



Shibden Head Primary Academy

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Admissions Arrangements for Shibden Head Primary Academy (for admission academic year 2023-24 – from September 2023)

Shibden Head Primary Academy has an agreed published admission number (PAN) of 60 pupils; the academy accordingly admits 60 pupils in Reception each year if sufficient applications are received. Pupils will not be admitted above the published admission number unless exceptional circumstances apply.

Arrangements for applications to Shibden Head Primary Academy are detailed below:

- Applications for a place at Shibden Head should be made in accordance with Bradford Local Authority's Co-ordinated Admission Scheme as published in their booklet 'A Guide for Parents about Admission Arrangements for Primary Schools'. This is available on the Bradford Council website www.bradford.gov.uk/admissions
- Applications should be made through the online application system, www.bradford.gov.uk/admissions. The paper Common Application Form is only available in exceptional circumstances from the Local Authority. Your child is eligible to start school in the September of the school year in which they will become five years old. The online system opens for primary applications in the November prior to admission the following September.

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

The admissions procedure for children with an EHCP is dealt with by a separate procedure. Such children will be admitted without reference to the oversubscription criteria set out below if Shibden Head Primary Academy is named in the plan.

Should there be more applications than there are places, the following oversubscription criteria will apply to ensure that our admission number is not exceeded.

1. A 'looked after child'* or a child who was 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 in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
2. Children for whom there are exceptional social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child.
3. Children with a sibling** who will be a pupil in the school at the time of entry.
4. Other children

* 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.

** We consider siblings to be those brothers / sisters – including foster children – living permanently at the same address.

Multiple births

Where a 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.

Tie Break

When demand exceeds places in any of the above criteria, the distance between the child's home address* 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 oversubscription, the decision of who will be offered the place will be made by random selection.

* 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.

Appeals process

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.

In-year admissions

The Local Authority also coordinates admissions for all other year groups. In-year common application forms are available from the Admissions Team to request a transfer. Part1 should be completed by a parent/carer and Part 2 is then completed by the child's current school. Please ask at the academy office or contact the Local Authority Admissions Team for further details by telephone (01274 439200) or email (schooladmissions@bradford.gov.uk).

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

The most recent consultation on admission arrangements took place from 15th November 2016 to 12th January 2017.

The next consultation on admission arrangements will be due in the autumn term 2023.

Agreed by Governors 11th July 2022 amendments agreed 7th November 2022

Signed..... Chair of Governors

Next review date July 2023 for admission in September 2024