# Silsden Primary School

## Admissions Policy

## 26/27

Approved by Governing Board: 1 December 2020

Amendment made to Appendix A – Nursery Admissions Terms and Conditions . Sept 2026

Review Date: July 2027

## 1. Introduction

The Governing board follows the Local Authority (LA) admissions policy.

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

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

## 2. Pupils with an Educational, Health and Care Plan (EHCP)

The admission of pupils 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 below. Children who have an EHCP which names a specific school, will be admitted to the school.

## 3. Tie Break

When demand exceeds places in any of the following policies, 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 equi-distant addresses would lead to

oversubscription, the decision of who will be offered the place will be made by random selection.

## 4. Multiple Births

Where a parents 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. The admission of pupils with a statement of special educational need / EHCP statement is dealt with by a separate procedure. Such children will be admitted to the school named on the statement without reference to the oversubscription criteria of the LA.

## 5. Admission 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 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).**

## 6. The Role of the Local Authority

### 6.1 Applying for a school place in Reception

The LA deals with all admissions into Reception.

1. An 'Applying for Primary School' information booklet is sent to each child in every maintained Nursery setting in the Bradford District.

2. For children where Silsden Primary School Nursery is their main setting this is sent via the school. Parents are encouraged to apply online.They will receive an email confirming receipt of their application and can log back on at any time (up to the closing date) to make any changes.

3. Parents who do not have access to a pc / email address should contact the school office for assistance in applying electronically or, as a last resort, completing a paper application form.

4. Places are allocated by the LA Admission Team and a pupil allocation list is sent to all schools at the end of the Spring Term prior to the September Reception admissions. The LA will email each parent who applied online to inform them of the allocated school place.

5. Parents will then need to accept the place offered by completing and returning the tear-off slip which must be returned to **the school**.

6. The LA will maintain waiting lists for all community and voluntary controlled schools until the end of the Autumn Term.

**6.2 In-Year Applications and Transfers – all admissions to school other than at the start of Reception**

1. All in-year admission requests are dealt with by the LA. Schools are not permitted to offer places even if there is space in the year groups.

2. An '**In-Year Common Application Form'** is available from either our school office or from the Admissions Team at Margaret McMillan Tower, Bradford. Alternatively the form can be downloaded from the Education Bradford website and must be returned to the Admission Team, who will allocate school places based on the criteria of the LA.

3. The Admission Team at Bradford will liaise with schools as to the availability of places for the appropriate year group and offer a place via letter. The parent / carer should take their acceptance slip to the school office and discuss a potential start date.

**6.3**

**Mid-term transfer of a pupil**

These take place sooner than the start of the next term if:

1. The Headteacher of the current and receiving schools agree that it is in the best interests of the pupil that the transfer takes place sooner;

2. The pupil has moved house to live more than three miles from the present school (pupils over eight years) and over two miles (pupils under eight years);

3. The pupil has been unable to transfer at the start of the term due to illness or for other reasons beyond the control of the parents;

4. The admission is into Reception where a place becomes available from the waiting list during the autumn term;

5. It has been determined that the admission of the pupil comes under the 'Fair Access Protocol';

6. The admission is due to a successful appeal.

Details of the LA admission procedure and Fair Access Protocol can be obtained from the Admission Team.

# 7. The Role of the School

## 7.1 Applying for a school place in Reception

1. It is the school's responsibility to distribute the 'Applying for Primary School Guide for Parents' to all parents of children for whom Silsden Primary School is their main provider, as per the list supplied by Bradford. These should also be given on request to any other parent.

2. Our Open Mornings are arranged to coincide with the distribution of the application forms and parents are actively encouraged to attend so they can exercise preference.

3. School will liaise with Admissions regarding the acceptance/decline of Reception places through the slips returned by parents.

4. The school will invite all children and their parents who have accepted a place at Silsden Primary School into school on Transition Days and parent information evenings. At this time the children familiarise themselves with their new class and teachers.

## 7.2 In-Year Applications and Transfers

1. The school return numbers per year group to Bradford Admissions periodically on request and in addition record children joining / leaving school via the Bradford Schools Online website

2. The school welcomes prospective parents and children to visit the school and are normally shown round by the Headteacher by appointment if at all possible, or by another member of our Senior Management Team.

3. As part of our procedure for admission to school, new children are invited into school for a half day 'taster' session prior to the official start date. For children coming to school at the start of the next school year this 'taster' session will usually be on Transition Day. Admission into school will take place quickly after this as agreed between school and parents / carers.

4. The school will request both electronic and paper records from the child's previous school.

**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 terms "siblings" refers to children who live with the same family at the same address. Children living with the same family e.g. foster children and step-sisters and brothers are also included. Cousins are not siblings.

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 primary school. Proof of residency may be required at any time during or after the allocation process.

5. Proximity to school is used as a tie-breaker, those living closest being given priority. 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 by the Local Authority.

6. Multiple Births – where the parents of children 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.

7. When demand exceeds places in any of the above criteria, the distance between home and school, measured by a straight line, from the main entrance of the home to the main entrance of the school building will be used by the LA to decide who is given a place; those living nearest being given the available places.

**The Policy was agreed by Full Governing Board:**

**Review Interval:** Annually Last Reviewed: 1st October 2024

Appendix A

# Silsden Primary School Nursery

# Terms and Conditions. September 2027/28

## 1. About our Nursery.

Our Nursery provides a first step on your child's school journey. It is a teacher led facility and children are able to join in the September after their third birthday. This is the academic year before they are due to join Reception.

It is open Monday to Friday term time only and can accommodate a maximum of 39 children per session.

## 2. Funded Hours Information.

All children are eligible for the free 15 statutory hours Nursery funding the term after their third birthday.

School offers 30 hour Nursery provision for eligible families who meet the eligibility criteria set by HMRC. This criteria can be viewed here: https://www.gov.uk/30-hours-free-childcare

Parents are responsible for providing eligibility codes to the school, if they are accessing 30 hour provision

In September 2027 we will be offering 4 options of provision

- 30hrs Government funded childcare from 8.45am until 3.20pm.
- 30hrs provision made up of 15 hrs Government funded free childcare and additional 15hrs, to be paid for by yourselves at a cost of £28/day or £14 for half a day session.
- 15hrs Government funded free child care spread over 2.5 days – all day Monday + Tuesday 8.45am – 3.20pm and up to Wednesday Lunchtime (11.45am)
- 15 Government funded free childcare over 2.5 days – Wednesday Afternoon (from 12.20pm) and all day Thursday + Friday 8.45am – 3.20pm.

On the days that your child is in provision all day, Parents would be required to provide a packed lunch for their children or purchase a school meal at an additional cost. There would be a £3 charge for lunchtime supervision. This would be £15 per week for option 1 or 2 and £6 per week in option 3 and 4.

## 3. Admissions to Nursery

Our Nursery has the capacity to accommodate 39 full-time places. We are unable to go over this number. Admissions take place each September. Eligible children can apply at any point within the year and will be allocated a place if one is available.

If our Nursery is over-subscribed places will be allocated through the application of the following criteria, in priority order.

1. Children who require 30 hours (Government Funded), who are in public care including adopted children who were previously in care and children who leave care under a special guardianship or order
2. Children who require 30 hours (Government Funded), who have a sibling in the school at the time of admission.
3. Children who require 30 hours (Government Funded), who do not have a sibling in the school at the time of admission.
4. Children who require 30 hours (15 hrs Gov funded and 15 hrs paid), who are in public care including adopted children who were previously in care and children who leave care under a special guardianship or order
5. Children who require 30 hours (15 hrs Gov funded and 15 hrs paid), who have a sibling in the school at the time of admission.
6. Children who require 30 hours (15 hrs Gov funded and 15 hrs paid), who do not have a sibling in the school at the time of admission.
7. Children who require 15 hours who are in public care, including adopted children who were previously in care and children who leave care under a special guardianship or order
8. Children who require 15 hours, who have a sibling in the school at the time of admission.
9. Children who require 15 hours, who do not have a sibling in the school at the time of admission.

When there is over subscription, in one of the categories above, 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 equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection.

Applications need to be submitted using the schools online application. This will go live from **Thursday 26th November 2026** and the submission system deadline by the **9am Monday 26th April 2027**. Parents will be informed of the outcome of their application on **Friday 30th April 2027**

## 4. In year applications and waiting lists

Eligible parents can apply for a place in our Nursery during the year that they wish for their child to attend. If space is available, a place will be offered.

If no space is available, the child's details will be kept on a waiting list maintained by school. This waiting list will be ranked according to the above criteria and places will be offered in rank order as they become available

The Early Years Funded Hours Parent Agreement Form and Acceptance Form must be completed and returned to the school office to secure your Nursery place.

All parents are required to complete an Early Years Funded Hours Parent Agreement From.

## 5. Definitions

**Sibling:** Sibling' includes biological brothers and sisters, as well as stepchildren and fostered children who are part of the same family living at the same address, but does **not** include cousins or children from different families sharing the same house. Every effort will be made to ensure that twins, triplets or children from other multiple births are able to attend the same Nursery class. If this is not possible every effort will be made to support the family to gain places at another Nursery. If demand from children with older siblings currently attending Silsden Primary School exceeds the number of places available then children will be considered by proximity to the school's main entrance.

**Home address:** A child's home address is the address at which they live permanently. Where the child lives with parents with shared responsibility, the parents must decide which address to use for the allocation process. We cannot use the address of a relative or child minder. If demand exceeds the number of places available then children will be considered by proximity to the school's main entrance. - this will be determined using the Authority's Graphical Information System process and will be the distance between the child's home address and the school's main entrance measured in a straight line.

**The offer of a place at our Nursery does not guarantee a child a place in the reception class at Silsden Primary School. A fresh application will be required in accordance with the criteria for admissions to reception class. This process is managed by the local authority and further information can be found on our website.**

Proof of residency at time of application is required. This can be in the form of a utility or council tax bill or child benefit document. We have been advised that we should only accept completed admission forms if the name and address on the form agrees with the name and address on the evidence of residency provided.

We also need sight of the child's original birth certificate.

## 6.Requests for changes to Nursery sessions.

Any requests for changes to Nursery sessions should be put in writing to the school office. If we have space to accommodate the change then this will happen from the beginning of the next half term.

Sessions cannot be 'swapped' within the week as the session is booked out against the child and cannot be re-allocated to another and also because staff ratios are set for the number of children expected to attend.

There is a set grace period of 30 days before a 30 hours place is withdrawn from parents whose circumstances change which means they are no longer eligible. After this period the full-time place can only be maintained by paying the school the additional costs which are set out in section 2, bullet point 2.

## 7.Invoicing

Parents will receive termly invoices at the start of every term for any additional payment relating to 15hour top up or lunchtime supervision, at the start of every term.

Any School meals taken are to be ordered and paid for online, in advance.

This will need to be paid in full by the end of the corresponding term, using the schools Arbor system. Failure to settle, in full, before the start of the following half-term will result in your child's place being withdrawn

Parents will be required to pay for the full number of sessions in each term regardless of absence.

## 7. Withdrawing offers

Once a written offer has been made, there are circumstances in which an offer can be withdrawn – these are as follows:

- Offers made on the basis of fraudulent applications
- Offers made on the basis of intentionally misleading applications
- Parents not responding to an offer within six weeks
- A child is in receipt of more than their entitlement of Nursery education
- A family registering their child at two maintained settings
- Offers will be withdrawn if invoices are not paid in the timescales set out above.

## 8. Complaints procedure for admissions.

In the event of Silsden Primary School Nursery being full and therefore being unable to accommodate your request parents should contact the Children's Information Link for advice on early years providers and settings in the area.

There are no statutory appeal entitlements for parents / carers refused a Nursery place at a school with a Nursery class.

Should parents wish to make a complaint they should follow the complaints procedure. A copy of this can be downloaded from the school website.

Approved by Governors: September 2026