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Admissions Arrangements for Russell Hall Primary School September 2017

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 RUSSELL HALL 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. Your child is eligible to start school in the September of the school year in which s/he will become five years old. The form will be available for completion several months before that.

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 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.*

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.

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 panel. Details of this process will be available on request at the appropriate time.

The Governing Body of Russell Hall Primary School will review the Admissions Policy annually.