



# Foxhill Primary School

Telephone: 01274 882426 Fax: 01274 882106 e-mail: [office@foxhill.bradford.sch.uk](mailto:office@foxhill.bradford.sch.uk)  
Website: [www.foxhill.bradford.sch.uk](http://www.foxhill.bradford.sch.uk) Headteacher: Mrs Sarah Thomason

## Admissions Policy 2025/26

Below are arrangements for applications to the **Nursery** (P/T) and the **School** (F/T). Please don't hesitate to contact school should you require further information.

### HOW TO REGISTER INTEREST IN A PLACE AT FOXHILL PRIMARY SCHOOL

- Requests for places in the School Nursery (Part-time) should be made directly to the school or by downloading an application form from the school website. You will be asked to provide details such as your child's name, date-of-birth, your address and a contact 'phone number/ e-mail address. School will then contact you around the time of your child's third birthday to let you know if and when a place will become available should you still want it.
- Applications for a place in the School (Full-time) will be made in accordance with Bradford Local Authority's Co-ordinated Admission Scheme as published in their booklet 'A Guide for Parents about Admission Arrangements for Primary Schools'. Applications will be made on the Common Application Form. Your child is eligible to start school in the September of the school year in which s/he will become five years old. The **online application system opens mid November and the closing date is 15<sup>th</sup> January.**

### **Children with a Statement of Special Education Needs (SEN) or Education, Health and Care Plan (EHCP)**

**Children with a statement of SEN or an EHCP that names the school will be admitted to the school without reference to the oversubscription criteria below.**

Should there be more applications than there are places the following oversubscription criteria will apply to ensure that our admission number is not exceeded.

1. **Looked After Children (LAC)** and all previously looked after children, including those who appear (to the admission authority) to have been in state care outside of England but ceased to be so because they were adopted or became subject to a residence or special guardianship order (as defined in the Children Act 1989).
2. **Children for whom there is an 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.



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3. **Siblings** (this includes 'foster or adopted children', step brothers/sisters) of children in the school, who will still be on roll at the time of admission, who reside at the same address.

4. **Other children**

**Address** The address of the child used in the application must be the child's permanent home at the date of admissions. Where the child lives with parents with shared responsibility, it is for the parents to determine which address to use when applying for a primary school.

**Twins or Triplets.** Where a family of twins or triplets request admission and only one of the children can be offered a place, the remaining sibling(s) will also be offered a place(s) above the admission number.

### **Tie Break**

When demand exceeds places in any of the above criteria, 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.

### **Appeals process**

Should you not complete a form or be allocated a school other than your stated preference you will have the opportunity to appeal against that decision to an independent appeal panel. Details of this process are available on the Bradford Council website.

### **In-year admissions**

The Local Authority also coordinates admissions for all other year groups. In-year common application forms are available from the Admissions Team to request a transfer. Part1 should be completed by a parent/carer and Part 2 is then completed by the child's current school. Please ask at the academy office or contact the Local Authority Admissions Team for further details by telephone (01274 439200) or email ([schooladmissions@bradford.gov.uk](mailto:schooladmissions@bradford.gov.uk)).



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Governors at Foxhill will review the Admissions Policy annually and will consult on their admissions arrangements every seven years or earlier if any changes requiring consultation, as outlined in the School Admissions Code of Practice, are proposed.

Please note that a place in nursery does not guarantee a place, later, in our school; nor does a place in nursery here oblige you to apply for a place in our school.

If you do not complete a form you will not be considered for a place at the school. If you are allocated a school other than your stated preference you will have the opportunity to appeal against that decision to an independent appeal panel. Details of this process will be available on request at the appropriate time.

<i>Reviewed</i>	September 2023
<i>Approved at the Governors meeting on</i>	21 <sup>st</sup> September 2023
<i>Signed: Chair of Governors</i>	R Hainsworth
<i>Date of next Review</i>	September 2024