



Admissions Policy

Date of issue	Review date	Date ratified by Governing Body
September 2015	July 2016	

	Print name	Date
Head Teacher	C Fewlass	21.9.15
On behalf of Governing Body	I Leacock	21.9.15

ADMISSIONS POLICY FOR BARKEREND SCHOOL AND NURSERY

Barkerend Primary School is a two form entry school with approximately 500 children on roll. This includes an 80 place Nursery.

In order to make admissions to our nursery and main school as fair and open as possible, for all children wishing to attend, it is necessary to set out the procedures in an Admission Policy.

1. SCHOOL ADMISSION REGULATIONS

As a community school, admissions to Barkerend Primary School are governed by The School Admissions Code and School Admissions Appeals Code which came into force in February 2012. Governing Bodies and Local Authorities must act in accordance with these codes. However the Codes do not apply to nursery schools or any other nursery provision. Admission Authorities are responsible for setting fair and transparent admission arrangements, making admission decisions and arranging admission appeals in accordance with the Codes. They decide which children are admitted by applying the criteria they have set and published and determine a pupil admission number for each school. Appeals against decisions are heard by an independent panel. Their decisions are binding on the school. For Barkerend School the Admission Authority is the Local Education Authority (LEA) - Bradford City Council. Parents and carers can receive a copy of the regulations / procedures directly from the Council.

2. APPLICATION PROCESS - RECEPTION TO YEAR 6

It is the parent/carer's responsibility to apply for a place for their child in a mainstream school. Children are admitted into reception class in the September of the academic year in which they reach the age of five regardless of aptitude or ability. We positively encourage and welcome all parents/carers to visit the school where we will provide any further help, information and assistance. The LEA sets out how parents and carers can apply for a place at the school of their choice. Parents have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Applications must be made on the Bradford Common Application Form and returned by the due date. When applications for admission exceed the number of places available, in accordance with the LEA guidelines the following criteria will be applied, in the order set out below LEA Admission Criteria A place is offered, where the parent has named the school based on:

1. Looked after children and children who were looked after, but ceased to be so because they were adopted (or become subject to a residence order or special guardianship order).

2. A child who has a statement of Special Educational Needs which names Barkerend Primary School as their chosen school.

- Special medical reasons for admission where they are deemed essential by an independent professional recommendation from the child's paediatrician/consultant
- Social reasons for admission where they are deemed essential by an independent professional recommendation from the Director of Social Services, Probation, Children and Family Court Advisory and Support Service (CAFCASS) etc. and Local Authority on behalf of the Council considers that a place should be offered on these grounds.

3. Children of members of staff who have been employed for two or more years at the time at which the application is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

4. Children who have sisters and brothers (siblings) of statutory school age attending the school (where the child currently attending will be continuing in the school during the year for which the application is made)

5. Children who live near to the proximity of the school. Priority being given to those living closest to the school as the crow flies, from the main entrance of the school to the home address building (proof of residency may be requested before places are offered) Notes

- Siblings mean brothers and sisters who live at the same address. Foster children and step sisters and step brothers are also included.
- The address is defined as being the home where the child lives on a regular basis with his or her parents/carers

After all available places have been filled, waiting lists will be kept by the Admissions Team (at the LEA) on behalf of the school at least until the end of the autumn term. However, parents on the waiting list must be advised that should a place become available at the school, this may be filled by a child whose family have made contact since the final date of registration for admission. This family may meet the criteria for admission in a way that gives them preference over others on the waiting list. Parents who make an unsuccessful application for admission to Barkerend will be informed of their statutory right of appeal. The appeal procedure will follow the prescribed School Admissions Appeal Code and LEA guidelines

3. ADMISSION MID-YEAR / PUPIL TRANSFER

In year applications must be made on a 'Common in-year application form', obtainable from the LEA or school and must be returned to the LEA. If a place is not available, the application will be added to the oversubscription list. No child will normally be accepted without prior consultation with the school they are leaving.

01/05/2015 10:00 Pupils will be expected to remain at Barkerend for the full seven years as a mid-phase transfer has detrimental effects on a pupil's progress. Transfer to another school is occasionally requested and should be done at the end of term or, in exceptional circumstances at half term. Parents requesting a transfer should discuss this with the Head Teacher and complete a 'Common InYear Application Form'.

4. LATE APPLICATIONS

In the event of a place becoming available during the year, a place will be offered to the next person on the waiting list according to the LEA Admission criteria (Section 2 above). Late applications will be added to the oversubscription list and treated in the same way as other refused applications.

5. ADMISSION TO NURSERY

Applications to the Nursery need to be made to Barkerend Primary School direct and a school's 'Admission Form' should be completed. We adopt the LEA 'Admission Criteria' (Section 2 above) in allocating Nursery places. Children attend Nursery part-time and will be admitted to Nursery in a term after their third birthday. There are 40 places in each Nursery session. In the event of Nursery places being oversubscribed, the criteria described above will be applied. Parents will be informed of the decision by the school. A child who has a place in nursery is not guaranteed a place in Reception, nor do they have any additional priority for admission to Reception at the school.

6. MONITORING AND REVIEW

This policy will be monitored by the Governing Body who will always take due note of the guidance provided by the LEA and any proposals by the Department for Education to revise the current School Admission Code.

Distribution List

VLE
School Website
Admissions Team – Bradford Council
School Admissions Officer