



# Admissions Policy

Approved by:	The IEB		
Responsible department:	Leadership team		
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## **Nursery**

Responsibility for making decisions regarding admissions to Nursery lies with the headteacher and Governing Board. The headteacher is also responsible for the day-to-day administrative arrangements.

You need to apply for a place in our Nursery. We have 32 places - 16 in each session (am and pm). To apply for a place, please fill in an application form available from the school office. Children can attend Nursery the term after they turn three years old. If the Nursery is over-subscribed, a waiting list will be held, and children will be offered in accordance with usual entry criteria as detailed below. Please note children attending the Nursery provision are not guaranteed a place in the reception class.

## **Admission to Reception**

For applications in the normal admissions round (entry into Reception in September), all applications will be processed in accordance with the co-ordinated admissions scheme run by Kirklees Local Authority.

Applications should be made to Kirklees Local Authority for a place at our school. The headteacher or school-based staff are not authorised to offer a child a place for Reception for September entry.

Waiting lists for entry into Reception outside of the normal admissions round will be held by the School but Kirklees LA will make the offer on our behalf following consultation with us.

## **Published Admission Number for Reception**

There are 30 places available at school for entry in Reception.

## **Application Process**

- Arrangements for applications for places will be made in accordance with Kirklees local authority's coordinated admissions arrangements, as published in the LA's booklet 'Guide for Parents about Admission to Primary Schools'  
<https://www.kirklees.gov.uk/beta/admissions/pdf/primary-guide.pdf>
- In order to be eligible for a place parents must make school one of their three choices in the local authority common application form. Please note this is an online ONLY form within the Kirklees Local Authority.  
<https://www.kirklees.gov.uk/beta/admissions/apply-primary-school-place.aspx>
- It is important that you apply before the closing date. You will receive an email when your online application has been submitted and then when it has been downloaded.
- If the number of preferences received is less than the admissions number, then all preferences will be met.
- If there are more applications than places available at the school the oversubscription criteria will be applied.

## **Oversubscription criteria**

1. Children in public care (Looked After Children) and all previously looked after children, including these children who appear (to the admissions authority) to have been in state care outside of England and ceased to be as a result of being adopted;
2. Children who live in the school's Priority Admission Area (PAA) who have a brother or sister attending from the same address at the date of admission (the sibling rule). NB (brother or sister means; a child with at least one natural or legally adopted parent being the same person);
3. Priority to applicants who live in the defined catchment priority area for the school. However, living in the catchment area does not guarantee a place at the school.

4. Children who live outside the school's PAA who have a brother or sister attending from the same address at the date of admission (the sibling rule);
5. Children who live outside the school's PAA.

### **Late applications**

- Applications received after the appropriate closing date will be regarded as late unless, in Kirklees' judgment, there are significant and exceptional reasons for the lateness. Proof of special circumstances will be required.
- Late applications are not considered until all on-time applicants have been allocated places.
- Forms submitted after the closing date due to a significant house move will be regarded as on time provided that documentary evidence to confirm the move is provided by the following deadlines in time for the allocation process.

### **Offers of places**

On the national offer day Kirklees LA will send you a notification of the decision to offer you a place on behalf of the school.

If you are not offered a place the notification will include information about the appeal process.

### **Waiting lists and appeals**

Waiting lists for entry into Reception outside of the normal admissions round will be held by the school but Kirklees LA will make the offer on our behalf following consultation with us.

Unsuccessful applicants have a right of appeal to an independent appeal panel. Please contact the school to find out how to appeal.

### **Starting Reception Age**

Children are expected to start primary school in the September following their 4<sup>th</sup> birthday. Parents must ensure their child receives an appropriate full-time education from the term following their fifth birthday. Parents can request that the start date for their child is delayed until later in the school year in the case of children who have not yet reached their 5th birthday, however where a place has been offered, this must be taken up by the beginning of the term after the child's 5th birthday, or at the latest, the start of term after the Easter break.

If a child has a date of birth between April and August and you do not wish them to begin school under the following September, you will have to give up the allocated Reception place and re-apply for a place in Year 1.

### **Kirklees LA Notes:**

The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Childrens Act 1989. Previously Looked After refers to those children who immediately after being looked after became subject to an adoption order, (under section 46 of the Adoption and Children Act 2002), child arrangements order (under Section 8 of the Children Act 1989), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.

Children in priority 1 above may be admitted above the PAN.

If we cannot agree to requests for admission in priorities 2 to 6 above without exceeding the PAN, we will give priority up to the PAN to children living nearest the school.

Distance is measured in a straight line from a child's home address to the school. Measurements are calculated using six-figure National Grid Co-ordinates from the National Land and Property Gazetteer. This grid reference relates to a point that falls within the permanent building structure corresponding to the address. The boundary of the building structure for the address is from Ordnance Survey's MasterMap. For smaller, residential properties the grid reference marks a point near the centre of the building. For larger properties like schools with, for example, multiple buildings and large grounds, the grid reference relates to a point inside the main addressable building structure. The distance calculated is accurate to within 1 metre.

'Live' means the child's permanent home at the date when applications close or, if a significant house move is involved, the latest reasonable date before the final allocation of places.

Where a child's parents live at different addresses and the child spends time at each address we will consider the following when deciding on the address, which we will use for admissions purposes:

- the amount of time spent at each address.
- which parent has parental responsibility for the child?
- who receives child benefit for the child?
- where the child is registered for medical and dental care.
- any residency or custody orders made by the courts.

We will ask for documentary evidence to support information given about the above points.

A PAA means a geographical area determined by Kirklees in consultation with the Governing Body. It is called this because children living there normally have priority for admission over children who live elsewhere. It is also referred to as the catchment area.

Children with Education, Health and Care Plan are admitted to mainstream schools, special units and special schools separately from the general admission policies. It is important to note that attending a school nursery or pre-school setting on a school site does not give any priority for a place in that primary school and there is no automatic transfer.