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## Admissions Arrangements for **Russell Hall Primary School** September 2018/19

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 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.

### **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 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.

**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)).

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

Governors at Russell Hall 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.