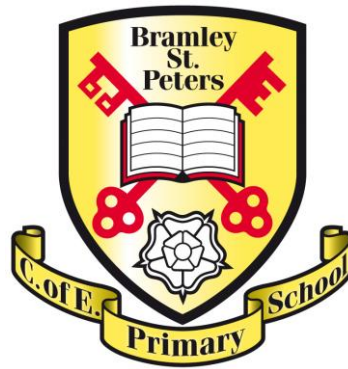


**BRAMLEY ST PETER'S CHURCH of ENGLAND (VOLUNTARY AIDED)  
PRIMARY SCHOOL**



**Admissions Policy**

Applications for academic year 2025/2026.

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 admission limit 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.

Any child who has an Education, Health and Care Plan (EHC) referring specifically to Bramley St Peter's School will automatically be offered a place as required by Section 324 of the Education Act 1996 and Families Act 2014.

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.

**Order of priority: -**

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 note 3 below.
4. Children of families who attend another church or place of worship of another major world faith. See notes 2 and 3 below.
5. Children for whom Bramley St Peter's is the nearest priority school (see note 4 below). 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

**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 5).

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 an independent person.

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. 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 this must be done by the application closing date. A receipt will be given upon receiving the SIF.
4. Parents/carers can apply for any school but the nearest priority school only applies to some Leeds schools. If our school is the closest school by straight-line distance, the 'nearest priority' status will be awarded. Some other local faith schools are not included when calculating the nearest priority school.
5. In Leeds a straight-line distance system is used. The Geographic Information System (GIS) mapping is used in the school-admission system in Leeds. The program measures the 'straight-line' distance from a defined point on the main school building to the home address.
6. Only one address can be used on the application for a school place. Where shared care arrangements are in place, both parents must agree which address will be used on the application, and this should be the address where the child lives for the majority of the school week. If no joint declaration is received by the closing date for applications, the local authority will determine which address will be used, based on where the child spends the majority of the school week. In instances where the child spends equal time with each parent/carer, the home address will be taken as the address where the child is registered with the doctor.

## Applications for admission to Reception classes (start date of September 2025).

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 2024.

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 2025**. 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.

The Governing Board will consider first all those applications received by the published deadline (15<sup>th</sup> January). Applications made after midnight on that date will be classed as 'late' applications and therefore considered after all on-time applications have been fully processed, unless exceptional circumstances merit consideration alongside on-time applications.

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 takes 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 2025**.

### **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 2025 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. Late applications (see definition below) will be placed directly on the waiting list according to the same oversubscription criteria.

Applications for places in the reception classes, beginning in September, which are received after the Local Authority's deadline (15<sup>th</sup> January 2025) will be considered by the Governors as part of the waiting list.

## In year applications

If the year group being applied for is at capacity in accordance with our 'Pupil Admission Number' then the child will be placed on the waiting list (also see above).

## Gaining a school place from the waiting list

The Admissions Committee of the Governing Board will operate a waiting list using the following criteria.

- When places become available then applicants will be allocated a place by the governors 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 2026. 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.
- All those parents/carers who have applied for a place at the school since the end of the previous academic year will be asked to confirm whether they still wish their applications to be considered.

## **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.

### **QUALIFYING NOTES**

*(these notes are part of the Admissions Policy)*

- 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.
- All applications will be given equal consideration based only on the criteria set out in this Admissions Policy.
- Applicants must provide all the relevant information to enable the governors to determine the application.
- You may be required to provide proof of the information you have supplied. The supplying of false information is likely to invalidate this application.
- **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 criteria is met.



**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 2025.**

**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:

**CAN YOU CONFIRM THAT THE CHILD/FAMILY IN QUESTION IS KNOWN TO YOU AS A MEMBER OF YOUR PLACE OF WORSHIP?**

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.**