



Idle Church of England (Aided) Primary School

Boothroyd Drive, Idle, Bradford BD10 8LU, West Yorkshire.

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"Jesus came

to give Fullness of Life"

John 10 v 10

The Admissions Policy of the Governors of Idle Church of England Voluntary Aided Primary School For pupils admitted to school September 2023 – July 2024

The number of new children we can accept each year is 60 if there are more applicants than places available, the Governors, who are the admissions authority for the school, will operate the following oversubscription policy.

The admission of pupils with a statement of special educational needs or education, health and care plan is dealt with by a separate procedure. Such children will be admitted to the named school without reference to the oversubscription criteria below. This is a statutory entitlement under S.324 of the Education Act 1996.

Outside the normal admissions round, the Local Authority's Fair Access protocol will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups.

If the number of **applications** received exceed the number of places available, the following criteria will be used to determine the children who can be admitted:

In order of priority:

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. A brother or sister who will still be attending the school on the expected date of admission ('brother or sister' includes step brother / sister/ adopted children / foster sibling living at the same address)
3. Faith based or 'Church Places' category
 - a. Children who are frequent worshippers at Holy Trinity Church, Idle. (A frequent worshipper is one who attends worship*¹ at least twice a month or more for the last two years*³ prior to the National closing date for Primary school)
 - b. Children who are frequent worshippers at other churches within the parish boundaries of Holy Trinity church, Idle, and Children whose home address*² is within the parish boundaries of Holy Trinity church Idle who are frequent worshippers at other churches which may be in or out of the parish boundary. (A frequent worshipper is one who attends worship*¹ at least twice a month or more for the last two years*³ prior to the National closing date for Primary school)
 - c. Children who are regular worshippers at Holy Trinity Church Idle. (A regular worshipper is one who attends worship*¹ at least once a month or more for the last two years*³ prior to the National closing date for Primary school)
 - d. Children who are regular worshippers at other churches within the parish boundaries of Holy Trinity church, Idle, and Children whose home address*² is within the parish boundaries of Holy Trinity church Idle who are regular worshippers at other churches which may be in or out of the parish boundary. (A regular worshipper is one who attends worship*¹ at least once a month or more for the last two years*³ prior to the National closing date for Primary school)

The **attended Church** must be either: a member of 'Churches Together in Britain and Ireland'; a member of the 'Evangelical Alliance', or able to fully subscribe to a 'Trinitarian Christian Creed'. A confidential Church reference from the Minister will need to be completed to support your application. When applying for a place on grounds of faith the Supplementary Information form must be completed in addition to the Local Authority common application form. (See note 3 of Admissions Process). (Confirmation of affiliation or creed should be obtained from your Minister or Vicar)

*¹'**Worship**' can mean weekday activities organised by the church that include an element of Christian worship.

*²'**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.

*³'**Two years**' in this policy means that if the child has moved place of worship within the two years, the previous place of worship can be used but this must be evidenced by another confidential church reference.

4. Children of staff at Idle CE (A) primary school who have been employed at the school for two or more years at the time of application, or are recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Other children

When demand exceeds places in any of the following 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 equal distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection.

Where the parents of children 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.

*²'**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.

Waiting List

Where an applicant is refused a place, the parent may request that the application be held on a waiting list for the remainder of the school year for which application was made. The allocation of places, if vacancies arise, will be in line with the above order of priority and not on the basis of how long the application has been registered.

For Applications to Reception Year,

Parents may request:

- Taking up the place on a part time basis
- Deferring taking up the place until the beginning of the term following the child's fifth birthday or the beginning of the summer term, whichever comes first. Parents may not defer a place beyond the beginning of the summer term.

THE ADMISSIONS PROCESS:

Parents wishing to apply for a Reception place at Idle Church of England Voluntary Aided Primary School:

1. Must complete the **COMMON APPLICATION FORM**, which is available either from the Local Authority or from the School.

This should then be returned directly to the Local Authority by the National closing date for Primary school places which will be midnight on 15th January 2023

Online applications can also be made by logging onto www.bradford.gov.uk and selecting 'Online School Admissions'.

2. Must, when applying on Faith grounds, complete the **SUPPLEMENTARY INFORMATION FORM** which is available from the school or the school website.

This should be **returned directly to the school** by the National closing date for Primary school places which will be midnight on 15th January 2023.

3. When you are applying to Idle Church of England Voluntary Aided Primary School on Faith grounds you will be asked to provide a completed **Confidential Church reference form** from your Minister.

The confidential Church Reference form **for your Minister to complete** is available from the school, and will also be sent to you by the school with your invitation to our Open morning. This takes place during the November prior to the allocation of places.

N.B. It is the Parent's responsibility to ensure the Minister has returned the form to the school and that the school is in receipt of the completed form before the national closing date.

4. The letter offering your child a Primary School place will be sent out from the Local Authority on behalf of the Governors on the National Primary School offer day which will be 17th April 2023

In-year application:

In-year applications will be co-ordinated by Bradford LA on behalf of the Governors. Parents should complete the in year application form on our website and send this to Bradford Council.

APPEALS:

The deadline for Appeals for Admission to School in September 2023 should be returned to the Local Authority by 16th May 2023

Appeals received by the deadline date will be heard within 40 school days during June, July and by 25th July 2023 at the latest, in accordance with the Schools Appeals Code of Practice.

Annexe 1

SUPPLEMENTARY INFORMATION FORM FOR ENTRY INTO

IDLE CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL

TO BE COMPLETED BY PARENT / GUARDIAN and returned directly to:

Idle Church of England Voluntary Aided Primary School, Boothroyd Drive, Idle, Bradford BD10 8LU

YOUR CHILD: Full Name:..... Sex (M/F)

Date of Birth:.....

Permanent Address:.....
.....
.....

Tel Number:..... Mobile:.....

BROTHERS OR SISTERS ATTENDING IDLE CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL ON THE EXPECTED DATE OF ADMISSION:

Do you have a child at school: YES/NO

Name:..... Class.....

Name:..... Class.....

LINKS WITH THE CHURCH: Please complete if applying for a place under Category 3 (church Places)

Your religious denomination.....

Your Church's name and address:.....

What are your child's links with this church?.....

What are your links with this church?.....

The Governors Admission Committee will use the above information and the Confidential Church reference to assist them in their decision making process and may contact your Minister or Vicar for verification.

I would like to apply for my child to be admitted to Idle Church of England Voluntary Aided Primary School in the Academic Year beginning September 2023.

Signed:.....Parent/Guardian

Date:.....

CONFIDENTIAL CHURCH REFERENCE

**ONCE COMPLETED, YOUR CHURCH MINISTER SHOULD RETURN THIS FORM DIRECTLY TO:-
Idle C of E (A) Primary School, Boothroyd Drive, Idle, Bradford, BD10 8LU**

(NB: It is the parent’s responsibility to ensure that the minister has returned the form to school and the school is in receipt of the completed form before the national closing date)

SECTION 1 – To be completed by Parent / Guardian

Child’s Full Name.....

Parent’s / Guardian’s full name (s).....

Address and contact telephone number.....

Please indicate as appropriate

Over a minimum period of the last 2 years, our FAMILY including the above CHILD has attended:

Church Services	Frequently (Twice a month) <input type="checkbox"/>	Regularly (Monthly) <input type="checkbox"/>	Other Christian worship based activity organised by the church. Activity Name	Frequently (Twice a month) <input type="checkbox"/>	Regularly (Monthly) <input type="checkbox"/>
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SECTION 2 – To be completed by Church Minister.

Please tick the appropriate box after reading the notes at the foot of the page

I can confirm that.....

- The family including the above child is a “frequent worshipper” at my church. i.e. worships* at least twice a month or more frequently for the last 2 years
- The family including the above child is a “regular but not frequent worshipper” at my church, i.e. worships* at least monthly for the last 2 years
- The family including the above child do not meet the above criteria, or are not known to me

NOTES TO MINISTER – Please read before completing this form

- 1. *’Worship’ can mean weekday activities at your church that include an element of Christian Worship**
- 2. The frequency of worship* should be determined over a two year period. If the applicants are new to the area, applicants will also need to contact the Minister of their previous church who will also need to fill in a confidential reference**

Signed..... Vicar / Minister of.....

Name..... Date

I confirm that my church is affiliated to ‘Churches Together in Britain and Ireland,’ a member of the ‘Evangelical Alliance’ or fully supports a ‘Trinitarian Christian Creed’

THANK YOU FOR YOUR ASSISTANCE

Annexe 3

City of Bradford Metropolitan District Council – Children’s Services Fair Access Protocol for Children and Young People

Purpose

This Protocol will ensure that school places for maintained schools and Academies are allocated and offered in an open and fair way. Outside the normal admissions round, unplaced children (especially the most vulnerable), must be offered a place at a suitable school as quickly as possible. It is recognised that this will have a significant impact on attendance and consequently how well young people perform at all levels of learning.

The School Admission Code which came into force on 1st September 2021 includes amendments to the mandatory categories of the Fair Access Protocol and timescales for admission. The Protocol must be agreed by the majority of schools and academies and all schools and academies must participate.

The Protocol will be used when an ‘eligible’ child or young person has not secured a school or academy place under the in year admission procedures. The aim is to secure a place at a suitable school or academy as quickly as possible. Where it has been agreed that a child will be considered under the Fair Access Protocol, a school place must be allocated for that child within 20 school days. Once they have been allocated a school place via the Fair Access Protocol, arrangements should be made for the child to start at the school as soon as possible. The Protocol will also ensure that no school or academy, including those with available places, is asked to take a disproportionate number of children and young people who have been excluded from other schools or academies or who have challenging behaviour.

Once it has been agreed that a child or young person should attend a named school or academy that school or academy must be accountable for that person. There is a collective responsibility to ensure the safeguarding of all young people and we must work together to protect them and act in their best interests. Every young person will be made an offer of an educational place if an accessible educational place does not already exist.

The Process

The Fair Access Protocol must be agreed with the majority of schools in Bradford and all Admission Authorities must participate in it to ensure that children and young people are allocated a school place quickly.

The operation of the Protocol is triggered when a parent of an eligible child has not secured a school place under in-year admission arrangements.

Where an admission authority receives an in-year application for a year group that is not the normal point of entry and it does not wish to admit the child because it has good reason to believe that the child may display challenging behaviour, it may refuse admission and refer the child to the Fair Access Protocol. This is only relevant to an admission authority if it has a particularly high proportion of either children with challenging behaviour or previously permanently excluded pupils on roll compared to other local schools, and it considers that admitting another child with challenging behaviour would prejudice the provision of efficient education or the efficient use of resources. Any refusal must demonstrate that the admission authority meets this provision.

The provision cannot be used to refuse admission to looked after children, previously looked after children; and children who have Education, Health and Care Plans naming the school in question (Note 1)

Admission Authorities must not refuse to admit a child thought to be potentially disruptive, or likely to exhibit challenging behaviour, on the grounds that the child is first to be assessed for special educational needs.

No school will be asked to take a disproportionate number of children who have been excluded from other schools or who have challenging behaviour.

A list of children and young people that are ‘eligible’ to be considered is contained at the end of the Protocol.

The Secondary Protocol will be administered through three Fair Access Panels that are based on the geography of Bradford. The operation of these Panels is described below.

The Primary Protocol will be administered through Fair Access Panels that are based on local admissions areas. The operation of these Panels is described below.

Panels will meet every two weeks to ensure that children are admitted to school within mandatory timeframes. Panels will be cancelled in the event there are no children to place.

Membership of the Fair Access Panels

The Secondary and Primary Panels consist of Chair and Vice Chair of the Fair Access Panel, Headteachers, or their representatives, and the Local Authority representative. Other Council officers attending will be from teams within Children's Services – Education & Learning as well as any other team or department within CBMDC or outside agencies working with families and young people, to contribute specific information about children and families that they are working with. Attendance of Chair or Vice Chair of the Fair Access Panel and the Local Authority representative will make the meeting quorate and decisions will be made regarding the destination of the students referred to Panel. Allocations will be made to schools, regardless of whether they attend the meeting, if appropriate and offers made on the day will be binding unless exceptional circumstances or a safeguarding issue comes to light.

The Local Authority representative will usually be the Fair Access Officer but a stand-in may be required from time to time from CBMDC - Children's Services.

Accountability

The school/academy nominated by a Panel will be accountable for the young person once a school place has been agreed at the meeting. Meetings will be held fortnightly, or as near as possible, accommodating school terms and school holidays. Meeting dates will be agreed in advance of the academic year. Decisions will be recorded as a record of each meeting. The Fair Access Panel will provide an officer to record decisions, if required.

Timelines

Where it has been agreed that a child will be considered under the Fair Access Protocol, a school place must be allocated for that child within 20 school days. Once they have been allocated a school place via the Fair Access Protocol, arrangements should be made for the child to start at the school as soon as possible. Every effort must be made to keep the time out of education to a minimum.

In compliance with the Pupil Registration Regulations the Local Authority must notify the school/academy of the date by which the child is to be admitted and on the school roll. This should be within 10 school days of the Panel unless there are extenuating circumstances (which must be advised in writing to the LA) or a School Attendance Order is being sort.

Decision Making

The decision as to which school/academy will be offered to a child will be taken by the Fair Access Panel as a whole. Where a Panel fails to make a decision the Chair and/or Vice Chair will make those decisions in partnership with the Local Authority. This will ensure that the Panels representative (Chair/Vice Chair) has input into the decision of instructions and will support the Direction process. Every young person whose nearest school/academy (rather than the home address) is within the Fair Access Panel area must be made an offer of educational provision at a school within that Panel area. No young person will go without an offer of educational provision unless the Panel deems that appropriate, accessible educational provision is already in place. If the Local Authority can demonstrate that a school/academy outside the Panel area is more appropriate and accessible, then that school/academy will be asked to make an offer. (Note 2)

Children returning from Elective Home Education, who are eligible for placement under this protocol, should be offered a place at the school which they previously attended. If the child now lives outside of the previous school's Panel area and there is a more appropriate or accessible school within a different area this should be taken in to consideration by the panel.

Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to any school for their child through the In Year Process. Admission authorities must process these applications in accordance with their usual in-year admission procedures. They must not refuse to admit such children on the basis that they may be eligible to be placed via the Fair Access Protocol. The parent will continue to have the right of appeal for any place they have been refused, even if the child has been offered a school place via the Fair Access Protocol.

THANK YOU FOR YOUR ASSISTANCE

Children eligible for placement under the Fair Access Protocol returning to an area where they previously lived, should normally be offered a place at the school which they previously attended however the Panel will consider all relevant factors and their decision is final. This paragraph only applies to children continuing in the same phase of education.

Record Keeping

The decision recording of the Panel meeting will be agreed as a correct record of the proceedings five school days after distribution. Schools/Academies, Chairs/Vice Chairs of the Fair Access Panels and the Local Authority should all keep a record of the outcomes of the meetings to avoid any disputes and advise of any issues within five school days of distribution.

Each young person that is referred to the Panel will be discussed individually and the decision will be made by the Fair Access Panel as to what they determine is in the child's best interests taking parental preference into consideration and the facts of each case. The decision and the reason for it must be clearly recorded.

Siblings

Where applications are received for siblings of young people that are to be referred to a Panel, then all sibling applications will be considered by the Panel at the same time. The non-Fair Access sibling may be allocated a place at the same school/academy if the Panel agree.

Notification of Decision

In all cases the decision made by the Fair Access Panel will be relayed in writing to the parent/carer of the young person and the school/academy will contact the family to facilitate a speedy admission, no later than ten school days after the Panel meetings, unless agreed otherwise with the Strategic Manager, Admissions or the Fair Access & In Year Lead Officer.

Should the school/academy not be present at the meeting and feel unable to offer a place, they must provide clear reasons specific to the individual case, in writing, for the refusal. An alternative placement may then be agreed between the Chair/Vice Chair of the Panel and the Local Authority, if they agree with the school/academy reasons for refusal. This may result in a new school/academy being identified and may lead to an instruction to admit. This action will only be agreed in exceptional circumstances and where a school can demonstrate a high level of concern regarding the admission of an individual student. If the Chair/Vice Chair and the Local Authority do not accept the school/academy case for refusal, an instruction will be issued which may lead to a request for Direction from the Secretary of State.

If it is necessary to hold a multi-agency meeting before a decision can be made, the school/academy must do so within five school days of the Panel meeting.

The Admissions Team will inform parents of the outcome of the panel within 2 days of a Panel. It is then the responsibility of the educational provider to liaise with the parent/carer to ensure a prompt start date, within 10 school days of the Panel meeting.

Failure to admit a child will result in a request for Direction.

Children and Young People 'eligible' to be considered under the Protocol

Mandatory categories (as described in the School Admissions Code 2021)

Fair Access Protocols may only be used to place the following groups of vulnerable and/or hard to place children, where they are having difficulty in securing a school place in-year, and it can be demonstrated that reasonable measures have been taken to secure a place through the usual in-year admission procedures:

- a) children either subject to a Child in Need Plan or a Child Protection Plan or having had a Child in Need Plan or a Child Protection Plan within 12 months at the point of being referred to the Protocol;
- b) children living in a refuge or in other Relevant Accommodation at the point of being referred to the Protocol;
- c) children from the criminal justice system;

- d) children in alternative provision who need to be reintegrated into mainstream education or who have been permanently excluded but are deemed suitable for mainstream education;
- e) children with special educational needs (but without an Education, Health and Care plan), disabilities or medical conditions;
- f) children who are carers;
- g) children who are homeless;
- h) children in formal kinship care arrangements
- i) children of, or who are, Gypsies, Roma, Travellers, refugees, and asylum seekers;
- j) children who have been refused a school place on the grounds of their challenging behaviour and referred to the Protocol (as described earlier in this protocol);
- k) children for whom a place has not been sought due to exceptional circumstances;
- l) children who have been out of education for four or more weeks where it can be demonstrated that there are no places available at any school within a reasonable distance of their home. This does not include circumstances where a suitable place has been offered to a child and this has not been accepted; and
- m) previously looked after children for whom the local authority has been unable to promptly secure a school place.

Note 1

Children who are Looked After by the Local Authority or children who are Previously Looked After by the Local Authority (in accordance with the School Admissions Code 2021) **must** always be admitted to the preferenced school when requested by the legal guardian. The Code applies to all schools regardless of status and these requests are dealt with through the normal In Year Admission process. There is no capacity to refuse these applications and Looked After Children cannot be the subject of an appeal hearing.

Note 2

It may sometimes be necessary to instruct a school to take a child even if the child does not live in their area. Any instructions will only be made after careful consideration of the child's individual circumstances and in partnership with the Chair /Vice Chairs of all the Panels affected. This recognises that our geographical boundaries can result in a child having to travel unreasonable distances.

This Policy will be reviewed at the end of the academic year after implementation; or earlier if a fundamental change is required due to a change in process or legislation that no longer makes this policy viable or legal. Thereafter, every 2 years.

Original Policy 2017

Updated September 2021 in compliance with the Code of Practice 2021

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