Heaton St. Barnabas' CE (VA) Primary School

Policy For

Admissions 2022 / 23

This policy was approved by Curriculum Committee

Position: Chair of Curriculum Committee

This policy will be reviewed in Summer 2022

Heaton St. Barnabas' C.E. (V.A.) Primary School
Admission Policy 2022/2023

This document is a statement of policy, principles and procedures for determining allocation of places at Heaton St. Barnabas' C.E. (Aided) Primary School. As the school is a Voluntary Aided School, the governing body of the school is the admissions authority. The governing body is responsible for determining the admissions policy, including criteria for allocating places where the school is over-subscribed. **The admission number for each school year is 60 places**. There is a statutory limit on infant class sizes which means that this number cannot be exceeded in Reception, year one or two.

However, there are exceptions to this;

a) twins and multiple births,
b) Children Looked After
c) children of UK service personnel arriving after the offer day.
d) Children with SEN stating HSTB as their selected school (if the school has the capacity, staffing and Resources required).

These will be considered by the School and Governing body.

Rationale

Heaton St Barnabas' Primary School is a Church of England Voluntary Aided school. The school serves a diverse population from a variety of ethnic backgrounds, faiths and cultures. The whole school community particularly values the rich diversity represented in our school. Respect for everyone underpins all aspects of life at Heaton St Barnabas'.

Most parents who apply for places at our school do so because they value the Christian ethos and the ethnic and religious mix within the school. When governors undertook the review of the admissions policy they were concerned to take this into account.

The school has a strong Christian ethos through which we encourage the development of strong spiritual, social and moral values. These values are common to all major faiths. In order to ensure, where possible, a good mix of faiths and cultures, governors will seek to allocate a number of places to each major faith.

The aims of the policy are:

- **to maintain the Christian ethos of the school**
- **to maintain a religious and cultural mix in order to assist in promoting social cohesion in the wider community.**
- **to serve the families of the local area**

When allocating places, governors will firstly give these to children in Local Authority 'looked after' care and then consider children who have a statement of Special Educational Need which nominates the school (if the school has the capacity and facilities). Once these are allocated the remainder of the 60 places will be allocated to children of Christian families through the criteria listed below, and shared equally between the other five major faiths, again as per the criteria below. Where there are more applicants who qualify within any criterion than places available, preference will be given in the order of criteria 4, 5 and 6 overleaf. A child with a statement of special education need stating Heaton St Barnabas has an automatic right of a place at the school **as long as the school has the capacity and facilities to do so**. This is not part of the oversubscription criteria.

(The School Admissions Code changed the 'looked after children' criterion to: 'Children looked after' and children who are looked after and have become subject to an adoption, residency or special guardianship order. It is permissible within the School Admissions Code to make looked after children an oversubscription priority, one within each of the two proportions should governors decide to do so.)

Criteria for Admission

Where demand exceeds the number of places available the following criteria will be used:
Places for children from Christian* families. The remaining places shall be shared equally between children from families of the five other major faiths which include Buddhism, Islam, Judaism, Hinduism and Sikhism (6 places for each faith)

<table>
<tr><td colspan="2">Looked after children……</td></tr>
<tr><td>Church Places</td><td>Remaining places for other five major faiths</td></tr>
<tr><td>1. Applications from families who attend Christian worship</td><td>Buddhism
Islam
Judaism
Hinduism
Sikhism</td></tr>
<tr><td>2. Applications from families where at least one parent/guardian/carer or the child has been baptised…..</td><td></td></tr>
<tr><td colspan="2">3. Applications from families who live within the school's defined priority area…..</td></tr>
<tr><td colspan="2">4. Applications from families living nearest to the school</td></tr>
<tr><td colspan="2">5. Siblings……</td></tr>
<tr><td colspan="2">6. When the offer of places to all applicants in any of the above categories would lead to over-subscription, places will be offered on the basis of the distance from the main entrance of child's home to the main entrance of the school</td></tr>
</table>

The first two criteria will be used in order of priority to determine the allocation of the Christian places and the third criterion will determine the allocation of places for children of other faiths. Applications for places under faith criteria must be supported by the evidence detailed in italics:

1. Looked after children, or adopted children, those with a residency order and those with special guardianship.

2. Applications from families who attend Christian Worship.
   Please supply a supporting letter, with official stamp, from the minister of the church which you attend. ***Due to COVID and closure of places of worship please read the additional letter with regards to this****.*

3. Applications from families where at least one parent/Guardian/carer or the child has been baptised, dedicated or blessed.
   Please supply original certificates or a letter, with an official stamp, from a minister.

4. Applications from other major faiths 6 places for each major faith.
   Please state your faith group on the application form and supply a supporting letter with official stamp from a person in authority ***at your place of worship****.*

Any places remaining from the faith proportion will become the non-faith proportion. These places will be allocated according to the following criteria, identified from the application form, in the following order of priority:

5. Applications from families who live within the school's defined priority area

6. Other applications from families living nearest the school;
Evidence confirming legal parent(s)/guardian(s) home address may be required. Any one of the following original documents would be accepted: Council tax bill, child benefit letter or benefit book, utility bill

7. Sisters and brothers of children on roll at the school who will still be attending the school at the date of admission

When the offer of places to all applicants in any of the above categories would lead to over-subscription, places will be offered on the basis of the distance from the main entrance of child's home to the main entrance of the school building, being measured in a straight line.

Christian is defined as: a Church which is a member of the Council of Churches of Great Britain and Ireland or of other Churches listed by the Diocesan Board of Education
****Home address is the permanent address of the child's legal parent/guardian***

Procedures for admission into the reception year

Children are normally admitted into the reception year in the year of their 5th birthday. For the purposes of admission to school the admission year begins on 1st September before a child's 5th birthday.

The school adheres to the common timetable for admissions within the Bradford District. This can be found in the LEA admissions booklet.

Entitlement

This school will consider providing for the admission of all children in the September following their fourth birthday. Parents may request:

a) that the date their child is admitted to the school is deferred until later in the school year or until the term that the child reaches compulsory school age in that school year;
b) that their child attends part-time until the child reaches compulsory school age.

Where parents wish to request option **a** or **b** above, the date and pattern for admission to school should be agreed with the school before 1st May 2021 and is solely at the discretion of the headteacher.

Application Process

Parents wishing to apply for a place at Heaton St. Barnabas' School must:

1. Complete the common application form which is available from Bradford Council or complete the on-line application form available at www.bradford.gov.uk/onlineschooladmissions

2. The form for new reception pupils should be returned to Bradford Council School Admissions by **15th January 2022 (www.bradford.gov.uk/admissions)**

If applying for a faith place:

3. Provide baptismal certificates or the required supporting evidence detailed above **from your place of worship**. This evidence should be returned to the school by the **15 January 2022**

Procedure for admission into other year groups

Applications should be made using the local authority common application form.
Parents should note that, in line with local agreements children will not normally be allowed to transfer between schools in the local area other than at the beginning of a school term unless the family has moved into the area of the school.

Where the number of applications for a year group exceeds the number of places available the criteria above will be applied to the applications in the given order. Offers of places will be confirmed in writing when the transfer date has been agreed with the child's previous school. Parents should apply directly to Local Authority for in-year transfers.

Appeals

Where parents are not allocated a place at the school they have the right of appeal to an independent panel against the decision of the governing body. Appeals should be made in writing and addressed to:

Clerk to the Appeal panel
Committee Secretariat
City Hall, Bradford, BD1 1HY

(A timescale of 14 days from receipt of the notification that a place is not being offered at the school will be notified to parents.)

Waiting List - A waiting list will be maintained for at least the remainder of the Autumn Term but we would maintain until the end of the academic year for which the application is made, in order to facilitate in-year admissions.