



THE BOLTON BROW PRIMARY ACADEMY

Admissions Policy for Reception Class 2024 -25

This document sets out the admission arrangements for the Bolton Brow Primary Academy and complies with Annex B to the Funding Agreement which is an agreement between the Academy and the Secretary of State. Any changes to the arrangements set out in the Funding Agreement must be approved in advance by the Secretary of State.

The Academy will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admission Appeals Code of Practice) as they apply at any given time.

The Governing Board of the Academy is the Admissions Authority and therefore any reference in the codes to admission authorities shall be read as the Academy's Governing Board. In particular, the Academy will take part in the Co-ordinated Admissions Scheme run by Calderdale Local Authority (please see the current year flow charts in appendix 1 and 2).

1 Application for Places

Arrangements for applications for places at Bolton Brow Primary Academy will be made in accordance with Calderdale Local Authority's co-ordinated admission arrangements. Parents should apply online for a school place via Calderdale Council's online application procedure www.calderdale.gov.uk/admissions

If parents are not Calderdale residents, they must apply through their home local authority.

2 Allocation of Places

There are 30 Reception class places available each year and allocation of places is made using the following criteria:

Pupils with Special Educational Needs

Pupils with special educational needs who have an Education and Health Care plan which names Bolton Brow Primary Academy will be allocated a place. This is a

Admissions Policy reviewed December 2023

Motivating, Educating, Nurturing

statutory entitlement under the Education Act 1996 and the Children and Families Act 2014.

Over-subscription criteria

Where 30 or fewer applications are received, the Academy will offer a place to all those who have applied.

2.2 Where the number of applications for admissions exceeds 30, applications will be considered against the following criteria set out below and in the priority stated:

2.2.1 Children Looked After

Children who are in public care, including those who ceased to be looked after because they were adopted or became subject to a child arrangement or special guardianship order within the regulations set out by the Admissions Code December 2014

Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted

2.2.2 Siblings

Pupils who have a brother or sister (including step/ half brothers and sisters) permanently resident in the same household and who will be at the school at the start of the academic year.

2.2.3 Designated Catchment

Pupils living within the defined catchment area (map available from the school).

2.2.4 Outside designated catchment area – Nursery priority

Pupils who have attended Bolton Brow Nursery from the start of the school year prior to the Reception intake, who are accessing at least 15 hours of their universal funded hours at the time of application and are still in attendance at the time of allocation.

2.2.5 Outside designated catchment area - Other pupils.

Where there is oversubscription within any category, priority for places will be determined by proximity of the child's home address to the school. This will be calculated using a straight-line measurement from the pupil's permanent home address to the nearest designated school gate. Distances will be calculated using the Local Authority's Geographical Information System (GIS). To ensure consistency

Admissions Policy reviewed December 2023

applies, all measurements will be carried out by this method and no other method of measuring distance will be considered. Proof of residence can be requested at any time throughout the admissions process and an offer withdrawn if misleading information is used to gain advantage.

3 Notification of Places

In accordance with the Co-ordinated Admissions Scheme run by Calderdale MBC, the Local Authority will make the formal offer of a place to parents or guardians on behalf of the Governing Board of the Academy. These letters will be sent via the Academy, who will ask parents/carers to contact the Academy in writing to either accept or reject the offer of a place. This will in no way affect parents' right of appeal for a place at another school but will allow the Local Authority to re-allocate a place to another child on behalf of the Academy.

Parents who wish to be considered for a school place after the official offer day must complete a reallocation form from the Local Authority. The completed form must be submitted to the Local Authority.

4 Fair Access Protocol

As part of the Co-ordinated Admissions arrangements with the Local Authority the Academy may accept hard-to-place pupils onto the school role from time to time in accordance with the Local Authority In-Year Fair Access agreement. These are special cases arranged outside the boundaries of this admissions policy.

5 Appeals Procedure

Parents who want to appeal against the decision not to offer their child a place at the school must:

- Write to The Admission Appeals Clerk, Together Learning Trust, c/o The Brooksbank School, Victoria Road, Elland, HX5 0QG
- or email admin@tlt.school

Parents must request an appeal in writing.

The appeals will be heard by an independent appeals panel. The Appeals Panel will take all reasons and the admission authority's admission arrangements into consideration when reaching its decision. The Appeals Panel's decision will be completely independent of any previous decision taken by the admissions authority. The decision of the independent appeals panel is binding and final. Only one appeal for a school in the same academic year will be considered unless there have been significant changes in the circumstances relevant to the application.

Admissions Policy reviewed December 2023

6 Re-Allocation (Waiting) list

Parents must request that their child is placed on a reallocation list by completing the reallocation form. A re-allocation list will be drawn up from those who have requested this, giving priority for places that become vacant, in accordance with section 2. Any places which become available will be filled from the re-allocation list. If a child has been placed on the re-allocation list, parents will be informed and asked to confirm that they wish to leave their child's name on the list, which will be retained until the end of the academic year.

7 In-Year Applications

The same criteria will apply for in-year applications as outlined in section 2 and the appeals processes outlined in section 5. In year places will become available when the number in each class falls below 30. Parents wanting to apply for a place for their child should apply directly to Calderdale Council. Parents applying directly to the Academy will have the process explained to them.

8 Consultation

The Academy will consult with the Education Funding Agency, the Local Authority, local groups and schools if changes to these arrangements have been proposed. They will consult on the full admission arrangements every seven years even if no changes are proposed. Admission information will be made available on the Academy's website.

Complaints Procedure

Bolton Brow Primary Academy has an established procedure for dealing with complaints relating to Admissions. Any queries about the Admissions Policy should be addressed in writing to the Chair of Governors, Bolton Brow Primary Academy, Pye Nest Road, Sowerby Bridge, HX62BA.

Admissions Policy reviewed December 2023

Motivating, Educating, Nurturing