



PARISH CHURCH OF  
ST. MARY THE VIRGIN  
OXENHOPE

# Oxenhope

## Church of England Primary School

*BELIEVE AND ACHIEVE*



### **Admissions Policy 2011/2012 Academic Year Draft for Consultation Process – Issued 11 December 2009**

Children are admitted into Reception full time in the September of the school year in which they will be five. The following priority for admissions will apply if the demand for places exceeds the school's admission limit of 30. Children with a statement of Special Educational Need where this school is named on the statement will be admitted to the school without reference to the oversubscription criteria below.

Oxenhope Church of England Primary School is a voluntary aided school for which the admissions authority is the Governing Body. Where there are more applications than places available, places will be allocated in the following order of priority:

1. Looked after children\* (\* see notes below)
2. Regularity of family involvement\* in the worship and work of the Parish Church of St Mary the Virgin, Oxenhope, supported with written evidence from a recognised minister.
3. Children resident within the Parish Area\* of the school where the family is regularly involved in the worship and work of another Christian\* church, supported with written evidence from a recognised minister.
4. Children resident within the Parish Area\* of the school where the family is regularly involved in another faith community, supported with written evidence from a recognised faith community leader.
5. Those children who have siblings\* attending the school at the time of admission.
6. Those children resident within the Parish Area\* of the school.
7. Other children.

If all other factors are equal in each of the above categories, the deciding factor is children whose family home\* is closest to the school measured by straight line distance from the main entrance of the family home to the main entrance of school.

#### **Definitions**

- 'Looked after children' means children designated as such by Bradford Metropolitan District Council's Children's Services Department.
- 'Regularity of family involvement' means attendance once a month on average.
- 'Christian' means a church that is a member of the Churches together in Britain and Ireland or The Evangelical Alliance.
- 'Sibling' means a brother or sister of statutory school age who lives at the same address. Children living in the same family, e.g. foster children or step-sisters or step-brothers are also included.
- The 'family home' is defined as the home where the child regularly resides on weekdays.
- 'Parish Area' is defined as those addresses deemed to be in the Ecclesiastical Parish of St Mary the Virgin, Oxenhope. A map is available in church.
- Distances will be measured by linear measurement from the main entrance of the family home to the main entrance of the school building (using local authority geographical information system computer software).

Oxenhope Church of England Voluntary Aided Primary School

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**Application procedure**

The Education Bradford Common Preference Form (CPF) must be completed and returned to Education Bradford or to the school by the published closing date. For those applying on faith grounds, the school's supplementary information form (SIF) must be submitted by the same date directly to the school. Letters will be sent to parents advising them of the outcome of their application by Education Bradford in April 2011, and advised of their right of appeal to an independent appeal panel.

**Waiting lists**

Where a child is refused an offer of a place in the school, the parents may request that the child's name be placed on the school's waiting list. The waiting list will be maintained for the remainder of the academic year for which the application was made. Waiting lists will be maintained in order of the oversubscription priorities.

**Admissions outside the normal admissions round**

An in-year CPF, available from school or Education Bradford, must be completed and returned to the Admissions Team at Education Bradford for admission to the school outside the normal admission round. The SIF must also be completed and returned to the school. All requests will be considered by the Governing Body who will inform the Local Authority whether or not a place can be offered. The Local Authority will then inform parents as to whether their application has been successful.

Next Review – September 2010

Attachments – SIF for September 2011 intake

