

St Matthew's CE Primary School and Nursery

Admissions to School Policy

Policy Approved by:	Full Governing Body
Policy last reviewed	March 2023
Policy approved and adopted by the Full Governing Body:	March 2024
Policy Due for Review:	March 2025

St Matthew's CE Primary Vision Statement

Rooted in our Christian foundation, we hold high expectations and ambitious aspirations enabling everyone to flourish, living life to the full with courage and hope. We want all children to enjoy coming to school, develop a love of reading and learning, in a culture of excellence and respect, so that everyone can be the best they can be.

Jesus said*, I came to give life, life in all its fullness* (John 10:10).

Our key values are:
Hope for the future,
Courage to face challenges,
Respect for ourselves and one another as we become the best we can be.

Rationale:

Children are admitted to school, fulltime, at the beginning of the school year in which they are five. Admissions are administered by Bradford City Council and details can be found here https://www.bradford.gov.uk/education-and-skills/school-admissions/guide-for-parents/

Children may be admitted straight from home, from our nursery or from other organisations offering pre-school education.

Should it be that the number of children wanting a place at St Matthew's exceeds the admission limit of 60, then priority will be given to 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 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.
3. 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 2*).
4. Children of parents who are members* of the Church of England or other Christian denominations for whom the preferred school is the nearest Church of England school to the home address (*see * below & Note 3 & 4*).
5. Other children.

** For admission under criterion 4, parents will be asked to demonstrate membership of the appropriate Christian denomination by submitting with their application, a letter from their minister or other church leader confirming the parents' regular and frequent attendance at church.*

Tie Break

When demand exceeds places in any of the above criteria, the distance between home and the preferred site, measured by a straight line distance from the Ordinance 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. The distance is measured by a Geographic Information System (GIS) embedded in the admissions system.

Where the offer of places to applicants with equidistant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection. A Local Authority Officer Independent of the Admissions Team will draw a lot at random.

Special Educational Needs

The admission of pupils with an Education, Health and Care Plan is dealt with by a separate procedure. Such children will be admitted to the named school, in Section I, without reference to the oversubscription criteria above.

Governors reserve the right to refuse admission for children, who have been identified as having Special Educational Needs, whose needs cannot be met at St Matthew's, or the attendance of the child or young person would be incompatible with the provision of efficient education for others. They will, however, do everything in their power to make suitable provision within budget restrictions e.g. additional enhanced support, sufficiently trained staff, assistive technology, ramps, showers, adaptations for visual and hearing impaired and specially trained staff.

The Headteacher will endeavour to ascertain this information at the time when the parents enter the child's name on the waiting list. Admissions of children referred by the school medical officer or by social services will normally be preceded by a multidisciplinary conference called by the referring agency.

Administration

The Council administers our admissions policy with parents applying for a place in January of the year in which their child is due to start fulltime education. Parents are informed of the allocation of places in April and have to confirm their acceptation of the place within 2 weeks. Parents who wish to appeal regarding the outcome of this process are required to follow the LA guidelines.

Three and Four Year Old Entitlement

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 also 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.

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

Summer Born Children

Parents should refer to the Summer Born Guidance if they wish to apply for their child to be offset and secure a Reception place outside of their normal chronological year group. If parents do not apply for an offset or it is nor agreed, they will only be offered a Yr1 place.

When parents apply for an offset they should supply as much supporting information as possible including letters of support from professionals identifying the educational reasons for the offset.

The Local Authority will only agree an offset that they are assured is in the best interest of the child from an educational perspective, based on the judgements of professionals. Such requests will be considered in accordance with the Local Authority's 'Guidance on the admission of summer born children' and DfE Advice.

Parents who wish to request offset for reasons of special educational need should contact the Early Yeas Special Educational Needs officers to request assessment and support.

Notes for Admission Policy

1. A “looked after child” is defined as a child who, at the time of making the application is: in the care of a local authority, or 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)
A “previously looked after child” is defined as a child who: was previously looked after but ceased to be so because they were adopted or became subject to a Special Guardianship order or a Child Arrangements order, or (in accordance with DfE guidance 2018) has been in state care outside of England and ceased to be so as a result of being adopted. Evidence will be required on a case by case basis.

2. The term ‘*sisters’ and ‘brothers’* refers to children who live with the same family at the same address. Children living with the same family e.g. foster, adopted children and step-sisters and brothers are also included.

3. *‘Home address’* refers to the child’s permanent home at the date of admission. Where the child lives with separated parents with 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.

4. *‘Nearest Church of England School’* is measured by a straight line distance from the Ordnance Survey address point of the home to the main entrance of the nearest Church of England primary school, including those in neighbouring local authorities.