Lindley Junior School Admission Policy
(Entry September 2026)

1. Aims

This policy aims to

- Explain how to apply for a place at Lindley Junior School
- Set's out the school's arrangements for allocating places to the pupils who apply
- Explains how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code 2021
- School Admission Appeals Code

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998. This policy complies with our funding agreement and articles of association.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

In order to be eligible for a place, parents must make the school one of their three choices on the local authority common application form (TCAF), which is completed on-line. The deadline for applications is 15 January 2026 and an application must be made to the parents' home local authority.
You will receive an offer for a school place directly from your local authority.

Please note, parents attending Lindley CE Infant School will not transfer automatically to Lindley Junior School. A separate application must be made for a place.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group. Decisions on requests for admission outside the normal age group will be made on the basis of circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, the medical history and the views of a medical professional
- Whether they have been previously educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The Head Teacher's view.

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

6.Allocation of places

6.1 Admission Number

The school has an agreed number of 120 pupils for entry in Year 3,

6.2 Oversubscription criteria

Where the number of applications for Lindley Junior School, received during the normal admissions round, exceeds the admission number of the school, the Academy Trust will apply the following criteria in strict order of priority.

Priority 1. a) Children in public care (looked after children) or a child who was previously looked after in England;

b) Children in public care (looked after children) or a child who was previously looked after outside of England;

Priority 2. Children who live in the school's Priority Admission Area (PAA) who have a brother or sister attending either Lindley C.E. Infant School or Lindley Junior School from the same address at the proposed date of admission (the sibling rule);

Priority 3. Children who have a parent who is employed by the school and has been so for two or more years at the time of application, or who has been recruited to a post where there is a recognised skill shortage.

Priority 4. Children who live in the Lindley Junior School Priority Admission Area and attend Lindley CE Infant School at the closing date for applications.

Priority 5. Children who live in the Lindley Junior School Priority Admission Area

Priority 6. Children who live outside the school's PAA who have a brother or sister attending either Lindley C.E. Infant School or Lindley Junior School from the same address at the date of admission (the sibling rule);

Priority 7. Children who live outside the school's PAA who attend Lindley C.E Infant School at the closing date for applications.

Priority 8 Children who live outside the school's PAA.

The Academy Trust will admit children with an Education Health and Care plan (EHC), which names the school, before any other places are allocated.

6.3 Tie Break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front gates on George Street. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

6.4 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

6.5 Fair Access Protocol

We participate in Kirklees Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address:
office@lindleyjunior.org.uk or post to Lindley Junior School, George Street, Lindley, Huddersfield HD3 3LY
Parents will be notified of the outcome of your in-year application in writing within 15 school days.

8. Appeals

Parents or carers may appeal against the admissions decision to an independent appeal panel appointed under the provisions of the Education Act 2001. The decision of the Independent Appeal Panel will be binding on the Governors and on the parent or carer. Parents / carers will be informed of their right of appeal when they receive notification of the outcome of their application. Details of the appeal process are available on the school's website.

9. Monitoring arrangements

This policy will be reviewed and approved by the Lindley Junior School Governing Body every year.
Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.

Notes

a) 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 Children 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), residence 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.

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

c) If we cannot agree to requests for admission in priorities 2 to 7 above without exceeding the PAN, we will give priority up to the PAN to children living nearest the school.

d) 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. A child is normally regarded as living with a parent or carer and we will use the parent or carer's address for admissions purposes. You cannot lodge a child with a friend or relation to gain a place at a school. Only one address can be used as a child's permanent address. Where a child's parents live at different addresses and the child spends time at each address the following will be considered when making a decision about the address to be used for admissions purposes:

- how much time is 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.

Documentary evidence will be asked for to support information given about the above points.

If you are due to move house during the period when applications are being made, you must seek advice as a change of address may affect your offer of a school place. You will need to provide written proof of your child's home address or the reasons for a change in a child's permanent home address. The Academy Trust will withdraw places offered based on an address which is later found to be fraudulent.

e) Parents
'Parents' include all those people who have a parental responsibility for a child as set out in the Children Act 1989. Where responsibility for a child is 'shared', the person receiving Child Benefit is regarded as being the parent responsible for completing application forms, and whose address will be used for admissions purposes.

f) Children with Statements of Special Educational Needs are admitted to mainstream schools, special units and special schools separately from the general admission policies.

Evidence of house move to be provided:

- If your move involves the sale and purchase of properties then you will need to provide suitable written evidence in the form of a letter from your solicitors, detailing your exchange of contracts on both properties and the actual completion date. A letter of intention to purchase is not enough.
- If your move involves renting a property, you will need to provide suitable independent written evidence (for example, a letter from an estate agent or solicitor) of the tenancy agreement or lease including the start and end date. You will also need to provide suitable written evidence (in the form of a letter from your solicitor or estate agent) confirming the sale of your existing property or that your previous tenancy has ended.
- If your move involves you returning to live in a property that you already own, you will need to provide suitable written evidence of the date that you will resume living in the property and that you intend to remain living there for the foreseeable future. If you have rented this property out, please provide evidence that you have given your tenants notice to leave and when such notice expires.
- If your move involves you residing with a member of your family, we will need to see proof of your Child Benefit, showing the child is resident at the relevant address.
- If your child has moved to live with you at an address that you already occupied, again, we will need to see proof of Child Benefit, showing the child is now resident with you. Please note, unless the written evidence you provide proves, to the satisfaction of the Academy Trust, you have moved to the address that you state, and that you have given up all ties to the previous property, your application will not be considered from your new address.

Before a new address can be used for admission purposes assurance is needed that your previous address is no longer available to you. This could be confirmation that the property has been sold, or that your tenancy has expired. If you still own the property it will be considered that it is no longer available if it is rented. Documentary evidence is needed in all cases. In certain circumstances, a pupil support officer may be asked to visit you to verify that you are resident at the address you state on your application form.

Fraudulent applications
Where the Academy Trust has made an offer of a place at a school based on fraudulent or intentionally misleading information, which has effectively denied a place to a child with a higher right of admission, the Academy Trust will withdraw the offer of a place. If the Academy Trust withdraws an offer of a place you will be notified of your right to appeal to an independent appeal panel.

Withdrawing places
Once a place has been allocated it is not usually withdrawn. However, occasionally it becomes clear that a mistake was made during the allocation process which has resulted in a child being allocated a place to the detriment of other children of a higher priority. In such circumstances it may be necessary for the place to be withdrawn. A place would not be withdrawn for this reason if the child had started at the school.

Waiting list
Your child's name will automatically be placed on the waiting list held by the school where they have been refused a place. The list will be held open until the end of the last school day of the 2026/27 school year for admissions.
Waiting lists are made up of on-time and late applicants. Children are placed on waiting lists in strict priority order according to the school's published admission criteria and not according to when their application was received. The school will write to you if a place becomes available for your child and you will be asked to confirm if you wish to accept the place.

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