



"Quality Education for All"

We aim to ignite a lifelong passion for learning in every pupil. In order to do this, we intend to include, inspire and invest in every pupil through our bespoke curriculum.

## **KILLINGHALL PRIMARY SCHOOL AND BRIGHT START EARLY LEARNING ADMISSIONS POLICY 2025/2026 FOR NURSERY AND SCHOOL**

Killinghall Primary School is a three form entry Foundation School with a 78 place Nursery, and a two year old provision.

In order to make admissions to our Nursery and main school as fair as possible for all children wishing to attend it is necessary to have an admission policy.

The admission of a pupil with a statement of special educational needs or Education, Health and Care Plan (EHCP) is dealt with by a separate procedure. Such children will be admitted to Killinghall Primary if the school is named in the Education and Health Care Plan, without reference to the oversubscription criteria below.

Children are admitted into reception class in the September of the academic year in which they reach the age of five regardless of aptitude or ability. When applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below.

A place offered, where the parent has named the school based on:

1. Looked after children or children who were 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 state care as a result of being adopted. (See note 1).
2. Children who have exceptional social or medical needs, where it is deemed essential by an independent professional written recommendation from the child's paediatrician/consultant, a Director of the Local Authority, Family Court Advisory and Support Service (CAFCASS) etc. The letter must explain why Killinghall Primary is the **ONLY** suitable school to meet the child's needs and why no other school could provide the appropriate support. The Governors will consider all requests on these grounds.

3. Children of members of staff who have been employed for two or more years at the time at which the application is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children who have sisters and brothers (siblings) of statutory school age attending the school (where the child currently attending will be continuing in the school during the year for which the application is made)
5. Children who live near to the proximity of the school. Priority being given to those living closest to the school as the crow flies, from the main entrance of the school to the home address building (proof of residency may be requested before places are offered)

When demand exceeds places in any of the above, 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 of 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

### **Please Note**

A "looked after child" is a child who, at the time of making the application is: in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions. A "previously looked after child" is a child who is no longer looked after because they were adopted or became subject to a Special Guardianship order or a Child Arrangements order which includes arrangements relating to with whom the child is to live. Evidence will be required on a case by case basis.

Siblings mean brothers and sisters who live at the same permanent home address. Foster children and step sisters and step brothers are also included. Where a 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.

'Home address' refers to the child's permanent home at the date of admission.

Where the 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.

### **Application procedure for Nursery**

Application Forms for Nursery will be completed by the School Office on receipt of a child's original birth certificate, parents full names, dates of births and national insurance numbers. The EYFS Assistant Head will allocate available places when children turn 3 years of age. Places will be allocated and offered in writing.

If places become available mid-term, they will be allocated from waiting lists which are kept by the school office. We adopt the Council admission policy on Nursery admission. Please see appendix 1.

Children attend Nursery part-time and will be admitted to Nursery when they turn 3. There are 39 places in each Nursery session. In the event of Nursery places being over-subscribed, the over-subscription criteria described above will be applied. Parents will be informed of the decision by the school. Entitled children aged 2 currently in the 2 year old Early Years provision will be given priority into the 3/4 year old nursery classes to ensure continuity in their education.

At present the school is not in a position to offer any flexible places.

**A child who has a place in nursery is not guaranteed a place in Reception, nor do they have any additional priority for Reception.**

### **Application Procedure for Reception**

Applications for children to start in Reception at the start of the school year should be made online on the council's website, [www.bradford.gov.uk/admissions](http://www.bradford.gov.uk/admissions). The Local Authority will apply the admission criteria above. After all available places have been filled, waiting lists will be kept by the Admissions Team at Bradford Council on behalf of the school at least until the end of the autumn term.

However, it will be explained to such parents that should a place become available at the school, this may be filled by a child whose family have made contact since the final date of registration for admission. This family may meet the criteria for admission in a way that gives them preference over others on the waiting list.

Parents who make an unsuccessful application for admission to Killinghall will be informed of their statutory right of appeal. The Appeal Procedure will follow the prescribed DfES/LEA guidelines.

The Admissions Team at Bradford Council will keep all waiting lists for children from Reception to Year 6.

### **Admission mid-year/ Pupil Transfer**

In year applications must be made on a 'Common in-year application form', obtainable from the Local Authority or school and must be returned to the Local Authority. If a place is not available, the application will be added to the oversubscription list. No child will normally be accepted without prior consultation with the school they are leaving.

Pupils will be expected to remain at Killinghall for the full seven years as mid phase transfer has detrimental effects on pupil's progress. Transfer to another school occasionally is requested and should be done at the end of term or in exceptional circumstances half term.

Parents requesting a transfer should discuss this with the Headteacher and complete a common 'In-Year Application Form'.

### **Late Applications**

In the event of a place becoming available during the year, a place will be offered to the next person on the list according to the oversubscription criteria. Late applications will be added to the oversubscription list and be treated in the same way as other refused applications.

Please note it is the parent's responsibility to apply for a place for the child in mainstream school.

Parents of prospective new pupils are positively encouraged to visit the school.

If you need any additional information regarding our admissions policy please do not hesitate to contact the Headteacher or the School Business Manager.

Admission policies will only be consulted upon each 7 years unless there have been changes.

Reviewed January 24

Next review due January 25

## **Supplementary Information**

### Admission of Four year olds (Summer born children)

Parents may defer the child's admission to the beginning of the following academic year, however if they choose to do so, they must apply for a Reception place, but will only take up this place in Year 1 in the following academic year.

Parents of Summer born children may also request part-time places or start dates in January or April in the Foundation 2 class up to the compulsory school age of 5 years. All requests will be considered.