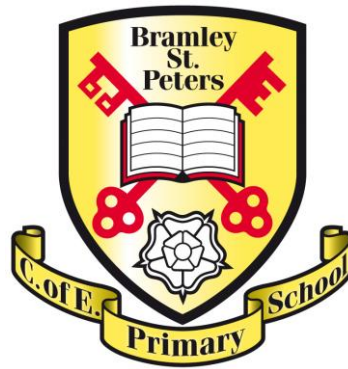


**BRAMLEY ST PETER'S CHURCH of ENGLAND (VOLUNTARY AIDED)  
PRIMARY SCHOOL**



**Admissions Policy**

Applications for academic year 2026/2027.

Bramley St Peter's is a Church of England Voluntary Aided Primary School for which the governors are the admissions authority.

Our Vision - Journeying together with God

At Bramley St Peter's, we nurture children by providing an environment where they feel safe, loved and secure. This enables them to be well prepared for the journey ahead. We celebrate the uniqueness of every child of God and encourage them to shine.

From this firm foundation our pupils embark on their learning journey, exploring and making discoveries along the way. We encourage each child to enjoy the adventure and challenge of learning.

Within this journey, children learn to show care, love and respect. They develop the key skills they need for their learning journey, including self-respect and sensitivity to the needs of others.

Our vision is built on our three core values, chosen by the whole school community:



Nurture



Discover



Respect

We welcome, equally, applications from parents/carers of the Christian faith, of other faiths and of no faith. We ask all parents applying for a place here to respect our distinctive Christian ethos and its importance to the school community.

The school has an published admission number (PAN) of 60 children per year group; a maximum of 30 children in each class.

The Local Authority operates a co-ordinated admissions scheme and administers a system of equal preferences under which all applications are considered equally and the Governing Board allocates the available places in accordance with its published admissions arrangements.

Children with our school, Bramley St Peter's C of E Primary School, named on their Education, Health and Care (EHC) plan will be admitted to our school.

All applications will be given equal consideration based only on the criteria set out in this Admissions Policy. In the event that there are more applications than places available, the Governing Board will allocate places using these criteria, which are listed in order of priority.

**Oversubscription criteria: -**

1. Looked after children, those children who were looked after immediately before they became subject to an Adoption, Child Arrangements Order or Special Guardianship Order and looked after children who were previously in care outside England.
2. Children who have a brother or sister who will still attend the school at the expected time of admission.
3. Children of families who attend a Christian Church which is part of Churches Together in Britain or Ireland or one which fully assents to the Christian doctrine of the Trinity. See notes 3 and 4 below.
4. Children of families who attend another church or place of worship of another major world faith. See notes 2, 3 and 4 below.
5. Children for whom Bramley St Peter's is the nearest priority school (see note 5 below – includes map). If we have more applications than there are places, we will offer places first to children living nearest to the school (measured in a straight line).
6. Other children by straight line distance.

**Tie Breaker:** In the event that there are more applications than places available within any one of the above criteria then places will be allocated in order of distance from the school – so those living closer to the school would be offered a place before those living further away, when measured in a straight line. (See note 6).

In the unlikely event there are insufficient places for two (or more) pupils living in the same building (e.g. flats) or otherwise equidistant from the school, then any final place will be allocated by the drawing of lots, witnessed by a person independent of the school.

The drawing of lots for random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family where they are tied for the final place. The siblings will all be admitted, exceeding the PAN (Published Admission Number) for the school.

## Notes

1. **Brother or sister** includes half brothers/sisters, stepbrothers and stepsisters or long-term foster children, if they live in the same household.
2. Other major world faiths comprise of Buddhism, Hinduism, Islam, Judaism and Sikhism.
3. A Christian church means any church which is designated under the Ecumenical Relations Measure nationally by the Archbishops of Canterbury and York or locally by the diocesan bishop, or is a member of Churches Together in England, or the Evangelical Alliance, or a partner church of Affinity.
4. If you are applying for a place on grounds of faith the school's Supplementary Information Form (SIF) must also be completed and returned to school. For applications for Reception made before national offer day, the SIF must be returned to school. It is the responsibility of the parent/carer to ensure the Supplementary Information Form is obtained, completed and returned to school by the Authority's closing date. A receipt will be given upon receiving the SIF.

**NB** in the unlikely event of a faith reference being returned as 'unknown' this application will then be placed under the next applicable oversubscription category rather than the faith reference category even though a SIF may have been submitted. This is because there is insufficient evidence to satisfy the Governing Board that the faith reference criterion is met.

5. If you live in our nearest priority school area, your application will receive a higher priority at our school than applicants who live outside this area. Living in the area does not guarantee a place at our school.  
You can see a map of the area at the end of this policy (also on our website) and can look up your individual address at [www.leeds.gov.uk/apply](http://www.leeds.gov.uk/apply) to check if it is within the priority area for our school.
6. A straight line distance system provided by Leeds City Council's admission team is used. The program measures the straight line distance from a defined LLPG point on the main school building to a defined point on your home address.  
The point measured to at your home address is set by the Local Land and Property Gazetteer (LLPG), which provides coordinates for every property. If your address is not able to be matched with the LLPG then a point at the centre of your home will be identified.
7. **Which address to use**  
When you apply you must use the child's permanent address, where they usually live with their parent or carer. You must not use any other address on your application.

Using the address of a childminder, a relative or renting a property for a short period of time in order to secure a school place is considered fraudulent. All queries about addresses will be investigated and the local authority could be asked to change the school place offer.

If it is found that an intentionally misleading or false address has been given to get a school place, the school place may be withdrawn even if the child has already started at our school.

### **If the child lives in different properties (shared care)**

Only one address can be used on your application for a school place, and this should be the address where the child lives for the majority of the week. In cases of equal shared care, both parents must agree which address will be used on the application.

For applications made in the normal round, if there is no agreement, the local authority will decide on the school's behalf which address will be used. This decision will be based on where the child spends the majority of the school week. If the child spends equal time with each parent, they will use the address where the child is registered with their doctor.

### **If parents disagree on an application made in the normal round**

Only one parent can submit a school place application and the school cannot resolve disputes between parents – only a family court can do this.

When you apply, you are confirming you have the consent of all other persons to make the application. If we (or the local authority) receive two conflicting applications, both applications will be placed on hold (and school places may have to be offered to other applicants) until the local authority has received (either):

- written evidence that everyone holding parental responsibility agrees the application
- a Court Order specifying who should apply

Your home local authority may be required to allocate a place at the closest school to the child's home with spaces remaining available if the child needs a school place offer.

### **Moving home**

When offers are made on national offer day, it is assumed your address will be the same when you take up the school place in September. If you are planning to move house, you must still use your current address on your application.

As soon as you move house, you must tell Leeds City Council of your new address and provide proof of the house move, including evidence you've permanently left the old address and evidence of your new address. They may have to change the school place offered to you. Find out more on Leeds City Council's [making changes to your application page](#).

### **Applications for admission to Reception classes (start date of September 2026).**

Applications for admission into Reception classes in all schools in Leeds will be made by making a single application to the Local Authority who will then co-ordinate the process. Parents/carers can apply on-line to the Authority from 1<sup>st</sup> November 2025.

Making an application for admission to the school should be made using the Local Authority Common Application Form by the national closing date of **15<sup>th</sup> January 2026**. This can be found here, along with additional information about the admissions process

<https://www.leeds.gov.uk/schools-and-education/school-admissions/before-you-apply>

By law, no infant class may normally contain more than thirty children. The Governing Board will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds this number.

If you apply after the national closing date, it cannot be guaranteed that your preferences will be considered at the same time as those received on time.

Until 12 February, all applications submitted or changed will be treated as if they were on-time. After 12 February, any applications submitted or changed will only be considered after allocations have been made for all on-time applications, unless there are exceptional reasons for the late application agreed by the school.

All applications submitted after 28 February are considered late and won't be allocated a school place until after national offer day.

The Governors of Bramley St Peter's are the admissions authority and will use the criteria in this policy when admitting children into our school.

If you are applying on faith grounds, in addition to the common application form, you should complete the Supplementary Information Form (SIF), which can be obtained from the school or via the school website. This should be completed by parents/carers and passed on to the named religious leader. This leader should be able to confirm family involvement in the church or religious community. They need to complete section 3 of the form and return to the parents. (A copy of the SIF is attached to the policy). A receipt will be given upon receiving the SIF.

The Governing Board reserves the right to contact referees to confirm details given in Supplementary Information Forms (SIFs).

The Local Authority will inform parents/carers of the offer of a place on behalf of the governors on the national offer date **16<sup>th</sup> April 2026**.

### **Admission of children below statutory school age**

- All Reception places are offered from September of the year being applied for.
- Parents/carers have the right to take up the place on a part time basis until the child reaches statutory school age.
- Parents/carers have the right to defer entry (and the place be kept open for them) until either the beginning of the summer term or until the child reaches statutory school age (whichever is sooner).
- Statutory school age is the term following the child's fifth birthday.

### **Children educated outside of their chronological age group**

A request may be made for a child to be admitted outside of their normal age group, for example if the child has experienced problems such as ill health.

In addition, the parents/carers of a summer born child (a child born between 1<sup>st</sup> April and 31<sup>st</sup> August) may request that the child be admitted out of their normal age group, to Reception rather than Year 1.

Parents/carers should still apply in the normal admission round for September 2026 and indicate their request on the preference form – specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place. In addition, applications should be made by letter addressed to the Headteacher and any relevant accompanying evidence should be attached. These applications must be submitted to the school by the closing date. These applications will be put before the Governing Board who will consider the applications and notify the parents/carers in writing whether the request is agreed. There is no right of appeal against a decision relating to admission out of chronological age.

The non-statutory guidance issued by the Department for Education (DfE July 2013) states:

- School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents/carers do not feel they are ready to begin school at this point.
- School admission authorities are responsible for making the decision on which year group a child should be admitted to but are required to make a decision based on the circumstances of the case.
- There is no statutory barrier to children being admitted outside their normal year group.

- Applications need to be made under the normal round expressing the wish that the child be admitted the following year. This will be discussed through a joint agency meeting and a decision will be made in the best interests of the individual child.

### **Application for admission to school at any other time (in year applications).**

We are part of the Leeds coordinated in-year application scheme. This means you can apply for a place online using the Leeds in-year application form at '[Before you move schools](https://www.leeds.gov.uk/before-you-move-schools)' ([leeds.gov.uk](https://www.leeds.gov.uk)) You can apply for places at our school and most other Leeds schools at the same time on this form. This application is transferred to schools via an online system.

If you have moved house, you will need to upload evidence of your house move with the online application. You can find out what you need to provide on this website.

<https://www.leeds.gov.uk/schools-and-education/school-admissions/before-you-move-schools>

If you are applying on faith grounds, in addition to the main application form, you should complete the supplementary information form (SIF), which can be obtained from the school or via the school website. This should be completed by parents/carers and passed on to the named religious leader. This leader should be able to detail family involvement in the church or religious community. The form should then be passed directly to the school.

The Governors of Bramley St Peter's are the admissions authority and will use the criteria in this policy when admitting children into our school. Parents/carers will be contacted with the decision about offering a school place. This will be no later than 15 school days from when the application was made. If a place can be offered a start date will be shared and this will be as soon as reasonably possible.

If a place cannot be offered, the school will

- write to you to explain the reasons,
- explain how you can appeal and the timescales for this,
- add your child to our waiting list in case a place becomes free.

Our waiting lists are kept until the end of each school year. You will need to make a new application if you want to be on the waiting list for the following school year.

### **The waiting list.**

#### **Applications for Reception classes**

If there are more applications than the 60 available places then children initially refused places will automatically be placed on the waiting list. Where a place is refused parents/carers have the right to appeal to an independent panel – see 'The Appeals Process' below.

All applications submitted after 28 February are considered late and won't be allocated a school place until after national offer day.

#### **Gaining a school place from the waiting list**

A waiting list will be operated using the following criteria.

- When places become available then applicants will be allocated a place based on the criteria described in this admissions policy.
- The date of application will not be relevant to this process.
- All waiting lists will be held in criteria order of the admission policy and will close at the end of academic year – July 2027. Each time a child is added, the list is ranked again in line with the published oversubscription criteria in this policy.
- Under the Admissions Code, looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

## The appeals process

Applicants have the right of appeal against any decision not to offer a place at the school based on the School Standards and Framework Act 1998, as amended by the Education Act, 2002. Such cases will be heard by an independent appeals panel.

If you have not been offered a place at the school, you are entitled to appeal against the refusal. The Appeal form should be submitted within 20 days from the date of the refusal letter.

Before you appeal you:

- should accept any place that you have been offered in case your appeal is not successful;
- should think about why you are appealing and [check if it's likely to be successful](#)
- could read the [advice for appealing school places on GOV.UK](#)
- could get independent advice on making an appeal from a charity

Leeds City Council arranges appeals on behalf of the school and you can find the appeal form at [School appeals \(leeds.gov.uk\)](#)

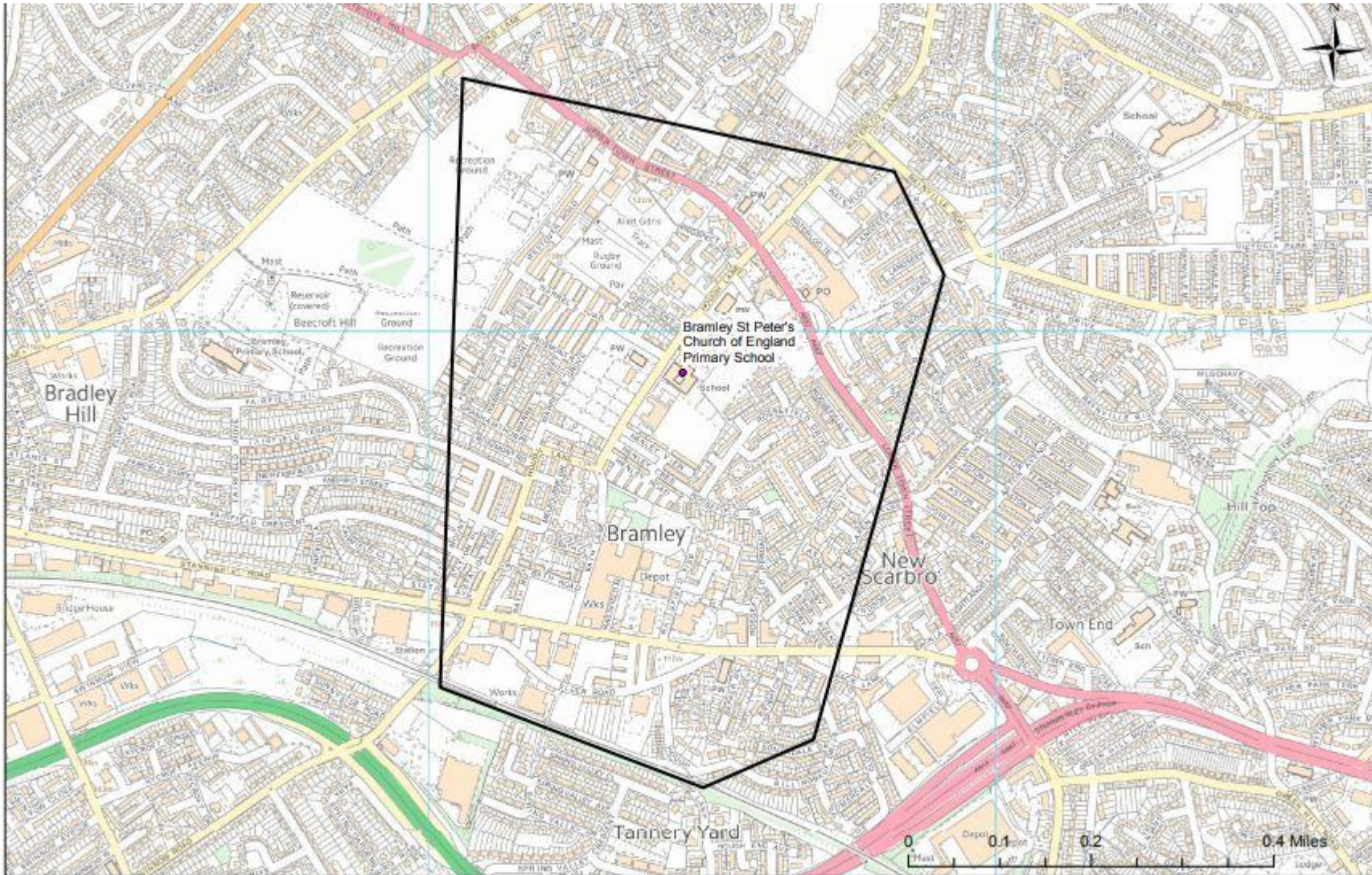
## Fair Access Placements

Outside the normal admissions round, it may sometimes be necessary for a pupil to be placed by the Governing Board or the Local Authority, in a particular school even if there is a waiting list for admission. Such placements are made in accordance with the Local Authority's Fair Access Protocol.

## Fraudulent Applications

The Governing Board reserve the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application, e.g. a 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/carers, all allegations of fraudulent practice brought to the Governing Board's attention will be investigated.

Please see the [school website](#) for the original pdf version of this map.



© Crown Copyright. Leeds City Council - 100019567 (2019) This map produced by the Children's Performance Service, Children's Services, Leeds City Council. Applicants living in the above area are not guaranteed a place. The application meets this priority of the school's admission policy. You can look up your individual address at [www.leeds.gov.uk/apply](http://www.leeds.gov.uk/apply) to check if it has any priority.

**Legend**

- School
- ▭ Priority Area



**BRAMLEY ST PETER'S CHURCH of ENGLAND  
(VOLUNTARY AIDED) PRIMARY SCHOOL  
SUPPLEMENTARY INFORMATION FORM - CONFIDENTIAL**

- Child's full name \_\_\_\_\_ Gender M/F \_\_\_\_\_
- Parent's/Guardian's name \_\_\_\_\_
- Address at which child lives \_\_\_\_\_  
\_\_\_\_\_
- Names of any brothers or sisters of this child who will be attending the school, when the younger child starts  
\_\_\_\_\_ Class \_\_\_\_\_  
\_\_\_\_\_ Class \_\_\_\_\_

**PLEASE COMPLETE THE DETAILS ABOVE AND SECTIONS 1 AND 2 BELOW.**

**THIS FORM SHOULD BE PASSED TO YOUR NOMINATED REFEREE, COMPLETED AND SENT TO SCHOOL. IF THE APPLICATION IS FOR A RECEPTION PLACE IN THE NORMAL ADMISSIONS ROUND THIS SHOULD BE DONE BY 15<sup>TH</sup> JANUARY 2026.**

**1. PLEASE INDICATE WHICH CHURCH OR PLACE OF WORSHIP YOU USUALLY ATTEND**

Religious Denomination.....

Church/Place of Worship name and address.....

.....  
.....

**2. NAME, ADDRESS AND CONTACT NUMBER OF VICAR/MINISTER/FAITH LEADER**

.....  
.....  
.....

PARENT/CARER NAME.....

SIGNATURE.....DATE.....

**THE FOLLOWING SECTION IS FOR YOUR REFEREE TO COMPLETE**

**SECTION 3 - FOR FAITH LEADERS USE ONLY:**

**The parents/carers have nominated you as a referee to confirm the information given on the Supplementary Information Form. Would you please complete the following information:**

**I can confirm that the above applicant has attended public worship at the above place of worship for at least once a month for not less than 12 months prior to the submission date above.**

**YES / NO**

**Signature..... Date.....  
Vicar/Minister/Faith Leader**

**The Governing Board of Bramley St Peter's reserves the right to contact faith leaders to confirm the details given above. By signing this form parents/carers are giving permission for this to happen.**