



Ashlands Primary School Admissions Policy

"Where every child has the chance to shine"

This policy embodies our Ethos Statement – Safe Children at Ashlands

1. Introduction

The governing body follows the Local Authority (LA) admissions policy.

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).

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.

Children attending a school's nursery are not guaranteed a place in the reception class and a separate application must be made.

2. Pupils with an Educational, 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 the school.

3. Admission Criteria

Where the number of preferences for a 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 residence or special guardianship order **(see Note 1)**.
2. Children who were Previously Looked After Children outside of England and Wales who were adopted **(see Note 2)**
3. 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.
4. 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 3)**.
5. Other children.

4. 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. 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. The admission of pupils with a statement of special educational need / EHCP statement is dealt with by a separate procedure. Such children will be admitted to the school named on the statement without reference to the oversubscription criteria of the LA.

6. The Role of the Local Authority

6.1 Applying for a school place in Reception

The LA deals with all admissions into Reception.

1. An 'Applying for Primary School' information booklet is sent to each child in every maintained Nursery setting in the Bradford District.
2. For children where Ashlands Nursery is their main setting this is sent via the school. Parents are encouraged to apply online. They will receive an email confirming receipt of their application and can log back on at any time (up to the closing date) to make any changes.
3. Parents who do not have access to a computer or an email address should contact the school office for assistance in applying electronically or, as a last resort, completing a paper application form.
4. Places are allocated by the LA Admission Team and a pupil allocation list is sent to all schools at the end of the Spring Term prior to the September Reception admissions. The LA will email each parent who applied online to inform them of the allocated school place.
5. Parents will then need to accept the place offered by completing and returning the tear-off slip which must be returned to **the school**.
6. The LA will maintain waiting lists for all community and voluntary controlled schools until the end of the Autumn Term.

6.2 In-Year Applications and Transfers – all admissions to school other than at the start of Reception

1. All in-year admission requests are dealt with by the LA. Schools are not permitted to offer places even if there is space in the year groups.
2. An '**In-Year Common Application Form**' is available from either Ashlands school office or from the Admissions Team at Margaret McMillan Tower, Bradford. Alternatively, the form can be downloaded from the Education Bradford website and must be returned to the Admission Team, who will allocate school places based on the criteria of the LA.
3. The Admission Team at Bradford will liaise with schools as to the availability of places for the appropriate year group and offer a place via letter. The parent / carer should take their acceptance slip to the school office and discuss a potential start date.

6.3 Mid-term transfer of a pupil

These take place sooner than the start of the next term if:

1. The Headteacher of the current and receiving schools agree that it is in the best interests of the pupil that the transfer takes place sooner;
2. The pupil has moved house to live more than three miles from the present school (pupils over eight years) and over two miles (pupils under eight years);
3. The pupil has been unable to transfer at the start of the term due to illness or for other reasons beyond the control of the parents;
4. The admission is into Reception where a place becomes available from the waiting list during the autumn term;
5. It has been determined that the admission of the pupil comes under the 'Fair Access Protocol';
6. The admission is due to a successful appeal.

Details of the LA admission procedure and Fair Access Protocol can be obtained from the Admission Team.

7. The Role of the School

7.1 Applying for a school place in Reception

1. It is the school's responsibility to distribute the 'Applying for Primary School Guide for Parents' to all parents of children for whom Ashlands is their main provider, as per the list supplied by Bradford. These should also be given on request to any other parent.
2. Our Open Mornings are arranged to coincide with the distribution of the application forms and parents are actively encouraged to attend so they can exercise preference.
3. School will liaise with Admissions regarding the acceptance/decline of Reception places through the slips returned by parents.
4. The school will invite all children and their parents who have accepted a place at Ashlands into school on Transition Day which normally takes place at the end of June. At this time, the children familiarise themselves with their new class and teachers.

7.2 In-Year Applications and Transfers

1. The school return numbers per year group to Bradford Admissions periodically on request and in addition record children joining / leaving school via the Bradford Schools Online website
2. The school welcomes prospective parents and children to visit the school and are shown normally shown round by the Headteacher by appointment if at all possible, or by another member of staff.
3. As part of our procedure for admission to school, new children are invited into school for a half day 'taster' session prior to the official start date. For children coming to school at the start of the next school year this 'taster' session will usually be on Transition Day. The class teacher will allocate a 'buddy' to facilitate the transition into Ashlands and help familiarise the child with the school layout and routines. Admission into school will take place quickly after this as agreed between school and parents / carers.
4. The school will request both electronic and paper records from the child's previous school.
5. After four weeks parents are invited into school to discuss with the class teacher settling in, progress and any issues that may have arisen.

NOTES

1. A 'looked after child' 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).
2. A 'previously looked after child' is a child who has been in 'state care' outside of England and Wales, accommodated by a public authority, a religious organisation or any other organisation the sole or main purpose of which is to benefit society and legally adopted.
3. 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.
4. '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.

5. Proximity to school is used as a tie-breaker, those living closest being given priority. 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 the Local Authority.
6. 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.
7. When demand exceeds places in any 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 building will be used by the LA to decide who is given a place; those living nearest being given the available places.

Approval / Review:

Approved by Governors: January 2022

Review period: Annual

Next Review: January 2023