



HEAP BRIDGE VILLAGE PRIMARY SCHOOL

"Working together, learning together"

Admissions Policy

Headteacher
Mr. M. Cockcroft

January 2025

POLICY INFORMATION

Created:	Spring 2025
Author:	SCO/MCO
Approved by:	Local Governing Board
Implementation Date:	Summer 2025
Review Date:	Annually, or as and when required in line with legislation changes.
Next Review:	Autumn 2025

VERSION INFORMATION

Version	Reason for Update	Summary of Changes
1	Original Document	N/A

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Aims

This policy aims to:

- Explain how to apply for a place at Heap Bridge Village Primary School
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision if your child is not offered a place

Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

As an academy, Heap Bridge Village Primary School is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

Admissions Authority

The Admission Authority for Heap Bridge Village Primary School is the Hollingworth Learning Trust (HLT).

The Admissions Policy is the responsibility of the Board of Trustees of the Hollingworth Learning Trust, though in practice the operation of the policy is delegated to the Academy Committee (Local Governing Board) of the school.

How to apply

Heap Bridge Village Primary School is part of the Rochdale Borough Council's (the 'Local Authority') coordinated arrangements which require all parents/carers to complete a Common Application Form (CAF) provided by the Local Authority. The form is available online at <https://www.rochdale.gov.uk/school-admissions-appeals>. Full details of the application process are available at this web address.

When completing the CAF, the school must be listed as one of the preferences. Inaccurate or false information on the form may result in any awarded place being withdrawn.

The closing date for applications to be submitted to the Local Authority is 15th January 2025, for a place to start at the school in September 2025. The Local Authority will inform parents of the offer of a place on behalf of the Hollingworth Learning Trust on the national offer date **16th April 2025** or the next working day.

In Year Transfers between Primary Schools

Parents/Carers who would like their child to transfer to Heap Bridge Village Primary School from another primary school must complete an In-Year Transfer Application Form and return this to the School Admissions Team at Rochdale Local Authority. Full details of the application process are available at the Local Authority's web address to <https://www.rochdale.gov.uk/school-admissions-appeals>

If places are available, children qualifying under the published admissions criteria will be admitted.

If there are more applicants than places available, then the published oversubscription criteria will be applied.

Inaccurate or false information provided on the form may result in the withdrawal of any place offered.

Parents/Carers will be notified by the Local Authority of the outcome of an in-year application.

Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Parents wishing to do so should write a letter of application to the Headteacher stating the reasons for their request. The application should state clearly the reasons for the request and include any evidence to support the case.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6.3. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

Allocation of places

6.1 Published admission number (PAN)

The school has a published admission number of **25 pupils** for entry in reception. Heap Bridge will accordingly admit 25 pupils each year if sufficient applications are received.

6.2 Children with an Educational Health Care Plan (EHCP)

Where pupils have an Educational Health Care Plan (EHCP) and Heap Bridge Primary is named in the EHCP, children will be allocated a place before any other places are allocated.

The Local Governing Body will consider all applications for admission on an equal basis, with the following set of admissions/oversubscription criteria forming a priority order where there are more applications for admissions than the school has available.

6.3 Oversubscription criteria

Priority 1

Looked After Children, Previously Looked After Children and Internationally Adopted Previously Looked After Children (LAC, PLAC, and IAPLAC)

A 'Looked After Child' (LAC) is defined as a child who is (one of the following):

- in the care of a local authority; or
- being provided with accommodation by a local authority's social services (see the definition in Section 22 (1) of the Children Act 1989) at the time of making an application to a school.

A 'Previously Looked After Child' (PLAC) is a child who was previously looked after but ceased being so because they were (one of the following)

- adopted;
- became subject to a Special Guardianship order; or
- became subject to a Child Arrangement order immediately following having been looked after.

An 'Internationally Adopted Previously Looked After Child (IAPLAC) is a child who appears (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Priority 2:

Children with exceptional medical needs or exceptional welfare considerations which are directly relevant to Heap Bridge Village Primary School:

Exceptional medical needs must be supported, at the same time as application, by a letter from a GP, hospital consultant or other medical professional indicating how a student's medical condition relates only to the preference for Heap Bridge. Exceptional welfare consideration (such as children at risk) must be supported, at the same time as the application, by a letter from a supporting agency (e.g. Social Worker, Family Support Worker) indicating how the circumstances relate only to the preference for Heap Bridge.

Priority 3:

Children with an older sibling attending Heap Bridge Village Primary School at the time of admission:

A sibling is defined as a brother or sister, or stepbrother or stepsister living at the same address as the child for whom the application is being made and who are in attendance at the school at the start of the academic year for which admission is being sought. Sibling priority will not be given where the brother/sister or stepbrother or stepsister lives at a different address to the child for whom the application is being made. No sibling priority is given to cousins, regardless of their address.

You may only claim this priority if your child has an older sibling who will be in attendance at the school for Reception intake.

Priority 4

Children eligible for the service premium:

Children eligible for admission under this priority are those where:

- one of their parents/carers is serving in the regular armed forces;
- one of their parents/carers served in the regular armed forces in the last three years;
- one of their parents/carers died while serving in the armed forces and the pupil is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS).

Priority 5

Proximity to where the pupil lives.

If applications for the school are in excess of the number of places available, the governors will apply the above criteria, to decide which children should be admitted/offered places. In the event of oversubscription in any of the above categories, applicants living nearest to the school will be given priority. Distance will be measured using the shortest walking route from the front door of the child's home address (including flats) to the front gates of the school, using GPS coordinates of the property from the Ordnance Survey Address Base database. Shortest walking distances are calculated using the address supplied on your Local Authority admission form which must be the child's permanent place of residence. No other address will be used in this calculation. From the provided address we obtain the GPS co-ordinates of the property from the Ordnance Survey Address Base database. Using these co-ordinates, we obtain the distance of the shortest walking route to the front gates of the school to three decimal places using Google Maps APL. If for any reason there is a significant difference in the distance between your property's GPS co-ordinates and the Google Maps start point, then the school will check the reason for this discrepancy and deal with it accordingly and fairly. The school does not recognise any cut through, or shortcut not mapped by Google Maps.

It is the responsibility of all applicants to clearly state any specific details which relate to any of the above admission criteria. The information should be included on the application form which should be fully completed before submission.

Children living in other authorities must apply to their own council and name Heap Bridge Village Primary School.

UNDER THE SCHOOLS' ADMISSIONS CODE ALL ADMISSIONS AUTHORITIES ARE REQUIRED TO COMPLETE AN 'EQUAL RANKING' PREFERENCE SYSTEM.

6.4 Tie-Break

If in any category there are more applications than places available, priority will be given on the basis of distance from home to the school, with those living nearer to the school having priority.

Distance will be measured using the Local Authority's computerised measuring system.

If the distance is the same for two or more applicants for the last place/s to be allocated, a random lottery will be carried out in a public place.

6.5 Waiting List

The school operates a waiting list for each year group. Where, in any year, the school receives more applications for places than there are available, a waiting list will operate.

In Reception, the waiting list until the end of the first term after the beginning of the school year, is maintained by the Local Authority on behalf of Hollingworth Learning Trust, and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application. After the first term, Heap Bridge will manage the waiting list for Reception.

Children's position on all waiting lists will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.



6.6 Admission of children outside their normal age group

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

The Governors' Admissions Committee will make a decision based on the circumstances of each case. Parents/carers of children refused a place at the school have a statutory right of appeal, but this does not apply if parents are offered a place other than in the year group for which they applied.

6.7 Fair Access Protocol

As part of the co-ordinated admissions arrangements with the Local Authority, Heap Bridge may accept 'hard to place' pupils onto its roll in accordance with the In-Year Fair Access Agreement. These are special cases arranged outside the boundaries of this admissions policy.

6.8 Withdrawing an offer of a place

Heap Bridge will not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where a parent has not responded to the offer, they will be given a further opportunity to respond and explain that the offer may be withdrawn if they do not respond.

If an offer is withdrawn on the basis of misleading information, the school will consider the application afresh and a right of appeal will be offered if an offer is refused.

Heap Bridge will not withdraw an offer of a place once a child has started at the school except where that place was fraudulently obtained. In these circumstances, there will be consideration of the length of time that the child has been at the school before deciding whether to withdraw the place.

7. Appeals Procedure

Rochdale Borough Council coordinates the appeals on behalf of the school. Parents/carers who want to appeal against the decision not to offer their child a place at the school should complete and return the appeal form. For further information on how to appeal, including the appeals timetable, please consult the school website [admissions page](#)

8. Further Information Contact Details

RMBC School Admissions Team
Number One Riverside
Smith Street
Rochdale
OL16 1XU

Tel: 0300 3030340

Email: online.admissions@rochdale.gov.uk
Website: www.rochdale.gov.uk

RMBC Legal Services Team
School Admissions Appeals
Number One Riverside
Floor 2
Smith Street
Rochdale
OL16 1XU

Tel: (01706) 924811



9. Monitoring Arrangement and Consultation

The school's Local Governing Body will review and approve the Admissions Policy annually.

Consultation on admission arrangements will take place whenever there are significant changes to the policy or every seven years if there is no significant change.

Consultation will be for a minimum of six weeks and will take place between 1st October and 31st January in the academic year before the arrangements are to apply.

Admission arrangements will be submitted to the Local Authority as soon as possible by 15th March and publicised on the school's website for the full offer year.

Consultation will take place in the following way:

- General notification on the school's website: <https://heapbridge.co.uk/>
- Notification for parents/carers through email.
- Notification in writing to associated schools, all own admission authority schools in the borough, the Local Authority, and neighbouring authorities.

Any objections to admission arrangements should be made in writing to the Chair of Governors at the school.