

ADMISSIONS POLICY

2027/2028

CHRIST CHURCH CE ACADEMY

ADMISSIONS POLICY

Updated Sept 2021- DFE Admissions Code Compliance

A Church of England Academy for the age range 3-11.

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Admission to Reception

The planned admissions number (PAN) for admission to the reception class/Year 3 in the school year commencing September 2027 will be a maximum of 30.

Your child will start school in the year he/she turns five and will begin full-time school in September, parents may defer their child's entry to full-time school if they wish. Children do not have to be in full-time education until the start of the term following their fifth birthday and parents may defer either entry to school as follows:

Date of Birth between:- 1st September & 31st December	may defer entry until the Start of the Spring Term in January
Date of Birth between:- 1st January and 31st March	may defer entry until the Start of the Summer Term in April
Date of Birth between:- 1st April and 31st August	may defer entry until the Start of the Summer Term in April

If you are thinking about deferring your child's entry to full-time school, please discuss it with the Head Teacher before deciding.

Only in very exceptional cases can the Governors agree to admit a child earlier or later than the normal admission time. Parents who wish to make a special request for the early or later admission of a child to the school should contact School Admissions and the Governors in writing setting out all the reasons for their request. Please refer to the additional information regarding Summer Born children.

Admission Procedure

All Parents seeking admission of a child to the school are asked to complete the Local Authority Common Application Form through Kirklees Council School Admissions website https://www.kirklees.gov.uk/beta/admissions/apply-primary-school-place.aspx

The Application round is open from 1st September 2026 until **15th January 2027.** Parents are requested to complete the PCAF online through Kirklees Council, however parents

seeking the admission of a child under category 5 below will be asked also to submit a Supplementary Information Form signed by their own clergy to support their application. Throughout the admissions process the Governors ensure that children with a disability are not treated any less favourably than any other child.

The Governing board will consider first all those applications received by the published deadline (above). Applications made after midnight on that date will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

The Governors will try to meet parents' wishes whenever possible, but final decisions cannot be taken until it is known how many places will still be available at the school after the needs of those who clearly satisfy the Governors' conditions have been met. The Education Authority will issue all offer letters to applicants, this will be sent via email on **16th April 2027**. In a case where the Governors are unable to grant the place requested, the notification will be accompanied by an explanation of the procedure to be followed if the parents wish to appeal against that decision.

The Local Authority operates a Co-ordinated Admissions Scheme and administers a system of equal preferences under which all applications are considered equally and the School's Governing Body allocates the available places in accordance with its published admissions policy. In the event that there are more applications than places available, the Governing Body will allocate places using the Admissions Criteria, which are listed in order of priority.

In-Year Admissions

The Governing Body manage In-Year Applications as part of the Local Authority Co-Ordinated Admissions Scheme. Parents are asked to complete the In-Year Common Application Form (ICAF) on the Kirklees Parent Portal https://educationandchildcare.kirklees.gov.uk

Kirklees residents who wish to apply for a place in the first year at a school after the first school day in September 2027, or to any other age group at any time, will need to apply using the ICAF on the Parent Portal.

Parents wishing to transfer a child to the school after moving into the neighbourhood during the school year, or without changing their address, are required to complete an ICAF on the Parent Portal.

Fair Access Protocols (FAP)

School also receive applications for places, throughout the school year, through the Local Authority Fair Access Protocol which aims to ensure that unplaced and vulnerable children, or those having difficulty in securing a school place mid-year, are allocated a school place as quickly as possible. Outside the normal admissions round, it may sometimes be necessary for a pupil to be placed by the Local Authority, in a particular school, even if there is a waiting list for admission. Such placements are made in accordance with the Local Authority's Fair Access Protocol. All schools have an obligation to participate in this. Placement at a school through this process can result in classes being over the Planned Admission Number even in Infant Classes.

Summer born children (children born between 1st April and 31st August)
The majority of parents/carers 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 School Admissions Code 2021 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 Head Teacher 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 as all admissions must be dealt with according to the published admission arrangements and oversubscription criteria for the school/academy.

Admission Criteria 2027/28
Enhance Academy Trust is the Admissions Authority for Christ Church CE Academy. The Governing Body administers admissions on behalf of the Trust. Kirklees Local Authority administers the coordination process, but all admission decisions are made by Enhance Academy Trust.
As a Church school supported by the Parish, it is appropriate that the criteria for admissions should reflect this. The school is also a neighbourhood school, serving our Priority Admission Area (PAA).
The Published Admission Number for admission to the Reception Class in the school year commencing **September 2027** will be a maximum of 30. This arrangement follows consultation between the Governing Body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The Governing Body will not place any restrictions on admissions to the Reception Class unless the number of children for whom admission is sought exceeds this number. **By law, no infant class may contain more than thirty children.** To comply with the DfE School Admission Code 2021, the Governing Body have agreed that Years1 to 6 will remain with a PAN of 30.

Special Educational Needs
The school will admit children with statements of special educational needs in which the school is named on the statement.

Oversubscription criteria

Where the number of applications for Christ Church CE Academy received during the normal admissions round exceeds the admission number of the school the governing body will apply the following criteria in strict order of priority.

1 A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [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. A looked after child 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). In the case of previously looked after children, admission authorities may request a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

(See note 7)

2 A child who has a brother or sister (including a half-, step- or adoptive brother or sister) attending the school at the proposed date of admission.

(See note 5)

3 Other children, with priority being given to those who have attended the Academy's Lower Foundation Stage at the time of application.

4 Children residing in the school's priority admission area.

(See note 1 & 3)

5 A child who resides within the parish of Christ Church which falls outside our priority admission area, and whose parents/guardians are on the electoral roll of that church, and who are:

(See note 1, 2 & 3)

a) **'At the heart of the church'**
A regular worshipper. A person who worships at least twice per month or is regularly involved in a weekday/monthly church activity including an element of worship **for a period of 12 months prior to the closing date for application.** The worshipper could be one or both parents.

A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is available from the school. The form should be signed by the Vicar, Rector, Priest in Charge, etc. During an interregnum the form should be signed by a Churchwarden.

Parents having moved to become resident in the parish(es) mentioned above, having been on the Electoral Roll and 'at the heart of another Christian church recognised by Churches Together in Britain and Ireland will qualify (as per 5a) upon proof of membership being provided by the minister of that parish.

(See note 1, 2 & 3)

6 Children residing within the Parish of Christ Church Woodhouse which falls outside our priority admission area whose parents are not on the electoral roll of that church.

(See note 1, 2 & 3)

7 Children residing outside the Parish of Christ Church Woodhouse

(See note 1 & 3)

8 Other children

NOTES

1. Map

A map showing the Priority Admission Area is available at the school. If there are more applications in a particular category than the number of places available, the remaining places will be offered to the children whose permanent address is nearest to school.

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. For all-through schools located on two different sites, Kirklees LA will measure the distance to each site in a straight line from the applicant's home address and the shortest distance will be used for admission purposes.

2. Parents/Guardians

'Parents/Guardians' 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 form, and whose address will be used for admissions purposes.

3. Home address and residing in

The home address is 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 from the School Admissions Team, 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 Education Authority will withdraw places offered based on an address which is later found to be fraudulent.

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 school Admissions Team, 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, an Attendance & Pupil support officer may be asked to visit you to verify that you are resident at the address you state on your application form.

Children of Service Personnel and Crown Servants

As part of the Local Authority Co-Ordinated Admissions Scheme applications from Armed Forces families are reviewed on an individual basis to ensure they are not disadvantaged. Children of service personnel and crown servants returning from overseas to live within Kirklees, will be allocated a school place (as long as one is available) in advance of their arrival. The application must be accompanied by an official letter declaring the relocation date and postal address. The allocation will be based upon the address at which the child will live when applying oversubscription criteria, as long as parents provide some evidence of their intended address.

Fraudulent applications

Where the authority 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 authority will withdraw the offer of a place. If the authority withdraws an offer of a place you will be offered an alternative school place and 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.

4. Other Christian churches (Churches Together in Britain and Ireland) - details of church membership for Churches Together in Britain and Ireland can be viewed on their website – www.ctbi.org.uk.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship (Policy Variation agreed July 2020).

Parents applying under this criterion are required to complete a Supplementary Information Form (SIF) which asks for a declaration and verification of being a regular worshipper. The SIF is available from the school and must be completed and returned to the school by midnight on the 15th January. In order to ensure that you have the required church attendance you may need to complete two or more forms. This is normally more applicable to those who have moved into the area but attended church at their previous address. If a SIF is not received within the allotted timescales the application will be considered but not under church attendance priority criteria.

If a disability or other 'special needs' circumstance prevents regular attendance at a specific place of worship but the person concerned is recognised by the church leaders as a 'regular worshipper' then this can be taken into consideration in your declaration and the verification of your "regular worship at a Christian Church"

5. The term 'sibling' is defined as:
- a full or half-brother or sister
- a step brother or sister
- an adoptive brother or sister
- the children of parents living together in the same family household.

Stepbrother, stepsister, half-brother and half-sister are defined as children who belong to only one parent living in the same family household.

Twins / multiple births
The governing body will, as far as possible, admit twins, triplets or children from other multiple births as long as they comply with the infant class size regulations. A twin or sibling from a multiple birth can be admitted as an excepted pupil into an infant class, where admission of more than one of the siblings would exceed the infant class size limit of 30 pupils, such cases would be examined on an individual basis.

6. Waiting list

Parents who wish their child to be included on the waiting list must inform the school in writing. Any places that become available will be allocated according to the published oversubscription criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. The list will be held open until the end of the last school day of the 2027/28 school year for admissions into the reception year group. 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.

7. Looked After Children definition

The definition of a 'looked after child' in England 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), Child Care Arrangement 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.

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

A child is regarded as having been in 'state care outside of England' if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Evidence must be provided by parents of the child's adoption from state care outside England.

8. Appeals

Where the governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an Independent Admission Appeal Panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002.

Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal within twenty one days of receiving the refusal letter to:

Admission Appeal Clerk
PO Box 1694, Huddersfield, HD1 9DL
Email: churchschoolappeals@gmail.com

If your child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited.

It is the Appeal Panel's task to review the allocation decision already made and you would have to show that the decision was one which in the circumstances, no reasonable Governing Body would have made, or that your child would have been offered a place if the governors' admissions arrangements had been properly implemented. This type of

Appeal Panel does not have the flexibility to take into consideration your personal circumstances as to why you feel that you should have a place.

Normally appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.

Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

9. Co-ordinated Admissions Scheme

We are part of the Kirklees Co-ordinated Admissions arrangements for primary schools and would therefore ask you to note the following as part of your application to primary school:

All parents/carers are strongly advised to read the **Primary Admissions Guide for Parents** booklet produced by Kirklees School Admissions Department. If your child is not offered one of your preferred schools and you decide to appeal, this booklet may be referred to at the appeal hearing.

This document is available on line at:

https://www.kirklees.gov.uk/beta/admissions/pdf/primary-guide.pdf

If your child is admitted to a school and you live outside the Priority Admission Area for that school, you must not assume that a place will be available later at the junior, middle or high school following, or that a place will be available for younger siblings at a later date.

We cannot guarantee that siblings will be placed in the same class or with the same teacher that an older sibling may have had.

These admission arrangements were determined by Enhance Academy Trust on September 2025.

Useful Links:

Kirklees Council School Admissions Website – School & Education - Admissions

Department of Education – School Admissions Code 2021.

Department of Education – School Admission Appeal Code 2012.