



ST PHILIP'S CE PRIMARY ACADEMY

Admissions Policy September 2022

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| Date of policy: | December 2020 Signed copy in file | Signed: Headteacher: Michelle Hargreaves Chair of Governors: Denise Poole |
| Review date: | January 2021 | Signed: Headteacher: Michelle Hargreaves Chair of Governors: Denise Poole |

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Safeguarding Statement

At St Philip's Primary Academy, we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all academy activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at St Philip's Primary Academy. We recognise our responsibility to safeguard all who access academy and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

Vision Statement

Fostering curiosity and a love of learning is at the heart of our teaching. Broadening horizons enables all children to flourish and be fulfilled. Successes are celebrated and failure learned from, allowing us to shine through challenges. Together, we develop qualities of character necessary to be positive future citizens.

Statement of Intent

The governing body of St Philip's Primary Academy applies the regulations on admissions fairly and equally to all those who wish to attend this academy. The Education Act 2002 and Revised Codes of Practice on Admissions and Appeals new framework for academy admissions as of September 2000 states that "Academy admission arrangements should work for the benefit of all parents/Carers and children in the area. The arrangements should be as simple as possible for parents/Carers to use, and help them to make the best decisions about the preferred academy for their children".

It is our aim that this policy conforms to the regulations that are set out in that Act and also further explained in the statutory Academy Admissions Code of Practice and the statutory Appeals Code of Practice in the LA admissions booklet.

Our Guiding Principles

At St Philip's CE Primary Academy we pride ourselves on developing a positive ethos built on the foundations of the Christian faith, whilst taking into consideration that most of our pupils, staff and community follow the faith of Islam. We endeavour to ensure we are always '**Working together with hope in our hearts**'

This ethos is based on the following principles that, as stakeholders, we all aim to uphold:

Principle 1: Nurture

We demonstrate kindness and caring towards each other so that we can find **happiness** and **fulfilment**. We promote and support children's wellbeing to support their growth and development.

Principle 2: Optimism

We believe that having a **positive attitude** towards situations enables us to be forward thinking and supports us in our goal of providing a good and better education for all of our pupils.

Principle 3: Aspiration

We have high **aspirations** for the futures of the children in our Academy. Through a high-quality curriculum and planning of lessons that are specifically tailored for our pupils, they will have the opportunity to achieve and **surpass** their **potential**.

Principle 4: Hope

We believe that it is important that our children understand the value of **hope**. We endeavour to promote empathy and compassion in our children.

Principle 5: Sincerity

We are united as a whole to ensure **integrity, honesty** and **trust** are maintained. This quality within our academy means that we follow our principles to ensure that we always do our best for pupils, staff and community.

Principle 6: Achievement

Through the promotion of **resilience, collaboration** and **risk-taking** we are allowing our children to develop the tools to be life-long learners.

Principle 7: Respect

All members of our academy, including pupils, staff, governors, visitors and the wider community, should be treated with respect. We hold **politeness** in high regard and we are **accepting** of each individual's **uniqueness**.

Principle 8: Confidence

We encourage **independence** and **debating skills** so that our pupils develop the courage to stand up for what is right and develop the confidence to '**Let your light shine**' *Matthew 5:16*

Aims of our Admissions Policy

We are an inclusive academy that welcomes children from all backgrounds and abilities. All applications will be treated according to our policy and in a sensitive manner.

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow Parents/Carers the right to have a place at the academy of their choice. However, this is not always possible, due to the excess demand on the academy places available.

The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this academy.

The Purpose of the Admissions Policy

This policy clearly states the procedures and criteria for admissions set out by BDAT, St Philip's Primary Academy will always follow this policy to ensure that all applications for admission are fairly considered.

Nursery Admissions

Our Nursery caters for children in the Foundation Stage, between the ages of 3 and 5 years. Parents/Carers can put their child's name on the waiting list as soon as the child is born.

It is our aim to offer all children at least 3 terms Nursery provision prior to them starting in Reception. The majority of admissions to Nursery take place over the first few weeks of the Autumn term.

Children are offered places according to their position on the waiting list. The list is divided into months to ensure that summer birthdays have equal access. The same number of children from each month's list are offered places. (This number varies according to the number of vacancies)

Reception Places

Our Reception class caters for 30 pupils between the ages of 4 and 5 years. Children enter the academy in the academic year they become five. There is one admissions date per year, early in September (i.e. at the start of the academy year). Therefore, Parents/Carers who would like their child to be admitted to this academy in September 2021 should ensure that they complete the application form through the LA <https://www.bradford.gov.uk/education-and-skills/school-> by the 15th January 2021. Attendance at St Philip's CE Primary Academy Nursery does not prioritise admission into Reception. The Local Authority will inform parents of the offer of a place on behalf of the governors on the national offer date 16th April 2021.

St Philip's Academy is run by its governing body as part of the Bradford Diocesan Academies Trust (BDAT) in accordance with the Articles of Association and scheme of delegation. BDAT is the Admissions Authority and the Local Governing Body makes recommendations on their admissions arrangements to the Trust Board.

PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN

All governing boards are required by Section 324 of the Education Act 1996 or the Children's and Families Act 2014 to admit to the school a child with an education, health and care plan, (EHCP) formerly a statement of special needs (SEN), which names the school. This is not an oversubscription criterion and relates only to children who have undergone statutory assessment and for whom an EHCP has been issued. If this school is oversubscribed after the admission of children with an EHCP then the oversubscription criteria will be applied to other applicants.

Criteria for Admissions

Where the number of applicants received exceeds the planned admissions number of the school the Governing Board will apply the following criteria in strict order of priority:

1. Looked after children – a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989(b) at the time an application is made.
2. Looked after children or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order
3. Looked after children who are regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
4. Children who have 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.
5. The children of parents who are members of the Church of England or other Christian denominations.
6. Sisters and brothers of children living at the same address who are at present on roll at the school and will still be attending the school at the time of admission.
7. Other children

Note 1: Parents applying under criteria 4 are required to complete a **Supplementary Information Form (SIF)** which asks for a declaration and verification of being a member the Church of England, or a Church of appropriate Christian denomination. If a SIF is not received within the allotted timescales the application will be considered but not under church membership priority criteria. The supplementary form should be returned to the school by the closing date 15th January 2021.

Note 2: A 'looked after child' is a child who is in the care of the local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (as defined in the Children Act 1989).

Note 3: The governing body will consider first all those applications received by the published deadline 15th January 2021. Applicants made after midnight on that date will be considered after all on time applications have been fully processed unless exceptional circumstances merit consideration alongside on time applications.

WAITING LISTS

Where the application has been unsuccessful parents / guardians may request that the child's name is added to the waiting list. The waiting list will be maintained until December 31st. Any places that become available will be allocated according to the published oversubscription criteria of the admission arrangements with no account being taken of the length of the time on the waiting list.

In accordance with the School Admissions Code as soon as places become vacant the Governing Board must fill the vacancies from any waiting list, even if this is before admission appeals have been heard. Placing a child's name on a waiting list does not affect a parent's / guardian's right of appeal against an unsuccessful application.

It should be noted that children, who are subject of direction by a Local Authority to admit or who are allocated in accordance with an In- Year Fair Access Protocol (The School Admission Code), must take precedence over those on a waiting list.

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 places above the admission number. The terms "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.

In Year Transfer

The LA keeps a waiting list for places in Reception –Year 6, as vacancies arise, places are allocated according to the criteria for admissions.

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 oversubscription, the decision of who will be offered the place will be made by random selection

Admission Appeals

If we do not offer a child a place at this academy, it is because to do so would prejudice the education of other children by allowing the numbers of children in the academy to increase too much.

If Parents/Carers wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeal panel then meets to consider all appeals by Parents/Carers who have been refused a place at our academy and who wish to appeal against this decision. An appeal panel's decision is binding for all parties concerned. If

the appeal panel decides that we should admit a child to our academy, then we will accept this and continue to do all we can to provide the best education for all the children at our academy. (Details of appeal arrangements are set out in the School Admission Appeals Code 2014 <https://www.gov.uk/government/publications/school-admissions-appeals-code>).

The Standard Number

The Standard Number is the number of children the academy can accommodate. The standard number for our academy is 210. We keep this number under review and the governors will apply to change the number if circumstances allow.

Class Size

The maximum class size in classes is 30 children.

Review

This policy should be reviewed and ratified by the Governing Body of St Philip's CE Primary Academy annually.

This form should be separate for confidentiality reasons

Supplementary Information Form (SIF)

This Supplementary Form should be completed by the parent / guardian of the child who is seeking admission to the school. This form need only be completed to confirm and verify that you meet the requirements of the oversubscription criteria related to church attendance. **No additional information will be considered** unless a family has attended more than one place of worship for that period, in which case more than one form may be submitted to cover the two years. It is the responsibility of the parent to get both sections complete and returned to school.

This form should be returned to the school office by no later than midnight on 15th January 2022

| Section A: Application for admission to XXXXXXXX School / Academy | | | |
|--|--|-------------|--|
| Please consider the following information as part of the admissions process for the following child: | | | |
| Child's Surname: | | First name: | |
| Name of parent / guardian | | | |
| Address | | | |
| Postcode | | Contact No | |

| | |
|---|--|
| I confirm that | |
| Is a regular worshipper at the church below, defined as attending public worship at that place, for at least once a month, for two years prior to the date of application. | |

| | | | |
|---------------------------------------|--|------------|--|
| Place of Worship | | | |
| Name of Vicar / Priest / faith leader | | | |
| Address | | | |
| Postcode | | Contact no | |

| Section B: Verification | | | |
|--|--|-------|--|
| This section is to be completed by the above church leader | | | |
| I confirm that that child/parent/guardian named above has attended public worship at church at least once a month for the past two years. | | | |
| Name: | | | |
| Signed: | | Date: | |