



Pennine Academies Yorkshire

Admission Policy

POLICY HISTORY

Version: 2023
Date written: 01 September 2022
Review date: June 2023
Ratified by: CHIEF EXECUTIVE OFFICER 22 June 2023
Approved by (signature): 
Chief Executive Officer

Date issued: 26 June 2023
Responsibility of: TRUST
Review period: 1 year
Date to be reviewed: June 2024
Requires staff to: READ
Upload to academy website : YES

KEY AMENDMENTS TO THIS POLICY

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1. INTRODUCTION

Pennine Academies Yorkshire Trust is the Admissions Authority of **school name** and is responsible for determining the school's Admissions Policy.

The Published Admission Number (PAN) for **school name** is **PAN** places.

The school also has a **enter text** place Nursery and a **enter text** place provision 2 year old's

2. APPLICATION PROCESS

All applications for places at **school name** must be made on Local Authority coordinated online admission forms.

[https://oneonline.bradford.gov.uk/CitizenPortal LIVE/Account/Login](https://oneonline.bradford.gov.uk/CitizenPortal_LIVE/Account/Login)

3. ADMISSION ARRANGEMENTS

Admissions arrangements will be coordinated by the Local Authority, so parents will be required to complete a Bradford Children's Services common application form. The school will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted relief's applies. If more applications are received than there are places available, the oversubscription criteria shall apply.

4. 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). Some two year olds are also entitled to free education if they meet the entitlement criteria.

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 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.

Admissions of summer born children may be deferred to the following September but in those cases, children may be offered a place to enter Year 1 unless an application has been made and agreed by the LA or the admitting authority in advance. The Local Authority will consider any application for a deferred entry into Reception of summer born children for the September following their fifth birthday. Such requests will be considered in accordance with the Local Authority's 'Guidance on the admission of summer born children' and DfE Advice.

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

5. CHILDREN WITH AN EDUCATION, HEALTH AND CARE PLAN (EHCP)

The admission of pupils with an Education, Health and Care Plan (EHCP) is dealt with by a separate procedure. Such children are dealt with through a separate legislative process and without reference to the oversubscription criteria below. Children who have an EHCP which names a specific school, will be admitted to that school.

6. TIE BREAKER

When demand exceeds places in any of the following policies, the distance between the child's home address 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 equidistant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection (Note 3).

7. 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.

8. ADMISSION POLICY

Where the number of preferences for a school exceeds the number of places available, priority will be given to children in the following categories:

1. Looked after children and children who were previously looked after, including those children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (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. Children who have a brother or sister, living at the same address and who will still be attending the school at the time of admission (Note 2).
4. All other children.

9. NOTES

1. A “looked after child” is 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. A “previously looked after child” is a child who is no longer looked after, in England or Wales, because they immediately became the subject of an adoption, special guardianship order or child arrangements order which includes arrangements relating to with whom the child is to live. A ‘previously looked after child’ who has been in ‘state care’ outside England and Wales, accommodated by a public authority, a religious organisation or any other organisation where the sole or main purpose of which is to benefit society and legally adopted. Evidence will be required on a case by case basis.
2. The term “brother and sister” 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.
3. ‘Home address’ refers to the child’s permanent home at the date of admission. Where the child lives with split parents who have 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.

EQUALITY IMPACT ASSESSMENT

An Equality Impact Assessment (EIA) is an evidence-based approach designed to help organisations ensure that their policies, practices, events and decision-making processes are fair and do not present barriers to participation or disadvantage any protected groups from participation.