Kirkheaton Primary School Admission Policy

Admission Arrangements for entry 2025-2026

General information about the academy

Kirkheaton Primary School is a non-selective, independent, state funded Academy, serving the local community first. The academy is part of South Pennine Academies. The Academy has agreed a priority admission area (PAA) with Kirklees Local Authority. The local authority will coordinate normal round applications for entry at age 4. The Academy will coordinate their own in-year applications and will participate with, in-year fair access protocols.

When considering applications, children with an Educational Health Care Plan (EHCP) will be admitted first, and under different regulations before the oversubscription is applied.

Arrangements for admission at age 4

The academy trust plans to offer 60 places at age 4.

This will be the published admission number for the academy (PAN).

Application process

a) Arrangement for applications for places at Kirkheaton Primary School will be made in accordance with Kirklees local authority coordinated admission arrangements, as published in the LA's booklet "Guide for Parents about Admissions to Primary Schools".
b) In order to be eligible for a place parents must make Kirkheaton Primary School one of their three choices on the online application form Apply for a primary school place | Kirklees Council
c) If the number of preferences received is less than the AN then all preferences will be met.
d) If there are more applications than places available at the Academy the oversubscription criteria will be applied.
e) It is very important that the form is returned by the closing date because forms received after this date will be treated as 'late'. Late applications are not dealt with until all those received on time have been through the application process.

Oversubscription criteria

If the number of applicants exceeds the number of available places, the following priorities will apply:

1. Children in public care (looked after children) and all previously looked after children, including those who appear (to the admission 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 the school from the same address at the date of admission (the sibling rule).
3. Children who live in the Academy's PAA
4. Children who live outside the school's PAA who have a brother or sister attending the school 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). Original documents may be requested by the Admissions Manager.
5. Children who live outside the Academy's PAA

Tie breaks

If children of multiple birth (twins and triplets) are tied for the final place in any of the categories listed above, those siblings will be admitted over AN as permitted by infant class size rules. In other cases, where the offer of places to all the applicants in any of the categories listed above would still lead to oversubscription, the available places will be offered to those living nearest the Academy. Straight line distance will be used to measure.

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. The 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 the 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 larger grounds, the grid reference relates to a point inside the main addressable building structure. The distance calculated is accurate to within 1 metre.

Notification of a place
The formal offer of a place will come from the Local Authority, on behalf of the academy, who will write to parents allocating a single primary school/academy to their child.

Waiting lists and appeals
Where, in any year, the Academy receives more applications for places than there are places available, a waiting list will operate throughout the year and be maintained by the academy. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria.

When places become vacant, they will be allocated to children on the writing list in accordance with the oversubscription criteria above. Waiting list for each year will end on the last day of the summer term.

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

In year admissions
Applications for in year admissions should be made by following the instructions on the link below. Please contact the Academy if you have any questions.
Changing school during the school year | Kirklees Council.

Special Education Needs
The academy will admit children with Statements of Special Educational Needs or an Education Health and Care Plan where the Academy is named in the statement or plan. Parents of potential children are invited to meet with the Special Educational Needs Coordinator (SENCO), in order to discuss their child's needs and how these could be met by the academy. The academy ensures that admission procedures and arrangements are accessible to disabled applicants and do not treat vulnerable children less favourably.

Deferred entry for infants
Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time (hours to be agreed with the school) until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.
Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Admission of children outside their normal age group
Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:
With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request.
Parents may choose to submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- whether the child is 'summer born' and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1);
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

Parents whose children are 'summer born' (i.e. those born between 1 April and 31 August) may choose to enter school either in the September following their child's fourth birthday or the following September.

Priority Admission Area (PAA) (Priority Admission Area Map (kirklees.gov.uk)**)**