



Admissions Policy 2025/26

(Reception)

Policy applicable to	Anyone applying to Broadfield Primary School for a school place			
Statutory/Non Statutory	STATUTORY			
Approval required by (please tick):	LGB	Principal	SLT	Other (specify) ✓ Trust Board
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Date of next review	Feb 2025			
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Related Documents/ Policies:	DfE School Admission Code and School Appeals Code			
Member of staff responsible for policy	Principal / DHU			
Published on Academy/Trust website	Academy website			

Contents

Broadfield Primary School Vision and Values	1
Introduction	1
Oversubscription Criteria	2
Explanatory notes and definitions	3-4

Broadfield Primary School Vision and Values

Whilst at Broadfield we will work hard to demonstrate the values of

Belief

Respect

Our Community

Aspiration

Diversity

Friendship

Inclusion

Equality

Learning

Determination

In line with our mission statement:

Together we can achieve

Introduction

Broadfield Primary School is a 2-11 primary academy in Oldham. Broadfield is a member of the Pinnacle Learning Trust, a locally-focused multi academy trust established to improve the life chances of all young people in our academies. It is also a member of West Oldham Trust, working with partner primaries Holy Rosary, St Martins and also The Hathershaw College.

The Pinnacle Learning Trust is the overall admissions authority for the academy, with local decision making for admissions delegated to the academy's Local Governing Body.

The academy will comply with the School Admission Code (DfE Dec 2014, updated in Sept 2021) and the School Admission Appeal Code (the Codes). This policy is based on the current codes but will be reviewed in light of any future changes in the law.

Broadfield's published admission number (PAN) for Reception in September 2025 is 45.

Broadfield participates in the Local Authority co-ordinated scheme, **all deadlines within which should be adhered to by applicants**. Parents and Carers should apply for their child's place at the school online via the Council's website **by the published deadline:** www.oldham.gov.uk/admissions

Parents' and carers' children resident in other authorities must submit an application to their home authority on the application form provided by that authority.

Children will be admitted without reference to ability or aptitude using the criteria below.

If the number of applications does not exceed the number of places available all applicants will be granted a place at the academy.

Oversubscription Criteria

All schools are required by section 324 of the Education Act 1996 to admit to the school a child with a Statement of Special Educational Needs or Education Health and Care Plan that names the school. This is not an oversubscription criterion and all children with a Statement of Special Educational Needs or an Educational Health and Care Plan that names the school will be admitted before other children are offered places.

For all other applications, the following criteria will be applied to prioritise children for admission:

Criterion 1: Children who are looked after, i.e in public care, giving priority, if necessary, to the youngest child(ren) and children who have previously been looked after, including those who appear to the Admissions Authority to have been in state care outside England and ceased to be in state care having been adopted, will be given the highest priority for admission. Evidence of the previously looked after status and/or adoption will be requested (see note **a** below)

Criterion 2: Those children who are considered to have exceptional medical or social reasons as to why they should attend a particular school. Parents will be required to submit evidence to support their application under this criterion (see note **b** below)

Criterion 3: Children who attend Broadfield's 2 year old nursery (Acorns) or 3-4 year old nursery provision and who already have a sibling attending the school and who will still be attending when the younger child starts in Reception (see note **c** below)

Criterion 4: Children who attend Broadfield's 2 year old nursery (Acorns) or 3-4 year old nursery provision who do not already have a sibling attending the school at the time of admission.

Criterion 5: Children who already have a sibling at the school and who will still be attending when the younger child starts in Reception (see note **c** below)

Criterion 6: Children of staff employed at Broadfield Primary School who permanently reside with that member of staff. That member of staff must have been employed for a minimum of two years at the time of application or have been recruited to fill a vacant post for which there is a demonstrable skills shortage.

Criterion 7: Children living in closest geographical proximity to school, with those families living next nearest to the school having higher priority.

Distance tie-breaker: Within each criterion, if there is oversubscription, remaining places will be allocated according to distance. (see note **d** below).

Explanatory Notes and Definitions

(a) Looked after / previously looked after children - A looked after child is a child in public care, who is looked after by a local authority within the meaning of Section 22 of the Children Act 1989. Children previously looked after are children who were looked after, but have ceased to be so because they were adopted or became subject to a Child Arrangement Order or Special Guardianship Order.

The updated Admission Code September 2021 regards a child as having been in state care outside England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

(b) Exceptional medical reasons for priority over other applicants - Decisions must be consistent and based on objective evidence, which must be provided in writing by an appropriate professional i.e. a doctor or a social worker at the time of application. Providing evidence does not automatically mean that a place will be allocated under this criterion.

(c) Siblings – Broadfield Local Governing Body accepts that in some family units (1 or 2 parents/carers and children), the children may not be natural brothers and/or sisters. Older children from the same family unit (living under the same family address) can be considered as a sibling link under this criterion provided that proof is available to demonstrate that the children are permanently resident at the same address and part of the same family unit.

A sibling is your child's brother or sister (including half-brothers and sisters, stepchildren and fostered children, living permanently at the same address).

Siblings in the 2 year old and nursery provision will be taken into account under this criterion.

Cousins do not count as siblings

(d) Tie breaker - Should it be necessary to distinguish between applicants with equal priority within any of the above criteria, remaining places will be allocated according to distance. The distance is measured as a straight line from the child's home address to the school property measured between the two central data points of the home postcode and school postcode. Measurements are calculated electronically using Geographical Information System mapping software within the admission database using Ordnance Survey and Postcode data.

Permanent Address

The only address that can be considered is the address of the adult with whom the child is permanently resident. Where a child stays with another parent for part of the week, further enquiries may be made in order to determine where the child is permanently resident. If a childminder, grandparents or another member of the family cares for the child on a daily basis at another address, the school cannot consider this address for the purpose of its admission process. Broadfield's Local Governing Body will undertake any necessary investigations and an allocated place may be withdrawn if a false address is given or one where the child is not actually living when s/he is not at school.

Intention To Move House

An intention to change address cannot be considered until such a move has actually taken place and proof is available to substantiate the change of address.

Twins or Triplets

In cases where twins, triplets, or other multiple birth siblings are split when allocations take place, they will be allocated a place over the Published Admission Number and will remain excepted pupils for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

Flats and equal distances

In the event of two or more children living equidistant from the school, e.g. blocks of flats, the place will be decided by drawing lots, the first name drawn will be offered the place.

Waiting List

Where the school has more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible for a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

Appeals

All parents have the right to appeal against the refusal of a school place by submitting an appeal to the Independent Appeal Panel. If parents wish to appeal they can do so by completing a School Admission Appeal Form and returning it to the School Appeals team at the Council schoolappeals@oldham.gov.uk. A decision by an Appeal Panel is binding on the council, school governors and parents.

Deferred entry to primary schools

All schools are required to allow parents the option of deferring their child's entry until later in the school year. The place is then held for that child and is not available to be offered to another child. The parent is not able to defer entry beyond the term in which the child reaches their fifth birthday. Parents can request that their child takes up the place part-time until the child reaches compulsory school age. Parents must speak to the Principal of the school before making any decision on part time attendance or deferring their child's entry to school.

Delayed admission to primary schools

Where a parent of a summer born child (01 April – 31 August) wishes to defer entry to the following September but enter in the Reception class, out of the child's chronological cohort, a fresh application must be made under the Co-ordinated Primary Admissions Scheme for that year of entry. This is called delayed entry. Such an application must be supported in writing by an educational, medical or social care professional independent of the family, demonstrating a serious detriment to the child if he or she were not to be admitted to the Reception class. For there to be a detriment to a child by being admitted into his or her chronological Year Group, the School would expect very exceptional circumstances to be demonstrated.

Any parent who is considering deferring or delaying entry to primary and infant school reception classes should refer to Oldham LA's policy, available on the Oldham Council website:

www.oldham.gov.uk/admissions