Admission Policy 2027/2028

[Heritage MAT]

Approved by:	[Heritage MAT]	**Date:**	[02/10/25]
Last reviewed on:	[02/10/25]		
Next review due by:	[October 2026]		

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Trust Context

1.1 Heritage MAT is comprised of six schools, covering nursery through to Key Stage 4 across its schools.

1.2 The Trust Board has responsibility for the Admissions Policy and has agreed to a Published Admission Number for each of the six schools. The individual schools manage their own admissions.

1.3 Kirklees School Admissions will co-ordinate the normal round applications for entry at all relevant transition points for each school. This includes reception, primary (Year 1), junior (Year 3) and secondary school admissions (Year 6 into 7)

1.4 The individual schools will co-ordinate and administer their own in-year applications outside of the normal round of applications.

Entry at Reception, Year 1 and Year 3 (for junior schools)

2.1 Children can start reception year at primary school from the September after their fourth birthday. To apply for a place in Early Years Foundation Stage in any Heritage MAT school, the deadline is 15 January 2027.

2.2 Applications should be made to Kirklees Local Authority. Further information can be found at the following website:

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

Entry at Year 7

2.3 To apply for a place at SNHS, an applicant must complete an online version of the Secondary Common Application Form (SCAF) supplied by their home Local Authority and return it as instructed. It is very important that the form is returned by the closing date given 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. Applications must be received by 31st October 2026.

2.4 Parents / Carers must list SNHS as one of their preferences of secondary schools on the SCAF. Further information can be found at the following website:

https://www.kirklees.gov.uk/beta/admissions/apply-secondary-school-place.aspx

2.5 If there are more applications than places available at the Academy, the oversubscription criteria will be applied. Salendine Nook High School does not have a specific feeder school.

Students with an Education, Health and Care Plan (EHCP)

The admission of students with an EHCP is dealt with by a completely separate procedure. This procedure is set out in the Children and Family Act 2014 which gave a new SEN Code of Practice (2014). Details of this are explained in the Special Educational Needs Code of Practice.

Oversubscription Criteria for all schools (See note below 3.2)

3.1 There is no guaranteed place for any child in any of the priorities. The following order of priority will be applied to our waiting lists when there are more applications than places available in any school:

1. Children in public care[1]. Looked after children[2]. Previously looked after children[3].
2. Children of staff employed by the Trust[4].
3. Children who live in the school's Priority Admission Area (PAA) who have an older brother of sister attending from the same address at the date of admission[5].
4. Other children who live in the school's PAA.
5. Children who live outside the school's PAA who have an older brother or sister attending from the same address at the time of admission[6].
6. Other children who live outside the school's PAA.

3.2 All schools will admit all children with an Education, Health and Care Plan (EHCP) where the school is named in the EHCP.

Note: See appendices for oversubscription criteria for Lindley Junior School and Reinwood Junior school.

Pupils with disabilities

The schools have a legal duty to be non-discriminatory towards students with disabilities and to provide equal access and opportunity to the curriculum. Every effort will be made to ensure that pupils with a disability are not treated less favourably and that reasonable adjustments are made, where appropriate, to avoid substantially disadvantaging groups who are disabled. We aim to foster positive attitudes towards disability within our community and enrich the lives of students by pursuing an inclusive approach for all students. A further statement of clarification is posted on Heritage MATs website under the section on admission arrangements.

Notes:

[1] Children in public care refers to a child accommodated by a Local Authority under Section 22 of the Children Act.

[2] A looked after child is a child or young person who is being cared for by their local authority is known as a 'looked-after' child. They might be living in a children's home, or with foster parents, or in some other family arrangement.

[3] A previously looked-after child (PLAC) is a child who was in care to an English or Welsh local authority at the point at which they were adopted, made subject to a Special Guardianship Order (SGO), or a Child Arrangements Order (previously Residency Order).

[4] Where the member of staff has been employed at the Trust for two or more years at the time at which the application for admission to the school is made; and / or b) the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

[5] A Priority Admission Area (PAA) or catchment area is the geographical area from which children may be afforded priority for admission to the school. This area determined by the Governing Body in consultation with Kirklees LA. It is shown on page 6 of this document.

[6] For over-subscription criteria 4, 5 and 6, this also includes step siblings, foster siblings, adopted siblings and other children living permanently at the same address.

3.3 If the school cannot agree to requests for admission in Priorities 2 to 6 without exceeding the PAN, priority will be determined by distance, which is measured in a straight line from a child's 'live' or current home address[7] to the school for each oversubscription group. 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. In the event where the criterion and distant measured is tied, the use of centimetres will be put in place. In some circumstances of admission and in accordance with the School Admissions Code (1.4, Page 9), the school may exceed PAN. Such decisions will be taken on a case-by-case basis at the discretion of the Governing Body.

[7]'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. It is expected that the allocation process will commence in January of each academic year.

3.4 If parents have any questions please contact School Admissions (who manage the new intake admissions process on behalf of all schools in the Trust) on 01484 225007, Kirkgate Buildings, Byram Street, Huddersfield, HD1 1BY.

3.5 There will be no selection based on ability.

In Year Admissions

4.1 The individual schools manages their own in-year admissions. Applicants need to complete an ICAF through the Kirklees portal to start this process and once received, notification will be given as to availability of places. If a particular year group is full and a place refused, then an offer to remain on a waiting list will be made. Applicants have the right of appeal which will be administered independently of the Trust. In some circumstances of admission and in accordance with the 2014 School Admissions Code (1.4, Page 9), the school may exceed PAN. Such decisions will be taken on a case by case basis at the discretion of the Local Governing Body.

Notice of leaving or transfer

5.1 A note indicating that parents wish their child to leave the school is required well before the leaving date so that information may be forwarded to the new school. Parents should also complete the Kirklees 'In-Year Common Application Form' (ICAF). These forms are available from the school office or school website.

Appeals Process

6.1 You have a right of appeal to an Independent Appeal Panel.

Waiting List

7.1 As well as their right of appeal, unsuccessful applicants will be placed on a waiting list. Each school will maintain a clear, fair, and objective waiting list. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority will not be given to children based on the date their application was received, or their name was added to the list. Looked after children or previously looked after children allocated a place at the school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

Requests for admission out of the normal age group

8.1 A request for admission out of the normal age group may be considered under the following situations:

- The student has a medical reason that may have hindered progression in their normal age group.
- The student has an EHCP that states that they must be placed in a year group outside their normal age group.

8.2 The Headteacher / Principal will have a final decision as to whether to admit any student outside of their normal age group.

Withdrawal of an offer

9.1 An offer may be withdrawn in the following situations:

- The student does not attend school. If a start date is agreed and the student fails to attend
- Failure to sign the home school agreement
- Submission of false information.

Glossary

10.1 EHCP -	Education, Health and Care Plan
10.2 ICAF -	In-Year Common Application Form
10.3 PAA -	Priority Admission Area
10.4 PAN -	Pupil Admission Number
10.5 SCAF -	Secondary Common Application Form
10.6 SEN -	Special Educational Needs

Appendices 1:

Lindley Junior School Oversubscription Criteria

Priority 1	Children in care and with EHCs
Priority 2	Children who have a parent who is employed by the Trust 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 3	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 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.

Appendices 2:

Reinwood Junior School Oversubscription Criteria

Priority 1	Children in care and with EHCs
Priority 2	Children who have a parent who is employed by the Trust 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 3	Children who live in the school's Priority Admission Area (PAA) who have a brother or sister attending either Reinwood Infant and Nursery School or Reinwood Junior School from the same address at the proposed date of admission (the sibling rule);

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

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

Priority 6 Children who live outside the school's PAA who have a brother or sister attending either Reinwood Infant and Nursery School or Reinwood 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 Reinwood Infant and Nursery School at the closing date for applications.

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