

Stocks Lane Primary School

Admissions Policy



Updated: January 2026
To be revised: January 2027

Local Authority Admission Arrangements for Community and Voluntary-Controlled Primary Schools 2026/2027

ENTITLEMENT

All three- and four-year-olds are entitled to a free early education place before they reach statutory school age (the beginning of the school term immediately following the child's fifth birthday). Some two-year-olds are also entitled to free education if they meet the entitlement criteria.

Children are admitted into Reception in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the term in which the child reaches compulsory school age. Parents can request that their child takes up the place part-time until the child reaches compulsory school age. The admission criteria will apply to all children seeking a school place, whatever their term of entry. The place offered will be reserved on condition that it is taken up within the same school year.

Admissions of summer born children may be deferred to the following September but in those cases, children may be offered a place to enter Year 1 unless an application has been made and agreed by the LA or the admitting authority in advance. The Local Authority will consider any application for a deferred entry into Reception of summer born children for the September following their fifth birthday. Such requests will be considered in accordance with the Local Authority's 'Guidance on the admission of summer born children' and DfE Advice.

Children attending a school's nursery are not guaranteed a place in the reception class and a separate application must be made.

PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN

The admission of pupils with an Education, Health and Care Plan (EHCP) is dealt with by a separate procedure. Such children are dealt with through a separate legislative process and without reference to the oversubscription criteria below. Children who have an EHCP which names a specific school, will be admitted to that school.

TIE BREAK

When demand exceeds places in any of the following policies, the distance between the child's home and school, measured by a straight-line distance from the Ordnance Survey address point of the home to the main entrance to the school building, will be used to decide who is given a place; those living nearest being given the available places. Where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection.

MULTIPLE BIRTHS

Where a parents of multiple births (twins, triplets etc) request admission and only one of the siblings can be offered a place, the remaining siblings will also be offered places above the admission number.

ADMISSION POLICY FOR STOCKS LANE PRIMARY SCHOOL (Community School)

Where the number of preferences for a school exceeds the number of places available, priority will be given to children in the following categories:

1. Looked after children and all previously looked after children, including those children who appear (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. (Note 1).
2. Children who have **exceptional** social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child.
3. Sisters and brothers of children living at the same address, who are at present on roll at the school, and will still be attending the school at the time of admission (Note 2).
4. All other children.

NOTES

1. A 'looked after child' is a child who is in the care of the local authority or being provided with accommodation by a local authority in the exercise of their social services functions (as defined in the Children Act 1989). 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) immediately following having been looked after and those children who appear (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. (in accordance with 1.8 School Admissions Code of Practice.
2. The terms "siblings" refers to children who live with the same family at the same address. Children living with the same family e.g. foster children and step-sisters and brothers are also included. Cousins are not siblings.
3. 'Home address' refers to the child's permanent home at the date of admission. Where the child lives with split parents who have shared responsibility, it is for the parents to determine which address to use when applying for a primary school. Proof of residency may be required at any time during or after the allocation process.
4. Proximity to school is used as a tie-breaker, those living closest being given priority. When demand exceeds places in any of the criteria, the distance between the child's home and school, measured by a straight line distance from the Ordnance Survey address point of the home to the main entrance to the school building, will be used to decide who is given a place; those living nearest being given the available places. Where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection by Local Authority officers.

This policy should be read alongside the Co-ordinated Admissions Scheme for the Bradford Metropolitan District Area (Appendix 1)

Chair of Governors.....

Date Revised: January 2026

Headteacher.....

Review Date: January 2027



**Co-ordinated Admission
Scheme for the Bradford Metropolitan District
Area**

**For applications made during the normal admissions
round
for entry to Reception in
2026-2027**

1. INTRODUCTION

All local authorities are required to co-ordinate applications for primary and secondary schools in their area. The co-ordinated scheme sets out process by which Bradford Local Authority will co-ordinate the offers of places for schools in Bradford.

The co-ordinated scheme is designed to ensure that every parent/carer of a pupil living in the Bradford district, who has applied for a primary school place during the normal admission round, receives an offer of one school place on the same day, if they have applied online and indicated so. All preferences (for schools located in Bradford or anywhere else in England) must be made by an online application via the local authority's website or on a paper common application form and the offer of a place is the responsibility of the 'home LA'. All parents/carers who apply on a paper form will receive their offer in the post.

Bradford local authority is required to provide details of preferences made by its residents to schools outside Bradford to the relevant local authority. Bradford local authority will be sent details of preferences for schools located in Bradford from those living outside Bradford by each applicant's local authority. Bradford will co-ordinate with all relevant local authorities in England. There is an agreed timetable between the neighbouring authorities: Kirklees, North Yorkshire, Calderdale and Leeds and own admission authority schools and academies within the Bradford Metropolitan District.

The scheme does not apply to special schools.

2. APPLYING FOR A SCHOOL PLACE

- a) The national closing date for applications is 15 January 2026. We will accept applications up until 12 February 2026 and if exceptional reasons exist these will be considered on time. All other applications will be considered late, after all on time applications. The deadline for submitting exceptional reasons for a late application is 12 February 2026. After 12 February the Team will only consider accepting late applications for anyone who has moved into or within the district where they can no longer access their original preferences and the process allows. If the process does not allow (as the system cannot accept new applications) no further applications will be classed as on time regardless of reason. These applications will be processed as soon as the process allows, which may not be until after national offer day.
- b) Bradford Metropolitan District Council (BMDC) residents must apply for a primary school place using a Common Application Form (CAF). Residents can apply for up to 5 maintained primary schools or Academies which can be located in Bradford or in any other local authority area in England. The application should be made on the online form at www.bradford.gov.uk/admissions. A paper version is available from the Local Authority for those who cannot use the online system. Please contact the Admissions Team, 3rd Floor, Britannia House, Hall Ings, Bradford BD1 1HX, Tel. 01274 439200.
- c) Parents/carers of children resident outside BMDC must apply using the application form/process provided by the local authority where they live.

- d) Applicants that are moving house after 15 January 2026 must still apply on time and provide details of their child's current address. If the move is completed by 12 February 2025, then proof of address must be submitted to the Admissions Team by this date so that home to school distances can be measured from the new address. Parents/carers who move after 12 February 2026 should still inform the Admissions Team as soon as possible but depending on which part of the process is in effect will decide whether the new address will be used before or after 16 April 2026. Wherever possible new addresses will be accommodated but will be dependent on appropriate proof being provided and the process.
- e) Parents/carers who have the right to reside in the UK and are intending to move or return to Bradford from overseas may submit an application form before they return but it will be processed from the child's current address. Parents/carers who are not UK or Irish nationals should check they, and their children, have a right to reside in the UK before applying for a school place in England. It is not the responsibility of the admission authority or co-ordinated local authority to check.
- f) Admission authorities and local authorities must process applications from UK crown servants or UK military families with evidence from their employers or commanding officers that they are returning or moving to the area ahead of any move. The local authority will accept any posting or quartering address as a 'home' address in the absence of any actual home address.
- g) Parents/carers applying for a school or academy, that lawfully requires additional information for the governing body to apply the admissions criteria will be asked to complete a **supplementary information form (SIF)** (in addition to completing the common application form). The SIF is available from individual schools and the Council website. The completed SIF must be returned by the closing date specified by the relevant school. If a CAF has been completed but not a SIF, the preference is still valid and must be considered. An applicant must not be given additional priority solely on the basis of having completed a supplementary form. An application **cannot** be considered without a completed CAF.
- h) It is the responsibility of each pre-school setting to distribute admissions information to parents of children attending their nursery. Primary schools should also contact any parent/carer who has expressed an interest in a reception place, whose child is not attending the nursery, informing them that information is available from school, the Bradford Council website and is also available from the Admissions Team.
- i) All early years' providers must ensure that a child starting their nursery during the school year is given a booklet and advised to complete an online application. Contact the Admissions Team for information and booklets.
- j) If, in the previous academic year, the admissions authority for a school agreed that a child should be educated out of their chronological year group (offset request agreed) the applicant must complete a paper CAF as they cannot apply online. All paper CAFs and late applications must be forwarded to the Admissions Team as soon as possible.

3. PROCEDURE

Stage 1

- a) **By 17 November 2025**, summary information for parents/carers in the form of a booklet will be available to parents/carers of nursery children and will be distributed to all Bradford LA nurseries, primary schools, and early years' settings. Parents/carers will be required to apply online except in exceptional circumstances when a paper form will be available through the Admissions Team. It is the school or nursery's responsibility to ensure that the booklets are given to all relevant aged pupils in their nursery. Full details of the admissions process and arrangements are in the 'Guide for Parents' which is available on the Bradford Council website from **12th September 2025**.
- b) Parents/carers may apply for up to **five** primary schools and must apply online **by 15 January 2026** (please see above regarding use of paper forms).
- c) Where relevant, parents/carers are required to return the completed SIF to the relevant school or academy by the closing date specified by the school.
- d) Information from a relevant professional to confirm a child is looked after or previously looked after or to support an application made under the social/medical criterion must be sent to the Admissions Team **by 15 January 2026**.

Stage 2

- a) During **w/c 16 February 2026**, the Admissions Team will forward preferences for schools within other Local Authorities to the relevant LA. Other LAs will send the Admissions Team details of preferences made by parents' resident in their LA for Bradford schools. These details will be sent via the secure data transfer website.
- b) During **w/c 23 February 2026**, the Admissions Team will forward details of preferences (including those from out-of-authority pupils) to 'own admission authority' schools and academies for them to apply their own admission criteria. The order of preference will not be included as this is not relevant when schools are applying their admission criteria. These details will be provided securely.
- c) By **Monday 9 March 2026**, each admission authority school will apply its own admission criteria and return to the Admissions Team a list of all applicants, in rank order, in accordance with the admission criteria. The information can be sent via the secure data transfer website or by email if password protected.

Stage 3

- a) During **w/c Monday 16 March 2026**, in the first cycle of exchange of information, the Admissions Team will have:
 - notified other LAs whether a place can be offered in a Bradford maintained primary school to applicants' resident in their LA;
 - received information from other LAs regarding offers of places to a Bradford resident;

- Where a child is eligible for a place at more than one school, they will be offered the one ranked highest on the application form, which they qualify for.
- b) During **w/c 30 March 2026**, in the final cycle of exchange of offers with other LA's will be made.
- c) By **Friday 11 April 2026** all places will be allocated for all Bradford District pupils including those not given any of their preferred schools.
- d) By **Tuesday 14 April 2026**, final allocation lists will be available on Bradford Schools Online for primary schools to view.
- e) Parents/carers who apply online will be sent an email on **16 April National Offer Day**. Parents/carers who applied on a paper form will be sent a letter on 16 April via Royal Mail, as will any parent who applied online who indicated they did not wish to receive an email. Parents/carers who are unable to access their email or who are waiting for their letter to be delivered via the Royal Mail, will not be informed over the telephone of their allocated school. Where the allocated school is not the highest ranked school, the letter will explain the reasons why. The letter will also inform parents/carers about waiting lists and their statutory rights of appeal against the decisions to refuse places at their preferred schools.
- f) By **Thursday 30 April 2026** parents/carers must accept the place offered by completing and returning an acceptance slip for the allocated school waiting list forms must be returned to the Admissions Team by the same date.
- g) **Friday 15 May 2026** is the deadline by which parents should return appeal forms if they wish to have their appeal heard before the end of the academic year.
- h) **June/July 2026** appeal hearings take place.

4. LATE APPLICATIONS AND CHANGES OF PREFERENCE

After allocations have been completed, an unsuccessful application or dissatisfaction with the allocated school will not be considered reasons to allow further applications to be made during the 'normal admissions round', ie until 31 August each year. However parents/carers may submit a late application for an under-subscribed school or where a parent/carer has applied for less than 5 schools, late applications up to a total of 5 preferences will be accepted.

Where circumstances justify (exceptional circumstances supported by proof and agreed by two senior officers and/or school staff) and we are at a point in the process where this is possible, a late application will be considered as 'received on time' and dealt with as those received by the deadline. If any of the preferred schools are for own admissions authorities and other LA's they will make the decision as to whether they are accepted as on time. Any form received by primary schools after the deadline should be date stamped and returned to the Admissions Team as soon as possible.

Once parents/carers have made their 5 preferences, they cannot be changed without an exceptional reason/change in circumstances for doing so, for example if the family have recently moved address and the preferences are no longer 'local'.

5. WHERE PREFERENCES CANNOT BE MET

In the event that an offer cannot be made for any of the preferences expressed by a parent/carer resident in the Bradford Local Authority area, a place will be allocated their child at another school with place available. This may include church schools or a single-sex school. The Admissions Team consider which is the most appropriate alternative school taking into consideration all children without a school place, where applicants live, schools with available places and available bus routes (if applicable).

6. WAITING LISTS

Parents/carers can request that their child is placed on a waiting list for any of the schools for which they have applied.

If a vacancy occurs when the number of children on roll falls below the published Admission Number (PAN) for that school. Places will be allocated from the waiting list in accordance with the admissions criteria and not on a first come first serve basis.

It is possible for names to fall down the list if new applicants better meet the admission criteria.

Community school and Voluntary controlled schools

The Admissions Team will maintain waiting lists for all community and voluntary-controlled schools until the end of the 2026-2027 academic year

Voluntary-aided, Foundation, Free, Trust schools and Academies

The Schools Admissions Code states that waiting lists must be maintained at least until the end of the Autumn Term (December) If there is a pupil movement after allocations have been made and voluntary-aided, foundation, free, trust schools and academies are able to offer additional places, they **must** inform the Admissions Team. It is for each admissions authority to determine whether they will maintain waiting lists beyond the autumn term.

By agreement, the Admissions Team will maintain waiting lists for voluntary-aided, foundation, free, trust schools or academies, if requested to do so.

7. RIGHT OF APPEAL

- Any parent/carer whose child has been refused a place at any of the schools applied for, has the right to appeal against that decision to an independent appeal panel, once per academic year. Parents/carers can request a second appeal hearing if there has been a substantial change in circumstances. Parents/carers cannot appeal for schools for which no application has been made.
- A parent/carer who applies late and is refused their preferred school has the right of appeal. Whilst we will endeavour to process all appeals as soon as possible, applications and/or appeals received after the relevant deadline dates may not be heard until after the start of the new academic year.
- Second appeals will not be considered for the same school within the same academic year unless there has been a significant change in circumstances such

as a house move. Repeat appeals are authorised by senior officers within the Admissions Team or the relevant governing body (for own admission authority schools).

8. IN-YEAR APPLICATIONS AND TRANSFERS

- 'In-year applications' are defined as applications for admission to Reception which are submitted on or after the first day of the school year of admission, or applications for any other year group.
- A separate co-ordinated scheme for in-year admissions sets out this process however, some primary schools who are their own admitting authority deal with their own In Year Admissions directly. Please refer to the In-Year and Mid-Year Admissions policies for further details.
- Parents/carers who wish their children to go to a different school once he or she has started should discuss this with the child's current Headteacher. Transfers can only normally take place at the start of the next full term, unless there are exceptional reasons.

9. FAIR ACCESS PROTOCOL

Each LA must have a Fair Access Protocol, agreed with the majority of schools in its area to ensure that outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible.

The Fair Access Protocol also ensures that all schools admit their 'fair share' of children with challenging behaviour and who are vulnerable. In these circumstances, all schools may admit above their PAN

The operation of the Fair Access Protocol is outside the arrangements of co-ordination and is triggered when a parent/carer of an eligible child has not secured a school place under normal in-year admission procedures, even following the outcome of an appeal. The protocol can be viewed on the Bradford Council website.

PRIMARY SCHOOL ADMISSIONS TIMETABLE 2026/27

