

# **Admission Arrangements for Community and Voluntary-Controlled Primary Schools 2018/2019**

## **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). Some two year olds are also be entitled to free education if they meet the entitlement criteria.

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 request that their child takes up the place part-time until the child reaches compulsory school age. Parents can 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.

Admissions of summer born children may be deferred to the following September but in those cases children may be offered a place to enter Year 1 unless an application has been made and agreed by the LA or the admitting authority in advance. The Local Authority will consider any application for a deferred entry into Reception of summer born children for the September following their fifth birthday. Such requests will be considered in accordance with the Local Authority's 'Guidance on the admission of summer born children' and DfE Advice.. .

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

## **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.

## **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.

## **TWINS AND TRIPLETS**

Where a family of twins or triplets 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.

## **ADMISSION POLICIES**

### **A) Schools 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 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 (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 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 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 complete a supplementary form to indicate which of these two sites they prefer. 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) Academy and Voluntary-controlled Church of England schools**

The admission criteria below apply for the following schools:

Burley & Woodhead CE  
Clayton CE  
Low Moor CE  
St James' CE  
St Luke's CE

St Matthew's CE  
Westminster CE  
Woodlands CE  
Wycliffe 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.
2. Siblings of children resident at the same address who are at present on roll at the school and who will still be attending the school at the time of admission.
3. Up to 50% of the remaining places will be allocated to the children of parents who are practicing members of the Church of England or other Christian denominations for whom All Saints' C of E Primary School Ilkley is the nearest Church of England school to the home address in the following priority order. (refer to notes below for additional information\* )
  - a. Weekly Worship
  - b. Fortnightly Worship
  - c. Monthly Worship
4. Remaining places will be allocated to other applicants.

When demand exceeds places for any one of the above criteria, the shortest distance between home and school, measured by a straight line, from the main entrance of the home to the main entrance of the school building, will be used to decide who is given a place.

*\* 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 by the closing date.*

#### **NOTES**

1. 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).
2. 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.

4. In order to meet this criterion, parents will be required to complete a Supplementary Information Form (SIF) (attached), signed by their Vicar or Church Leader, confirming their attendance at the church over the last two years. This requires the personal involvement of the family, including the child for whom the application is made, in the worship and life of a Church of England Church, or that of any member of the Churches Together in Britain and Ireland, or any other recognised Trinitarian Church. Priority will be given on the basis of how frequent attendance at worship.
4. "Home address" refers to the child's permanent home at the date of admission. Where the child lives with parents with shared responsibility, it is the address where the child lives the majority of the school week.
5. "Nearest Church of England School" is measured by a straight line distance from the main entrance of the home to the main entrance of the nearest Church of England primary school, including those in other local authorities.
6. Proximity to school is used as a tie-breaker, those living closest being given priority. 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 by the Local Authority.
7. Twins or triplets – where a family of twins or triplets 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.
8. Pupils will not be admitted above the published admission numbers for the school unless:
  - Twins and children from multiple births when one of the siblings is the last child to be admitted,
  - Where additional school places need to be provided, or the pupil is admitted as part of the fair access protocol, agreed with all schools in the area.