



# **Low Moor C. of E. Primary School**

## *Aiming for Excellence*

# **ADMISSIONS POLICY**

**Reviewed by: Strategic Planning Committee**

**Date of meeting: 21<sup>st</sup> March 2019**

**Approved by: Full Governing Body**

**Date of meeting: 28<sup>th</sup> March 2019**

**Position: Chair of Governing Body**

**Signature:**

**Date:-**

**Next review date: February 2020**

# LOW MOOR C. of E. PRIMARY SCHOOL – ADMISSIONS POLICY

## 1. Admissions Procedure

- 1.1. The school admission number is 60
- 1.2. All admissions are co-ordinated by Bradford Council.
- 1.3. Parents can apply online at [www.bradford.gov.uk/admissions](http://www.bradford.gov.uk/admissions). A 'Guide for Parents about Admission Arrangements to Schools' is also available at this website.

## 2. Entitlement

- 2.1. 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 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 year.
- 2.2. In the case of summer-born children, however, parents cannot apply for a reception place in the September following the child's fifth birthday. If such parents wish to delay their child's entry to full-time education until their child reaches compulsory school age, they would need to apply for a place in Year 1. Exceptionally, deferred admission into Reception in the following September for a summer-born child with significant medical or educational needs will be considered where supported by written recommendations from professionals working with the child and family.

## 3. Admission criteria

- 3.1. Where the number of preferences for our 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 child arrangements order (previously residency order) 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 present on roll at the school and will still be attending the school at the same 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 Note 6).
5. Other children.

#### **4. Pupils with a Statement of Special Educational Need (SEND)**

- 4.1. The admission of pupils with a statement of special educational need or an education health and care plan, is dealt with under a separate procedure and such children will be admitted to the school named on the statement or plan, without reference to the oversubscription criteria above.

#### **5. Tie Break**

- 5.1. When demand exceeds places in any of the above 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.
- 5.2. 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.

#### **6. Notes**

1. *A 'looked after child' is a child who is in the care of the local authority, or being provided with accommodation by the local authority in the exercise of their social services functions (as defined in the Children Act 1989).*
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 parents with shared responsibility, it is the address where the child lives the majority of the school week. 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 other local authorities.*

5. *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.*
6. *For admission under criterion 4, parents will be required to complete a Supplementary Information Form (SIF) (available from the school, see Appendix A), 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.*
7. *Pupils will not be admitted above 60 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.
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## **7. In-year Admissions**

- 7.1. For in-year admissions, applicants should contact Admissions at Bradford Council tel: 01274 439201.
- 7.2. Where vacancies occur after the normal starting date of the school year, the priorities listed above will only apply if children wishing to join the school are competing for places.

## **8. Appeals**

- 8.1. If parents receive notice that a place has not been offered to their child they may, if they wish, appeal within 14 days by writing to the LA.

# Low Moor C. of E. Primary School



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**SUPPLEMENTARY INFORMATION FOR ENTRY IN SEPTEMBER 20XX TO  
LOW MOOR CHURCH OF ENGLAND VOLUNTARY CONTROLLED PRIMARY SCHOOL**

**TO BE COMPLETED BY PARENT / CARERS and returned directly to:  
Low Moor Church of England Primary School, Park House Road, Bradford, BD12 0NN  
by DATE at 3.15pm**

<b>Child's Full Name:</b>	
<b>Date of Birth:</b> /         / 20	<b>Gender: Male/Female</b>
<b>Present School or Pre-school:</b>	
<b>Address:</b>	
<b>Detail below any other children attending Low Moor C. of E. Primary School</b>	
<b>Name:</b>	<b>Year Group:</b>
<b>Name:</b>	<b>Year Group:</b>
<b>Name:</b>	<b>Year Group:</b>

**LINKS WITH THE CHURCH:**

<b>Name and Address of your Church</b>	
<b>Religious Denomination</b>	
<b>Your child's link with the Church</b>	
<b>Your link with the Church</b>	

***The Governor's Admission Committee will use the above information and references to assist them in their decision making process.***

This supplementary form is submitted to support my application for a place at Low Moor C. of E. Primary School for my child named above, for admission in September 20.....

I understand that I must still make an online application for a school place at [www.bradford.gov/admissions](http://www.bradford.gov/admissions)

Signed:.....Parent/Carer

Date:.....

**ADMISSION OF PUPILS TO LOW MOOR CHURCH OF ENGLAND  
VOLUNTARY CONTROLLED PRIMARY SCHOOL**

**CONFIDENTIAL CHURCH REFERENCE**

**TO BE COMPLETED BY YOUR CHURCH MINISTER**

**Low Moor Church of England Primary School, Park House Road,  
Bradford, BD12 0NN**

Child's name:.....

Parent's/Carers Name(s)..... & .....

**TO THE BEST OF YOUR KNOWLEDGE FOR THE PAST 12 MONTHS THE CHILD HAS ATTENDED:**  
(please indicate as appropriate)

<b>Church Services</b>	<b>Frequently (weekly)</b> <input type="checkbox"/>	<b>Regularly (monthly)</b> <input type="checkbox"/>	<b>Occasionally (annually)</b> <input type="checkbox"/>	<b>Never</b> <input type="checkbox"/>
<b>Other Christian based activity organised by the Church.</b>	<b>Frequently (weekly)</b> <input type="checkbox"/>	<b>Regularly (monthly)</b> <input type="checkbox"/>	<b>Occasionally (annually)</b> <input type="checkbox"/>	<b>Never</b> <input type="checkbox"/>

Name of Christian Activity:.....

Length of time involved with this Church (or other churches) to your knowledge..... Years/months

**TO THE BEST OF YOUR KNOWLEDGE FOR THE PAST 12 MONTHS THE FAMILY HAS ATTENDED:**  
(please indicate as appropriate)

<b>Church Services</b>	<b>Frequently (weekly)</b> <input type="checkbox"/>	<b>Regularly (monthly)</b> <input type="checkbox"/>	<b>Occasionally (annually)</b> <input type="checkbox"/>	<b>Never</b> <input type="checkbox"/>
<b>Other Christian based activity organised by the Church.</b>	<b>Frequently (weekly)</b> <input type="checkbox"/>	<b>Regularly (monthly)</b> <input type="checkbox"/>	<b>Occasionally (annually)</b> <input type="checkbox"/>	<b>Never</b> <input type="checkbox"/>

Name of Christian Activity:.....

Length of time involved with this Church (or other churches) to your knowledge..... Years/months

**ANY FURTHER COMMENTS WHICH MAY SUPPORT THE APPLICATION:**

Vicar/Minister of:.....

Signature.....Name:.....

Date:.....

**THANK YOU FOR YOUR ASSISTANCE**