



Adopted: February 2019

To be reviewed: February 2020

Admissions Policy

Entitlement

Children are admitted into Reception in the September of the school year in which they reach the age of five. Parents may request that their child's entry to reception is deferred until later in the same school year. 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 attending the Farfield nursery are not guaranteed a place in the reception class and a Primary School application form must be completed.

Admission

We admit up to 60 children each year to Reception. Children are admitted full time in the September during the school year in which they reach the age of five. These children start on a staggered basis within the first two weeks of the Autumn term.

Admissions Criteria

We follow City of Bradford Metropolitan District Council's admission criteria for Community and Voluntary Controlled Schools:

Where the number of first preferences for a school exceeds the number of places available (60), priority will be given to children in the following categories whose parents have named the school as their first preference:

- 1 Looked after children
- 2 Social, medical, special educational needs
- 3 Sisters and brothers of children resident 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 (siblings)
- 4 Distance from school
- 5 Any other applicants outside the priority area who name the school as a first preference

When demand exceeds places (60) in any one of the above criteria, the distance between home and school measured by a straight line, from the main entrance of the home to the main entrance of the school, will be used to decide who is given a place. Those living nearest will be given the available places.

Application forms

All Bradford Metropolitan District Council (BMDC) residents who wish to apply to for a Reception place must use the Bradford Authority common application form. A pre-printed form is sent to each child in nursery. For an in-year admission, the *'In Year Application Form'* must be used. Forms are also available from the Admissions Team, Margaret McMillan Tower, Princes Way, Bradford, BD1 1NN. Applications can also be made online via the Council's website (<https://www.bradford.gov.uk/education-and-skills/school-admissions/apply-for-a-place-at-one-of-bradford-districts-schools/>).

The authority allocates all school places. Parents should contact the local authority to find out about the school's admission arrangements.

Admission to school

Once a place has been allocated, children will be admitted to school within the following timescales:

Reception

Children admitted full time in September on a staggered basis, within the first two weeks of the Autumn term.

Children new to the district or who have moved house

Children new to the Bradford district or who have had a significant house move (two miles under the age of eight, three miles over the age of eight) will normally be admitted to school within **ten** school days of the offer being made. Parental Involvement Worker must visit the family, take application forms and make an appointment to see the Head teacher. The Head teacher meets with the parent and child and conducts a tour of the school pointing out the child's classroom and entrance into/out of school. The Head teacher will also introduce the parent and child to the class teacher or teaching assistant (if the teacher is not available) of the child's class. After the tour the parent and child will be given a start date.

Children transferring from another local school

The authority's *'Mid Term Transfer Policy'* states that children who are transferring from one local school to another may only do so at the beginning of a new term. Therefore, in the case of such applicants, the offer of the school place will be from the start of the following term after the application has been made unless in exceptional circumstances the child may be admitted sooner by agreement between the school, parent and the Admissions Team.

Signed _____ Date _____
(Head teacher)

Signed _____ Date _____
(Chair of Governors)