



Shibden Head Primary Academy

Hainsworth Moor Grove Queensbury

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Headteacher: Mrs Lucy Shaw

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ADMISSION ARRANGEMENTS FOR 2025-2026

Shibden Head Primary School is a two form entry Academy, with a pupil admission number (PAN) of 30 per class.

In order to make admissions to our school as fair as possible for all children wishing to attend it is necessary to have an admission policy.

Educational Health Care Plan

The admission of pupil with a statement of special educational needs or Education, Health and Care Plan (EHCP) is dealt with by a separate procedure. Such children will be admitted to Shibden Head Primary if the school is named in the statement, without reference to the oversubscription criteria below.

Multiple Births

Where 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 a place above the admission number.

Children from Split Families

'Home address' refers to the child's permanent home address 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 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 equi-distant addresses would lead to over subscription, the decision of who will be offered the place will be made by random selection.

Children are admitted into reception class in the September of the academic year in which they reach the age of five regardless of aptitude or ability. When applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below.



A place offered, where the parent has named the school based on:

1. 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. (See note 1).

Note

A “looked after child” is a child who, at the time of making the 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 a child who is no longer looked after because they were adopted or became subject to a Special Guardianship order or a Child Arrangements order which includes arrangements relating to with whom the child is to live. Evidence will be required on a case by case basis.

2. Children who have exceptional social or medical needs, where it is deemed essential by an independent professional written recommendation from the child’s paediatrician/consultant, a Director of the Local Authority, Family Court Advisory and Support Service (CAFCASS) etc. The letter must explain why Shibden Head Primary is the **ONLY** suitable school to meet the child’s needs and why no other school could provide the appropriate support. The Governors will consider all requests on these grounds.
3. Children who have sisters and brothers (siblings) of statutory school age attending the school (where the child currently attending will be continuing in the school during the year for which the application is made)
4. Children who live near to the proximity of the school. Priority being given to those living closest to the school as the crow flies, from the main entrance of the school to the home address building (proof of residency may be requested before places are offered)

Please Note

Siblings mean brothers and sisters who live at the same address. Foster children and step sisters and step brothers are also included.

The address is defined as being the home where the child lives on a regular basis with his or her parents/carers.

After all available places have been filled waiting lists will be kept by the Admissions Team, Bradford Council on behalf of the school. However, it will be explained to such parents that should a place become available at the school, this may be filled by a child whose family have made contact since the final date of registration for admission. This family may meet the criteria for admission in a way that gives them preference over others on the waiting list.

Appeals procedure

Should you not complete a form or be allocated a school other than your stated preference you will have the opportunity to appeal against that decision to an independent appeal panel. Details of this process are available on the Bradford Council website.



Admission mid-year/ Pupil Transfer

In year applications must be made on a 'Common in-year application form', obtainable from the Local Authority or school and must be returned to the Local Authority. If a place is not available, the application will be added to the oversubscription list. No child will normally be accepted without prior consultation with the school they are leaving.

Pupils will be expected to remain at Shibden Head for the full seven years as mid phase transfer has detrimental effects on pupil's progress. Transfer to another school occasionally is requested and should be done at the end of term or in exceptional circumstances half term.

Parents requesting a transfer should discuss this with the Executive Headteacher or Head of School and complete a common 'In-Year Application Form'.

Late Applications

In the event of a place becoming available during the year, a place will be offered to the next person on the list according to the oversubscription criteria. Late applications will be added to the oversubscription list and be treated in the same way as other refused applications.

Application Procedure

All applications must be made on the Bradford **Common Application Form**. The Local Authority will apply the admission criteria above.

If you need any additional information regarding our admissions policy, please do not hesitate to contact the Executive Headteacher, Head of School or the School Business Manager.

Parents of prospective new pupils are positively encouraged to visit the school.

Please note it is the parent's responsibility to apply for a place for the child in mainstream school.

Admission policies will only be consulted upon each 7 years unless there have been changes.

Governors at Shibden Head Primary School will consult on their admission arrangements every seven years or earlier if any changes requiring consultation, as outlined in the School Admissions Code of Practice, are proposed.

