

Roberttown C of E Primary School

Admissions Policy



Approved by: Governors Admissions Panel

Date March 2026

Last reviewed:

Next review: Feb 2027

Introduction

This document sets out the admission arrangements of Roberttown C of E Primary School. For the purposes of this policy, The Learning Accord Multi Academy Trust is the admission authority for the school and determines the Admissions Policy for Roberttown C of E Primary School

Process

Applications for admission to the school should be made using the Online Portal through the Local Authority by the national closing date of 15th January. This Portal can be accessed via the following link

<https://www.kirklees.gov.uk/beta/admissions/apply-primary-school-place.aspx>

The Local Authority will inform parents of the offer of a place on behalf of the Local Authority on the national offer date 16th April or the next working day.

Roberttown C of E Primary School has an admission number of 30 pupils for entry into Reception. The school will accordingly admit at least 30 each year if sufficient applications are received. All applicants will be admitted if 30 or fewer apply. The school will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria set out below.

Oversubscription Criteria Looked After Children and Previously Looked After Children

The first oversubscription criterion must always be Looked After, Previously Looked After and Internationally Adopted Previously Looked After Children. As this is a legal requirement, it automatically appears as the first of the school's oversubscription criteria. A "Looked After Child" (LAC) is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (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 looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order immediately following having been looked after.

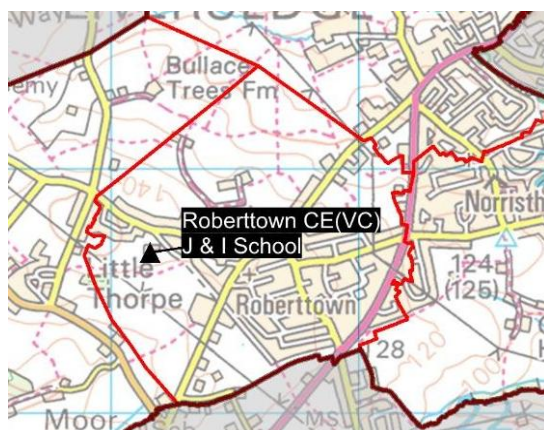
"Internationally Adopted Previously Looked After Child" (IAPLAC) is a child who appears (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Siblings

Siblings of pupils attending the school at the time of admission. 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

Catchment Area

Children living in the catchment area of the school.



Distance from school

Proximity to the school with those living closest to the school have priority calculated as the crow flies.

The child's address will be determined by Child Benefit records or Council Tax records or if moving to the area proof of house purchase by means of a solicitor's Contract of Sale/Purchase.

Tie-breaker

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

Late applications

Applications received after the appropriate closing date will be regarded as late unless, in Local Authority's 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.

In-Year admissions

From time to time a place becomes available further up the school. The allocation of places is in accordance with the admissions criteria. Preference will be given to children moving into the area from outside the Local Authority area who do not have a school place. Evidence will need to be provided that the child has recently moved in.

Admission of children outside their normal age group

The majority of parents apply and take up a reception place in the school year in which their child will reach the age of five. However, there may be exceptions where parents feel this is not in the best interest of the child and request that the child's place is deferred. The non-statutory guidance issued by the Department for Education (DfE July 2013) states:

- School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school at this point.
- School admission authorities are responsible for making the decision on which year group a child should be admitted to, but are required to make a decision based on the circumstances of the case.

- There is no statutory barrier to children being admitted outside their normal year group. Applications need to be made under the normal round expressing that you feel your child's needs are such that they would benefit from starting or transferring school a year later (please refer to the DfE Guidance) and in addition an email should be sent to Pupil Admissions at Kirklees Council to make the request. The request will be considered by the Admission Authority of the school(s) you are applying for after the relevant closing date for applications. The Admission Authority will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting information provided by the parent. An agreement to a request does not mean that your child can automatically be allocated a place at one of your preferred school(s) as all admissions must be dealt with according to the published admission arrangements and oversubscription criteria for the school.

Waiting Lists

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the admission authority 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.

Children's position on the waiting list 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 it.

The waiting list will be reviewed and revised:

- Each time a child is added to, or removed from the waiting list;
- When a child's changed circumstances will affect their priority

Appeals Procedure

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact:

Miss Claire Hellewell – Independent Appeal Clerk

Church of England Voluntary Aided Schools and Academies

Telephone – 07949 707868

E-mail – churchschoolappeal@gmail.com

Contact must be made within 21 days of the date of the letter refusing your child a place at the school. Information on the timetable for the appeals process is on the Kirklees School Appeals website:-

<https://www.kirklees.gov.uk/beta/admissions/about-admission-appeals.aspx>

School age

A full-time school place in the Reception class is available for children from the September following their 4th birthday.

Deferred entry for infants

A child is entitled to a full-time place in the September following their 4th birthday. Parents have the right to defer their child's entry until later in the school year, or to attend part-time until they reach compulsory school age. Places cannot be deferred to the next academic year.

Address definition

The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. Evidence may be requested to show the address, for example: to which any Child Benefit is paid or at which the child is registered with a

medical GP together with recent utilities bill, council tax bill or tenancy agreement. This evidence will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with parents with shared responsibility for each part of the week). Parents should not assume that a place will automatically be allocated to their child.