



HARPER BELL ADVENTIST SCHOOL

Admissions Policy

Harper Bell SDA School

Issue Date: May 2026 **Version:** V1

Review Date: May 2027 or when new legislation requires changes.

This policy will also be reviewed annually or when new legislation requires changes, whichever is the soonest. This policy is approved by *The Governing Body*.

Date approved: 12 May 2026

Headteacher/Principal.....

Susan Sidhu

Date approved:

Chair of Governors/equivalent

Richard Beamish

Date approved: 12 May 2026

Date of Next Review (to be used when policy is updated during the academic year in response to legislative/policy changes):

1. Introduction

This policy sets out the admission arrangements for Harper Bell Seventh-day Adventist School.

The governing body is the admission authority for the school and is responsible for determining and administering admissions arrangements.

This policy complies with:

- The **School Admissions Code 2021**
- The **School Admission Appeals Code 2022**

The governing body will review and determine this policy annually by **28 February** in the year preceding the admissions year.

2. Ethos and Aims

Harper Bell Seventh-day Adventist School is a voluntary aided school operated by the North England Conference of Seventh-day Adventists.

The mission of the school is to provide a balanced education that supports pupils' intellectual, spiritual, social, emotional, cultural and physical development. The Christian ethos of the school, based on the teachings of the Bible and the principles of the Seventh-day Adventist Church, underpins all aspects of school life.

The school primarily serves the Seventh-day Adventist community. However, applications are welcomed from families of other faiths or none who respect and support the Christian character of the school.

3. Published Admission Number (PAN)

The school has a Published Admission Number (PAN) of [insert number] for entry into Reception.

4. Admission of Children with an EHCP

Children with an **Education, Health and Care Plan (EHCP)** that names the school will be admitted. This is a statutory requirement and such children will be admitted before the application of oversubscription criteria.

5. Application Procedures

Reception Admissions

Applications must be made through the applicant's home Local Authority using the **Common Application Form (CAF)**.

For Birmingham residents, applications can be made via:

www.birmingham.gov.uk/schooladmissions

The national closing date for Reception applications is **15 January**.

Supplementary Information Form (SIF)

Parents/carers applying on faith grounds must complete a **Supplementary Information Form (SIF)**.

- The SIF is used to determine faith-based criteria only
- It must be signed by a minister of the church attended
- Failure to complete the SIF may affect the priority given under faith criteria
- **An application without a SIF remains valid**

In-Year Applications

Applications outside the normal admissions round must be made directly to the school.

The school will notify the Local Authority of all in-year applications and outcomes, in line with statutory requirements.

6. Oversubscription Criteria

Where the number of applications exceeds the number of places available, places will be allocated using the following criteria, in order:

Seventh-day Adventist Applicants

- a. Looked-after and previously looked-after children who meet the Seventh-day Adventist criteria
- b. Siblings of pupils already attending the school who meet the Seventh-day Adventist criteria
- c. Other pupils who meet the Seventh-day Adventist criteria

Other Applicants

- d. Looked-after and previously looked-after children who are not Seventh-day Adventist
- e. Siblings of pupils already attending the school
- f. Other applicants

Tie-break

Where two or more applicants cannot be separated using the criteria above, priority will be given to those living closest to the school, measured in a straight line.

Where distance is equal (e.g. twins or same address), a random allocation process will be used.

7. Definitions

Looked-after children

Children in the care of a local authority or previously looked-after children who were adopted or subject to a child arrangements or special guardianship order.

Siblings

Includes full, half, step, adopted or foster siblings living at the same address.

Home Address

The address where the child lives for the majority of the week.

8. Waiting List

The school will maintain a waiting list for all year groups.

- The waiting list will be ranked according to the oversubscription criteria
- It will not be based on the date of application
- The list will be re-ranked each time a child is added

Waiting lists will be maintained until the end of the Autumn term in the academic year of admission.

9. Offers of Places

Offers will be made by the Local Authority in accordance with the coordinated admissions scheme.

Parents/carers must confirm acceptance of the place by the specified deadline. Failure to respond may result in the offer being withdrawn.

10. Appeals

Parents/carers have the right to appeal to an independent appeal panel if they are not offered a place.

Appeals must be made in writing in accordance with the **School Admission Appeals Code**. Further information will be provided by the Local Authority.

11. Deferred Entry

Parents may request to defer their child's entry until later in the academic year, but not beyond the point at which the child reaches compulsory school age.

12. Fair Access Protocol

The school participates in the Local Authority's Fair Access Protocol to ensure that vulnerable children are allocated a school place quickly.

13. Equality and Fairness

The school will comply with the **Equality Act 2010** and ensure that admissions arrangements are fair, clear and objective.

No child will be discriminated against on the basis of:

- Race
- Gender
- Disability
- Religion or belief
- Socio-economic background

14. Monitoring and Review

This policy will be reviewed annually by the governing body.

The governing body will ensure that:

- Admissions arrangements remain compliant
- Processes are fair and transparent
- The policy reflects any changes in legislation

Appendix 1: Definition of Seventh-day Adventist Applicants

A Seventh-day Adventist applicant is defined as a child whose parent/carer:

- Is a baptised member of the Seventh-day Adventist Church
- Has attended church regularly for at least 12 months prior to the closing date

Where attendance is less than 12 months due to relocation, previous attendance will be taken into account where continuity can be demonstrated.

Admissions Arrangement: