



**Shipley Church of England (Voluntary Aided) Primary School**  
**Nurturing Creative Thinking for Life Long Learning**

**Admissions Policy 2021 – 2022.**

Children are admitted into school at two stages; either into the Nursery unit or into the main school.

The arrangements in this policy are for admission to the main school and do not apply to those being admitted for nursery provision.

Attendance at the nursery does not guarantee a place in the main school and parents must apply for a place in the reception class using the Local Authority common preference form. The published admissions number for the school is 210. (30 per year group)

Children will enter school on a full time basis during the academic year (September to August) in which they will be five. All children will be admitted in September, with a phased entry during the early weeks, based upon date of birth.

**Notes.**

- Parents may request that the date their child is admitted to the school is deferred until later in the same school year or until the child reaches compulsory school age in that school year.
- Parents may request that their child attends part-time until the child reaches compulsory school age.
- Requests for a child to start their schooling on a part-time basis or to defer the start until they reach compulsory school-age should be addressed to the Headteacher.
- Compulsory school age is the beginning of the term following the child's fifth birthday.

**Deferred entry to primary schools**

Parents of children who are offered a place at the school before they are of compulsory school age may defer their child's entry until later in the school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child during the remainder of the school year for which application was made.

It should be noted, however, that such children will only be allowed to start at the beginning of a term.

**Summer born children**

*Parents or guardians may request that their child:*

*(i) defer entry until the next academic year but remain within the same chronological year group, entering in Year 1*

*(ii) defer entry until the next academic year, out of their normal age group, to Reception rather than Year 1. (parents should still apply in the normal admissions round and indicate this on the preference form). Such requests should be addressed to the headteacher.*

*Evidence will be requested from appropriate professionals for (ii) above to be considered.*

Applicants to the school under the Church proportion must complete the school supplementary information form, in addition to the Local Authority application form. The supplementary information form must be submitted to the school at the same time as the Local Authority application form is submitted.

Children with a statement of special educational needs or Education and Health Care Plan that names Shipley C of E Primary School, will be admitted without reference to the oversubscription criteria below.

When applications are made after the normal starting date of the school, the proportions and priorities listed below will apply if children wishing to join the school are competing for places.

The Governors have agreed that the following criteria shall apply to all applications for admission to main school (not Nursery):

### **Section 1. The Church Proportion shall be 50% (15 children)**

*If within the Church Proportion there are more applicants than places available, the remaining places will be allocated to those qualifying applicants in the following priority order. Applications for places in this category should be supported by a written reference from the relevant vicar / minister (categories 2-5) or a copy of a Baptism or Dedication Certificate (category 6).*

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 whose guardian(s)/carer(s) are practising members of the Church of England or other Christian churches.
2. The child has a brother or sister (including stepbrother/sister living at the same address) already attending the school who will continue at the school in the year for which the applicant is applying.
3. Family and/or child involvement in the work and worship of the parishes local to the school.
4. Family and/or child involvement in the work and worship of other Church of England Parishes which have no Church School and for whom this is the nearest Church of England Primary School.
5. Family and/or child involvement in the work and worship of congregations of any other Christian Church for whom this is the nearest Church of England Primary School.
6. Children who have been baptised or dedicated within a Christian Church and for whom this is the nearest Church of England Primary School.

### **NOTES.**

- In the event of oversubscription tie breakers will be used, in the order published, to determine fair allocation:
- A) Those children whose permanent home address is nearest to the school. (Nearest means a direct line between the child's permanent home address and the main entrance of the school building, as defined by the computer software used by Bradford Education)
- B) In the unlikely event of two or more applicants still being equal random allocation will be used.
- Multiple siblings-Where one or more of the siblings would meet a place under normal criteria, it is expected that all remaining multiple birth siblings will be admitted as excepted pupils.
- If the church concerned is NOT a member of the Council of Churches of Britain and Ireland or its national bodies, the minister will be asked to confirm that the church (1) accepts the doctrine of the Holy Trinity as commonly understood and (2) is in sympathy with the basis of Churches Together in England.
- 'Nearest Church of England Primary School' is determined by a direct line measurement between the child's home and the school including C of E schools in neighbouring authorities.
- Family and/or child involvement in the work and worship is judged against the following criteria:

Priority 1 – Parent(s) and/or children who are **At the heart of the church.** (worship at least twice a month or more frequently for a period of 2 years)

Priority 2 – Parent(s) and/or children who are **Attached to the church.** (worship monthly for a period of 2 years)

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Priority 3 – Parent(s) and/or children who are **Known to the church.** (infrequent worshippers)

Any places not allocated within this proportion will be added to the percentage allocated under the Non-Church Proportion.

*In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.*

## **Section 2. The Non-Church Proportion shall be 50% (15 children)**

If within the Non-Church Proportion there are more applicants than places available, the remaining places will be allocated to those qualifying applicants in the following priority order:

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.
2. The child has a brother or sister (including stepbrother/sister living at the same address) already attending the school who will continue at the school in the year for which the applicant is applying.
3. Those children whose permanent home address is nearest to the school. (Nearest means a direct line between the child's permanent home address and the main entrance of the school building, as defined by the computer software used by Bradford Education)

### **NOTES.**

- In the event of oversubscription tie breakers will be used to determine fair allocation:
- A) In the unlikely event of two or more applicants still being equal after the above criteria have been applied random allocation will be used.
- Multiple siblings-Where one or more of the siblings would meet a place under normal criteria, it is expected that all remaining multiple birth siblings will be admitted as excepted pupils.
- Any places not allocated within this proportion will be added to the percentage allocated under the Church Proportion.

### **Appeals and Waiting List**

If parents receive notice that a place has not been offered to their child they may, if they wish, appeal, in writing, within 20 days to School Admissions, Bradford Education, Margaret Mcmillan Tower, Princes Way, Bradford BD1 1NN (Tel 385967). In addition to their right of appeal, unsuccessful applicants can apply to be placed on a waiting list. This waiting list will follow the order of the oversubscription criteria and will be maintained to the end of the year for which the application was made.

The parents of prospective pupils are welcome to visit the school after making an appointment with the Headteacher.

In year applications are made directly to the school, in line with nationally agreed admissions practices. All in year applicants should, in the first instance, contact Shipley C of E Primary School on 01274 583900. Please refer to the school waiting list policy for further clarification.

Signed: \_\_\_\_\_ Chair of Governors.

Date : \_\_\_\_\_ This policy is reviewed annually.

**SHIPLEY CHURCH OF ENGLAND PRIMARY SCHOOL**

**RECEPTION CLASS SEPTEMBER 2021. SUPPLEMENTARY INFORMATION FORM.**

Applications for a Church place **MUST COMPLETE THIS FORM.**

If you are applying for a community place it would be very helpful to us if you would complete sections 1 and 2. Everyone filling in the form should complete section 5.

**EVERYONE TO COMPLETE**

**1. YOUR CHILD**

Full name..... Sex  
(M/F).....

Date of birth .....

Parent(s) names  
.....

Permanent address  
.....

..... Post code ..... Tel  
.....

**2. BROTHERS OR SISTERS ALREADY AT SHIPLEY CE PRIMARY SCHOOL**

Do you have a child already attending the school? YES / NO Will they be there in September 2021 YES / NO

Name (s) ..... Class .....  
Class .....

..... Class .....  
Class .....

**IF APPLYING FOR A CHURCH PLACE - PLEASE COMPLETE SECTIONS 3 & 4 IF NOT GO TO SECTION 5 AND SIGN & DATE.**

**3. CHURCH PLACE APPLICATONS**

**LINKS WITH CHURCH**  
applicable)

This section MUST be completed (if

Your religious denomination  
.....

Your Church's name (e.g. St Paul's)  
.....

What are your child's links with this Church?  
.....

What are your links with this Church?  
.....

Has your child been baptised or dedicated as a Christian. YES / NO (Copy of Certificate or written Reference Attached)

*In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship*

**4. CHURCH REFERENCE**

This section MUST be completed (if applicable)

Name of Vicar / Minister / Pastor

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Address

.....

.....Post code .....Tel

.....

We will contact the name you have given as a Church reference. We will also ask to see proof of dedication/baptism. It is advisable to contact the Vicar/Minister/Pastor in advance to inform them that you have named them as a Referee.

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**5. I wish to apply for my child to be admitted to Shipley C. of E. Primary School in the Academic Year beginning September 2021**

Signed ..... Parent / Guardian      Date

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**YOU MUST RETURN THIS FORM TO SHIPLEY CE PRIMARY SCHOOL BY: 15<sup>th</sup> January 2021**