



Peel Park

Primary School  
and Nursery

*The Path to Success*

# PEEL PARK PRIMARY SCHOOL AND NURSERY

## Admission Arrangements

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**Proposed Admissions Arrangements for Peel Park Primary School**  
September 2023/24

Below are arrangements for applications to the **Nursery** (P/T) and the **School** (F/T). Please don't hesitate to contact school should you require further information.

**HOW TO REGISTER INTEREST IN A PLACE AT PEEL PARK PRIMARY SCHOOL.**

- Requests for places in the School **Nursery** (Part-time) should be made directly to the school. You will be asked to provide details such as your child's name, date-of-birth, your address and a contact 'phone number/ e-mail address. School will then contact you around the time of your child's third birthday to let you know if and when a place will become available should you still want it.
- Applications for a place in the **School** (Full-time) will be made in accordance with Bradford Local Authority's Co-ordinated Admission Scheme as published in their booklet 'A Guide for Parents about Admission Arrangements for Primary Schools'. Applications will be made on the Common Application Form online system. Your child is eligible to start school in the September of the school year in which s/he will become five years old. The online system will be open from mid November and the closing date is 15<sup>th</sup> January.
- 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 LA 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 'Guidance on the admissions of Summer born children' and DFE advice.

**Children with a Statement of Special Education Needs (SEN) or Education, Health and Care Plan (EHCP)**

Children with a statement of SEN or an EHCP that names the school will be admitted to the school without reference to the oversubscription criteria below.

**Should there be more applications than there are places the following oversubscription criteria will apply to ensure that our admission number is not exceeded.**

1. Children in Public Care (Looked After Children and children who were previously looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order)
2. Children for whom there is a clear Medical or Special Educational reason to be placed at this school and where this need is supported by an appropriate professional (e.g. doctor, educational psychologist) and is documented in an Educational Health care plan.
3. Children with a sibling\* who will be a pupil in the school at the time of entry.
4. Proximity of the child's home to the school with those living nearest the school being given highest priority.

*\* We consider siblings to be those brothers / sisters –including foster children –living permanently at the same address.*

*\*\* The measurement will be taken as a straight line from the home to the front door of the school.*

5. Other Children.

## **Address**

The address of the child used in the application must be the child's permanent home at the date of admissions. Where the child lives with parents with shared responsibility, it is for the parents to determine which address to use when applying for a primary school.

## **Tie Break**

When demand exceeds places in any of the above criteria, the distance between the child's home and school, measured by a straight line distance from the Ordinance 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 Births**

Where a parent 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 admissions number.

## **Appeals process**

Should you not complete a form or be allocated a school other than your stated preference you will have the opportunity to appeal against that decision to an independent appeal panel. Details of this process are available on the Bradford Council website.

## **In-year admissions**

The Local Authority also coordinates admissions for all other year groups. In-year common application forms are available from the Admissions Team to request a transfer. Part 1 should be completed by a parent/carer and Part 2 is then completed by the child's current school. Please ask at the academy office or contact the Local Authority Admissions Team for further details by telephone (01274 439200) or email ([schooladmissions@bradford.gov.uk](mailto:schooladmissions@bradford.gov.uk)).

## **Fair Access Protocol**

This Protocol will ensure that school places for maintained schools and Academies are allocated and offered in an open and fair way. Outside the normal admissions round, unplaced children (especially the most vulnerable), must be offered a place at a suitable school as quickly as possible. Please see Appendix 1 for more information about the Fair Access Protocol.

Should you not complete a form or be allocated a school other than your stated preference you will have the opportunity to appeal against that decision to an independent appeal panel. Details of this process will be available on request at the appropriate time.

Governors at Peel Park Primary School will consult on their admissions arrangements every seven years or earlier if any changes requiring consultation, as outlined in the School Admissions Code of Practice, are proposed.

**Please note** that a place in nursery does not guarantee a place, later, in our school; nor does a place in nursery here oblige you to apply for a place in our school.

## Appendix 1

### City of Bradford Metropolitan District Council – Children’s Services Fair Access Protocol for Children and Young People

#### **Purpose**

This Protocol will ensure that school places for maintained schools and Academies are allocated and offered in an open and fair way. Outside the normal admissions round, unplaced children (especially the most vulnerable), must be offered a place at a suitable school as quickly as possible. It is recognised that this will have a significant impact on attendance and consequently how well young people perform at all levels of learning.

The School Admission Code which came into force on 1st September 2021 includes amendments to the mandatory categories of the Fair Access Protocol and timescales for admission. The Protocol must be agreed by the majority of schools and academies and all schools and academies must participate.

The Protocol will be used when an ‘eligible’ child or young person has not secured a school or academy place under the in year admission procedures. The aim is to secure a place at a suitable school or academy as quickly as possible. Where it has been agreed that a child will be considered under the Fair Access Protocol, a school place must be allocated for that child within 20 school days. Once they have been allocated a school place via the Fair Access Protocol, arrangements should be made for the child to start at the school as soon as possible. The Protocol will also ensure that no school or academy, including those with available places, is asked to take a disproportionate number of children and young people who have been excluded from other schools or academies or who have challenging behaviour.

Once it has been agreed that a child or young person should attend a named school or academy that school or academy must be accountable for that person. There is a collective responsibility to ensure the safeguarding of all young people and we must work together to protect them and act in their best interests. Every young person will be made an offer of an educational place if an accessible educational place does not already exist.

#### **The Process**

The Fair Access Protocol must be agreed with the majority of schools in Bradford and all Admission Authorities must participate in it to ensure that children and young people are allocated a school place quickly.

The operation of the Protocol is triggered when a parent of an eligible child has not secured a school place under in-year admission arrangements.

Where an admission authority receives an in-year application for a year group that is not the normal point of entry and it does not wish to admit the child because it has good reason to believe that the child may display challenging behaviour, it may refuse admission and refer the child to the Fair Access Protocol. This is only relevant to an admission authority if it has a particularly high proportion of either children with challenging behaviour or previously permanently excluded pupils on roll compared to other local schools, and it considers that admitting another child with challenging behaviour would prejudice the provision of efficient education or the efficient use of resources. Any refusal must demonstrate that the admission authority meets this provision.

The provision cannot be used to refuse admission to looked after children, previously looked after children; and children who have Education, Health and Care Plans naming the school in question (Note 1)

Admission Authorities must not refuse to admit a child thought to be potentially disruptive, or likely to exhibit challenging behaviour, on the grounds that the child is first to be assessed for special educational needs.

No school will be asked to take a disproportionate number of children who have been excluded from other schools or who have challenging behaviour.

A list of children and young people that are 'eligible' to be considered is contained at the end of the Protocol.

The Secondary Protocol will be administered through three Fair Access Panels that are based on the geography of Bradford. The operation of these Panels is described below.

The Primary Protocol will be administered through Fair Access Panels that are based on local admissions areas. The operation of these Panels is described below.

Panels will meet every two weeks to ensure that children are admitted to school within mandatory timeframes. Panels will be cancelled in the event there are no children to place.

### **Membership of the Fair Access Panels**

The Secondary and Primary Panels consist of Chair and Vice Chair of the Fair Access Panel, Headteachers, or their representatives, and the Local Authority representative. Other Council officers attending will be from teams within Children's Services – Education & Learning as well as any other team or department within CBMDC or outside agencies working with families and young people, to contribute specific information about children and families that they are working with.

Attendance of Chair or Vice Chair of the Fair Access Panel and the Local Authority representative will make the meeting quorate and decisions will be made regarding the destination of the students referred to Panel. Allocations will be made to schools, regardless of whether they attend the meeting, if appropriate and offers made on the day will be binding unless exceptional circumstances or a safeguarding issue comes to light.

The Local Authority representative will usually be the Fair Access Officer but a stand-in may be required from time to time from CBMDC - Children's Services.

### **Accountability**

The school/academy nominated by a Panel will be accountable for the young person once a school place has been agreed at the meeting. Meetings will be held fortnightly, or as near as possible, accommodating school terms and school holidays. Meeting dates will be agreed in advance of the academic year. Decisions will be recorded as a record of each meeting. The Fair Access Panel will provide an officer to record decisions, if required.

### **Timelines**

Where it has been agreed that a child will be considered under the Fair Access Protocol, a school place must be allocated for that child within 20 school days. Once they have been allocated a school place via the Fair Access Protocol, arrangements should be made for the child to start at the school as soon as possible. Every effort must be made to keep the time out of education to a minimum.

In compliance with the Pupil Registration Regulations the Local Authority must notify the school/academy of the date by which the child is to be admitted and on the school roll. This should be within 10 school days of the Panel unless there are extenuating circumstances (which must be advised in writing to the LA) or a School Attendance Order is being sort.

### **Decision Making**

The decision as to which school/academy will be offered to a child will be taken by the Fair Access Panel as a whole. Where a Panel fails to make a decision the Chair and/or Vice Chair will make those decisions in partnership with the Local Authority. This will ensure that the Panels representative (Chair/Vice Chair) has input into the decision of instructions and will support the Direction process.

Every young person whose nearest school/academy (rather than the home address) is within the Fair Access Panel area must be made an offer of educational provision at a school within that Panel area. No young person will go without an offer of educational provision unless the Panel deems that appropriate, accessible educational provision is already in place. If the Local Authority can demonstrate that a school/academy outside the Panel area is more appropriate and accessible, then that school/academy will be asked to make an offer. (Note 2)

Children returning from Elective Home Education, who are eligible for placement under this protocol, should be offered a place at the school which they previously attended. If the child now lives outside of the previous school's Panel area and there is a more appropriate or accessible school within a different area this should be taken in to consideration by the panel.

Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to any school for their child through the In Year Process. Admission authorities must process these applications in accordance with their usual in-year admission procedures. They must not refuse to admit such children on the basis that they may be eligible to be placed via the Fair Access Protocol. The parent will continue to have the right of appeal for any place they have been refused, even if the child has been offered a school place via the Fair Access Protocol.

Children eligible for placement under the Fair Access Protocol returning to an area where they previously lived, should normally be offered a place at the school which they previously attended however the Panel will consider all relevant factors and their decision is final. This paragraph only applies to children continuing in the same phase of education.

### **Record Keeping**

The decision recording of the Panel meeting will be agreed as a correct record of the proceedings five school days after distribution. Schools/Academies, Chairs/Vice Chairs of the Fair Access Panels and the Local Authority should all keep a record of the outcomes of the meetings to avoid any disputes and advise of any issues within five school days of distribution. Each young person that is referred to the Panel will be discussed individually and the decision will be made by the Fair Access Panel as to what they determine is in the child's best interests taking parental preference into consideration and the facts of each case. The decision and the reason for it must be clearly recorded.

### **Siblings**

Where applications are received for siblings of young people that are to be referred to a Panel, then all sibling applications will be considered by the Panel at the same time. The non-Fair Access sibling may be allocated a place at the same school/academy if the Panel agree.

### **Notification of Decision**

In all cases the decision made by the Fair Access Panel will be relayed in writing to the parent/carer of the young person and the school/academy will contact the family to facilitate a speedy admission, no later than ten school days after the Panel meetings, unless agreed otherwise with the Strategic Manager, Admissions or the Fair Access & In Year Lead Officer. Should the school/academy not be present at the meeting and feel unable to offer a place, they must provide clear reasons specific to the individual case, in writing, for the refusal. An alternative placement may then be agreed between the Chair/Vice Chair of the Panel and the Local Authority, if they agree with the school/academy reasons for refusal. This may result in a new school/academy being identified and may lead to an instruction to admit. This action will only be agreed in exceptional circumstances and where a school can demonstrate a high level of concern regarding the admission of an individual student. If the Chair/Vice Chair and the Local Authority do not accept the school/academy case for refusal, an instruction will be issued which may lead to a request for Direction from the Secretary of State.

If it is necessary to hold a multi-agency meeting before a decision can be made, the school/academy must do so within five school days of the Panel meeting.

The Admissions Team will inform parents of the outcome of the panel within 2 days of a Panel. It is then the responsibility of the educational provider to liaise with the parent/carer to ensure a prompt start date, within 10 school days of the Panel meeting.

Failure to admit a child will result in a request for Direction.

### **Children and Young People 'eligible' to be considered under the Protocol Mandatory categories (as described in the School Admissions Code 2021)**

Fair Access Protocols may only be used to place the following groups of vulnerable and/or hard to place children, where they are having difficulty in securing a school place in-year, and it can be demonstrated that reasonable measures have been taken to secure a place through the usual in-year admission procedures:

- a) children either subject to a Child in Need Plan or a Child Protection Plan or having had a Child in Need Plan or a Child Protection Plan within 12 months at the point of being referred to the Protocol;
- b) children living in a refuge or in other Relevant Accommodation at the point of being referred to the Protocol;
- c) children from the criminal justice system;
- d) children in alternative provision who need to be reintegrated into mainstream education or who have been permanently excluded but are deemed suitable for mainstream education;
- e) children with special educational needs (but without an Education, Health and Care plan), disabilities or medical conditions;
- f) children who are carers;
- g) children who are homeless;
- h) children in formal kinship care arrangements
- i) children of, or who are, Gypsies, Roma, Travellers, refugees, and asylum seekers;
- j) children who have been refused a school place on the grounds of their challenging behaviour and referred to the Protocol (as described earlier in this protocol);
- k) children for whom a place has not been sought due to exceptional circumstances;
- l) children who have been out of education for four or more weeks where it can be demonstrated that there are no places available at any school within a reasonable distance of their home. This does not include circumstances where a suitable place has been offered to a child and this has not been accepted; and
- m) previously looked after children for whom the local authority has been unable to promptly secure a school place.

#### **Note 1**

Children who are Looked After by the Local Authority or children who are Previously Looked After by the Local Authority (in accordance with the School Admissions Code 2021) **must** always be admitted to the preferenced school when requested by the legal guardian. The Code applies to all schools regardless of status and these requests are dealt with through the normal In Year Admission process. There is no capacity to refuse these applications and Looked After Children cannot be the subject of an appeal hearing.

#### **Note 2**

It may sometimes be necessary to instruct a school to take a child even if the child does not live in their area. Any instructions will only be made after careful consideration of the child's individual circumstances and in partnership with the Chair /Vice Chairs of all the Panels affected. This recognises that our geographical boundaries can result in a child having to travel unreasonable distances.

This Policy will be reviewed at the end of the academic year after implementation; or earlier if a fundamental change is required due to a change in process or legislation that no longer makes this policy viable or legal. Thereafter, every 2 years.