Baildon Church of England Primary School

Admissions Arrangements for Academic Year 2025-2026
(for places in Reception to Year 6)

Policy Creation: September, 2023
Policy Review Date: September, 2024

'Those who hope in the Lord will renew their strength and they will soar on wings like eagles.'

Vision Statement

We celebrate our place within God's loving family, showing respect for ourselves, others and the world around us. We are a safe, supportive community of inspired, resilient, life-long learners, with a spirit of curiosity, where every individual is provided with the opportunity to flourish and achieve in our ever-changing world.

We welcome equally, applications from parents of the Christian faith, of other faiths and of no faith. We ask all parents applying for a place here to respect our distinctive Christian ethos and its importance to the school community.

The planned admissions number (PAN) for admission to the reception class in the school year commencing September 2025 will be a maximum of 60.

The arrangements in this policy are for admission to the main school (Reception – Year 6) and do not apply to those being admitted for nursery provision. Please see our Nursery Admissions Policy for more information. Attendance at the school nursery does not guarantee a place in the main school.

Making an application

Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of 15th January 2025. The Common Application Form is available from the school, or the Local Authority. If you are applying for a place for your child under the church attendance priority, a Supplementary Information Form can be collected from the school and should be returned to the school by the national closing date of 15th January 2025.

By law, no infant class may normally contain more than thirty children. The Governing Body will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds this number.

As the admissions authority for the school, the Governing Body will consider first all those applications received by the published deadline (above). Applications made after midnight on that date will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications. If a Supplementary Information Form is not received within the allotted timescales, the application will still be considered, but not under the church attendance priority criteria.

Admission procedures

The Local Authority operates a co-ordinated admissions scheme and administers a system of equal preferences under which all applications are considered equally and the Governing Body allocates the available places in accordance with its published admissions arrangements. In the event that there are more applications than places available, the Governing Body will allocate places using the criteria (below), which are listed in order of priority.

The Local Authority will inform parents of the offer of a place on behalf of the governors on the national offer date 16th April 2025

Children with an Education, Health and Care Plan (EHCP)
All Governing Bodies are required by Section 324 of the Education Act 1996 or the Children's and Families Act 2014 to admit to the school a child with an education, health and care plan (EHCP), formerly a statement of special needs (SEN), which names the school. This is not an oversubscription criterion and relates only to children who have undergone statutory assessment and for whom an EHCP has been issued. If this school is oversubscribed after the admission of children with an EHCP then the oversubscription criteria will be applied to other applicants.

Oversubscription criteria
Where the number of applications received exceeds the planned admission number of the school the Governing Body will apply the following criteria in strict order of priority:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

2. Pupils who have exceptional medical or social grounds for admission which can only be met at Baildon Church School. This application will need to be supported by a written recommendation from the appropriate independent health professional to be received by the school no later than the closing date for admissions.

3. Pupils and parents who are worshipping members of the Ecclesiastical Parish of Baildon as evidenced through regular attendance (i.e at least twice a month over a period of at least two years) at one of the three churches of St John's, St James or St Hugh's.

4. Children living in the school's Priority Admission Area whose parents are worshipping members (regular attendance at least twice a month over a period of at least two years) of the Church of England or another Christian denomination, which is a member of Churches Together for Britain and Ireland.

5. Children living in the school's Priority Admission Area who have an older brother or sister, attending from the same address, and who will still be attending the school at the time of admission.

6. Children of staff who have been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or children of staff who are recruited to fill a vacant post for which there is a demonstrable skill shortage.

7. Other children resident within the school's Priority Admission Area.

8. Children living outside the school's Priority Admission Area with an older sibling currently on roll at the school and who will still be attending the school at the time of admission.

9. Children living outside the school's Priority Admission Area whose parents are members of the Church of England or another Christian denomination that is a member of the Churches Together for Britain and Ireland.

10. Other children living outside the school's Admission Priority Area.

For definitions and additional explanations, please see the notes section below.

Multiple Births
Where a family 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.

Tie Breaker
Once the oversubscription criteria have been applied, should a tie break situation exist, 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 will be 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, with support from the Local Authority.

Waiting Lists
Where an application has been unsuccessful parents/guardians may request that the child's name is added to the waiting list. The waiting list will be maintained until the end of the academic year. Any places that become available will be allocated according to the published oversubscription criteria of the admission arrangements with no account being taken of the length of time on the waiting list.
In accordance with the School Admissions Code as soon as school places become vacant the Governing Body must fill the vacancies from any waiting list, even if this is before admission appeals have been heard. Placing a child's name on a waiting list does not affect a parent's/guardian's right of appeal against an unsuccessful application.
It should be noted that children who are subject of direction by a Local Authority to admit or who are allocated in accordance with an In-Year Fair Access Protocol (The School Admission Code), must take precedence over those on a waiting list.

Appeals
Where governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act 1998, as amended by the Education Act, 2002. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must follow the Local Authority appeals procedure. Please note the right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

In-year admissions
Parents/carers seeking to transfer a child to the school during the school year should make an application by completing the In-Year Admissions Form which is available from the

school, or the Local Authority Admissions Team. Where more applications are received than places available the over-subscription criteria will be used to support the decision. The Governing Body are the admissions authority for in-year admissions, but applications are dealt with on our behalf by the local authority which operates an in-year coordinated admissions scheme. Further details about admissions can be obtained from Bradford Local Authority (Pupil Access) on 01274 439200.

Fair Access Placements

Outside the normal admissions round, it may sometimes be necessary for a pupil to be placed by the Governing Body or the Local Authority, in a particular school even if there is a waiting list for admission. Such placements are made in accordance with the Local Authority's Fair Access Protocol.

Children below statutory school age

- Compulsory school age is the beginning of the term following the child's fifth birthday.
- 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 and this has been agreed by the Governing Body, 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 the application was made. It should be noted, however, that such children will only be allowed to start at the beginning of a term.
- Parents may not defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the summer term of the school year for which the original application was accepted.

Summer born children (children born between 1st April and 31st August)

The majority of parents/carers apply and take up a reception place in the school year in which their child will reach the age of five. However, there may be exceptional circumstances where parents feel this is not in the best interest of the child and request that the child's place is deferred. The non-statutory guidance issued by the Department for Education (DfE July 2013) states:

- School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school at this point.
- School admission authorities are responsible for making the decision on which year group a child should be admitted to, but are required to make a decision based on the circumstances of the case.
- There is no statutory barrier to children being admitted outside their normal year group.

Applications need to be made under the normal round expressing at the point of application the wish that the child be admitted the following year. This will be discussed through a joint agency meeting and a decision will be made in the best interests of the individual child.

Fraudulent Applications

The Governing Body reserve the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application, e.g. a false home address. This includes cases where parents take out a short term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there. In fairness to all parents, all allegations of fraudulent practice brought to the Governing Body's attention will be investigated.

Notes and definitions

Priority Admissions Area
A map showing the priority admissions area can be seen at the end of this policy

Parents
'Parents' include all those people who have a parental responsibility for a child as set out in the Children Act 1989.

Siblings
Sibling refers to brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, foster brother or foster sister, step brother of step sister living as one family unit at the same address. It will also be applied to situation where a full, half or adopted brother or sister are living at separate addresses.

The home address/place of residence
The address must be where the child lives permanently. If the residency is split between two parents the address must be where the child lives for the majority of the time. 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.

Families who are due to move house should provide:
a) a solicitor's letter confirming that exchange of contracts has taken place on the purchase of a property; or
b) a copy of the current Rental Agreement, signed by both the 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 GCHQ.

Exceptional Medical or Social Need
Priority will be given to those children whose evidence establishes that they have a demonstrable and significant need to attend this school in particular.

All schools can support children with a wide range of additional needs and are expected to accommodate severe medical and social needs. An application made under this criteria should clearly demonstrate why this school is the only one that can meet your child's need in a way that no other school can.

Evidence must be submitted in writing by the closing date for applications (above) and include recent independent objective evidence, for example from a doctor, psychologist, social worker or other professional involved with your child. It should confirm the circumstances of the case and must set out why the child should attend this school and why no other school could meet the child's needs. If this school is not the nearest school to your child's home address, give specific reasons why closer schools will not meet your child's needs.

Providing evidence does not guarantee that a child will be given priority at this school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at this school above any other. In consideration of each case the board may consult with other medical or educational professionals for a further opinion as to whether the pupil should be allocated a place at this school.

'Medical need' does not include mild medical conditions, such as asthma or allergies. 'Social need' does not include a parent's wish that a child attends the school because of

a child's aptitude or ability or because their friends attend the school or because of routine child minding arrangements.

Looked After Children
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. A previously 'looked after child' who is no longer looked after, in England and Wales, because he/she is the subject of an adoption, special guardianship or child arrangements order which includes arrangements relating to with whom the child is to live.

Previously Looked After children outside of England and Wales
A 'previously looked after 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.

Priority for Church Attendance

- A regular worshipper is defined as attendance of a parent/carer or the child at church, at an act of public worship, for at least twice a month for two years prior to application, verified and signed by a currently licenced member of the clergy, or other designated church leader. This referee should be the Incumbent, Parish Priest, Lead Pastor or equivalent within the named church.
- The governors do not give a higher preference to families where more than one member of the family worships.
- In relation to Criteria 4, a church is defined as the churches of St John's, St James's and St Hugh's which form the Ecclesiastical Parish of Baildon.
- In relation to Criteria 5, a church is defined as a Christian Church which is a member of 'Churches Together in Britain and Ireland' or a member of the 'Evangelical Alliance'. To ascertain whether or not your church is a member of either of these organisations, please visit the following websites: https://ctbi.org.uk/member-churches/schools-information/
  https://www.eauk.org/find-a-church?utm_source=old_eauk
- 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.
- Parents applying under this criterion are required to complete a Supplementary Information Form (SIF) which asks for a declaration and verification of being a regular worshipper. The SIF is available from the school and must be completed and returned to the school by midnight on the 15th January. In order to ensure that you have the required church attendance you may need to complete two or more forms. This is normally more applicable to those who have moved into the area but attended church at their previous address. If a SIF (which mush have been verified and signed by a currently licenced member of the clergy, or other designated church leader) is not received within the allotted timescales, the application will be considered, but not under church attendance priority criteria.
- If a disability or other 'special needs' circumstance prevents regular attendance at a specific place of worship but the person concerned is recognised by the church leaders as a 'regular worshipper' then this can be taken into consideration in your declaration and the verification of your "regular worship at a Christian Church".

Supplementary Information Form (SIF)

This Supplementary Information Form should be completed by the parent/guardian of the child who is seeking admission to the school. This form need only be completed to confirm and verify that you meet the requirements of the oversubscription criteria related to church attendance. No additional information will be considered unless a family has attended more than one place of worship for that period, in which case more than one form may be submitted to cover the two years. It is the responsibility of the parent to get both sections complete and returned to school. This form should be returned to the school office by no later than midnight on 15th January.

Section A: Application for admission to Baildon Church of England Primary School			
Child's Surname:		First name:	
Name of Parent/Guardian:			
Address:			
Postcode:		Contact no:	
Religious Denomination: (e.g. Methodist, CofE etc)		Place of Worship:	

I confirm that			
is a regular worshipper at the church below, defined as attending public worship at that place, for at least twice a month, for two years prior to the date of this application.			
Place of worship:			
Name of Vicar/Priest/Church Leader			
Address:			
Postcode		Contact no:	

Section B: Verification This section is to be completed by the above mentioned licenced member of the clergy, or church leader.			
By signing below, I am confirming that I am the Incumbent/Parish Priest/Lead Pastor (or equivalent) of the above named place of worship. I also confirm that the child/parent/guardian named above has attended public worship at least twice a month over the past two years at the above named place of worship.			
Name:			
Role:			
Signed:		Date:	

Priority Admission Area

