The Admissions Policy of the Governors of

Idle Church of England Voluntary Aided Primary School

For pupils admitted to school September 2026 – July 2027

The number of children we can accept into Reception each year is 60. If there are more applicants than places available, the Governors, who are the admissions authority for the school, will operate the following oversubscription policy, bearing in mind infant class size legislation.

*Children with a statement of Special Educational Need or an Education Health and Care plan which names the school are entitled to a place. This is not part of the oversubscription admission arrangements. Outside the normal admissions round, the Local Authority's Fair Access protocol will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups.

If the number of applications received exceed the number of places available, the following criteria will be used to determine the children who can be admitted:

In order of priority:

1. Looked After children or children who were previously Looked After but ceased to be so because they were adopted or became subject to a residence or special guardianship order.

2. A brother or sister who will still be attending the school on the expected date of admission ('brother or sister' includes step brother / sister/ adopted children / foster sibling living at the same address)

3. Faith based or 'Church Places' category

a. Children who are frequent worshippers at Holy Trinity Church, Idle. (A frequent worshipper is one who attends worship*[1] at least twice a month or more for the last two years[*3] prior to the National closing date for Primary school)

b. Children who are frequent worshippers at other churches within the parish boundaries of Holy Trinity church, Idle, and Children whose home address[*2] is within the parish boundaries of Holy Trinity church Idle who are frequent worshippers at other churches which may be in or out of the parish boundary. (A frequent worshipper is one who attends worship*[1] at least twice a month or more for the last two years[*3] prior to the National closing date for Primary school)

c. Children who are regular worshippers at Holy Trinity Church Idle. (A regular worshipper is one who attends worship*[1] at least once a month or more for the last two years[*3] prior to the National closing date for Primary school)

d. Children who are regular worshippers at other churches within the parish boundaries of Holy Trinity church, Idle, and Children whose home address[*2] is within the parish boundaries of Holy Trinity church Idle who are regular worshippers at other churches which may be in or out of the parish boundary. (A regular worshipper is one who attends worship*[1] at least once a month or more for the last two years[*3] prior to the National closing date for Primary school)

The **attended Church** must be either: a member of 'Churches Together in Britain and Ireland'; a member of the 'Evangelical Alliance', or able to fully subscribe to a 'Trinitarian Christian Creed'. A confidential Church reference from the Minister will need to be completed to support your application. When applying for a place on grounds of faith the Supplementary Information form must be completed in addition to the Local Authority common application form. (See note 3 of Admissions Process). (Confirmation of affiliation or creed should be obtained from your Minister or Vicar)

*[1]'**Worship'** can mean weekday activities organised by the church that include an element of Christian worship.

[*2] '**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.

[*3] **'Two years'** in this policy means that if the child has moved place of worship within the two years, the previous place of worship can be used but this must be evidenced by another confidential church reference.

4. Children of staff at Idle CE (A) primary school who have been employed at the school for two or more years at the time of application, or are recruited to fill a vacant post for which there is a demonstrable skill shortage.

5. Other children

Tie breaker: In the event of there being more applicants than places available in any of the above criteria, the distance from the child's home address[*2] and the school as measured by the Local Authority electronic mapping system will be used as tie breaker one.

Tie breaker two: where the offer of a place to applicants measuring identical distances would lead to oversubscription, the decision on who will be allocated the place(s) will be made by random selection.

Where the parents of children 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.

[*2] **'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.

Waiting List

Where an applicant is refused a place, the parent may request that the application be held on a waiting list for the remainder of the school year for which application was made. The allocation of places, if vacancies arise, will be in line with the above order of priority and not on the basis of how long the application has been registered**.**

For Applications to Reception Year,
Parents may request:

- Taking up the place on a part time basis
- Deferring taking up the place until the beginning of the term following the child's fifth birthday or the beginning of the summer term, whichever comes first. Parents may not defer a place beyond the beginning of the summer term.

THE ADMISSIONS PROCESS:

Parents wishing to apply for a Reception place at Idle Church of England Voluntary Aided Primary School:

1. The application should be made on the online form at www.bradford.gov.uk/admissions please ensure that the form is completed and submitted by the 15th January 2026. A paper version is available from the Local Authority for those who cannot use the online system. Please contact the Admissions Team, 1st Floor, Margaret McMillan Tower, Princes Way, Bradford BD1 1NN, Tel. 01274 439200.

2. Must, when applying on Faith grounds, complete the **SUPPLEMENTARY INFORMATION FORM** which is available from the school or the school website.

   This should be **returned directly to the school** by the National closing date for Primary school places which will be midnight on 16th January 2026.

3. When you are applying to Idle Church of England Voluntary Aided Primary School on Faith grounds you will be asked to provide a completed **Confidential Church reference form** from your Minister.

   The confidential Church Reference form **for your Minister to complete** is available from the school, and will also be sent to you by the school with your invitation to our Open morning. This takes place during the November prior to the allocation of places.

   N.B. It is the Parent's responsibility to ensure the Minister has returned the form to the school and that the school is in receipt of the completed form before the national closing date.

4. The letter offering your child a Primary School place will be sent out from the Local Authority on behalf of the Governors on the National Primary School offer day which will be 16th April 2026.

In-year application:

Parents should complete the in year application form on our website, including the supplementary form, and submit this to school.

APPEALS:

The deadline for Appeals for Admission to School in September 2026 should be returned to the Local Authority in mid-May 2026.

Appeals received by the deadline date will be heard within 40 school days during June, July 2026 at the latest, in accordance with the Schools Appeals Code of Practice.

SUPPLEMENTARY INFORMATION FORM FOR ENTRY INTO
IDLE CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL

TO BE COMPLETED BY PARENT / GUARDIAN and returned directly to:
Idle Church of England Voluntary Aided Primary School, Boothroyd Drive, Idle, Bradford BD10 8LU by the 15th January 2026

YOUR CHILD: Full Name:…… Sex (M/F)

Date of Birth:……

Permanent Address:……

……

……

Tel Number:…… Mobile:……

BROTHERS OR SISTERS ATTENDING IDLE CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL ON THE EXPECTED DATE OF ADMISSION:

Do you have a child at school: YES/NO

Name:…… Class……

Name:…… Class……

LINKS WITH THE CHURCH: **Please complete if applying for a place under Category 3 (church Places)**

Your religious denomination……

Your Church's name and address:…….

What are your child's links with this church?……..

What are your links with this church?……..

The Governors Admission Committee will use the above information and the Confidential Church reference to assist them in their decision making process and may contact your Minister or Vicar for verification.

I would like to apply for my child to be admitted to Idle Church of England Voluntary Aided Primary School in the Academic Year beginning September 2026

Signed:…….Parent/Guardian Date:……

ADMISSION OF PUPILS TO IDLE CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL

CONFIDENTIAL CHURCH REFERENCE

ONCE COMPLETED, YOUR CHURCH MINISTER SHOULD RETURN THIS FORM DIRECTLY TO:-

Idle C of E (A) Primary School, Boothroyd Drive, Idle, Bradford, BD10 8LU

(NB: It is the parent's responsibility to ensure that the minister has returned the form to school and the school is in receipt of the completed form before the national closing date)

SECTION 1 – To be completed by Parent / Guardian

Child's Full Name……

Parent's / Guardian's full name (s)…….

Address and contact telephone number……..

Please indicate as appropriate

Over a minimum period of the last 2 years, our FAMILY including the above CHILD has attended:

Church Services	Frequently (Twice a month) ☐	Regularly (Monthly) ☐	**Other Christian worship based activity organised by the church.** **Activity Name** **……**	Frequently (Twice a month) ☐	Regularly (Monthly) ☐

SECTION 2 – To be completed by Church Minister.

Please tick the appropriate box after reading the notes at the foot of the page

I can confirm that…….

☐ The family including the above child is a "frequent worshipper" at my church.

i.e. worships* at least twice a month or more frequently for the last 2 years

☐ The family including the above child is a "regular but not frequent worshipper" at my church, i.e. worships* at least monthly for the last 2 years

☐ The family including the above child do not meet the above criteria, or are not known to me

NOTES TO MINISTER – Please read before completing this form

1. ***'Worship' can mean weekday activities at your church that include an element of Christian Worship**

2. **The frequency of worship* should be determined over a two year period. If the applicants are new to the area, applicants will also need to contact the Minister of their previous church who will also need to fill in a confidential reference**

Signed…….. Vicar / Minster of…….

Name…… Date ……

☐ I confirm that my church is affiliated to 'Churches Together in Britain and Ireland,' a member of the 'Evangelical Alliance' or fully supports a 'Trinitarian Christian Creed'

City of Bradford Metropolitan District Council – Children's Services

Fair Access Protocol for Children and Young People

All LA's must have a Fair Access Protocol (FAP), 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 FAP ensures that all schools admit their fair share of children with challenging behaviour and children who arrive outside the admissions round who may have difficulty securing a school place. In these circumstances, all schools may be asked to admit above their published admission number.

The operation of the FAP is triggered when a parent of an eligible child has not secured a school place under normal in-year admission procedures. Schools dealing with their own in year admissions must refer unsuccessful applications to the LA's Admission Team as soon as possible as the application may need to be dealt with through the FAP. All schools must participate in admitting children through the FAP in accordance with the School Admissions Code 2021.