Worth Valley Primary School

Admissions Policy

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1. 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 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 take 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 until 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 local authority 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 an Education, Health and Care Plan (EHCP)
The admission of pupils with an Education, Health and Care Plan (EHCP) is dealt with by a separate procedure. Such children are dealt with through a separate legislative process and without reference to the oversubscription criteria below. Children who have an EHCP which names a specific school will be admitted to that school.

Tie Break
When demand exceeds any 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.

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.

2. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

3. Legislation and statutory requirements

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

- School Admissions Code 2021
- School Admission Appeals Code 2022

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.

4. How to apply

For applications in the normal admissions round you should apply online through the Bradford Council Website or by contacting the admissions team on 01274 439200. You can use the application to express your preference for up to five schools, in rank order.

You will receive an offer for a school place directly from the local authority.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

5. Allocation of places

5.1 Admission number
The school has an agreed admission number of 30 pupils for entry in each year group.

5.2 Oversubscription criteria

All children whose statement of special educational needs or disabilities (SEND) or education, health and care plan (EHCP) 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.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Highest priority will be given to Children Looked After and all previously looked after children, including those children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Priority will next be given to children who have exceptional social or medical needs, supported by a written recommendation form the child's paediatrician/consultant or professional from the Child and Families Trust (CFT). 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. Priority will next be given to children with siblings living at the same address, who are present on roll at the school and will still be attending the school at the time of admission.

4. All other children.

6. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEND or EHCP names the school will be admitted.
Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.
Applications for in-year admissions should be sent to the following address:

Schools Admissions Team
Department of Children's Services
Margaret McMillan Tower
Princes Way
Bradford

BD1 1NN
Phone: 01274 439200
Email: primaryadmissions@bradford.gov.uk

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 must set out the grounds for your appeal in writing. This should then be returned to the Schools Admissions Team at the above address.

You can find details of the school's appeals timetable on the following webpage: 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 Academy Trust Board every two years. Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Academy Trust board will publicly consult on these changes.

9. Notes and Definitions:

1. A 'Child Looked After (CLA)' 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). Previously Children Looked After are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been looked after and 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. (in accordance with 1.8 School Admissions Code of Practice.

2. The term "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.

3. '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.

4.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.

5. Multiple Births – where the parents of children 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.

6. 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.