

Guided by God, we build a community of learners who flourish and are filled with hope.

Keighley St. Andrew's C.E. Primary School and Nursery



Admissions Policy

Approved by:	Full Governing Body
Reviewed on:	October 2025
Next review due by:	October 2026

Keighley St Andrew's Church of England (Voluntary Aided) Primary School and Nursery is a 1.5 form entry school with a community nursery. The nursery admits up to 26 pupils per session and following a reduction in PAN size the school has 45 places per year group. In a Voluntary Aided school the governors are the admissions authority.

For Nursery admissions, please contact school on **01535 604656**.

For Reception, KS1 and KS2 admissions, parents must apply via the local authority. Please note that attendance at Nursery does not guarantee a place in the main school and parents must apply for a place in Reception using the standard local authority form.

Children with an Education & Health Care Plan

A child who has an Education Health Care Plan (EHCP) which names Keighley St Andrew's Church of England (Voluntary Aided) Primary School will be admitted without reference to the oversubscription criteria.

Reception Admission Arrangements:

Compulsory school age is the beginning of the term following the child's **fifth** birthday.

- Children who are offered a Reception place in the school will be able to start school in the September following their fourth birthday.
- Parents may request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. (Where entry is deferred, the school will hold the place for that child and not offer it to another child during the remainder of the school year for which the application was made.)
- **Summer born children:** Parents of children born between 01 April 2022 and 31 August 2022 who wish to defer entry to school until September 2027 should refer to **Appendix A** for further information and complete the form held therein if pursuing the request.

The Governing Body of Keighley St Andrew's Church of England (Voluntary Aided) Primary School and Nursery, who is the Admissions Authority, will make the decision in conjunction with the Local Authority on which year group a child should be admitted based on each individual case and the needs of the child.

Parents should be aware of the implications of deferment as indicated in Appendix A.

- Parents may request that their child attends part-time until the child reaches compulsory school age.

Oversubscription Criteria

1. Looked after children and children who were previously looked after, but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. Including those who appear to (the Admissions Committee of Keighley St Andrew's Church of England VA Primary School) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
2. Those children who have brothers or sisters who will be attending Keighley St Andrew's Church of England (Voluntary Aided) Primary School at the expected time of admission **and** where the child and /or a parent regularly attend Christian worship.

3. Regular attendance at Christian worship by the child and/or parent in a Church which is affiliated to Churches Together in Britain and Ireland, the Evangelical Alliance or one whose doctrine is in full sympathy with the Trinitarian Creed. *In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship'*
4. Those children who have brothers or sisters who will be attending Keighley St Andrew's Church of England (Voluntary Aided) Primary School at the expected time of admission.
5. Those children who live closest to the school as measured by a straight line from the main entrance of the postal address of the family home to main entrance of the school building as measured by the local authority electronic mapping system.
6. **MULTIPLE BIRTHS**
Where parents of a multiple birth (twins, triplets etc) request admission and some of the siblings can be offered a place, the remaining sibling/s will also be offered places above the admission number.

Notes

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

- Brothers or sisters' are children that are of statutory school age who live at the same address. Children living in the same household are also included.
- 'Regular attendance'/'regularly attend' – means at least monthly over a period of 12 months immediately prior to the application.
- Christian worship means a service of public worship, including mid-week services
- Family home refers to the child's permanent home at the date of admission. Where the child lives with separated 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.

Tie-breaker

- In the event of oversubscription within any oversubscription criterion tie breakers will be used to determine fair allocation
 - A) Those children whose permanent home address is nearest to the school. (Nearest means a direct line between the child's permanent home address and the main entrance of the school building, as defined by the computer software used by the Local Authority)
 - B) In the unlikely event of two or more applicants still being equal, random allocation will be used. This process will be independently verified.

Application Procedure

Parents wishing to apply for a Reception place at Keighley St Andrew's Church of England (Voluntary Aided) Primary School must:

- Complete the Common Application Form online at www.bradford.gov.uk/admissions.
The closing date for Reception applications is 15 January 2026. If you are unable to apply online please contact the Admissions Team at the Local Authority for an appointment and they will endeavour to help parents complete the form online.
- E-mails will be sent to applicants by the **Local Authority on 16 April 2026** to offer allocated places.

- If parents are applying for Keighley St Andrew's Church of England (Voluntary Aided) Primary School on faith grounds it is in their interest to provide as much relevant information as possible so that governors have access to this when applying the oversubscription criteria. Parents should do this by completing both the Supplementary Information Form and religious reference proforma which accompany this policy. They are also available from school or they can be downloaded from the school website: <https://www.standrews-primary.co.uk/> and they should be returned directly to the school.

PUPILS WITH AN EDUCATION, HEALTH AND 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 a specific school, will be admitted to that school.

In-Year Admissions

An in-year Common Application Form, available online from the Local Authority, must be completed and returned to the Admissions Team at the Local Authority for admission to the school outside the normal admission round.

If you are applying on faith grounds, the Supplementary Information Form should also be completed and returned to the school. All requests will be considered by the Governing Body who will inform the Local Authority whether or not a place can be offered. The Local Authority will then inform parents as to whether their application has been successful.

Waiting Lists

As well as their right of appeal, unsuccessful applicants can apply to be placed on a waiting list. This waiting list will follow the order of the oversubscription criteria above. The waiting list will be maintained until the end of the school year for which the application was made. If a parent wishes their child to remain on the waiting list after this time, they must re-apply.

Appeals

If parents receive notice that a place has not been offered to their child they may, if they wish, appeal **in writing** within 20 days by contacting School Admissions at the Local Authority. The contact details can be found in the admissions booklet.