



# Admissions Policy

## 2022/2023



## **INTRODUCTION**

Exceed Academies Trust is the Admissions Authority of Cottingley Village Primary School and is responsible for determining the school's admissions policy.

The Published Admission Number (PAN) for Cottingley Village Primary School is **60** mainstream places.

In addition, the Cottingley Village Primary School has 14 Resourced Provision Places for primary aged children with Social Emotional and Mental Health needs (SEMH). These places are not filled as part of these admissions arrangements; placements to the Resourced Provision will be sought through and formally approved by the Local Authority in consultation with the school, in line with the Specification for School Led Resourced Provision.

## **APPLICATION PROCESS**

All applications for places at Cottingley Village Primary School must be made on Local Authority coordinated online admission forms.

[https://oneonline.bradford.gov.uk/CitizenPortal\\_LIVE/Account/Login](https://oneonline.bradford.gov.uk/CitizenPortal_LIVE/Account/Login)

Families will receive information about making an application for Reception from their child's current Nursery through the post in mid-November.

## **ADMISSION ARRANGEMENTS**

Admissions arrangements will be coordinated by the Local Authority, so parents will be required to complete a Bradford Children's Services common application form. The school will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted relief's applies. If more applications are received than there are places available, the oversubscription criteria shall apply.

## **RECEPTION ADMISSIONS**

Statutory school age commences at the beginning of the school term immediately following the child's 5<sup>th</sup> birthday.

Children are admitted into Reception in the September following their 4<sup>th</sup> birthday. However, parents may request that their child's entry to Reception is deferred until later in the same school year, but not beyond the term following their 5<sup>th</sup> birthday. The admission criteria will apply to all children seeking a school place, whatever their term of entry. The place offered will be held on condition that it is taken up within the same school year.

## **CHILDREN WITH AN EDUCATION, HEALTH AND CARE PLAN (EHCP)**

The admission of children 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 outlined in this policy.

## **OVERSUBSCRIPTION CRITERIA**

For applications into any year group, where the number of applications exceeds the number of places available, places will be offered according to the following oversubscription criteria, in priority order:

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 (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 whose home address is within the school's priority admission area\*<sup>†</sup> (see Note 3).
5. All other children.

*\* 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.*

*<sup>†</sup> Outlines of the priority admission area are attached to this policy.*

## **TIE BREAKER**

When demand exceeds places in any of the above criteria, the distance between the child's home (see Note 3) and the school, measured by a straight line distance from the Ordinance 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 BIRTH SIBLINGS**

Where a parent of multiple births (twins, triplets etc) requests admission and only one of the siblings can be offered a place, the remaining siblings will also be offered places above the admission number.

## **INFANT CLASS SIZE (RECEPTION, YEAR 1 & YEAR 2)**

Admission to Reception, Year 1 and Year 2 classes is governed by Infant Class Size Legislation (Section 1 of School Standards and Framework Act 1998) which states that Infant Classes (Reception, Year 1 and Year 2) must not contain more than 30 pupils with a single teacher.

Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

## **RIGHT OF APPEAL**

Parent(s)/Carer(s) whose school application is turned down have the legal right to appeal against this decision. Details concerning how to appeal will be explained in the decision letter. Appeals Forms are available from the school office.

Parents are advised that admission to Reception, Year 1 and Year 2 classes are governed by Infant Class Size Legislation (Section 1 of School Standards and Framework Act 1998) which states that Infant Classes must not contain more than 30 pupils with a single teacher. An appeal for these year groups will only be upheld if the Independent Appeals Panel finds that:

- the admission of additional children would not breach the infant class size limit;
- the admission arrangements did not comply with admission law or were not correctly or impartially applied and the child would have been offered a place if the arrangements had complied or had been impartially applied;
- that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

## **IN-YEAR ADMISSIONS**

'In-year applications' are defined as applications for admission to Reception or Year 7 which are submitted on or after the first day of the school year of admission, or applications for any other year group.

The Local Authority has a separate co-ordinated scheme for in-year admissions setting out this process. Parents need to fill in an In Year Application Form, available from the Admissions Team on 01274 439200 to apply for a school place. Please refer to their guidance for further information: [www.bradford.gov.uk/admissions](http://www.bradford.gov.uk/admissions)

Parents or carers living within the Bradford District who would like their child to move to the school should first contact their child's current school to discuss the reasons for the transfer.

## **NOTES**

1. Previously looked after children 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 '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 split parents who have shared responsibility, it is for the parents to determine which address to use when applying for a school. Proof of residency may be required at any time during or after the allocation process.







