



# Merlin Top Primary Academy

## Admission Policy 2022-2023

### Introduction

Merlin Top Primary Academy is sponsored by Northern Education Trust. Northern Education Trust is the Admission Authority for the Academy.

The Northern Education Trust Academy Council for Merlin Top Primary Academy has decided that Merlin Top Primary Academy will adhere to Bradford Council's Admission Policy and the admission arrangements for the Academy will follow the Co-ordinated Admissions Scheme for schools and academies in Bradford Metropolitan District Area.

Full copies of the Co-ordinated Admission Scheme can be found on the Bradford Council website at:  
<https://www.bradford.gov.uk/media/5956/co-ordinated-admissions-scheme-primary-schools-2021-22.pdf>

### Admission Policy

The Published Admission Number (PAN) for September 2022 is 45.

Merlin Top Primary Academy will follow the Bradford Co-ordinated Admission Scheme to allocate up to 45 places to applicants.

All Academy Councils are required by section 324 of the Education Act 1996 to admit to the academy a child with a statement of Special Education Needs (SEN) or an Education Health Care Plan (EHCP) that names the academy. This is not an oversubscription criterion. This relates only to children who have undergone statutory assessment and for whom a final statement of SEN or an EHCP has been issued.

Where there are more applications for Merlin Top Primary Academy than there are places available, places will be allocated using the oversubscription criteria shown in the following table:

1. Children in Public Care (Looked after children) including adopted children who were previously in care and children who leave care under a special guardianship or residence order. A 'Looked after Child' is a child who (a) in the care of the local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (Section 22(1) of the Children Act 1989) at the time of making an application to school.
2. Children for whom there is a child protection plan or has been within a 12 month period.
3. Children who will have older siblings in Years Reception to Year 6 of the preferred school at the time of the application and at the date of admission. Sibling includes full, step, half, foster and adopted brothers and sisters living at the same address.
4. Children who suffer from some medical condition or disability, which makes it, better for them to attend that school rather than another. Places will be only offered under this criterion if the child has a certified medical condition with strong professional supporting evidence confirming that existing exceptional problems with the child's health would be seriously exacerbated if a place were not made at the preferred school. Medical evidence must be provided at the time of application. Parents applying under this criterion must provide a letter from the child's GP/Consultant setting out the reasons why the school is the most suitable school and details of the child's medical condition.

5. Proximity (Where you live). Children who live nearest to the school (geographical proximity). Under this category, the remaining places will be offered to children who live nearest to the preferred school. The distance will be measured in a straight line using routefinder, a computerised mapping system which measures from the point on the highway nearest to the centre of the home property and the designated main entrance to the school.

### **Tie-breaker**

If category (2), (3) or (4) is oversubscribed, geographical proximity (as set out in category (5)) will be used as the 'tie-breaker' to decide between the remaining cases. If after measuring distances, it is still not possible to decide on the child/ren to be offered admission (for example two children living in the same block of flats or same house) the Local Authority's system of a random draw will determine which of the children can be offered a place. The draw will take place at the Local Authority's offices and the names(s) will be drawn by a Local Authority Officer who is independent of the admissions process.

### **Priority for Twins/Multiple births**

Where a single place remains at school and the application being considered is for twins (etc.) the Council will allocate above the admission number to accommodate each child.

Please note that attending a Nursery setting attached to the Academy does not guarantee a place in the reception class at the Academy.

### **Waiting Lists**

The School Admission Code (February 2012) requires each Admissions Authority to maintain a clear, fair and objective waiting list for at least the first term of the academic year of admission. If we cannot offer your child a place at the Academy we will place your child's name on the waiting list for the Academy. The waiting list will be ranked according to our oversubscription criteria. Parents will be asked in the January following the start of our academic year to confirm whether or not they wish their child to remain on the waiting list.

### **Monitoring Arrangements**

This policy will be reviewed and approved by the Trust every year.

Whenever changes to admissions arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes for a minimum of 6 weeks between 1 October and 31 January before the following February publication date.