



## **Baildon Church of England Primary School**

# **Admissions Arrangements for Nursery Academic Year 2023-2024 (Nursery Only)**

Policy Creation: March, 2022  
Policy Review Date: March 2023

*'Those who hope in the Lord will renew their strength and they will soar on wings like eagles.'*

## **Vision Statement**

We celebrate our place within God's loving family, showing respect for ourselves, others and the world around us. We are a safe, supportive community of inspired, resilient life-long learners, with a spirit of curiosity, where every individual is provided with the opportunity to flourish and achieve in our ever-changing world.

We welcome applications from parents of the Christian faith, of other faiths and of no faith. We ask all parents applying for a place here to respect our distinctive Christian ethos and its importance to the school community.

The planned admissions number (PAN) for admission to the nursery class in the school year commencing September 2023 will be a maximum of the equivalent of 26 full time places, which will take the format of:

- 13 thirty hour places
- 13 fifteen hour places (Monday all day, Tuesday all day and Wednesday AM)
- 13 fifteen hour places (Wednesday PM, Thursday all day and Friday all day)

As a school, we reserve the right to amend the numbers within each of these three groups dependent upon the applications received in any given year.

The arrangements in this policy are for admission to nursery only; attendance at the school nursery does not guarantee a place in the main school.

## **Making an application**

Applications for admission to the nursery should be made by contacting the school office for an application form. We hold an 'interest list' in school for those who have expressed an interest in their child attending our nursery in the future. However, full applications should only be made in the academic year before you want your child to start Nursery and the closing date is the 31<sup>st</sup> of January that year. For example, for those wanting to start Nursery in September 2023, applications will be accepted between 01.09.22 and 31.01.23.

Late applications will be accepted, but these will not be processed until after places have been allocated for 'on time' applications.

## **Admission procedures**

### **Entitlement**

1. Every 3 and 4-year-old child is currently entitled to 15 hours funded early years education in the term following their 3rd birthday. This is known as the universal offer.
2. Some 3 and 4-year-old children whose parents are working are also entitled to an additional 15 hours funded early years education in the term following their 3rd birthday until they attend reception class. (see eligibility criteria section below) This is known as the extended entitlement.

### **Universal entitlement:**

Children are eligible the term after their 3rd birthday, birth certificates or passports must be checked to determine eligible date of birth.

### **Extended Entitlement:**

For up to date information on your eligibility for the additional 15 hours funding please visit <https://www.childcarechoices.gov.uk/>

If parents think they meet the criteria they need to go to the Childcare Choices website and apply for an eligibility code. If they are successful they will be given an 11 digit HMRC eligibility code, parents must give the code to all the providers who are offering funded hours for their children. Providers must check the code using Bradford Funded Hours Checker. Once the code is verified a place can be offered if available.

It is up to the HMRC to determine eligibility of parents and not providers. All queries around eligibility must be directed back to HMRC. Tel: 0300 123 4097

### **Allocation of Places at Baildon Church of England Primary School**

In September 2023, Baildon Church of England Primary School will offer:

- 13 thirty hour places
- 13 fifteen hour places (Monday all day, Tuesday all day and Wednesday AM)
- 13 fifteen hour places (Wednesday PM, Thursday all day and Friday all day)

If there are more applications for a nursery class than there are places available, the oversubscription criteria detailed below will be used to allocate places.

Priority will then be given to children that have their 4th birthday between 1st September and 31st August of the academic year of which they are applying for a place.

### **Oversubscription criteria**

Where the number of applications received exceeds the planned admission number of the school the Governing Body will apply the following criteria in order of priority:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
2. Pupils who have exceptional medical or social grounds for admission which can only be met at Baildon Church School. This application will need to be supported by a written recommendation from the appropriate independent health

professional to be received by the school no later than the closing date for admissions.

3. Pupils and parents who are worshipping members of the Ecclesiastical Parish of Baildon as evidenced through regular attendance (i.e at least twice a month over a period of at least twelve months) at one of the three churches of St John's, St James or St Hugh's.
4. Children living in the school's Priority Admission Area whose parents are worshipping members (regular attendance at least twice a month over a period of at least twelve months) of the Church of England or another Christian denomination, which is a member of Churches Together for Britain and Ireland.
5. Children living in the school's Priority Admission Area who have an older brother or sister, attending from the same address, and who will still be attending the school at the time of admission.
6. Children of staff who 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, and/or children of staff who are recruited to fill a vacant post for which there is a demonstrable skill shortage.
7. Other children resident within the school's Priority Admission Area.
8. Children living outside the school's Priority Admission Area with an older sibling currently on roll at the school and who will still be attending the school at the time of admission.
9. Children living outside the school's Priority Admission Area whose parents are members of the Church of England or another Christian denomination that is a member of the Churches Together for Britain and Ireland.
10. Other children living outside the school's Admission Priority Area.

**For definitions and additional explanations, please see the notes section below.**

### **Multiple Births**

Where a family 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.

### **Tie Breaker**

Once the oversubscription criteria have been applied, should a tie break situation exist, 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 will be 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, with support from the Local Authority.

## **Waiting Lists**

Where an application has been unsuccessful parents/carers may request that the child's name is added to the waiting list. The waiting list will be maintained until the end of the academic year. Any places that become available will be allocated according to the published oversubscription criteria of the admission arrangements with no account being taken of the length of time on the waiting list.

## **In-year admissions**

Parents/carers seeking to transfer a child to the school during the school year should make contact the school office who will be able to support them in this process, should places be available.

## **Fraudulent Applications**

The Governing Body reserve the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application, e.g. a false home address. This includes cases where parents take out a short term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there. In fairness to all parents, all allegations of fraudulent practice brought to the Governing Body's attention will be investigated.

## **Priority Admissions Area**

A map showing the priority admissions area can be seen at the end of this policy

## **Parents**

'Parents' include all those people who have a parental responsibility for a child as set out in the Children Act 1989.

## **Siblings**

Sibling refers to brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, foster brother or foster sister, step brother or step sister living as one family unit at the same address. It will also be applied to situation where a full, half or adopted brother or sister are living at separate addresses.

## **The home address/place of residence**

The address must be where the child lives permanently. If the residency is split between two parents the address must be where the child lives for the majority of the time. If the residency is split equally between two parents, they can nominate the address they wish to use for the allocation of a school place.

## **Families who are due to move house should provide:**

- a) a solicitor's letter confirming that exchange of contracts has taken place on the purchase of a property; or
- b) a copy of the current Rental Agreement, signed by both the tenants and the landlords, showing the address of the property; or
- c) in the case of Serving H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

## **Exceptional Medical or Social Need**

Priority will be given to those children whose evidence establishes that they have a demonstrable and significant need to attend this school in particular.

All schools can support children with a wide range of additional needs and are expected to accommodate severe medical and social needs. An application made under this criteria should clearly demonstrate why this school is the only one that can meet your child's need in a way that no other school can.

Evidence must be submitted in writing by the closing date for applications (above) and include recent independent objective evidence, for example from a doctor, psychologist, social worker or other professional involved with your child. It should confirm the circumstances of the case and must set out why the child should attend this school and why no other school could meet the child's needs. If this school is not the nearest school to your child's home address, give specific reasons why closer schools will not meet your child's needs.

Providing evidence does not guarantee that a child will be given priority at this school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at this school above any other. In consideration of each case the board may consult with other medical or educational professionals for a further opinion as to whether the pupil should be allocated a place at this school.

'Medical need' does not include mild medical conditions, such as asthma or allergies. 'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school or because of routine child minding arrangements.

### **Looked After Children**

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. 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.

### **Previously Looked After children outside of England and Wales**

A 'previously looked after 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.

## **Notes**

### **Priority for Church Attendance**

- A regular worshipper is defined as attendance of a parent/carer or the child at church, at an act of public worship, for at least twice a month for two years prior to application, verified and signed by a currently licenced member of the clergy, or other designated church leader. This referee should be the Incumbent, Parish Priest, Lead Pastor or equivalent within the named church.
- The governors do not give a higher preference to families where more than one member of the family worships.
- In relation to Criteria 3, a church is defined as the churches of St John's, St James's and St Hugh's which form the Ecclesiastical Parish of Baildon.
- In relation to Criteria 4, a church is defined as a Christian Church which is a member of 'Churches Together in Britain and Ireland' or a member of the 'Evangelical Alliance'. To ascertain whether or not your church is a member of either of these organisations, please visit the following websites: <https://ctbi.org.uk/member-churches/schools-information/>  
[https://www.eauk.org/find-a-church?utm\\_source=old\\_eauk](https://www.eauk.org/find-a-church?utm_source=old_eauk)
- In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

- Parents applying under this criterion are required to complete a Supplementary Information Form (SIF) which asks for a declaration and verification of being a regular worshipper. The SIF is available from the school and must be completed and returned to the school by midnight on the 31<sup>st</sup> January. In order to ensure that you have the required church attendance you may need to complete two or more forms. This is normally more applicable to those who have moved into the area but attended church at their previous address. If a SIF (which must have been verified and signed by a currently licenced member of the clergy, or other designated church leader) is not received within the allotted timescales, the application will be considered, but not under church attendance priority criteria.
- If a disability or other 'special needs' circumstance prevents regular attendance at a specific place of worship but the person concerned is recognised by the church leaders as a 'regular worshipper' then this can be taken into consideration in your declaration and the verification of your "regular worship at a Christian Church".

NB: In the event that we do not fill all of the places for a September intake, children who turn 3 during the school year could be offered a place in the term following their third birthdays. In this case, they would be ranked in DOB order.

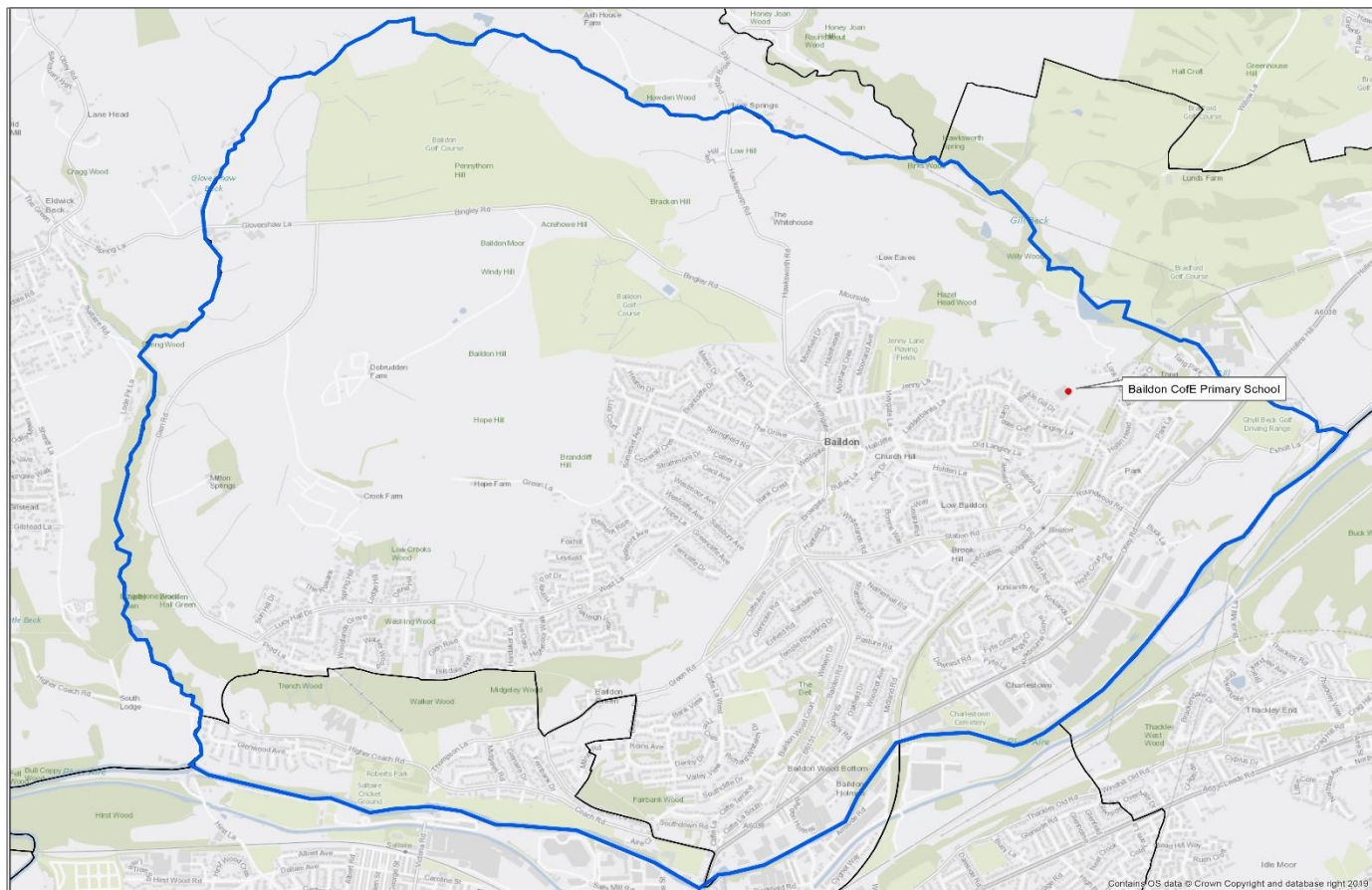
Notes:

(a) The offer of a place at a nursery class attached to a primary school does not guarantee the child a place in the reception class at the same school. A fresh application will be required in accordance with the criteria for admission to reception classes.

(b) Compulsory school age is at the beginning of the term following the child's fifth birthday. Generally children leave nursery to enter reception in the school year in which they have their fifth birthday and commence full time education before reaching compulsory school age. If parents are determined to defer entry to full time education until the following academic year when the child reaches compulsory school age, as is their legal right, a place would be offered in year 1, enabling their child to remain within their chronological age group and not being 'offset' unless it is deemed in the child's best interest to start in reception.

(c) Vacancies arising during a school year will be filled from the school waiting list using the published criteria.

### Priority Admission Area







### Supplementary Information Form (SIF)

This Supplementary Information Form should be completed by the parent/guardian of the child who is seeking admission to the school. This form need only be completed to confirm and verify that you meet the requirements of the oversubscription criteria related to church attendance. No additional information will be considered unless a family has attended more than one place of worship for that period, in which case more than one form may be submitted to cover the twelve month period. It is the responsibility of the parent to get both sections complete and returned to school. This form should be returned to the school office by no later than midnight on 31<sup>st</sup> January.

<b>Section A: Application for admission to Baildon Church of England Primary School</b>			
Child's Surname:		First name:	
Name of Parent/Guardian:			
Address:			
Postcode:		Contact no:	
Religious Denomination: (e.g. Methodist, CofE etc)		Place of Worship:	
<b>I confirm that</b>			
<b>is a regular worshipper at the church below, defined as attending public worship at that place, for at least twice a month, for twelve months prior to the date of this application.</b>			
Place of worship:			
Name of Vicar/Priest/Church Leader			
Address:			
Postcode		Contact no:	
<b>Section B: Verification</b>			
This section is to be completed by the above mentioned licenced member of the clergy, or church leader.			
By signing below, I am confirming that I am the Incumbent/Parish Priest/Lead Pastor (or equivalent) of the above named place of worship. I also confirm that the child/parent/guardian named above has attended public worship at least twice a month over the past twelve months at the above named place of worship.			
Name:			
Role:			
Signed:		Date:	