WORTH VALLEY PRIMARY SCHOOL

Admissions Policy 2027 - 2028

Approved By:	**Trust Board following consultation**
Approved on:	**29th January 2026**
Next review due by:	**Autumn Term 2026**

1. Introduction

Worth Valley Primary School (the School) is part of The Leading Learners Multi Trust (the Trust). The Trust is the admissions authority for the School and is therefore responsible for ensuring that these arrangements are compliant with the Admissions Code 2021. This document aims to provide information on how to apply for a place at the School, how places are allocated, and how to appeal against a decision not to offer your child a place.

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code 2021
- School Admission Appeals Code

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

2. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.
Looked-after children, as defined in section 22 of the Children Act 1989, are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order (defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014), or
- Became subject to a special guardianship order (defined in section 14A of the Children Act 1989)

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.
A child is 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.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

A **parent** is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

3. How to apply

Our academy is part of Bradford Council's coordinated admissions process, and as such, allocation of places for reception is completed by them according to the criteria set out below.
All parent/carers are required to apply to their home Local Authority (LA) regardless of where the academy they are applying for is situated.

For applications in the normal admissions round you should use the application form provided by Bradord Local Authority. You will receive an offer for a school place directly from your local authority.

Nursery Admissions
The school manages its own admissions for nursery places. Applications should be made directly to the school using the nursery application form, which is available from the school office or website. Please note, a place in the nursery does not guarantee a place in Reception. A separate application must be made for Reception places via the Local Authority's coordinated admissions process.

4. Requests for admission outside the normal age group

We ask that where parents are considering this, they speak to the Headteacher, before applying. Following a meeting, should parents feel that they would like to request admission outside the normal age group, they must confirm in writing to the Headteacher the reason for the request, and then follow the normal local authority admissions process. The school will then liaise with the Local Authority closely in progressing the application.
Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 5. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.
Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

5. Allocation of places

5.1 Published admission number (PAN)

The school has a published admission number of 30. This means that we admit 30 children into reception each year.

5.2 Oversubscription criteria

All children whose education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.
If there are more applications than there are places available, then eligibility will be determined in accordance with the following scheme of priorities:

1. Looked after children and all previously looked after children, including those

children 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.

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 1*).

4. All other children

5.3 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.

5.4 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.

5.5 Waiting list
The Local Authority will maintain a clear, fair and objective waiting list for children entering Reception until 31 December 2026. If your application is unsuccessful, your child's name will be added to the waiting list. Where places become available, they will be allocated to children on the waiting list in accordance with the oversubscription criteria outlined in section 5.2. Priority will not be given to children based on the date their application was received, or when their name was added to the list.
Under the School Admissions Code, looked-after children, previously-looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol (see section 5.8 below) must take precedence over those on the waiting list.

5.6 Deferred Entry
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. 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.compulsory school age.

5.7 Fair Access Protocol
We participate in Bradord Local Authority's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school

place in-year, get access to a school place as quickly as possible and before anyone is considered from the waiting list. Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to the school for their child. Any application will be processed in accordance with the usual in-year admission procedures (see section 6).

6. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted. Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to the waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 5.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

The Council co-ordinates all parental requests for in-year admissions, but before applying please contact the headteacher of your child's current school to discuss the transfer. In year applications must be made on a common Transfer Form which can be submitted online via the Bradford Admissions Portal or downloaded from the Bradford School Admissions website.

Further details on in year admissions can be found on the following webpage:
https://www.bradford.gov.uk/education-and-skills/school-admissions/in-year-applications/

7. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you should speak to the Local Authority, and they will provide details of the Appeals Process. Details can also be found online, via https://www.bradford.gov.uk/education-and-skills/school-admissions/make-an-appeal/

8. Monitoring arrangements

This policy will be reviewed and approved by the trust board annually. Whenever changes to admission arrangements are proposed (except where the change is an increase to the published admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years. Consultation will be for a minimum of 6 weeks and will take place between 1 October and 31 January of the school year before the arrangement are to apply.

Notes

1. 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.

2.'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.

3.Proximity to school is used as a tie-breaker, those living closest being given priority. When demand exceeds places in any of the criteria, 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 by Local Authority officers.