Oxenhope Church of England Primary School

Admissions Policy 2026

Created by:	Date:	Next Review Date:
A M Jones	October 2023	Annual

Admissions Arrangements for the Academic Year 2026

BDAT is the Admissions Authority for this school and the local Governing Body makes recommendations on their admissions arrangements to the Trust Board. 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.

Our Vision

We are a community where each person is valued by God. We nurture confidence, delight and discipline in seeking the skills needed to shape life well.

Life in all its fullness; John Chapter 10 v 10.

The planned admissions number (PAN) for the admission to each year group (Reception up to Year 6) in the school year commencing September 2026 will be a maximum of 30.

Making an Application

Applications for place will be made using the local authority common application form by the national closing date of 15th January 2026. This can be found at Apply for a place at one of Bradford District's schools | Bradford Council (https://www.bradford.gov.uk/education-and-skills/school-admissions/apply-for-a-place-at-one-of-bradford-districts-schools/)

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

The governing board 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 application have been processed unless exceptional circumstances merit consideration alongside on-time applications.

Admission procedures

The Local Authority operates a co-ordinated admissions scheme and administers a system of equal preference which all applications are considered equally and the Governing body allocates the available places in accordance with its published admissions arrangements. In event that there are more applications than places available, the Governing Board will allocate palaces using the oversubscription criteria detailed 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 2026.

Children with an Education, Health and Care Plan (EHCP)

All governing boards 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 Board will apply the following criteria in strict priority order.

1. **Pupils who are looked after children and all previously looked after children.**
2. **Children who have an exceptional medical or social need** (recommend by the appropriate professional – please read notes and definitions carefully)
3. **Regularity of family involvement* in the worship and work of the Parish Church of St Mary the Virgin, Oxenhope**, **Children who reside within the Parish Area* of the school where the family is regularly involved in the worship and work of another Christian* church, Children who reside within the Parish Area* of the school where the family is regularly involved in another faith community*,**
4. **A child who has a sibling who will be attending the school at the proposed date of admission.**
5. **A child who resides within the Parish area* of the school.**
6. **Other Children**

*For definitions and additional explanations. Please see Notes section below.

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.

Waiting lists

Where the 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 December 31st. 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 the time on the waiting list.

In accordance with the School Admissions Code as soon as places become vacant the Governing Board 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 process

Where governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent appeal panel, set up under the School Standard and Framework Act 1998 as amended by the Education Act 2002.

Parents who intend to make an appeal against the Governing Board's decision to refuse admission must submit a notice of appeal in writing within 20 days of receiving the offer letter

Please note the right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

Appeals forms can be obtained from the Local Authority Admissions Team.

Email: schoolappeals@bradford.gov.uk

Tel: 01274 439200

In year admissions

There may be times when children move schools as they move through the primary years, usually due to a house move. All these admissions of children into school are managed by the Bradford Council Admissions Team. If you would like to apply for a place for your child, please contact the Admissions Team at Bradford Council using the details below:

Telephone: 01274 439200

There is also information on their website: In-year applications | Bradford Council

If you decide to apply for your child to move to another school, please click on the link on Bradford Council's Admissions website to access the **In-Year Application Form**.

It is important that you click on the link to also read the Guidance notes carefully and complete the form as fully as possible.

You will also need to complete the school's **Supplementary Information Form**. See end of this document for a copy of the form.

If your child has an Education, Health and Care Plan, please **do not** complete an application form. Instead, please contact the SEND Team on 01274 435750 for advice.

All applications are processed as quickly as possible but the length of time it takes varies depending on the situation. Bradford Council's Admissions Team will write to you to confirm the outcome of your application and aim to send you a decision letter within 20 school days of receiving your application. If your child has complex needs, this process may take longer.

If the Admissions Team are unable to offer a child a place at our school due to oversubscription then Bradford Council will allocate an alternative. Any parent who is unhappy with the allocation has the right of appeal by applying to Bradford Council. See above for details of the Appeals process.

Where more applications are received than places available the over-subscription criteria will be used to support the decision.

Fair access protocol

The Local Authority has a Fair Access Protocol to ensure that unplaced and vulnerable children, and those who are having difficulty in securing a school place in-year are allocated a place as quickly as possible. A child would only be eligible to be placed via the Fair Access Protocol (FAP) where they have not been able to secure a school place in-year and they fall into one of the specified FAP categories.

Children below statutory school age and deferred entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date their child is admitted to the school until later in the school year but not beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part time place until later in the school year but not beyond the point at which they reach compulsory age. Following receipt of the offer of a place a parent should notify the school, as soon

as possible, that they wish to either defer their child's entry to the school or take up a part time place as above.

Admission of children outside their normal age group

Parents may request a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Any such request should be made in writing to the Chair of Governors via Oxenhope CofE Primary School, Cross Lane, Oxenhope, Keighley, BD22 9LH at the same time as the admission application is made to the Local Authority and not later than the closing date of the 15th January 2026. The decision will be based on the circumstances of each case and in the best interests of the child. In addition to considering the views of the headteacher /principal, the governors will also take in to account the parent's views and of appropriate medical and educational professionals.

Applications need to be made under the normal round expressing the wish that the child be admitted the following year.

Fraudulent applications

The Governing Board reserves the right to withdraw the offer of a place if fraudulent of intentionally misleading information has been used on an application, e.g. 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 Board's attention will be investigated.

Children below statutory school age and deferred entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part time place until later in the school year but not beyond the point at which they reach compulsory age. Following receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part time place as above.

Compulsory school age is the beginning of the term following the child's fifth birthday.

Deferred entry to primary schools

Parents/carers 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. Parents/carers 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.

Notes and Definitions

Parents

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

Siblings

Siblings refers to all children of statutory school age who reside with the same family at the same family at the same address. Children living with the same family, e.g foster children, step sisters and brothers, and half sisters and brothers are also included.

Home address

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 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.** Equally this priority will apply to children whose evidence establishes that their parents/ guardians physical or mental health or social needs mean 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 sever medical and social needs. An application made under this criteria should clearly demonstrate why this school applied is the only one that can meet your child's needs 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 mee 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 childminding arrangements.

Children who are looked after

Children who are 'looked after' by the Local Authority in accordance with section 22 of the Children's Act 1989 (i.e. a child who is in the care of the Local Authority, or provided with accommodation by the Authority) and children who were 'looked after' but have been adopted or have become subject to a child arrangement order or special guardianship order, including those children 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.

This applies to all looked- after children, including those who are in the care of another local authority or being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application.

Previously looked after children are children who were looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order, including those children 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. In the case of previously looked after children, a copy of the relevant documentation will be required in support of the application. This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adopted & Children's Act 2002. Child Arrangement Orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a Child Arrangements Order. See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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.

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 one month prior to application, verified by a member of the clergy or other designated church officer / faith leader.
- The governors do not give a higher preference to families where more than one member of the family worships.
- A church is defined as any Christian Church within the parish of Oxenhope
- 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 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 verification of your "regular worship at a Christian Church".

- 'Parish Area' is defined as those addresses deemed to be in the Ecclesiastical Parish of St Mary the Virgin, Oxenhope. A map is available in church.
- "Another faith community" means one of the major world faith traditions other than Christianity in Britain – Buddhism, Hinduism, Islam, Judaism, Sikhism.

This form should be separate for confidentiality reasons

Supplementary Information Form (SIF)

This Supplementary 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 **2026**

Section A: Application for admission to Oxenhope CofE School / Academy			
Please consider the following information as part of the admissions process for the following child:			
Child's Surname:		First name:	
Name of parent / guardian			
Address			
Postcode		Contact No	

I confirm that	
Is a regular worshipper at the church/venue below, defined as attending public worship at that place, for at least once a month, for two years prior to the date of application.	

Place of Worship			
Name of **Vicar/Priest/ Minister/Faith Community Leader**			
Address			
Postcode		Contact no	

Section B: Verification **This section is to be completed by the above Vicar/Priest/Minister/Faith Community Leader**			
I confirm that that child/parent/guardian named above has attended public worship at church at least once a month for the past two years.			
Name:			
Signed:		Date:	

This supplementary form should be completed and returned to <u>Oxenhope C of E Primary School</u> at the above address, if we are listed as one of your school choices on the Common Preference Form.