St Oswald's Church of England Primary Academy

We care and learn

Admission Policy 2025

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Bradford Diocesan Academies Trust

Mission Statement

St Oswald's Church of England Primary Academy is part of the Bradford Diocesan Academies Trust.
St. Oswald's is a Christian school that aims to provide a high quality education to all our pupils within a secure and caring environment.
St. Oswald's is a school where we value and respect the individual through the celebration of diversity and achievement.
At St. Oswald's Academy we aim to:

- inspire every child to develop to their full potential and become active global citizens;
- provide equal opportunities for all children to access a broad and balanced curriculum in line with national requirements;
- provide a stimulating and challenging learning environment which develops respect for everyone and everything around us and meets the needs of the individual;

Admissions

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

St Oswald's is a 2 form entry Church of England primary academy with a nursery. As an academy, the LGB are the admissions authority and follow the School Admission Code. As a Church School, the governors expect parents choosing the school to allow their children to be fully involved in the religious life of the school. The nursery admits 30 pupils per session and school has a designated 60 places per year group. St. Oswald's Ark, within Nursery, offers provision for 16 pupils per session aged 2.
Children with a statement of Special Educational Need or Education and Health Care Plan where this school is named on the statement have a statutory right to be admitted to the school without reference to the oversubscription criteria below.

In the event of there being more applicants than there are places, the Governors' Admission Policy will be applied as follows:

1. Looked after children and previously looked after children. This means all children in the care of the Local Authority and those who have been looked after and ceased to be so because they were adopted, became subject to a residence order, child arrangement order or special guardianship order. This also includes children who appear to the Admission Authority to have been in state care outside of England but ceased to be so as a result of being adopted only. (please see notes and definitions)

2. Children of families who are part of a Christian Church community who attend in the following way:
   (a) At the heart of the church – someone whose family worships twice a month or more for a periodof 2 years.
   (b) Attached to the church – is a regular but not frequent worshipper who is involved once a monthin a weekday church activity including an element of worship for a period of 2 years.
   (c) Known to the church – an occasional but not frequent worshipper (key religious events) orsomeone involved in church activities.
   (d) In the event that during the period specified for attendance at worship the church [or, inrelation to those of other faiths, relevant place of worship] has been closed for

public worship and has not provided alternative premises for that worship, the requirements ofthese [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.

3. Pupils who have siblings who will still be attending school at the expected time of admission.

4. Pupils who live closest to school as measured by the straight line distance from the front door of home to the centre of the school building.

Tie Breaker

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.

Notes and Definitions

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Christian Church means a church that is affiliated to the Council of Churches together in Britain and Ireland or one which is in full sympathy with its Trinitarian Creed.

The School's Supplementary Information Form (SIF) in support of the child's application is required from the Minister of the church. It is the responsibility of the parent to ensure the SIF is completed and returned to school by the date agreed.

Siblings are brothers or sisters of statutory school age at the time of admission, including step brothers and sisters, adopted children and foster children, who live at the same address or children living in the same family home.

The child's home address must be where the child lives permanently. If the residency is split equally between two parents, they can nominate the address they wish to use for the allocation of a school place, the chosen address will then be used for the full allocation period.

Families who are due to move house should provide:
a) Proof of sale/termination of tenancy on the current property or
b) a copy of the current Rental Agreement, signed by both tenants and the landlords, showing the address of the property; or
c) in the case of serving H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQThe family home is defined as being the home where the child resides regularly on weekdays.

Admission to Reception
Although statutory school age is the beginning of the term following the child's fifth birthday, parents do have a right to defer the start date or to take the place on a part-time basis, until the child reaches statutory school

age.
Children will be admitted in to Reception at St Oswald's in September after their 4th birthday.

Admission of a child with a disability
Children who have exceptional social or medical needs, supported by a written recommendation from the child's peadiatrician/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.

Appeals
Parents/guardians of children who are not offered a place have the right to appeal. Parents should contact the school office in writing in the first instance, within 20 days of receipt of the refusal letter. They should also contact the Local Authority who co-ordinate appeals for the school.

Waiting List
In addition to the right of appeal, unsuccessful applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the over subscription criteria set out above. This will remain in place throughout the academic year and parents will be invited to re-apply at the start of each academic year. All admissions, including in-year applications, are co-ordinated by the Local Authority.

In-year applications
These are co-ordinated by the Local Authority, but parents wishing to apply for a place in-year should contact the school.

Multiple births
Where parents of multiple birth (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.

For clarification, Governors repeat that attendance at nursery does not guarantee a place in reception and therefore a separate application for admission to nursery must be made using the Local Authority's Common Preference Form.

Nursery Admissions

- Names may be placed on any nursery waiting lists from birth onwards.
- A child will be admitted to nursery following his/her third birthday. Where the number of applicants for places exceeds the number of places available, the criteria for admission to school will be applied.
- Children will be offered a part time place in the nursery class.
- Parents must complete the Local Authority Common Preference Form for application for a place in Reception.
- Unless an agreement has been reached with the Head teacher, failure to take up an offered place atnursery within 2 weeks of the allocated date, the placement will be withdrawn.

Admission to nursery does not guarantee a place in the main school.
Application for admission to reception requires completion of the Local Authority's Common Preference Form.

St. Oswald's 2 year old provision

This provision is for children aged 2 who are eligible for 15 hours of free provision. There are 16 FTE places available. In order to be eligible, parents must be able to prove that they meet one of the following criteria:

A) Free –School Meals Entitlement:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Working Tax Credit – please click on the following link: https://www.gov.uk/working-tax-credit
- Universal Credit – please click on this link: https://www.gov.uk/benefits-calculators
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B) Child Who are Looked After – written confirmation from Social Worker by email or letter. The children's carer would need to sign the headcount forms. This also includes children who are placed for adoption.

C) Low Income families –who are claiming Working Tax Credit and whose earnings from employment are below the minimum limit, for the latest figure please look on https://www.gov.uk/working-tax-credit (as evidenced on their most recent final tax credit statement)

In addition to this, parents must also provide a birth certificate which shows the date of birth of the child and the name(s) of the parent(s). Children are eligible for a place starting in the term after their 2nd birthday.

The same admissions policy will be applied for children applying for a place at St. Oswald's Ark as for Nursery and the whole Academy.
Children who attend St. Oswald's Ark will normally be guaranteed a place in Nursery if parents wish, but this is not a guarantee of a place in Reception class.

This policy will be reviewed on an annual basis or earlier if legislation should change.

March 2024

St. Oswald's Church of England Primary Academy
Cross Lane, Bradford BD7 3JT

Supplementary Information Form

Child's Full Name _____

_____

Date Of Birth_____Male/ Female

Address

Postcode _____

Parent/Guardian Name_____Tel. No. _____

Do you regularly worship in an Anglican Church or any other Christian Church? **Yes / No**

_____

If yes:

_____

Name and address of church:

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

Please ask the Minister of your church to complete the section below:

Clergy recommendation

To the best of my knowledge the above parent attends:

	Most weeks	Once a month	Occasionally	Never
Regular services	☐	☐	☐	☐

Other church Involvement .....

Signed_____Name (printed)_____Date_____

This supplementary form should be completed by parents/carers and returned to St. Oswald's CE Primary Academy by 15th January 2025 at the above address, if we are listed as one of your school choices on the Local Authority Common Preference Form.