



## Attendance and Admissions Policy 2025-2026

Date of issue	Review date	Date ratified by Governing Body	
Sept 2024			
	Print name	Signature	Date
Exec Head teacher			
Head teacher	Shabana Khan		11/09/2024
On behalf of Governing Body			

### Co-ordinated Admissions Scheme

Allocations for the school are made in accordance with the co-ordinated scheme which forms part of the Local Authority's (LA) published admission arrangements. In Bradford, parents may list up to three schools on the In-Year Application Form or up to five preferences on the Common Application Form when applying for a reception place in the normal admissions round.

Although legislation gives parents a right to express a preference for a particular school, the governors have to first consider whether there is a place available and then whether the child qualifies for a place using the oversubscription criteria below. If a child could be given a place at more than one of the preferred schools, the LA will offer a place at the highest-ranked preference on the application form.

### Oversubscription criteria

The over subscription criteria are used when there are more applicants for reception than there are places available. If parents request a place at any other time and the particular year group is full, it will not be possible to offer a place.

1. Looked after children and all previously looked after children, including those children 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. (Note 1). Children who were previously looked after children outside of England and Wales who were adopted (See note 2).
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.
3. Sisters and brothers of children living at the same address, which are at present on roll at the school and will still be attending the school at the time of admission (See note 3)
4. Other applicants.

Where demand exceeds places in any of the above criteria, the distance between the child's home address and school measured by a straight line from the Ordnance Survey address point of the home address 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 (See note 4).

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. An independent officer will draw a lot at random.



The admission of children with a statement of special educational needs is dealt with by a separate procedure. Such children will be admitted to the school named on the statement without reference to the oversubscription criteria.

## Notes

### 1. NOTES

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 (as defined in the Children Act 1989). Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been looked after and those children 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. (in accordance with 1.8 School Admissions Code of Practice.

2. A '*previously looked after child*' is a 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.

3. The term '*sisters*' and '*brothers*' refers to children who live with the same family at the same home address. Children living with the same family e.g. foster, adopted children and step-sisters and brothers are also included.

4. '*Home address*' refers to the child's permanent home at the date of admission. Where the child lives with parents with shared responsibility, it is for the parents to determine which address to use when applying for a school. Proof of residency may be required at any time during or after the allocation process.