St. Paul's
C.E. Primary School
Together on life's great adventure

Admissions Policy

Admissions arrangements for Academic Year 2027/2028 for places Reception to Year 6

"Through the love of God, we protect our school community. Together we trust, hope, persevere and flourish on life's great adventure."

Approved by:	Governing Body	**Date:**	8 July 2026
Last reviewed:	July 2026		
Next review due by:	July 2027		

St Paul's Church of England Primary School is a one form entry voluntary aided school where the governors are responsible for admissions. Children are usually admitted into the Reception class in the September of the school year in which they will be five.

It is our vision at St Paul's Church of England Primary School to nurture and promote achievement for all within a caring Christian environment. We ask all parents applying for a place here to respect this ethos and its importance. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

ADMISSIONS

St Paul's is a Church of England Voluntary Aided school. As a Voluntary Aided school, the Governing Body is the admissions authority. The school has a planned admission number of 30 places per year group.

Children with an Educational Health Care Plan where this school is named on the Educational Health Care Plan will be admitted to the school without reference to the oversubscription criteria below.

In the event of there being more applicants than there are places, the Governors' Admission Policy will be applied as follows:

OVER-SUBSCRIPTION CRITERIA

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 90 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 of one or both parents who are connected to St Paul's Church or another Christian Church for whom this is the nearest Church of England Primary schools, in the following order of priority:
   - at the heart of the church,
   - attached to the church;

   (please see notes A, B and C below).

3. Children with siblings who will still be in school at the expected time of admission
   (please see note D below).

4. Children who live within the Parish Boundary of St Paul's. *A map is attached to this policy (p.3) and available in the school office on request.*

5. Children of one or both parents who are frequent worshippers of another major world faith, (please see note B below) for whom this is the nearest Church of England Primary school *(please see notes A, B and E below)*.

6. Children who live beyond the parish boundary *(please, see note F below)*.

Tie Breaker
In the event of a tie in any of the above listed criteria, priority will be given to those who live nearest to the school as measured in a straight line from the child's home to the main entrance of the school building, using the local authority electronic mapping system.

Tie Breaker Two
In the unlikely event of there being two or more children living equidistant from the school, as measured above, any remaining places will be allocated by the drawing of lots.

Notes

A. 'Parent' is deemed as the legal guardian.
B. People are: ***'at the heart of the church'*** if they worshipped in a church at least twice a month for at least the last 6 months; '***attached to the church'*** if they worshiped in a church at least once a month for at least the last 6 months. In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.
C. 'Christian church' means a church that is a member of the Council of Churches of Great Britain and Ireland or the Evangelical Alliance, or a church which is in full sympathy with their Trinitarian stance.
D. Siblings' means a sister or brother who lives at the same address. Children living in the same family and at the same address i.e., foster children or step-sisters or step-brothers are also included.
E. 'Major world faiths' are Buddhism, Hinduism, Islam, Judaism and Sikhism.
F. The address is defined as being the home where the child resides for the majority of days per week.

APPLICATION PROCEDURE

Applying for a place in Reception Class:

The common application form must be completed and returned to the Local Authority by 15 January each year. Applicants who wish to be considered under oversubscription criteria 2 and 5 must, also, complete the school's Supplementary Information Form (SIF) and return it to the school by the same date together with relevant documentation. It is a parental responsibility to return this form to the school. If the SIF is not received the governors will only be able to rank the application according to the information on the common application form.

In-year application procedures

Bradford Local Authority administers in-year applications on behalf of the school governors. In-year application forms should be returned to the Local Authority who will inform applicants whether a place can be offered, on behalf of the governors. Applicants who wish to be considered under oversubscription criteria 2 and 5 must also complete the school's Supplementary Information Form and return it to the school no later than the application form is submitted.

ADMISSION OF CHILDREN BELOW COMPULSORY SCHOOL AGE AND DEFERRED ENTRY TO SCHOOL

All children offered a Reception place at St Paul's will be able start in September. However,
a) Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age, and
b) Parents can request that their child takes up the place part-time until the child reaches compulsory school age.
The compulsory school age is the term after the child's 5th birthday

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.

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.

APPEALS PROCESS

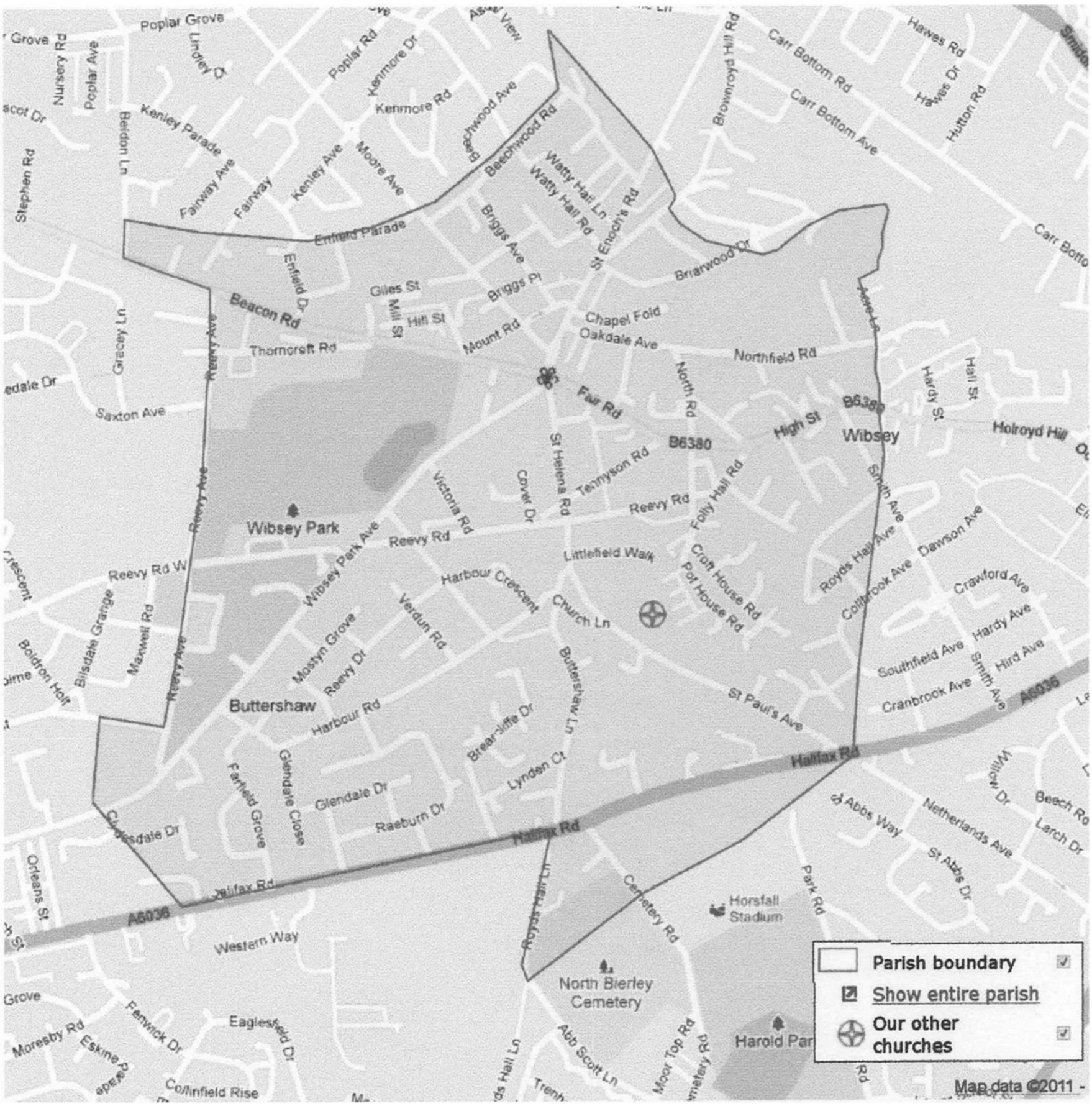
At St Paul's C of E Primary School the governors use the Local Authority Appeals process. Parents have the right to appeal in the event of a refusal of a place being received. Appeals are lodged by completing a Local Authority Appeals Form and submitting this directly to the Local Authority Admissions Team.

WAITING LISTS

In addition to their right of appeal, unsuccessful applicants can apply to be placed on a waiting list. This waiting list will follow the order of the over-subscription criteria set out above. The waiting list will be kept open for the remainder of the academic year for which application was made.

St. Paul's
C.E. Primary School
Together on life's great adventure

MAP OF ST PAUL'S WIBSEY PARISH



St. Paul's
C.E. Primary School
Together on life's great adventure

SUPPLEMENTARY APPLICATION FORM
FOR ENTRY INTO ST PAUL'S CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL

TO BE COMPLETED BY THE PARENT(S)/ GUARDIAN(S) and returned directly to St Paul's Church of England Primary School by the same date as the common application form is submitted

Your Child:

Full Name:……..…

Sex: M/F

Date of Birth:……..……

Parent(s)/Guardian(s) Name(s)

……

……

Permanent Address:……..……..……

……**Postcode**……..……
Siblings

Do you have a child at school: YES / NO

Will they be there when your child is eligible for entry into school? YES / NO

Name(s):……..……

Class(es)……

SECTION TO COMPLETE IF APPLYING UNDER CRITERION 2 (CHURCH PLACES)

Links with the Church:

Your religious denomination…….……..…….

Your Church's name……..……..

Frequency of services attended

Twice a month or more ☐ At least once a month ☐

How long have you been linked with this church? :…… …years/months

If it is less than the last 6 months:
If you have a connection with this church for less than 6 months, but were attached to another church before, a copy of the form should be completed by the ministers of both churches (you can ask the office for a supplementary copy)

In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship

What was the name of your previous church?.....

Frequency of services attended: Twice a month or more ☐ At least once a month ☐

How long ago did you develop a link with this church? :…… years/months

If you would like to be considered for admission on the grounds of your Christian faith, the attached form should be completed by your minister and returned directly to the school.

If you have a connection with this church for less than 6 months, but were attached to another church before, a copy of the form should be completed by the ministers of both churches (you can ask the office for a supplementary copy).

St. Paul's
C.E. Primary School
Together on life's great adventure

SECTION TO COMPLETE IF APPLYING UNDER CRITERION 5 (OTHER MAJOR WORLD FAITHS)

Please, tick which major faith you belong to:

☐ Judaism ☐ Islam ☐ Hinduism ☐ Sikhism ☐ Buddhism

Please attach a supporting letter from your faith leader

Signed:……Parent/Guardian

Date:……

St. Paul's
C.E. Primary School
Together on life's great adventure

To be completed by the church minister/faith leader and returned directly to:
St Paul's CE Primary School: St Paul's Avenue, Bradford, BD6 1ST

ADMISSION OF PUPILS TO ST PAUL'S CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL
Confidential Church Reference

Child's name:……
Parent(s)/Guardians Name(s)

……

……

Is/are the parent(s)/guardian(s) named above linked to your church? YES/NO

Please tick the appropriate box below to indicate which of the following best describes their links with your church:

'At the heart of the church' – they have worshipped in church at least twice a month, for at least the last 6 months;	
'Attached to the church' – they have worshipped in church at least once a month, for at least the last 6 months	

Length of time involved with this Church to your knowledge:…… years / months

Does your church belong to the Church of England? YES / NO

If not, is your church affiliated to 'Churches Together', or the 'Evangelical Alliance, or hold the Trinitarian stance in its creed? YES / NO

Signed:…….. Vicar/Minister of:……

Name:……

Date:……

Thank you for your kind assistance.
Please see the Privacy Notice on our website to see how our school uses any personal data. A paper copy of the Privacy Notice can be obtained by contacting the school office on 01274 679183.