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Approved by:	Holycroft LGB
Responsibility of:	Headteacher
Trust or School Policy:	School

Holycroft Primary School Admissions Policy 2025-26

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1. Statement of intent

- 1.1. This policy sets out the admissions arrangements for Holycroft Primary School.

2. Legal Framework

- 2.1. This policy has due regard to the Schools Admissions Code 2021.

3. Duties and Responsibilities

- 3.1. Northern Star Academies Trust is the admissions authority for all schools within the Trust. The Board of Trustees is responsible for setting an admissions number for each relevant age group.
- 3.2. The Local Governing Body is responsible for ensuring that admissions arrangements are compliant with the relevant legislation and guidance.
- 3.3. Bradford Local Authority manages and co-ordinates the admissions process, including in-year admissions, on behalf of Holycroft Primary School.

4. Applying for a Place at Holycroft Primary School

- 4.1. Parents who wish to apply for a place should do so online at: <https://www.bradford.gov.uk/education-and-skills/school-admissions/apply-for-a-place-at-one-of-bradford-districts-schools/> or by contacting the Admissions Team on 01274 439200.
- 4.2. The Published Admission Number (PAN) is 45.
- 4.3. If no more than 45 applications are received for admission into reception class, all applicants will be offered a place.

5. Entitlement

- 5.1. 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.
- 5.2. Children are admitted into Reception in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the term in which the child reaches compulsory school age. Parents can request that their child takes up the place part-time until the child reaches compulsory school age. The admission criteria will apply to all children seeking a school place, whatever their term of entry. The place offered will be reserved on condition that it is taken up within the same school year.
- 5.3. Admissions of summer born children may be deferred to the following September but in those cases children may be offered a place to enter Year 1 unless an application has been made and agreed by the LA or the admitting authority in advance. The Local

Authority will consider any application for a deferred entry into Reception of summer born children for the September following their fifth birthday. Such requests will be considered in accordance with the Local Authority's 'Guidance on the admission of summer born children' and DfE Advice.

- 5.4. Children attending a school's nursery are not guaranteed a place in the reception class and a separate application must be made.

6. Pupils with an Education, Health and Care Plan

- 6.1. 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 below.
- 6.2. Children who have an EHCP which names a specific school, will be admitted to that school.

7. Tie Break

- 7.1. When demand exceeds places in any of the following policies, 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.

8. Multiple Births

- 8.1. Where a parents 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.

9. Oversubscription criteria

- 9.1. Where the number of preferences for a school exceeds the number of places available, priority will be given to children in the following categories:
 - The highest priority for admission if the school is oversubscribed will be given to a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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 2)
 - Children who have **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.

- 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 3*).
- All other children.

10. Notes

- 10.1. A '*looked after child*' is a child who is in the care of the local authority, or being provided with accommodation by a local authority in the exercise of their social services functions. A previously '*looked after child*' who is no longer looked after, in England and Wales, because he/she is the subject of an adoption, special guardianship or child arrangements order which includes arrangements relating to with whom the child is to live.
- 10.2. A '*previously looked after child*' who has been in '*state care*' outside of England and Wales, accommodated by a public authority, a religious organisation or any other organisation the sole or main purpose of which is to benefit society and legally adopted.
- 10.3. 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.
- 10.4. '*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 primary school. Proof of residency may be required at any time during or after the allocation process.

11. Admissions Appeals

- 11.1. Any applicant refused a place at a school of their choice has a right of appeal to an independent appeal panel.
- 11.2. An appeal form should be automatically sent out by the Local Authority if a preferred place is refused. However, a request for an appeal applications form can be made by contacting the Clerk to the School Admissions Appeals Panel at the Local Authority.
- 11.3. Holycroft Primary School uses the services of the Bradford Local Authority to manage appeals, and you can find more information about the appeals process here: <https://www.bradford.gov.uk/education-and-skills/school-admissions/make-an-appeal/>

12. Withdrawing an offer of a place

- 12.1. In accordance with the School Admissions Code, the school may withdraw the offer of a school place where false evidence is received in relation to sibling connections or place of residence.

13. In Year Admissions

- 13.1. If a child is already at school and the parent/carer wishes to transfer to Holycroft Primary Academy, they must first contact the Local Authority and follow the advice given by them. Parents who wish to apply for a place should do so online at: <https://www.bradford.gov.uk/education-and-skills/school-admissions/in-year-applications/> or by contacting the Admissions Team on 01274 439200.

14. Equal Opportunities

- 14.1. Holycroft Primary Academy is an equal opportunities school and, as such, our admissions procedure will not, either directly or indirectly, unfairly discriminate an applicant from a particular social or racial group, or a child with a disability or special educational need, or any other protected characteristic.

15. Monitoring and review

- 15.1. On an annual basis, the admission arrangements outlined in this policy will be formally reviewed and agreed, even if no changes have been made.
- 15.2. The admission arrangements outlined in this policy must also be consulted on at least every 7 years, even if no changes have been made throughout this period.