



## Admissions Policy

<b>Drafted</b>	<b>Ratified by Governing Body</b>	<b>Planned date of review</b>
May 2023	18 <sup>th</sup> May 2023	May 2024

	Print name	Signature	Date
Executive Headteacher	Mr J Cooper		18 <sup>th</sup> May 2023
Head of School	Mr K Wheeler		18 <sup>th</sup> May 2023
On behalf of Governing Body	Mr John Bailey		18 <sup>th</sup> May 2023

At Myrtle Park Primary School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Myrtle Park Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

## **Introduction**

Myrtle Park Primary School is a Foundation School established to provide comprehensive education for all children in the local area. The school provides education for children from age 5 to 11 in the main school and age 3 and 4 in Nursery. As a Foundation School, the school is its own admissions authority.

The school capacity is negotiated with Department for Education (DfE) and Children's Service Authority (CSA) following DfE guidelines, which reflect the physical capacity of the building.

## **Class Sizes**

We currently have 1 class in each year group. In line with infant class size legislation, no more than 30 children can usually be admitted to each class in Reception and Key Stage 1. Governors seek to limit Key Stage 2 classes to 30 children.

## **Entitlement**

All children who have been allocated a place in Reception class will be entitled to a full time place from the start of the school year and children will normally enter Reception at the start of the school year. However the school will do its best to ensure that children's needs are fully taken into account. Parents are entitled to request that their child enters school later in the school year or that their child attends part-time until the child reaches compulsory school age. In such cases a place will be reserved for the child.

## **Admission arrangements for Reception**

The school will admit up to 30 children to Reception. Where there are more than 30 applications, the Admissions Committee will apply the over-subscription criteria below.

In accordance with the Co-ordinated Admissions Scheme, parents complete a single common application form for all schools. The closing date for applications will be 15 January each year. Parents will be informed of the decision in writing by the Local Authority (LA) on 16 April each year (or next working day). Where a place has been refused, parents will be told why this is the case.

Places offered on the basis of distance of home to school are offered conditionally, subject to proof of residency being received by the school. The Governing Body reserve the right to ask for proof of residency and may withdraw the offer of a place if false information has been given.

## **Children with an Educational Health Care Plan**

A child with an Educational Health Care Plan which names Myrtle Park Primary School will be admitted without reference to the oversubscription criteria below.

## **Over-subscription criteria**

Where the number of applications exceeds the number of places available, applications will be ranked according to the following over-subscription criteria:

1. Looked after children or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order.
2. All siblings living both inside and outside the priority area.
3. Other children whose home address is within the priority area.

4. Other children living outside the priority area.

### **Tie Break**

When demand exceeds places in any one of the above criteria, the distance between home and school, measured by a straight line, from the Ordnance Survey address point of the home to the Main School Office Reception door to the school on Ash Terrace will be used to decide who is given a place; those living nearest being given the available places. The distance will be measured by the Local Authority's GIS computer software.

Where the offer of places to applicants with identical distances, or from applicants living within the same block of flats would lead to oversubscription, the decision on who will be offered the place will be made by random selection.

### **Notes**

1. **PRIORITY AREA:** This falls largely between the River Aire and the railway line, from Bailey Hills to the Gyll Wood area of Cottingley. A map showing the school priority area in detail is available to view in the school office or on Bradford Council's website, [www.bradford.gov.uk](http://www.bradford.gov.uk).
2. **SIBLING** means sisters and brothers who reside with the same family at the same address as a child who will be on roll at the school at the date of admission. Other children who reside at the same address, such as foster, adopted or step sisters and brothers are also included. 'Blood' relatives who do not reside at the same address are not included.
3. **HOME ADDRESS** refers to the child's permanent home at midnight on the Bradford agreed date for applications to be returned. This will be checked against the electoral roll or other documentation.
  - a) Where parents are planning to move before September, a new address cannot be considered without proof of purchase or rental and evidence that the child's current address has been or will be vacated. Children's addresses may be verified against Council Tax records or other documentation during or after the application process.
  - b) Where the child lives with separated parents with shared responsibility, it is for the parents to determine which address to use when applying for Primary School.
4. **TWINS AND TRIPLETS:** Where a family of twins or triplets 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.

### **Late and refused applications**

An 'oversubscription' or 'waiting' list will be maintained until the end of the term for which the application was made. In the event of a place becoming available, a place will be offered in accordance with the over-subscription criteria and not how long the name has been on the list. Late applications will be added to the oversubscription list and be treated in the same way as other refused applications.

Parents have the right to appeal to an independent panel against the Governors' decision not to offer a place and if they wish to do so should contact the LA's Admissions Team on 01274 439200

### **In Year Admissions**

For admission to any year (except Nursery) at any time, an application must be made on the LA's 'In Year Common Application Form'. Any offer of a place will be made by the Local Authority on behalf of the Governing Body.

### **Admission to Nursery**

Children attend Nursery part-time and will be admitted to Nursery in the September following their third birthday, but this can be applied flexibly in the interests of the child if necessary.

There are 26 places in the 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. Where a place has been refused, parents will be told why this is the case.

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

### **Review**

This policy will be reviewed by the Governing Body on an annual basis.