Bradshaw Primary School Admissions Policy 2027/28

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Review Date and Summary of Changes

Date of review	Summary of changes
September 2023	Amend dates of entry, deadlines for applications etc.
September 2024	Amend dates of entry, deadlines for applications etc.
September 2025	Amend dates of entry, deadlines for applications etc.

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Signed by:

Chief Executive Officer	CEO	Date:	14/10/25
Chair of Trustees	Chair of Trustees	Date:	14/10/25

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1. General

Omega-Multi-Academy Trust (the "Trust") is the admissions authority for seven schools:

Liverpool City Region:

- Alsop High School

Warrington Borough Council:

- Great Sankey High School (including its Sixth Form, referred to as Barrow Hall College)
- Bradshaw Primary School
- Burtonwood Community Primary School
- Chapelford Village Primary School
- Park Road Community Primary School
- Westbrook Old Hall Primary School.

All places are allocated in accordance with the Trust's determined Admissions Arrangements, the School Admissions Code 2021 and in conjunction with each school's Local Authority.

Bradshaw Primary School (the "school") operates an admissions policy which seeks to ensure that it truly serves as a school at the heart of its community. Its approach to admissions ensures that children who are looked- after/previously looked-after are prioritised.

Requirement to admit pupils

The Trust and the School are committed to straightforward, open, fair and transparent admissions arrangement. The school acts fully in accordance with its legal responsibilities.

Subject to its right of appeal the School will admit all pupils who have named the school in an Educational Health Care Plan.

2. Application Process (Applying to start in Reception)

The school has a Published Admission Number (PAN) of 30. This is the number of places we can admit into Reception in September 2027 based on the assessed capacity of the school.

When applying to start in the entry year (Reception), all applications are coordinated by local authorities across England. The school is part of the Warrington Borough Council's (the "Local Authority") co-ordinated arrangements.

You apply to your home Local Authority (the council who empty your bins). If you live in Warrington, applications should be made online at https://www.warrington.gov.uk/schools Full details of the application process are available at this web address.

Further details can be found from Warrington Borough Council as follows:

https://www.warrington.gov.uk/primary-school-admissions

Alternatively, please contact:

School Admissions Team
East Annexe
Town Hall
Sankey Street
Warrington
WA1 1UH Telephone: 01925 446226

Email: schooladmissions@warrington.gov.uk

On-line applications open on 1 September. The closing date for applications to be submitted to the Local Authority is 15 January, for a place to start at the school in the following September. The on-line facility will not be available after this date so any parent/carer who applies late will have to contact the Admissions Team. Late applications will be processed after all those received on time, unless the child has changed address or recently been taken into care.

When applying for a place, the school must be listed as one of the preferences.

All offers will be made by your home Local Authority on offer day of 16 April 2027.

Applying after the national closing date: Any applications received after the 15 January 2027 will be classed as late and will only be processed after those which were received on time, unless the child has changed address or has recently been taken into care.

3. Allocation of Places

Oversubscription criteria are used to establish an order of priority for allocating places when the number of applications for places exceeds the number of places available.

Children who have an Education, Health and Care Plan will be admitted to the school named in the plan over and above the oversubscription criteria.

The oversubscription criteria for Omega Multi-Academy Trust primary schools are set out below and will be applied in the order as listed:

1. Looked after children and previously looked after children including those previously in state care outside of England*

2. Siblings (pupils with elder brothers or sisters already attending the preferred school and expected to continue at the school in the following school year. This includes full, half or step brothers and sisters and foster brothers and sisters who are living at the same address as part of the same family unit)

3. Pupils for whom advice from a medical practitioner or psychologist has been provided by the parents/carers at the time of application in support of admission to a particular school, which, in the Admissions Authority's view, justifies admission to the preferred school. The Admissions Authority, if it is

considered appropriate, will seek the views of the school medical officer or educational psychologist in the event of parents requesting admission on medical or psychological grounds.

4. Pupils living nearest to the school measured as a direct distance from the child's permanent place of residence to the school measured using a geographical Information address point system based on the local and property gazetteer. This measures straight line (direct) distances from the address point of the permanent place of residence to the address point of the school.

*A child in care is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions under section 22(1) of the Children Act 1989 at the time of making the application to the school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted, (or became subject to a child arrangements order or special guardianship order). A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

Where a school reaches its published admission number from pupils within one of the categories listed above those pupils to be admitted from within that category will be those whose permanent place of residence is closest to the school as defined in oversubscription criterion four.

If children meet the same priority (tie break)

A tie breaker must be applied to decide which applicant will be offered the last place at a school when two or more applicants cannot otherwise be separated.

If two or more children live exactly the same distance from our school (i.e in a block of flats) and there are not enough places for both, we will draw lots. This will be witnessed by an independent person.

We will not draw lots for twins or other multiple birth siblings from the same family. Where they are tied for the final place, we will admit them all, exceeding the Published Admissions Number for our school.

Definitions and special circumstances

Temporary school sites: If our school is based on a temporary site for any reason we will base our distance measurements on our school's permanent site.

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 a fraudulent application. We will investigate all queries about addresses and we could ask the local authority to change the school place offer.

If we discover 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 or they should use the address where the child is registered with their doctor.

If parents disagree on an application: Only one parent can submit a school place application and we 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 we have 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, we assume your address will be the same when you take up our 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 Warrington Borough 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.

Accepting offers

You will need to accept the offer of a school place directly with our school. This will not affect your position on any waiting list for any other school or your right to appeal.

If you refuse the offer, or do not accept the offer within a reasonable time, your place at our school may be withdrawn. This will leave your child without a school place in September.

Waiting lists

After offers have been made in April, if you have not been offered a place you can ask for your child to go on the waiting list for our school.

Waiting lists for first admission primary schools are held by the local authority for the whole of the Autumn Term of the academic year of admission.

- your child's place on a list is decided by the oversubscription criteria in the school's admission policy (the rules for prioritising places)
- each time a child is added or removed, the list is ranked again, and your child can move down if another child meets higher criteria
- looked after children, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol take priority over those on a waiting list.

When must your child start at school (compulsory school age)

All children can start Reception in the September after they turn four and most children thrive when starting school at age four. If you do not think your child will be ready by then, you can speak to your offered school and ask to start part time, or after Christmas or Easter break. You must ensure your child has a full time education from when they reach compulsory school age. Your child reaches this on 31 December, 31 March or 31 August after their fifth birthday (whichever comes first). If you have been offered a reception school place, the latest your child can start school is when they become compulsory school age, or after the Easter break.

Admission out of chronological age

You can ask for your child to be admitted outside of their normal age group, for example if your child is gifted and talented or has experienced problems such as ill health.

You still need to apply for a place in their normal age group, in case you don't get permission. You must apply by the deadline date and we recommend you send the request to each school you intend to apply for, as it is possible for one school to refuse a request that another school agrees.

To apply, you must send to us a written request that explains:

- why admission out of normal year group is being requested
- the year group you wish your child to be allocated a place

If you have it, you can also attach any available evidence that supports your request.

Our Local Governing Body will consider each application individually and make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.

This request is separate to any decision about offering a place at our school. There is no right of appeal against a decision relating to admission out of chronological age. All decisions about offering places are made by applying the admission policy oversubscription criteria to the child's application.

4. Moving Schools (in-year applications)

We have the responsibility for considering requests to join our school in any year group mid-year, or for Reception places after the start of the school year.

To apply for a place, an in-year application form should be completed and returned to Warrington Borough Council. The application will then be sent on to all the school(s) you have applied for and our school will decide whether we can offer a place.

If we refuse to offer a place, we will confirm this in writing to you, explaining the reasons, and that you have the right of appeal. Your child will be added to our school's waiting list automatically for that school year. Where any vacancy arises, places will be offered from the waiting list based on the oversubscription criteria within this policy.

More information about in-year admissions (transferring your child from one school to another) is available at:

https://www.warrington.gov.uk/year-transfers

5. Appeals Procedure

If you have applied but not been offered a place at our school, you have the right to appeal. Appeals are made to an Independent Appeals Panel via the Local Authority . Our appeals are arranged by Warrington Borough Council.

Appeals submitted for a Reception place in the normal round will need to be received by Warrington Borough Council's deadline to guarantee being heard before the new school year starts.

Details of the process for appealing and the deadline can be found here:
https://www.warrington.gov.uk/school-admission-appeals

6. Fair Access Protocol

All schools must take part in the Fair Access Protocol arrangements. It is a legal requirement and the protocol applies to all Warrington schools. The protocol operates outside of the Admissions policy.

The fair access protocol applies to in-year applications and the aim is to make sure the most vulnerable children who do not have an accessible school place, are offered a place at a suitable school as quickly as possible. It also ensures that no school (including those with places) is asked to take a disproportionate number of vulnerable children.

If you think the Fair Access Protocol applies to your child's application, you will need to provide us with some further information. The Fair Access Protocol can be found on the Council's website, https://www.warrington.gov.uk/fair-access-protocol