Riddlesden St Mary's CE (A) Primary School and Nursery

Admissions Policy 2027-28

	Headteacher
G. Chambers	Chair of Governors
Approval date: September 2026	**Review date**: September 2027

Riddlesden St Mary's Church of England (Voluntary Aided)
Primary School and Nursery
Admissions Policy for Primary School
2027- 2028

In a voluntary aided school the governors are the admissions authority.
This policy is for admission to the Primary School and does not apply to admissions to the Nursery.

A place in our Nursery does **not** guarantee a place in Reception year and applications must be made as set out below in '**Applying for a Place'**

The school's planned admission number is 60 in Reception –Year 6

***Children with a statement of Special Educational Need or an Education Health and Care plan which names the school are entitled to a place. This is not part of the oversubscription admission arrangements.**

When there are more applications than the number of places available, the governors offer places in the following order of priority:

a) **Looked after children or children who were previously looked after, but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, including those who appear (to the admission authority) to have been in state care outside of England and ceased to be state care as a result of being adopted.**

b) **Parish places**: up to a maximum of 60 will be offered to children who reside within the boundaries of the Parish of Riddlesden, irrespective of religious faith or none. A map showing the boundaries is attached with this policy.

c) **Anglican places**: when allocations of Parish places have been made, a number of Anglican places, not exceeding the number of places available after the allocation of Parish places, will be offered to children of practising Church of England families, whose regular attendance at worship is confirmed by a letter from the minister of the church, and who reside within travelling distance of the school **(See note 3)**

d) **Church places**: when allocations of Anglican places have been made, a number of Church places, not exceeding the number of places available after the allocation of Parish and Anglican places, will be offered to children of families of other Christian denominations, whose regular attendance at worship is confirmed through contact from the minister of the church, and who reside within a travelling distance of the school **(see Notes 1, 2 and 3). The supplementary information form attached should be completed and returned to the school.**

e) **Community places**: when allocations of Parish, Anglican and Church places have been made, a number of Community places will be offered to all other children, using travelling distance criteria **(see Note 3).**

Oversubscription in categories 2b, 2c, 2d and 2e
Within all the above categories, priority will be given to those who satisfy the criterion and who have a brother or sister in attendance at the school at the time of application and who will still be attending the school at the start of the academic year in question.

Testing of Affiliation
Where an application is received for a place under categories b), c) and d) parents should request a supplementary information form from the school and return it to the school as soon as possible. The supplementary information form is attached to the policy

Multiple Births
Where the parents of multiple births (twins, triplets etc.) 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.

Home Address

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

Tie Break

When demand exceeds places in any of the following policies, the distance between the child's home and school, measured by a straight-line distance from the Ordnance Survey address point of the home 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. Where the offer of places to applicants with equidistant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection.

Applying for a place

Application to the school for a place in Reception or at any time in the school year must be made using the Local Authority form and returned to the school or to the Local Authority.
The closing date for applications to Reception is **January 2026.** All other information may be found in the Bradford Local Authority Admissions booklet for 2026- 2027.

Waiting lists

Should an application be unsuccessful, a parent may request the child's name to be entered on a waiting list. The waiting list is maintained in the order of the oversubscription criteria above and not by the date that a child's name is added to the list. The waiting list will be closed at the end of the school year. Should a parent wish their child to continue on the waiting list after this time s/he must inform the school at the start of the new school year. This does not affect the right of appeal.

Right to appeal

Parents have right of appeal to gain a place when there are more applications than the number of places available. In such a case, parents may contact the school on 01535 210002 or Education Bradford's Pupil Access on 01274 385967 for further details.
Appeals must be made in writing within 20 days of receiving the letter refusing a place.

Admission of children below compulsory school age

- Compulsory school age is the beginning of the term following the child's fifth birthday.
- Children offered a Reception place in the school will be able to start school in the September following their fourth birthday.
- However, parents may request that their child attends part-time until the child reaches compulsory school age, or defer the start until later in the year.
- Requests for a child to start their schooling on a part-time basis or to defer the start until they reach compulsory school-age should be addressed to the Head teacher.

Deferred entry to primary schools: further information

- Where entry is deferred, the school will hold the place for that child and not offer it to another child during the remainder of the school year for which application was made.
- It should be noted, however, that such children will only be allowed to start at the beginning of a term.
- Parents may not defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the summer term of the school year for which the original application was accepted.

Nursery

The arrangements in this policy are for admission to the **main school and do not apply to those being admitted for the nursery**. Attendance at the nursery does not guarantee a place in the main school and parents must apply for a place in the reception class using the Local Authority common preference form.

Notes

1. ***'Christian' means a church which is a member of the Council of Churches of Great Britain and Ireland or other churches in full sympathy with its Trinitarian stance.***

2. ***The child's usual place of residence means the home at which the child regularly resides on school weekdays.***

3. ***Calculation of the proximity to the school takes full account of the school's two entrances and is decided by measuring the distance (as the crow flies) from the child's usual place of residence to the centre of the school building (located in the dining room).***

4. ***The term "siblings" 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-sisters and brothers are also included. Cousins are not siblings.***

Riddlesden St Mary's CE (A) Primary School and Nursery
Supplementary Information Form

Child's Surname . . . . . .

First Name(s) . . . . . .

Date of Birth . . . . . .

Name(s) of parent(s) / carers(s)

. . . .

Address . . . . . .

. . . . . .

. . . . . .

Postcode . . . . . .

Telephone Number . . . . . Mobile Number . . . . . .

- Which Christian Church do you attend? ……
  Please write the name your minister with his/her phone number and/or e-mail address below:

. . . . . .
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- Do you have a child or children already attending the school? .
  Please put their names and Year Groups below:

. . . .

The information provided on this form is used solely for the purpose of considering applications under the school's Admissions Policy. The information is held by the School and/or the Local Education Authority and will not be disclosed to any third party. Under the Data Protection Act, some of the information provided is defined as 'sensitive personal data', which means that your explicit consent is required for the data to be processed.

Please confirm your consent by signing and dating the form below. Thank you

Signed: . . . . Parent/Carer Date: . . . .

Parish
Boundary
Riddlesden St Mary's
C.E. School and Nursery
KEIGHLEY
Riddlesden
West Morton
East Morton
Beechcliffe
Eastwood
Aireworth
Stockbridge
Thwaites
Thwaites Brow
Long Lee
Woodhouse
Low Moor
High Moor
Rivock
Brass Castle
High Bradup
Low Bradup
Morton Moor
Crawshaw Moss
Whetstone Allotment
KEIGHLEY CP
BRADFORD
HARDEN CP
BINGLEY
Silsden Road
Ilkley Road
Street Lane
Bury Lane
Grass Road
Keighley Road