# ST PHILIP'S CE PRIMARY ACADEMY

# Admissions Policy September 2026

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| Date of policy: | September 2024 | Signed:<br>Headteacher: Michelle Hargreaves<br><br>Chair of Governors: |
| Review date: | September 2025 | |

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.

## Vision Statement

Fostering curiosity and a love of learning is at the heart of our teaching. Broadening horizons enables all children to flourish and be fulfilled. Successes are celebrated and failure learned from, allowing us to shine through challenges. Together, we develop qualities of character necessary to be positive future citizens.

The planned admissions number (PAN) for the admission to the reception class / Year 3 in the school year commencing September 2025 will be a maximum of **30.** Attendance at St Philip's CE Primary Academy Nursery does not prioritise admission into Reception.

## Making an Application

Applications for a 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

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.

## Pupils With an Education, Health and Care Plan

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 for Admissions

Where the number of applicants received exceeds the planned admissions number of the school the Governing Board will apply the following criteria in strict order of priority:

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 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.
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. The children of parents who are members of the Church of England or other Christian denominations.
4. 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.
5. Other children

Note 1: Parents applying under criteria 2 are required to complete a **Supplementary Information Form (SIF)** which asks for a declaration and verification of being a member the Church of England, or a Church of appropriate Christian denomination. If a SIF is not received within the allotted timescales the application will be considered but not under church membership priority criteria. The supplementary form should be returned to the school by the closing date 15th January 2026.

Note 2: 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 (as defined in the Children Act 1989).

Note 3: The governing body will consider first all those applications received by the published deadline 15th January 2026. Applicants 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.

## 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.

## 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

## MULTIPLE BIRTHS

Where parents 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. The terms "siblings" refers to children who live with the same family at the same address. Children living with the same family e.g. foster children and step-sisters and brothers are also included. Cousins are not siblings.

## In Year Transfer

The LA keeps a waiting list for places in Reception –Year 6, as vacancies arise, places are allocated according to the criteria for admissions. Please follow this link to access the In-Year Transfer Forms https://www.bradford.gov.uk/education-and-skills/school-admissions/in-year-applications/

## Tie Break

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

## 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 the Governing Body, School address) 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.

## Admission Appeals

If we do not offer a child a place at this academy, it is because to do so would prejudice the education of other children by allowing the numbers of children in the academy to increase too much.

If Parents/Carers wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeal panel then meets to consider all appeals by Parents/Carers who have been refused a place at our academy and who wish to appeal

against this decision. An appeal panel's decision is binding for all parties concerned. If the appeal panel decides that we should admit a child to our academy, then we will accept this and continue to do all we can to provide the best education for all the children at our academy. (Details of appeal arrangements are set out in the School Admission Appeals Code 2014 https://www.gov.uk/government/publications/school-admissions-appeals-code ).

**Review**

This policy should be reviewed and ratified by the Governing Body of St Philip's CE Primary Academy annually.

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 St Philips School / Academy** | | | |
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| 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** | |
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| **Is a regular worshipper at the church 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 | | | |
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| Name of Vicar / Priest / faith leader | | | |
| Address | | | |
| Postcode | | Contact no | |
| **Section B: Verification**<br>This section is to be completed by the above church 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: | |