



Adopted:	January 2025
Approved by:	Board of Trustees
Policy owner:	Director of Corporate Affairs

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## **NSAT Bradford Council primary schools Admissions Policy 2026-27 (for all admissions in academic year 2026-27)**

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## 1. Introduction

This policy provides information about how to apply for a school place, how places are allocated and how to appeal a decision not to offer your child a place. It applies to the following primary schools within Northern Star Academies Trust (NSAT).

Name of academy	Location	Published Admissions Number (PAN)	Does school have a Priority Area?	Does school have Resourced Provision (RP)?
Byron Primary School	Bradford	90	No	No
Denholme Primary School	Denholme	30	No	Yes – places are allocated through a separate process, please contact the school for more information.
Eastwood Primary School	Keighley	60	No	No
Holycroft Primary School	Keighley	45	No	No
Lapage Primary School	Bradford	90	No	No
Meadow Bank Community School	Bradford	60	No	No
Parkwood Primary School	Keighley	30	No	Yes – places are allocated through a separate process, please contact the school for more information.

Victoria Primary School	Keighley	45	Yes – see section 2.5 for more information	No
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This policy **does not** apply to nursery admissions. Details about nursery admissions can be found on the respective school website, or by contacting the relevant school office.

This policy has been written based on the following documents from the Department of Education:

- School Admissions Code 2021
- School Admission Appeals Code 2022

As an academy, the schools named above are required to comply with these codes to ensure that all school places are offered in an open and fair way.

NSAT is the admissions authority for all academies within the Trust. This means it is responsible for making sure this policy is compliant with these codes and for setting an admissions number for each academy.

City of Bradford Metropolitan District Council (the Local Authority, or 'LA') manages and co-ordinates the admissions process (including in-year admissions) on behalf of the above schools.

## 2. Applying for a place in reception

### 2.1 General information

The Published Admissions Number (PAN) can be found in the table in section 1. This is the number of children who can be admitted into reception, in each school, each year.

If your child already attends the school nursery you must still apply for a place in reception. Attending the school's nursery does not guarantee a place in reception and there is no priority given to children who attend nursery.

A place in primary school is offered to all children in the September following their fourth birthday.

### 2.2 How to apply for a place in reception

School admissions are coordinated by the LA. Parents and carers wishing to apply for a reception place at a school covered by this policy must complete the application form which can be found at [www.bradford.gov.uk/admissions](http://www.bradford.gov.uk/admissions).

Detailed information about the application process and deadlines for applications can be found on the [Bradford Schools Online](http://Bradford Schools Online) website.

Parents and carers are reminded to state your school preferences, in order, on the application form.

If the number of applications does not exceed the PAN, all applicants will be offered a place.

Applicants will receive an offer from the LA at their highest preference school at which a place is available. The offer is made on National Offer Day which is 16 April for primary schools, or the next working day if it falls on a weekend or bank holiday.

### **2.3 Children with an Education, Health and Care Plan (EHCP)**

The admission of children with an EHCP is dealt with by a separate procedure and the oversubscription criteria in section 2.4 do not apply. Children who have an EHCP which names a specific school, will be admitted to that school.

### **2.4 Oversubscription criteria**

If there are more applications than the PAN, places will first be offered to any child with an Education, Health and Care Plan (EHCP) which names the school. Thereafter, the oversubscription criteria will apply (please note that Victoria Primary School has a Priority Area and therefore different oversubscription criteria, see section 2.5):

<b>Priority group</b>	<b>Definition</b>
1: Looked after children and previously looked after children	<p>A child who, at the time of 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 one who is no longer looked after, in England or Wales, because they were immediately adopted or subject to a special guardianship or child arrangements order in relation to whom the child lives.</p> <p>A child is regarded as being in state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.</p>
2: Children who the authority considers to have special social or medical reasons for admissions.	We will only consider applications on social or medical grounds if they are supported by a professional recommendation from a doctor, social worker, or other appropriate professional. The supporting evidence should set out the particular social or medical reasons why the school in question is the only school and the difficulties that would be caused if the child had to attend another school.
3: Children with siblings who already attend the school and will still be attending the school at the time of admission.	The term “sibling” refers to children who live with the same family at the same address. Children living with the same family e.g. foster children and step-siblings. Cousins are not siblings.
4: All other children.	All other children.

### **2.5 Oversubscription criteria – Victoria Primary School only**

<b>Priority group</b>	<b>Definition</b>

1: Looked after children and previously looked after children	As above
2: Children who the authority considers to have special social or medical reasons for admissions.	As above
3: Children living within the school's Priority Area and who have siblings who already attend the school and will still be attending the school at the time of admission.	The school's Priority Area can <a href="#">be found here</a> . See above for definition of sibling. Please note that living in the Priority Area does not guarantee a place at the school in the even that the number of applicants exceeds the number of places available.
4: Children living outside the Priority Area, but who have siblings who already attend the school and will still be attending the school at the time of admission.	As above.
5: All other children living within the Priority Area.	The school's Priority Area can <a href="#">be found here</a> . Please note that living in the Priority Area does not guarantee a place at the school in the even that the number of applicants exceeds the number of places available.
6: All other children.	All other children.

## 2.6 Tie-break

If there are not enough places for all the children in one of these priority groups, priority will be given, in order, to those living nearest the school. All distance measurements are based on the straight-line route from the Ordnance Survey address point of a child's permanent home address to school's main entrance. If two, or more, applicants live an equal distance from the school, a random allocation will be used.

The definition of your child's 'permanent address' for the purpose of school admissions is the address at which your child resides most of the time. Where a child resides at more than one address, the address to be used to apply for a school place should be where the child lives for the majority of the school week.

## 2.7 Waiting list

The LA compiles and manages any waiting lists on behalf of NSAT.

All applications received before the closing date will be ranked in accordance with the published oversubscription criteria. Applications that do not receive an offer will be held on a

waiting list in rank order. If offers are declined, the next ranked application on the waiting list will receive an offer.

Any late applications will be considered after offers day and then placed in rank order on the waiting list, in accordance with the oversubscription criteria.

For applications in the normal year of entry the waiting list will be maintained until the end of the first term of the academic year (up to and including 31 December).

### **3. Children of UK service personnel**

For the children of service personnel with a confirmed posting, applications should still be made through the normal LA process outlined in section 2.2. If the application is made before the family has relocated to the area it should be accompanied by an official letter that declares a relocation date. Applicants should provide evidence of their intended address which will be used when applying the oversubscription criteria (if required). Alternatively, the Unit or quartering address may be used for this purpose.

### **4. In-year applications**

If a parent/carer wishes to change the school their child attends at any point in the school year, they must apply through the LA. More information can be found online or by contacting: schooladmissions@bradford.gov.uk.

Parents and carers are invited to contact the school office to arrange a visit. School staff will be able to advise on current spaces within year groups but will not have up to date information on any other applications that the LA may have received on the school's behalf.

Once you have submitted an application, the LA will liaise with the relevant school.

If there are more applications than available places, the published oversubscription criteria will apply and the pupil at the top of the list will be offered the place.

Even if there are no places available, parents/carers may still submit an application via LA. This will offer you the right of appeal if your application is turned down.

Please note that waiting lists are not kept for in year applications, other than those described above in the normal year of entry.

### **5. Appeals**

If a child is refused a place at a school of their choice, the parent/carer has a right of appeal to an independent panel, established by the admission authority.

The LA manages the appeal process on behalf of NSAT and an appeal form and further information can be found [online](#). Parents/carers should take care to understand the process and particularly the deadlines for any appeal to be submitted.

### **6. Withdrawing the offer of a place**

A school may withdraw the offer of a place where that offer was obtained through fraudulent or intentionally misleading application. For example; in relation to sibling connections or permanent address.

A school may also withdraw the offer of a place if a parent or carer has not responded to the offer within a reasonable period of time, although further contact will always be made first to give the parent or carer an additional opportunity to respond.

Applicants should familiarise themselves with the guidance available on the LA website about completing the application form.

## **7. Deferral and admission out of the normal age group**

Usually, children start reception the September after their fourth birthday. However, applications can sometimes be deferred (meaning they start later in the academic year but no later than the term of their fifth birthday) or a child may be admitted to a year group outside of their normal age group (for example; 'summer born' children may start school the following September and, if agreed, this will be in reception, rather than year one).

If you wish to defer your child's school place or for your child to be admitted out of their normal age group, you should still submit an application for your child's normal age group at the usual time - this is in case the request for admission out of the normal age group is refused. At the same time, you should submit a request by contacting the LA. You should ensure that you consider all the implications of this decision before making the request.

Parents and carers should also contact the headteacher of their preferred school to discuss the possibility of a deferred entry or admission out of the normal age group.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned, taking account of the guidance from the Department for Education.

## **8. Equal opportunities**

NSAT is committed to equal opportunities and as such our admissions procedures will not, either directly or indirectly, unfairly discriminate an individual from a particular social or racial group, or a child with a disability or special educational need, or any other protected

## **9. Monitoring and review**

This admissions policy will be reviewed and approved on an annual basis. The arrangements policy must also be consulted on at least every seven years, even if no changes are proposed.

### **Revisions**

Version	Description of Change	Author, date
1.0	This new version of the policy brings together the admissions policies for all NSAT Bradford primary schools. It has been written to provide further clarity to the arrangements for parents and carers.	Director of Corporate Affairs, January 2025