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Bronte Academy Trust
Lees Primary School
Admissions Policy

Reviewed By	Approved By	Date of Approval	Version Approved	Next Review Date
DH	Heads/Chair of Governors	01 Sep 2026	V1	31 Aug 27

Key Purpose

This policy sets out the admission arrangements for the Lees Primary School in 2026/27. It applies to applications to start in Reception in September 2026 as well as 'in-year' applications; it also includes details of the oversubscription criteria, waiting lists and the appeals process.

CONTENTS

1. Introduction
2. Statutory Guidance and Definitions
3. Application Process
   3.1 Normal Round – Primary (Reception)
4. Oversubscription Procedure and Criteria (All Applications)
5. Children Below Compulsory School Age and Deferred Entry to School
6. 'In-Year' Application Process
7. Waiting Lists
8. Unsuccessful Applications and the Appeals Process
9. Applications Outside of Normal Age Group
10. Further Information and Contact Details

1 INTRODUCTION

Thank you for your interest in applying for a place at Lees Primary School. The aim of this policy is to provide clear guidance on the admission arrangements for a place at the school including information on timescales, deadlines and contact details for queries.

It also provides guidance on how applications are administered, the criteria used to prioritise applications (where necessary), waiting lists and the appeals process.

Lees Primary School is a non-selective primary school with a nursery. The school as an agreed Published Admission Number (PAN) for the following year groups;

Reception: 30

2 STATUTORY GUIDANCE AND DEFINITIONS

All information in this policy meets the statutory requirements set out by the Department for Education (DfE) in the Schools Admissions Code 2021. ("the Code") and the Schools Admissions Appeals Code 2022. ("the Appeals Code").

Bronte Academy Trust is a charitable Multi-Academy Trust and is the admissions authority for all Bronte Trust schools, including Lees Primary School. Bronte Trust, in accordance with its funding agreement, is responsible for the admissions arrangements of each school and co-ordinates with Local Authorities for the admission of pupils. For all Bronte Trust schools the relevant Local Authority is Bradford Metropolitan District Council.

According to the code, there are two different routes for applications – **'normal round' and 'in-year',** each route has a slightly different application process and timescales. Both application routes are detailed separately in this policy.

Normal round is relevant to all applications for a place in Reception starting at the beginning of the Autumn term in September.

In-Year is relevant to applications:

a) For all year groups except Reception starting at the beginning of the Autumn term in September or
b) For any year group after the start of the Autumn term

The nursery admissions process is separate from admissions to the rest of the school as it is not covered by the Codes. Please refer to the Nursery Admissions Policy on the school website for information on this process.

PLEASE NOTE: This policy is **NOT** relevant to the process for naming the school on a child's Education, Health and Care Plan (EHCP) which is outside of the admission process. Please contact the child's home Local Authority for further details.

3 APPLICATION PROCESS

3.1 Normal Round – Primary (Reception)

Applications for a place at the school are administered through the Bradford Local Authority application process by completing the school admissions common application form (CAF). Parents resident in Bradford Local Authority can apply online at http://www.bradford.gov.uk/admissions; Parents resident in other areas must apply through their home local authority.

The Local Authority's timetable will be used for all normal round applications each year (exact dates within the months may vary from year to year).

The school publishes information about the arrangements for admission, including oversubscription criteria, in February for the following September (e.g. in February 2026 for admissions in September 2027).

Primary application timeframe:

The school has an agreed PAN of 30 pupils in Reception

Autumn Term: The school provides opportunities for prospective pupils and their parents / carers to visit the school.

15th January (or next working day): National closing date for Primary applications. If more applications are received than places available, they will all be ranked according to the oversubscription criteria published in this policy. See section 4 below.

PLEASE NOTE: schools are **not** able to provide any information regarding specific applications during this process.

28th February: Deadline for the school to publish its appeals timetable on their website.

16th April (or next working day): Offers made to parents / carers by the Local Authority.

Allocation of places:

1) Where the school is named on a child's EHCP, that pupil will be admitted to the school
2) The LA will consider all applications for places. Where fewer applications are received than available, the LA will offer places to all those who have applied
3) If the number of applications is greater than the PAN (places available), all applications will be considered, and places offered according to the oversubscription criteria in the order set out below (see section 4)
4) Where an application has been unsuccessful due to a place not being available, applications will be put onto a waiting list which will be maintained until the end of the admission year. The waiting list will be ranked solely according to the oversubscription criteria detailed in this policy, **not** date of application, and updated each time an unsuccessful application is added See section 7 below for more details on waiting lists
5) Where an application has been unsuccessful parents/carers have the right to appeal the decision to an independent Appeal Panel. See section 8 below for detailed information on the appeals process

4 OVERSUBSCRIPTION PROCEDURE AND CRITERIA (ALL APPLICATIONS)

If the number of applications received for any year group is greater than the number of spaces available, places will be allocated according to the oversubscription criteria and order below:

i ‘Looked After Children’ and children who have been previously looked after but immediately following this became subject to adoption, child arrangements order or special guardianship order, including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted

ii Children who have **exceptional** social or medical needs, supported by a written recommendation for the child’s paediatrician/consultant or professional

iii Children who, at the time of admission, have a sibling who attends the school. For this purpose, “sibling” means a whole, half or step-sibling or an adopted child resident at the same address

iv Distance measurement – priority will be given to those children who live closest to the school

The Local Authority measures distance on behalf of the school, Bradford Local Authority use Ordnance Survey Data to calculate **straight line distance** between the child’s home and the main entrance to the school. Where a child resides in a block of flats, the distance will be measured to the main entrance of the building in which the flats are located

PLEASE NOTE: A child’s home will be the address at which the child normally resides and which has been notified to relevant agencies (e.g. the Local Authority) as being the child’s normal place of residence. Where a child lives normally during the school week with more than one parent at different addresses, the permanent home address for the purposes of school admissions will be the one where the child spends the majority of school nights Monday – Friday

v In the case of multiple births or siblings in the same year group when there is only one place available, all will be offered a place even if this results in school admitting more children than PAN

5 CHILDREN BELOW COMPULSORY SCHOOL AGE AND DEFERRED ENTRY TO SCHOOL

1. All children are eligible for a full-time place at school in the September following their fourth birthday
2. A child must be in full-time education by the time they reach compulsory school age. A child reaches compulsory school age on the next prescribed day on or following their fifth birthday. The prescribed days are 31st December, 31st March and 31st August
3. When a place has been offered to a child below compulsory school age, parents can choose to defer the date their child is admitted to the school until later in the year. This date cannot go beyond the point at which the child reaches compulsory school age or the beginning of the final term of that same academic year
4. When a place has been offered to a child below compulsory school age, parents can also choose for the child to attend the school part-time up until the child reaches compulsory school age, after which they must attend full time

6 ‘IN-YEAR’ APPLICATION PROCESS

I. The ‘In-Year’ application process is relevant to applications for places throughout the year outside of the ‘normal round’ process which is detailed in section 3 above. For Lees Primary School applications apply to;

- Applications for Reception after the 1st September
- Applications for Years 1 to 6 at any point throughout the year

II. The Local Authority holds information on which schools in their area have spaces for each year group. Contact Bradford Local Authority via the link below for further information

https://www.bradford.gov.uk/education-and-skills/school-admissions/in-year-applications

III. In-year applications to Lees Primary School can be submitted at any time and are made through the Bradford Local Authority

The In-Year application form can be accessed through the link below:

https://www.bradford.gov.uk/education-and-skills/school-admissions/in-year-applications

IV. Lees Primary School will inform the Local Authority of any In-Year applications received, as well as the outcome, so that they can track vacancies across the area

V. If an in-year application is refused the child will be added to the waiting list for that year group. A child's position on the waiting list will be determined solely according to the oversubscription criteria

VI. If an in-year application has been refused, the parent/carer has the right to appeal the decision to an Independent Appeals Panel. For detailed information about the appeals process see section 8 of this policy

VII. **Fair Access Protocol:** Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced, vulnerable children are offered a place at a suitable school as quickly as possible. The school complies with Bradford Local Authority's Fair Access Protocol. Admissions under Fair Access Protocol are based on a case-by-case basis. This may mean admitting children above the PAN

7 WAITING LISTS

I. Any child refused a place at the school will automatically be put on a waiting list (unless a higher preference school has been offered.) A waiting list will be maintained until the end of the admission year after which it will be cleared

II. **The waiting list is maintained in the order of the oversubscription criteria only** (not application date). This means that names can move down the list if, e.g. someone moves into the area and is higher placed under the oversubscription criteria

III. Parents/carers have the right to request their child is removed from the waiting list at any time. Once removed, the child cannot be reinstated on the waiting list without submitting a new application

IV. If a place becomes available it will be allocated to the first child on the waiting list, in accordance with the oversubscription criteria. If that offer is declined the place will be offered to the next child on the waiting list

8 UNSUCCESSFUL APPLICATIONS AND THE APPEALS PROCESS

I. All applicants who have applied for a place at the school and been refused have a right to appeal that decision to an Independent Appeal Panel. All appeals must be submitted in writing and include the grounds for appeal

II. Applicants will be informed in writing of the LA's decision to refuse their application. This letter will include:
    a. The reason a place was refused (e.g. no available places)
    b. Information about the right to appeal
    c. The deadline for lodging an appeal
    d. Contact details for making an appeal

III. Details of the appeals timetable is published on the LA website by 28th February every year, see link below:

https://www.bradford.gov.uk/education-and-skills/school-admissions/make-an-appeal/

IV. The deadline for submitting an appeal will be at least **20 school days from the date of notification that an application was unsuccessful.** This deadline applies to 'normal round' and 'in-year' applications. Appellants will have at least 10 school days' notice of an appeal hearing and reasonable time to submit their evidence in advance. Decision letters will be sent within five school days after the appeal hearing

V. Appeals are submitted to Admissions Team, Dept of Children's Services, Margaret McMillan Tower, Princes Way, Bradford, BD1 1NN or email it to schooladmissions@bradford.gov.uk

VI. The decision of the Independent Appeal Panel is binding on all parties

9 APPLICATION OUTSIDE OF NORMAL AGE GROUP

I. Parents/carers may choose to seek a place for their child outside of their normal age group for a variety of reasons (e.g. the child is summer born, is considered gifted and talented or has experienced problems such as ill health)

II. The decision to admit a child outside of their normal age group is uncommon and will always be made on the basis of the unique circumstances for each specific case and what is best for that individual child. The decision will be made by the executive headteacher of the school and will take into account parents/carers views, expert advice from relevant social, educational and medical professionals, whether the child has previously been educated out of their normal age groups, any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely and the long-term impact of the decision on the child

III. Applications for a child to be admitted to a year group outside of their normal age group should be made through the same process set out in this policy for both 'normal round' and 'in-year' applications. However, in addition to the standard application form **further documentation should be provided to support the request for a place out of normal year group.** This applies regardless of whether it is for a higher or lower year group

IV. Each application will be considered on the individual circumstances of each case. Applicants will be notified in writing of the decision, including the reasons for it

V. Unsuccessful applicants have the right to appeal to an Independent Appeal Panel if they are refused a place at the school. However, this right does not apply if they are offered a place at the school but it is not in their preferred age group and the appeal will only be considered for a place within the child's normal age group

VI. The decision to accept an out of normal age group allocation lies with the executive headteacher

10 FURTHER INFORMATION AND CONTACT DETAILS

For queries regarding this policy and admission arrangements for the school, please contact:
Ms Louise Kelly, Office Manager, Lees Primary School, 01535 643320

MONITORING AND REVIEW

Declaration of Responsibility

This Admissions Policy was reviewed and formally adopted by Lees AGC on

.....01 September 2026 .....Date

.....Signed Chair of Governors

....Signed Executive Headteacher