



**Copthorne**  
Primary School

# Admissions Policy 2022/2023



## **INTRODUCTION**

Exceed Academies Trust is the Admissions Authority of Copthorne Primary School and is responsible for determining the school's admissions policy.

The Published Admission Number (PAN) for Copthorne Primary School is **60** places.

The school also has an 80 place Nursery and a 48 place provision for 2 year old's (Saplings).

## **APPLICATION PROCESS**

All applications for places at Copthorne Primary School 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)

Families will receive information about making an application for Reception from their child's current Nursery through the post in mid-November.

## **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.

## **NURSERY ENTITLEMENT**

All three and four year old children are entitled to 15 hours free Early Years education.

## **NURSERY ADMISSIONS**

Admissions to the Nursery are processed by the school.

Children are admitted to Nursery the academic year following their 3<sup>rd</sup> birthday and, usually, as soon as reasonably practicable after their 3<sup>rd</sup> birthday.

Priority for Nursery places will be given to children who have their 4<sup>th</sup> birthday between 1<sup>st</sup> September and 31<sup>st</sup> August of the academic year in which they are applying for a place. Following this, the same oversubscription criteria set out further on in this policy will apply.

## **RECEPTION ADMISSIONS**

Statutory school age commences at the beginning of the school term immediately following the child's 5<sup>th</sup> birthday.

Children are admitted into Reception in the September following their 4<sup>th</sup> birthday. However, parents may request that their child's entry to Reception is deferred until later in the same school year, but not beyond the term following their 5<sup>th</sup> birthday. The admission criteria will apply to all children seeking a school place, whatever their term of entry. The place offered will be held on condition that it is taken up within the same school year.

Children attending the school's nursery cannot be guaranteed a place in Reception and a separate application must be made.

## **CHILDREN WITH AN EDUCATION, HEALTH AND CARE PLAN (EHCP)**

The admission of children 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 outlined in this policy.

## **OVERSUBSCRIPTION CRITERIA**

For applications into any year group, where the number of applications exceeds the number of places available, places will be offered according to the following oversubscription criteria, in priority order:

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. Children who were Previously Looked After Children outside of England and Wales who were adopted (*see Note 2*).
3. 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.
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 (*see Note 3*).
5. Children of members of staff who:
  - o have been employed at the school for two or more years at the time at which the application for admission to the school is made; or
  - o have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. All other children.

## **TIE BREAKER**

When demand exceeds places in any of the above criteria, the distance between the child's home (*see Note 4*) and the 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.

## **MULTIPLE BIRTH SIBLINGS**

Where a parent of multiple births (twins, triplets etc) requests admission and only one of the siblings can be offered a place, the remaining siblings will also be offered places above the admission number.

## **INFANT CLASS SIZE (RECEPTION, YEAR 1 & YEAR 2)**

Admission to Reception, Year 1 and Year 2 classes is governed by Infant Class Size Legislation (Section 1 of School Standards and Framework Act 1998) which states that Infant Classes (Reception, Year 1 and Year 2) must not contain more than 30 pupils with a single teacher.

Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

## **RIGHT OF APPEAL**

Parent(s)/Carer(s) whose school application is turned down have the legal right to appeal against this decision. Details concerning how to appeal will be explained in the decision letter. Appeals Forms are available from the school office.

Parents are advised that admission to Reception, Year 1 and Year 2 classes are governed by Infant Class Size Legislation (Section 1 of School Standards and Framework Act 1998) which states that Infant Classes must not contain more than 30 pupils with a single teacher. An appeal for these year groups will only be upheld if the Independent Appeals Panel finds that:

- the admission of additional children would not breach the infant class size limit;
- the admission arrangements did not comply with admission law or were not correctly or impartially applied and the child would have been offered a place if the arrangements had complied or had been impartially applied;
- that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

## **IN-YEAR ADMISSIONS**

'In-year applications' are defined as applications for admission to Reception or Year 7 which are submitted on or after the first day of the school year of admission, or applications for any other year group.

The Local Authority has a separate co-ordinated scheme for in-year admissions setting out this process. Parents need to fill in an In Year Application Form, available from the Admissions Team on 01274 439200 to apply for a school place. Please refer to their guidance for further information: [www.bradford.gov.uk/admissions](http://www.bradford.gov.uk/admissions)

Parents or carers living within the Bradford District who would like their child to move to the school should first contact their child's current school to discuss the reasons for the transfer.

## **NOTES**

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).
2. A 'previously looked after child' is a child who has been in 'state care' outside of England and Wales, accommodated by a public authority, a religious organisation or any other organisation the sole or main purpose of which is to benefit society and legally adopted.
3. The term 'sisters' and 'brothers' refers to children who live with the same family at the same address. Children living with the same family e.g. foster, adopted children and step-sisters and brothers are also included.
4. '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 school. Proof of residency may be required at any time during or after the allocation process.