



# ADMISSIONS POLICY

## **Introduction**

The School Admissions Code 2012 requires each local authority to draw up a co-ordinated admissions scheme to be submitted to the Secretary of State for implementation for the September 2013 intake.

The co-ordinated admissions scheme seeks to ensure that every child living in a local authority area, who has applied in the normal admission round, receives only one offer of a school place. The co-ordinated admissions scheme also seeks to ensure that a child living in a local authority area, who has applied for a school place in any other year group, receives only one offer of a school place. It is a requirement for all preferences to be expressed on a common application form and that the offer of a place should be the responsibility of the "home" local authority.

The School Admissions Code requires admission arrangements to be as simple as possible for parents to use and admission criteria to be clear, fair and objective.

The admissions arrangements for Abbey Park Primary Academy follow those laid down by Calderdale Local Authority. The details of the admissions arrangements for schools and academies can be found on the Calderdale MBC website:

<http://www.calderdale.gov.uk/education/schools/admissions/index.html>

Northern Education Trust is the sponsor of Abbey Park Primary Academy and is the Admissions Authority and therefore any reference in the codes to admission authorities shall be read as the Northern Education Trust. In particular, the Academy will take part in the Co-ordinated Admissions Scheme run by Calderdale Local Authority.

## **Applying for a place at Abbey Park Primary Academy – Online Application**

Parents/carers are required to complete an online application (previously known as the Common Application Form). The online application is used for the purpose of admitting pupils into the first year of primary education in the specified year.

There is also a standard form known as the In Year Application Form. This is used for the purpose of admitting pupils into any other year of primary education in the specified year.

The Common Application is also used as a means of expressing one or more preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parents resident in the Local Authority area wishing to express a preference for their child:

- To be admitted to a school within the Local Authority area (including voluntary aided, foundation schools and academies);
- To be admitted to a school located in another local authority's area (including voluntary aided, foundation schools and academies).

## **Processing of Common Application Form**

Common Application Forms must be completed online by parents to the Local Authority direct

Admissions Team, Children and Young People's Services, Northgate House, Halifax, HX1 1UN  
Telephone 01422 392617 or email [cyps.admissions@calderdale.gov.uk](mailto:cyps.admissions@calderdale.gov.uk)

The timetable for the admissions process is outlined on the Calderdale website.

### **Notification of Places**

In accordance with the Co-ordinated Admissions Scheme run by Calderdale MBC, the local authority will make the formal offer of a place to parents or carers on behalf of the Governing Body of the academy.

### **Admissions to Reception Classes**

It is the Authority's policy to admit children to Reception classes at the start of the academic year in which they attain the age of five i.e. if their fifth birthday falls between 1st September of the year of admission and 31st August of the following year, both dates inclusive. This ensures that all children can have three full years of education in an infant department. Although parents/guardians are not required by law to send their children to school until the beginning of the term following their fifth birthday, it should be noted that the first two terms give a most important foundation for future education. A Reception place cannot be deferred beyond the summer term of the academic year in which the child becomes five.

### **Over subscription criteria**

Eligibility for school places is determined by the over-subscription criteria published for each school or academy. The planned admission number (PAN) for Abbey Park Primary Academy is 30. Places will be allocated in the academy in the following order of priority:

- 1.** Pupils who are in public care (children 'Looked After'), or pupils who were previously looked after but ceased to be so because they became adopted or became subject to a child arrangements or special guardianship order immediately following having been looked after.
- 2.** Pupils who have a brother or sister (including step/half brothers and sisters) permanently resident in the same household and currently attending the school (excluding pupils in their final year).
- 3.** Other children.

If there is over-subscription within any category, then pupils will be admitted in the order of proximity of the pupil's permanent home to the school. Distance will be calculated using a straight line measurement from the pupil's permanent home to the closest designated school gate. Distances will be calculated using the Local Authority's GIS system (Geographical Information System). To ensure consistency applies, all measurements will be carried out by the Local Authority's GIS system and no other method of measuring distance will be considered. Each property has a coordinate taken from Ordnance Survey ADDRESS-POINT data. This is the point which distance measurements will be taken from. In the event of two or more children living equidistant from the school, as measured by the procedure above, then the decision on which a child will be allocated will be made using random allocation.