



The Academy at  
**St James**  
Aspire, Achieve, Believe

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# **ADMISSION POLICY 2020-21**

**Reviewed and Approved by:- Governing Body**

**Date of meeting:- November 2019**

**Signature:- Mrs Rebecca Albentosa**

**Position:- DSL**

**Date:- November 2019**

**Next review date:- November 2021**

# The Academy at St. James

## Admissions Policy

The Admission Policy of The Academy at St. James is in line with Bradford Council's Children's Services procedures which are as follows:

### Admission to Reception

During November parents of Nursery age pupils receive a common application form and are requested to fill in five preferences for their preferred primary schools. Bradford Council's children's Services allocate the Reception places. Full details are available on their website <https://www.bradford.gov.uk/education-and-skills/school-admissions/apply-for-a-place-at-one-of-bradford-districts-schools/>

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 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. Sisters and brothers of children resident 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 (siblings). 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.

### MULTIPLE BIRTHS

Where a 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.

3. 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, as measured by a straight line from the main entrance of the home to the main entrance of the school building.
4. Other applicants.

*For admission under criterion 3, 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' attendance at church.*

When demand exceeds places in any of the above criteria, the distance between home and school, measured by a straight line, from the main entrance of the home to the main entrance of the school building, will be used to decide who is given a place, those living nearest being given the available places.

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 process.

### **PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN**

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 the school.

### **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 to Nursery**

Parents can register their child for a part time Nursery place by calling in at the office or by telephoning the school.

Places will be allocated to children in the following priority order:

☐ Sisters and brothers of children resident 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 (siblings).

☐ Children with special educational, social or emotional needs, as evidenced by a professional from health, social services or education

☐ Children in the priority age group: children who have had their third birthday and are due to become four in the current school year. Within this age group, an equal number of places will, in the first instance, be allocated to each month's birthdays. Within each month, allocation will be in waiting list order. If some months become oversubscribed whilst others remain undersubscribed, children from the oversubscribed months should be allocated places, in waiting list order.

☐ New arrivals in the area or on the waiting list who fall into the priority age group

☐ Younger children: over the age of three but not due to become four in the current school year.

A place in the nursery does not guarantee a place in that school. Nor is attendance at the nursery a precondition of a place in the school.

Parents are welcome to arrange an appointment to view the school prior to making a decision to register.

## Note 1

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). A previously 'looked after child' who is no longer looked after in England and Wales because he/she is the subject of an adoption, special guardianship or child arrangements order which includes arrangements relating to with whom the child is to live.