

# Admissions Policy for Community and Voluntary-Controlled Primary Schools

(Adopted by the academies and foundation schools named below)

2019/2020

The following admission policies are for all community and voluntary controlled schools and the specific academy/foundation schools named. All other schools have their own admissions policy which are available directly from the school or from the Bradford City Council website.

## PUPILS WITH A STATEMENT OF SPECIAL EDUCATIONAL NEEDS OR EDUCATION, HEALTH AND CARE PLAN

The admission of pupils with a statement of special educational needs or education, health and care plan is dealt with by a separate procedure. Such children will be admitted to the named school without reference to the oversubscription criteria below.

## ADMISSION POLICIES

### A) Schools and Academies with Priority Admission Areas

The following schools have priority admission areas; maps of these areas can be viewed at the respective schools or on the Bradford Council website:

**Addingham, Ben Rhydding, Cottingley Village, Eldwick, Long Lee, Sandal, Silsden and Victoria primary schools.**

Where the number of preferences for a school exceeds the number of places available, priority will be given to children in the following categories:

1. 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 (see Note 1)
2. 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.
3. Children who have a brother or sister, living at the same address and who will still be attending the school at the time of admission. (see Note 2)
4. Children whose home address is within the school's priority admission area\*. (see Note 3)
5. Children whose home address is outside the school's priority admission area.

*\* For Cottingley Village and Eldwick primary schools, criterion 4 above will apply first for the whole of priority area one and then for the whole of priority area two; if there are remaining unallocated places, criterion 5 will then be applied.*

**B) East Morton CE Primary School (Academy)**

Where the number of preferences for the school exceeds the number of places available, priority will be given to children in the following categories:

- 1 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 (*see Note 1*).
- 2 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.
- 3 Children who have a brother or sister, living at the same address, and who will still be attending the school at the time of admission (*see Note 2*).
- 4 Children whose home address is in the school's priority admission area whose parents are members\* of the Church of England (or other Christian *denominations*) for whom the preferred school is the nearest Church of England school to the home address (*see Note 3*).
- 5 Other children whose home address is in the school's priority admission area.
- 6 Children whose home address is outside the school's priority admission area whose parents are members\* of the Church of England (or other Christian denominations) for whom the preferred school is the nearest Church of England school to the home address (*see Note 3*).
- 7 Other children whose home address is outside the school's priority admission area.

*\* For admission under criteria 4 and 6, parents will be asked to demonstrate membership of the appropriate Christian denomination by submitting with their application, a letter from their minister or other church leader confirming the parents' regular and frequent attendance at church.*

**C) All Other Community Schools, Academies, Lidget Green and All Saints CE (Bradford)**

Where the number of preferences for a school exceeds the number of places available, priority will be given to children in the following categories:

- 1 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 (*see Note 1*).
- 2 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.
- 3 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 (*see Note 2*).
- 4 Other children.

## **D) Bowling Park Primary School (Community School)**

### **Application Procedure**

Bowling Park Primary School operates on two sites: 60 places at the New Cross Street site and 30 places at the Usher Street site. In addition to listing the school on the common application form, applicants must indicate which of these two sites they prefer. If a preference for site is not received, the Local Authority will consider the nearest site as the preferred school. Where the number of preferences for either site exceeds the number of places available at that site, the oversubscription criteria below will first be applied in relation to that site to determine which applicants for that site will be offered places. In the event of a place not being offered at the preferred site, the oversubscription criteria will then be applied in relation to the other site.

### **Oversubscription Criteria**

- 1 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 (see Note 1).
- 2 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.
- 3 Sisters and brothers of children living at the same address, who are at present on roll at the school, and **based at the preferred site** and will still be attending that site at the time of admission (see Note 2).
- 4 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 (see Note 2).
- 5 Other children.

### **Late and refused applications and in-year admissions**

Late or refused applicants and applicants for any other year group that is full, may be placed on a waiting list for Bowling Park School. The oversubscription criteria above will be used to determine who will be given an available place at either site. In some circumstances, this may result in places being offered to siblings at different sites. In those circumstances, parents can request that their child be moved to the preferred site at a later stage if a place becomes available.

### **Appeals**

Where a place cannot be offered at either site, parents have the right to appeal for a place at Bowling Park Primary School to an independent appeals panel. Parents do **not** have the right to appeal for place at a particular site. Where a place at the school is granted on appeal, the headteacher will decide at which site the pupil will be placed. Every effort will be made to place siblings at the same site.

**E) Voluntary-controlled Church of England schools and Church of England Academies**

The admission criteria below apply for the following schools:

Burley & Woodhead CE	St Phillip's CE
Christ Church CE	The Academy at St James'
Clayton St John CE	Westminster CE
Low Moor CE	Woodlands CE
St Luke's CE	Wycliffe CE
St Matthew's CE	

Where the number of preferences for a school exceeds the number of places available, priority will be given to children in the following categories:

1. 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 (see Note 1).
2. 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.
3. 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 (see Note 2).
4. Children of parents who are members\* of the Church of England or other Christian denominations for whom the preferred school is the nearest Church of England school to the home address (see \* below).
5. Other children.

*\* For admission under criterion 4, parents will be asked to demonstrate membership of the appropriate Christian denomination by submitting with their application, a letter from their minister or other church leader confirming the parents' regular and frequent attendance at church.*

**F) All Saints CE Primary School (Ilkley) – Voluntary Controlled**

Where the number of preferences for the school exceeds the number of places available, priority will be given to children in the following categories:

1. 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 (see Note 1).
2. 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.
3. 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 (see Note 2).

- 4 Up to 50% of the remaining places will be allocated to children whose parents are practising\* members of the Church of England or other Christian denominations, for whom the school is the nearest Church of England school to the home address (see \* below).
- 5 Other children.

*\* In order to meet this criterion, parents will be required to complete a supplementary application form, signed by their minister or church leader, confirming their attendance at church at least fortnightly over the last three years. The form is available from the school or the Local Authority and must be returned to the school or the Admissions Team at Future House by the closing date.*

## **NOTES FOR ALL POLICIES**

1. A “looked after child” is defined as 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 (see the definition in Section 22(1) of the Children Act 1989)

A “previously looked after child” is defined as a child who: was previously looked after but ceased to be so because they were adopted or became subject to a Special Guardianship order or a Child Arrangements order, or (in accordance with DfE guidance 2018) has been in state care outside of England and ceased to be so as a result of being adopted. Evidence will be required on a case by case basis.

2. The term ‘*sisters*’ and ‘*brothers*’ refers to children who live with the same family at the same address. Children living with the same family e.g. foster, adopted children and step-sisters and brothers are also included.
3. ‘*Home address*’ refers to the child’s permanent home at the date of admission. Where the child lives with separated parents with 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.
4. ‘*Nearest Church of England School*’ is measured by a straight line distance from the Ordnance Survey address point of the home to the main entrance of the nearest Church of England primary school, including those in neighbouring local authorities.

## **Tie Break**

When demand exceeds places in any of the above criteria, the distance between home and the preferred site, 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. The distance is measured by a Geographic Information System (GIS) embedded in the admissions system.

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. A Local Authority Officer Independent of the Admissions Team will draw a lot at random

### **THREE ANDS FOUR YEAR OLD ENTITLEMENT**

All three and four year olds are entitled to a free early education place before they reach statutory school age (the beginning of the school term immediately following the child's fifth birthday).

Children are admitted into Reception in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the term in which the child reaches compulsory school age. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age. The admission criteria will apply to all children seeking a school place, whatever their term of entry. The place offered will be reserved on condition that it is taken up within the same school year.

**Children attending a school's nursery are not guaranteed a place in the reception class and a separate application must be made.**

### **SUMMER BORN CHILDREN**

Parents should refer to the Summer Born Guidance if they wish to apply for their child to be offset and secure a Reception place outside of their normal chronological year group. If parents do not apply for an offset or it is not agreed, they will only be offered a Yr1 place.

When parents apply for an offset they should supply as much supporting information as possible including letters of support from professionals identifying the educational reasons for the offset.

The Local Authority will only agree an offset that they are assured is in the best interest of the child from an educational perspective, based on the judgements of professionals. Such requests will be considered in accordance with the Local Authority's 'Guidance on the admission of summer born children' and DfE Advice.

Parents who wish to request offset for reasons of special educational need should contact the Early Years Special Educational Needs officers to request assessment and support.