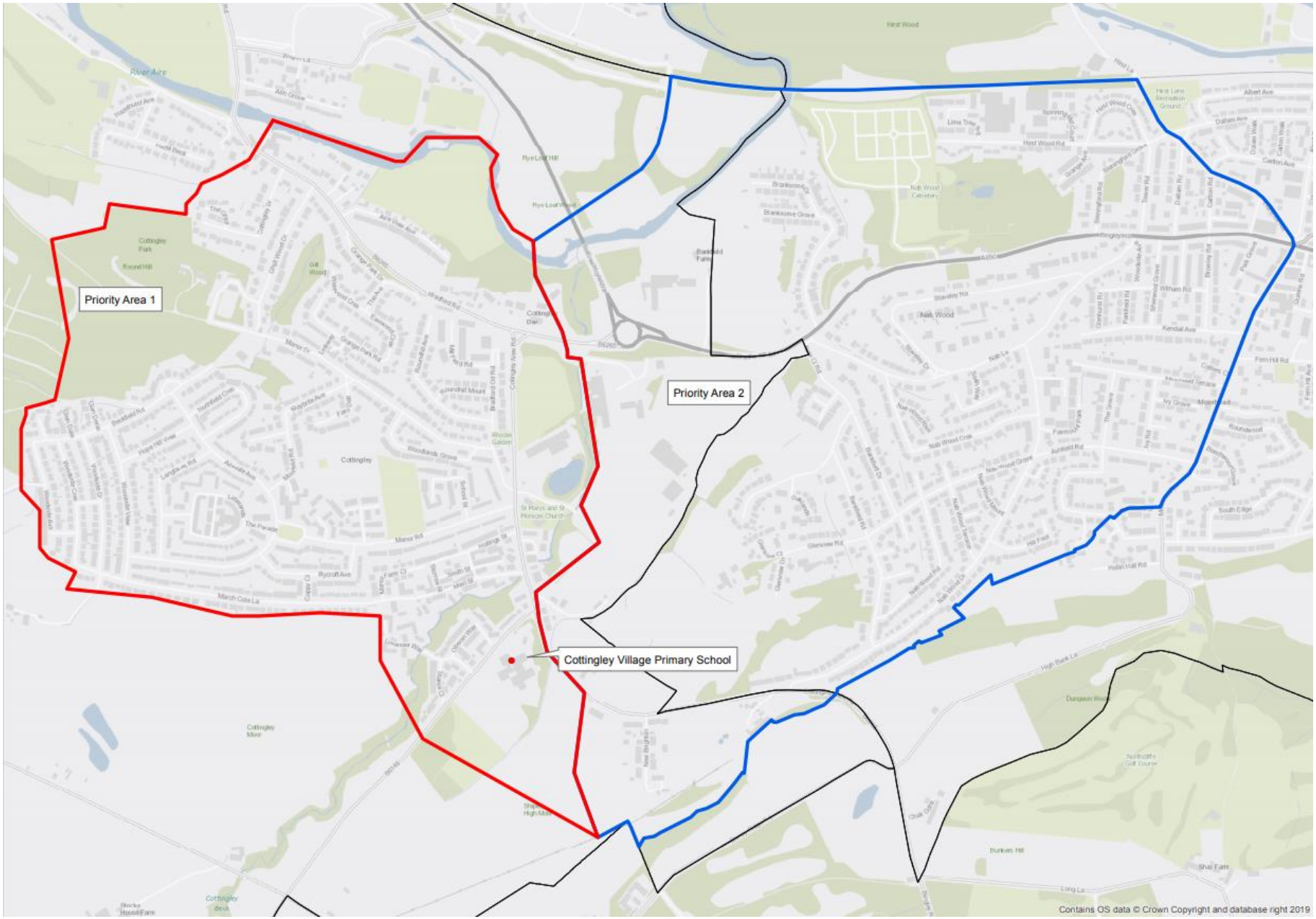
A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

15.2 The term 'sisters and brothers' refers to children who live as brother or sister with the same family at the same address, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

15.3 The term 'members of staff' refers to anyone contractually employed to work at the school at which a pupil place is being applied for.

15.4 '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 school. Proof of residency may be required at any time during or after the allocation process.

Appendix A – Cottingley Village Primary School Priority Area Maps



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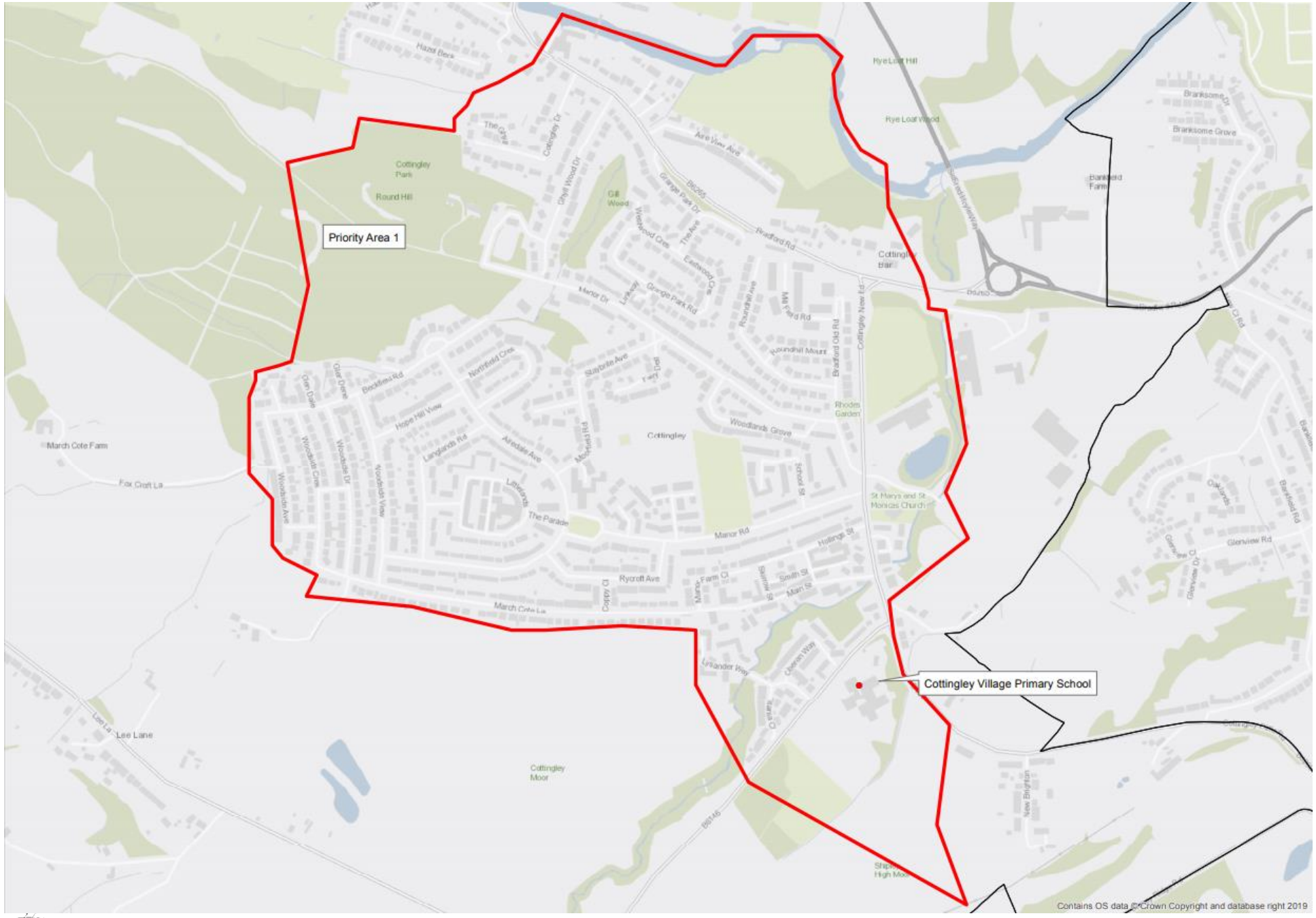
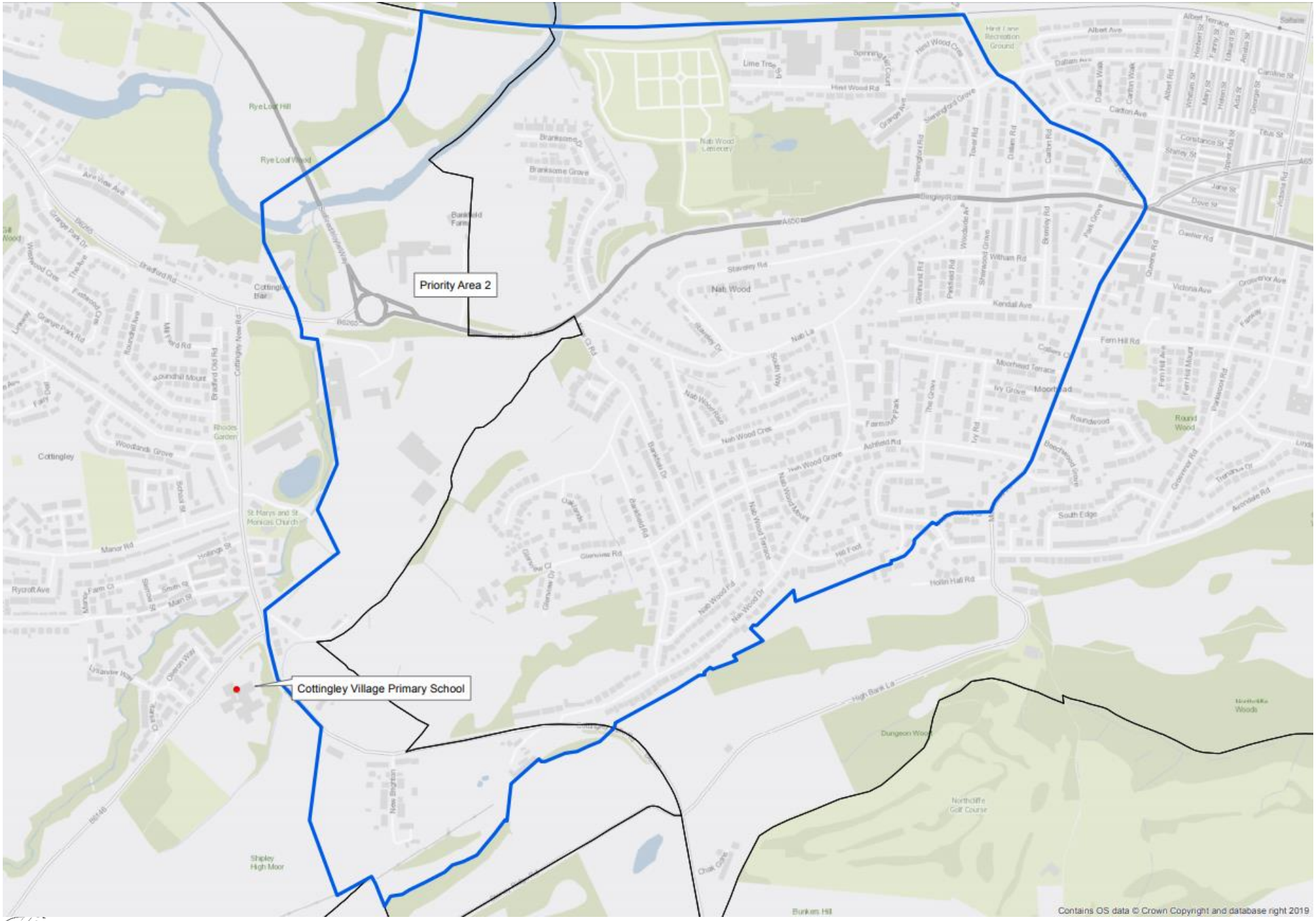


Together we Exceed


Priority Area 2
Cottingley Village Primary School
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