



**Hill Top CE**

Primary School & Nursery

**ADMISSION POLICY  
STATEMENT (2023 - 24)**

Children are admitted to Hill Top C of E Primary School (Reception) on a full-time basis from the beginning of the school year in which they become five. Parents do have the right to take up the place on a part-time basis or to defer entry until the child is of statutory school age. A child becomes of compulsory school age when he or she reaches the age of five and must start school in the term following his or her fifth birthday (unless a child is educated otherwise).

The school admission number is 30.

### **Special Educational Needs**

The admission of pupils with an Education Health and Care Plan is dealt with by a completely separate procedure and such children will be admitted to the school named on the statement.

If the number of applications for Hill Top exceeds the number of places available, priority will be given to children in the following categories:

**1** Looked after children and all previously looked after children, including those children who appear (to the admissions 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 order or special guardianship order.

**2** Brothers and sisters of children resident at the same address who are at present on roll at the school and will still be attending the school at the time of application. (see notes below)

**3a)** The children of parents/guardians who are practising members of the Church of England or other Christian denominations and whose home address is within the Parish of Holy Trinity. (Parents will need to ask their minister/pastor to provide a confidential reference which is attached to the supplementary information form) (see notes below)

**3b)** The children of parents/guardians who are practising members of the Church of England or other Christian denominations and whose home address is beyond the traditional Parish of Holy Trinity but whose family have a sustained (a minimum of two years) and committed relationship with Holy Trinity Church. (Parents will need to ask their minister/pastor to provide a confidential reference which is attached to the supplementary information form) (see notes below)

**3c)** Children of parents who are members of the Church of England or other Christian denominations for whom the preferred school is the nearest Church of England school to the home address. (Parents will need to ask their minister/pastor to provide a confidential reference which is attached to the supplementary information form)

A copy of the parish of Holy Trinity is attached to this policy.

**4** Children with special medical or social reasons for admission and where a place at Hill Top Church of England Primary School is deemed essential by an appropriate independent professional written recommendation

**5** All other children

#### Tie breaker

When demand exceeds places in any of the above criteria, the distance between home and school, measured by a straight line, from the main entrance of the home to the main entrance of the school building, will be used to decide who is given a place; those living nearest being given the available places. In the event of a tie, a random allocation will take place.

## Notes

1. Sisters and brothers refer to children who reside 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.
2. "Resident" refers to the pupil's permanent home at the time of admission. Where two people, both of whom live at separate addresses hold parental responsibility, it is for the parents to determine which address is to be used for the allocation.
3. The Holy Trinity Parish boundary can be viewed by following this link:  
<https://www.achurchnearyou.com/church/6102/>
4. If a twin or one or more children from multiple births are offered place(s), siblings will also be offered places even if this takes the school beyond the school admissions number.

## Application Procedure

(Please note all dates are in common with the Local Authority Admissions Scheme)

Parents wishing to apply for a place at Hill Top CE Primary School must:

- \* Complete the common application form which is available from the school or Local Authority and this should be returned to the school or to Local Authority by the deadline date of 15 January each year.
- \* If applying on faith grounds (criterion 3 above), complete the supplementary information form which is available from the school (and attached in Appendix A) and which should be **returned directly to the school** by the Friday before 15 January each year.
- \* On the prescribed date Local Authority will return to Hill Top an Excel spreadsheet containing all the information that the parent has written on the form relating to Hill Top from all those who have indicated Hill Top as a preference.
- \* The Governors will then apply the admission criteria to the returned forms.
- \* On the prescribed date the Governors will return to Local Authority a list, in rank order, with details of the admission criteria met, those children who will be offered a place.

## Offer of Places

On 16 April 2023, Local Authority will write to all parents informing them of the allocated school place.

## Waiting List

The Local Authority will establish a waiting list for children not offered a place. The list will be made up of any parent who appeals for a place or who indicates that they want to be placed on the list without an appeal. The list will be kept for the rest of the academic year for which application was made. This list will be maintained in the order of the admission criteria and not when a name is entered on the list.

Once the allocation letters have been sent out by Local Authority, on behalf of Hill Top CE Primary School, any questions about waiting lists should be made to the school.

### **Casual Admissions and Transfers (In year)**

We actively encourage all applicants for admission to Hill Top CE Primary School outside the normal admission round to be made in consultation with the Headteacher.

In-year applications should be made on the Local Authority's (LA) common application form which should be returned to the LA's Admissions Team. If applying on faith grounds, however, parents will also need to complete the school's supplementary form which should be returned to the school. If a place is available, governors will offer the place. If no places are available at the time of application, parent(s) / carer(s) will be informed of this and invited to be placed on the school's waiting list. The waiting list is maintained in the order of the oversubscription criteria above.

Parents/carers will be informed of the outcome of the application by the LA, on behalf of the Governors.

Parents, who wish their child to transfer to a different school once he or she has started, should discuss this with the child's current Headteacher. Transfers can only normally take place at the start of a full term, unless there are special reasons.

### **Right of Appeal**

Parents have the right of appeal if they have been refused entry into Reception during the allocation process or to any other year group. Second or subsequent appeals will not be considered within the same academic year unless there has been a significant change in circumstances such as a house removal.

# Appendix A

**Supplementary Application Form for Entry into  
Hill Top CE Primary School**

**To be completed by Parent / Guardian**

And returned directly to Hill Top CE Primary School, Common Road, Low Moor, Bradford BD12 0TL

**Your child**

Full Name \_\_\_\_\_ Sex (M/F)

Date of Birth \_\_\_\_\_

Parent(s) Names \_\_\_\_\_ & \_\_\_\_\_

Permanent Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does your child have an Educational and Health Care Plan, with Hill Top CE Primary as the named school?  
\_\_\_\_\_

Is your child in public care, i.e. looked after by a local authority? \_\_\_\_\_

**Brothers or Sisters Already at Hill Top CE Primary School**

Do you have a child currently at Hill Top CE Primary School? \_\_\_\_\_

Will they still be there when your child is eligible for entry into school? \_\_\_\_\_

Names(s) \_\_\_\_\_ Class(es) \_\_\_\_\_

**Links with the Holy Trinity Church**

This section must be completed (if applicable)

What are your child's link with this church? \_\_\_\_\_

**Please indicate when and in what capacity your child attends Holy Trinity:**

	Most weeks	About once a month	Occasionally	Never
Regular Services				
Parade Services (Brownies, Cubs)				
Other involvement in Church Community				

What are your links with this church? \_\_\_\_\_

If you wish to be considered for admission on the grounds of your Christian faith, the attached form should be completed by your minister and returned directly to the school by 15<sup>th</sup> January 2023.

I apply for my child to be admitted into Hill Top CE Primary School in the Academic Year beginning September 2023.

Signed \_\_\_\_\_ Parent / Guardian Date \_\_\_\_\_

**Hill Top CE Primary School**  
**Confidential Church Reference**

**To be completed by Church Minister**

And returned directly to Hill Top CE Primary School, Common Road, Low Moor, Bradford BD12 0TL

**Child's Name** \_\_\_\_\_

Parents Names \_\_\_\_\_ & \_\_\_\_\_

**To the best of your knowledge the child attends: (please indicate as appropriate)**

	Most weeks	About once a month	Occasionally	Never
Regular Services				
Parade Services (Brownies, Cubs)				
Other involvement in Church Community				

Length of time involved with Holy Trinity (or other churches) to your knowledge \_\_\_\_\_ Years / months

Further details (please continue overleaf if necessary)

**To the best of your knowledge the parent/parents/carers attend: (please indicate as appropriate)**

	Most weeks	About once a month	Occasionally	Never
Regular Services				
Parade Services (Brownies, Cubs)				
Other involvement in Church Community				

Length of time involved with Holy Trinity (or other churches) to your knowledge \_\_\_\_\_ Years / months

Further details (please continue overleaf if necessary)

**Clergy Recommendation (please indicate as appropriate)**

Strongly recommended	
Recommended	
Unsure	
Unable to recommend	

Signed \_\_\_\_\_ Vicar / Minister of: \_\_\_\_\_

Name \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your kind assistance