

# ADMISSIONS POLICY

For the academic year 2026-2027

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*Together, creating opportunity  
and aspiration for every child*



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First Version Implemented	Revision Level	Current Version Adopted by Trust	Review Date	Responsible Person
September 2017	V7.0	April 2025	April 2026	CEO

## Introduction

The Priestley Academy Trust is made up of the following primary schools:

Atlas Community Primary School  
Green Lane Primary School  
Lilycroft Primary School  
Margaret McMillan Primary School  
Miriam Lord Primary School  
Westbourne Primary School

This Admissions Policy covers all the schools within the Trust.

## Statement of Intent

At The Priestley Academy Trust we welcome all pupils, irrespective of faiths, cultures, races, disabilities or family backgrounds.

We admit our pupils in line with the Equality Act 2010, School Admissions Code 2014, the School Admission Appeals Code 2012, Human Rights Act 1998 and the School Standards and Framework Act 1998.

The purpose of this policy is to ensure that all school places are allocated and offered in an open and fair way.

The number of places available is determined by the capacity of the school and is called the 'agreed admissions number'. Our published admissions numbers (PAN) for the schools within the Trust are listed below:

School	2Yr	N	R	Yr1	Yr2	Yr3	Y4	Y5	Y6
Atlas Community Primary	N/A	30	30	30	30	30	30	30	30
Green Lane Primary	30	45	60	60	60	90	90	90	90
Lilycroft Primary	N/A	N/A	60	60	60	60	60	60	60
Margaret McMillan Primary	N/A	39	60	60	90	90	90	90	90
Miriam Lord Primary	N/A	39	60	60	60	60	60	60	60
Westbourne Primary	N/A	26	60	60	60	60	60	60	60

Please note in 2year olds and Nursery the published number is per session – there are two sessions per day

The Priestley Academy Trust is committed to:

- Admitting an intake reflecting all local communities
- Resolving a situation where there are many more applications than places available
- Ensuring a consistency of approach in a potentially extremely emotive area
- Demonstrating that we are applying our oversubscription criteria equally and fairly
- Ensuring that children with Special Needs and vulnerable children are not treated less favourably than other applicants

- Working collaboratively with central Bradford schools to improve behaviour and reduce exclusions by agreeing to the Fair Access Protocol

The aims are:

- To ensure that places are awarded fairly and openly
- To ensure that all prospective parents are aware of the admissions procedure
- To guarantee that all legitimate applications will be processed efficiently and within an agreed time span
- To demonstrate that our procedures comply with the School Admissions Code
- To provide an appropriate Appeal procedure for those who are dissatisfied with the outcome of their applications

## Procedures

The Local Authority must collate and publish all the admission arrangements in the area in a single prospectus.

The admission arrangements are:

- Applications for places at a school within the Trust will be made in accordance with the LA Co-ordinated Admission Scheme, as published on local authorities' websites and in the Bradford Local Authority's booklet "A guide for parents about admission arrangements to Primary Schools". Where the school receives more applications than places available, the oversubscription criteria for admission will apply
- Applications have to be made on the Common Application Form (CAF) provided by the Local Authority
- Children attending the school's nursery are not guaranteed a place in the reception class of that school and a separate application must be made

## Oversubscription criteria

The schools within the Trust will admit up to the numbers shown above in the relevant age group each year if sufficient applications are received. All applicants will be admitted if fewer apply.

If the school is oversubscribed, after the admission of children with an Education Health & Care Plan, where the school is named, priority for admission will be given to those children who meet the criteria in the order set out below:

- Looked After Children (LAC) and all previously looked after children, 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 (see Note 1).
- Exceptional need:
  - Special medical reasons for admission where they are deemed essential by an independent professional recommendation from the child's paediatrician/consultant, or
  - Social reasons for admission where they are deemed essential by an independent professional

Allocation of a place would be decided based on receipt of a letter by the governors and where the governors consider that a place should be offered on these grounds.

- Up to two children of staff who have been in post for at least two years or staff recently appointed to a post for which there is a demonstrable skill shortage
- Children whose siblings live at the same address, currently attend the school, and will continue to do so on the date of admission (see note 2 for a definition of the term sibling). If demand exceeds places at this point, places will be decided based upon proximity to the school (as detailed in next point)
- 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
- '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.

#### Twins or triplets

Where a family of twins or triplets request admission and only one of the children can be offered a place, the remaining sibling(s) will also be offered a place(s) above the admission number.

#### Notes

1. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been looked after and 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 (in accordance with 1.8 School Admissions Code of Practice).
2. The term sibling includes legally adopted children, and step- and half-brothers or sisters **living at the same address**. Please note that we are heavily oversubscribed and we cannot always guarantee to offer a place to every sibling.
3. 'Home address' is as identified by the Local Authority (i.e. 'the child's permanent address at the time of admission').

Parents will be offered a full-time place in the September of the school year in which their child's fifth birthday falls.

## Calendar for admission

Please look on the following link for information regarding application deadlines et:

<https://www.bradford.gov.uk/education-and-skills/school-admissions/apply-for-a-place-at-one-of-bradford-districts-schools/>

In the event of oversubscription, those children who cannot be offered a place will automatically remain on the waiting list until the end of December.

## In-year Admissions

All parents must also complete an in-year application form, available from the Local Authority, as part of the co-ordinated admission scheme.

Where vacancies occur, places are not offered based on the length of time names have been on the list. They are filled in co-ordination with the Local Authority in line with the oversubscription criteria above. It is, therefore, possible that a child may be added to the waiting list who qualifies higher within the admissions policy than children already on the list.

The Governing Council is prepared to go up to 2% above the in-year admission number to accommodate vulnerable children on the advice of the Local Authority.

## Admission to 2-Year-Old (if applicable)

Green Lane Primary School offers a 2-year-old provision and operates a waiting list. Your child's name can be added to it as soon as you would like. It is normal practice for a home visit to be undertaken by members of staff who will assist with completing admissions forms and will ensure that any other information needed is obtained ie dietary or medical. A copy of the birth certificate or passport will be requested for school records.

As far as possible there will be a choice of a morning or afternoon place and children will be allocated places as soon as they become available.

## Admission to Nursery (if applicable)

The following schools have nursery provision:

Atlas Community Primary School  
Green Lane Primary School  
Margaret McMillan Primary School  
Miriam Lord Primary School  
Westbourne Primary School

These schools operate a waiting list system and your child's name can be added to it as soon as you would like.

It is normal practice for a home visit to be undertaken by members of staff who will assist with completing admissions forms and will ensure that any other information needed is obtained i.e. dietary or medical. A copy of the birth certificate or passport will be requested for school records.

As far as possible there will be a choice of a morning or afternoon place and children will be allocated places as soon as they become available.

Children who are four years of age will have the first priority for places. Children who are three will generally be allocated places in waiting list order, although family or individual circumstances will be taken into account

Children's needs will be carefully assessed and help and support given accordingly during the settling in period.

Flexible places will be offered where possible and the Nurseries operate free 30 hour childcare for those who qualify.

## Admission to Reception

Reception age children are admitted to the school in the year in which they are five years old i.e. between 1 September and 31 August of a given academic year. Children are admitted on a full-time basis in September.

## Waiting lists and appeals

To go on the waiting list, you must complete an in-year application form available from the Local Authority.

You can make a formal appeal to an independent appeal panel, for any school that you have applied for. This is a legal process and places are not 'reserved' for appeal panels to offer. The Government has set a limit on the size of infant classes and this means that no Reception, Year 1 or Year 2 class can have more than 30 children with one teacher. If your child has been refused a place because there are already 30 children in the class, your appeal could only be successful if we have made a mistake or acted totally unreasonably. Only one in five appeals for Reception are successful because of the infant class size law.

You can get appeal forms from the Local Authority Admissions Team:

Telephone: 01274 439200

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

## Attendance

It is essential that children attend school every day if they are to make the expected progress. This is not only important for their academic and social development but will also promote good habits and punctuality.

If your child is ill please let the school know as soon as possible.

If your child fails to attend for a fortnight, then a letter will be sent home and if no satisfactory response received, further action may be taken.

The Priestley Academy Trust does not support extended holidays during term time as this has a negative impact on the child's work and progress in school.

We recognise that in extenuating circumstances parents may need to go abroad during term time. All such requests will have to be made in writing giving at least 2 weeks' notice. The headteacher, with the advice from the Local Governing Board, will carefully consider the application and inform parents of the outcome.

Where leave is granted, only ten school days will be granted. Parents will need to fill in a form which clearly states the days their child will be away from school.

If the visit extends the return date, then it is possible the child will lose their place at the school and will not be re-admitted upon their return.