



# **Heaton St. Barnabas' CE (VA) Primary School**

**Policy For**

# **Admissions**

# **2026 / 27**

**This policy was approved by the Chair of Governors**

**11<sup>th</sup> March 2025**

**Signed.....**

# **Heaton St. Barnabas' C.E. (V.A.) Primary School**

## **Admission Policy 2026/2027**

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 that will be considered by the School and Governing body.

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- a) Multiple Births** - Where a parent 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.
- b) 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 arrangement order or special guardianship order) immediately following having been looked after and 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. (in accordance with 1.8 School Admissions Code of Practice)
- c) Children of UK service personnel** arriving after the offer day.
- d) Pupils with an Educational Health 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 HSTB as a specific school, will be admitted to the school if the child's needs are able to be met.

### **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 diverse religious and cultural school 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 an EHCP (Educational Health Care Plan) 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 an EHCP 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.

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 arrangement order or special guardianship order) immediately following having been looked after and 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. (in accordance with 1.8 School Admissions Code of Practice)

## **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 other major faiths and no faith.

<b>Church Places</b>	<b>Remaining places for other five major faiths</b>
1. Applications from families who attend Christian worship	Buddhism Islam Judaism Hinduism Sikhism No Faith
2. Children Looked After	
3. Siblings - this 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. Applications from families living nearest to the school	

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. Applications from families who attend Christian Worship.

*Please supply a supporting letter, with official stamp, from the minister of the church which you attend.*

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.*

2. Looked after children, or adopted children, those with a Child Arrangements Order and those with special guardianship Order.
3. Siblings - 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.

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:

4. Other applications from families living nearest the school;

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.

*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*

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 5<sup>th</sup> birthday. For the purposes of admission to school the admission year begins on 1<sup>st</sup> September before a child's 5<sup>th</sup> 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 if there are specific SEND needs.

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 1<sup>st</sup> May 2023 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 Bradford Council common application form which is available on-line at [www.bradford.gov.uk/onlineschooladmissions](http://www.bradford.gov.uk/onlineschooladmissions)
2. The form for new reception pupils should be returned to Bradford Council School Admissions by **15th January 2026 (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 2026**

### **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. [http://www.bradford.gov.uk/bmdc/education\\_and\\_skills/schools/school\\_admissions](http://www.bradford.gov.uk/bmdc/education_and_skills/schools/school_admissions)

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. Appeal forms can be downloaded from [www.bradford.gov.uk/education-and-skills/school-admissions/make-an-appeal/](http://www.bradford.gov.uk/education-and-skills/school-admissions/make-an-appeal/) or can be requested from the Admissions Team Tel. 01274 439200

(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.