

## Admissions Arrangements for Academic Year 2025

Beckfoot Trust is the admissions authority for schools in the Trust, including Beckfoot Priestthorpe and recommendations on admissions arrangements are made through the Trust Board.

### Planned Admission Number

The planned admissions number (PAN) for the admission to reception in the school year commencing September 2025 will be a maximum of 30.

### Making an Application

Bradford Local Authority (LA) administers the admissions arrangements for all Beckfoot Trust schools. Applications for Beckfoot Priestthorpe will be made using the local authority Common Application Form (CAF) by the national closing date. This can be found at [Admission arrangements | Bradford Council](#)

In Bradford, parents may list up to three schools on the In-Year Application Form or up to five preferences when applying for reception in the normal admissions round.

Although legislation gives parents a right to express a preference for a particular school, Beckfoot Trust must first consider whether there is a place available and then whether your child qualifies for a place using the oversubscription criteria below. If your child could be given a place at more than one of your preferred schools, the LA will offer a place at the highest-ranked preference.

Bradford Local Authority will inform parents of the offer of a place on behalf of the Trust Board on the national offer date.

### Entitlement and Deferred Entry

All three and four year olds are entitled to a free early education place before they reach statutory school age (the beginning of the school term immediately following the child's fifth birthday).

Children are admitted into Reception in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the term in which the child reaches compulsory school age. Parents can request that their child takes up the place part-time until the child reaches compulsory school age.

The admission criteria will apply to all children seeking a school place, whatever their term of entry. The place offered will be reserved on condition that it is taken up within the same school year.

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 LA's Guidance on the admission of summer born children' and the DfE Advice.

Children attending a school's nursery are not guaranteed a place in the reception class and a separate application must be made.

## **Admissions Policy**

### **Special Educational Needs and Disabilities (SEND)**

The admission of pupils with an Education, Health and Care Plan is dealt with by separate procedures. Such children will be admitted to the named school without reference to the oversubscription criteria below.

### **Oversubscription Criteria**

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 and all previously looked after children, including those children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. 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.
3. 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
4. All other children.

### **Tie Break**

When demand exceeds places in any of the following criteria, 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 equidistant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection.

### **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.

### **Appeals Process**

Where Trustees are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent appeal panel, set up under the School Standard and Framework Act 1998 as amended by the Education Act 2002.

Parents who intend to make an appeal against the Trust Board's decision to refuse admission must submit a notice of appeal in writing within 20 days of receiving the offer letter. Please note the right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

Appeals forms can be obtained from the Local Authority Admissions Team.

Email: [schoolappeals@bradford.gov.uk](mailto:schoolappeals@bradford.gov.uk)

Tel: 01274 439200

## **Waiting Lists**

The local authority maintains a waiting list in line with the School Admissions Code, until December 31<sup>st</sup> of the admissions year. Where an application has been unsuccessful families may request the child's name be added to the list. The Local Authority will administer the waiting list and further guidance may be sought from the admissions team at 01274 439200.

## **Fair access protocol**

The Local Authority has a Fair Access Protocol to ensure that unplaced and vulnerable children, and those who are having difficulty in securing a school place in-year are allocated a place as quickly as possible. A child would only be eligible to be placed via the Fair Access Protocol (FAP) where they have not been able to secure a school place in-year and they fall into one of the specified FAP categories.

## **Fraudulent applications**

The Trust Board reserves the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application, e.g. 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 Trust Board's attention will be investigated

## **In year admissions**

In-year applications are defined as application at any time other than at the start of reception. In-year admissions are administered by the Local Authority and where there is over-subscription, children will be placed on a waiting list, using the subscription criteria for ranking purposes.

## **Nursery**

We maintain a waiting list for admission to our Nursery and admit up to 26 children each September. Please consult our website or ring the school office for further details of session times.

Children attending our nursery are not guaranteed a place in reception class. A separate application must be made to the Local Authority which is responsible for allocating places in our Reception class

## **Definitions**

**Looked after child** - 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. For more details, please see the Admissions Code.

**Previously looked after child** – for a full definition of a previously looked after child and more details please see the Admissions Code.

**Sisters and Brothers** - children who live with the same family at the same address. Children living with the same family e.g., foster, adopted children, stepsisters and stepbrothers are also included.

**Home Address** - the child's permanent home at the date of admission. Where the child lives with parents with 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.