

Admission Policy

Kirkburton CE (VA) First School



Approved by:	Kirkburton CE (VA) First School Governing Body	Date: October 2026
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Kirkburton Church of England Voluntary Aided First School

Admission Policy 2028-29

The Governing Body of Kirkburton CE (VA) First School is the admissions authority for the school, not the local authority.

Our school aims are to serve its community by providing an education of the highest quality within the context of Christian belief and practice. We profess our values in all we do in our work and in our play to ensure that we learn in a safe and caring place. Our school expectations are to treat everyone with dignity and respect for self, others, for property and place. These permeate through our teaching and learning as we grow in God's love. We hold the following values at the core of what we do:

Thankfulness
Forgiveness
Trust and Truth
Peace and Hope
Joy and Friendship
Courage and Responsibility

Our values ensure that the school environment is a safe and caring place where the children can share, think about, reflect and experience an ethical enquiry, developing the habits required for good moral conduct.

Admission procedures

The Planned Admission Limit for admission to the Reception class in the school year commencing **September 2028** to be a maximum of 24. 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 any class unless the number of children for whom admission is sought exceeds this number. A child allocated a place for admission to the Reception class will commence their place in September 2028.

The Local Authority operates a co-ordinated admissions scheme and administers a system of equal preference 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 following criteria, which are listed in order of priority.

Making an application

Application for admission to the school should be made between 1st September 2027 and the closing date of 16th January 2028. Kirklees Council administers the process of school place allocation and will only accept an online application. Please apply via

www.kirklees.gov.uk/admissions

The Local Authority will inform parents of the offer of a place in April 2028.

Children with an EHCP

Our school will admit children with an Education Health and Care Plan which names Kirkburton CE (VA) First School within the care plan.

Oversubscription criteria

Where the number of applications for Kirkburton CE (VA) First School 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. Looked after children. (A child who is looked after by the local authority in accordance with Section 22 of the Children Act 1989).
2. Children resident within the school's priority admission area.
(See note 1)
3. A child who has a brother or sister (including half-, step- or adoptive brother or sister) attending the school at the proposed date of admission.
(See note 4 – siblings)
4. A child of parents living within the parish of Kirkburton.
5. Other children.

Applying for a place in Years 1 to 5 or a mid-year transfer to any year group.

When applying for a place in school under these circumstances an ICAF form will need to be filled in and sent to the school.

If there are sufficient places available, then the place will be allocated.

In the event of the year group(s) being full then the applicant will be placed on a waiting list. If a place is offered by the school but refused by the applicant, then they will be removed from the waiting list.

In the event of a place becoming available and there being more applicants than available places then the oversubscription criteria as stated above will be used by the governing body when categorising the applications. The governing body will then inform the applicant whether or not a place has been offered. It should be noted that children who are the subject of direction by a local authority to admit or who are allocated to a school in accordance with an In-Year Fair Access Protocol must take precedence over those on a waiting list.

Families have the right to appeal any decision by contacting churchschoolappeals@gmail.com

Notes

1. Map

Maps showing the ecclesiastical parish boundary(ies) and priority admission area are 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 nearer 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 taken from the National Land and Property Gazetteer. This grid reference refers to a point that falls within the permanent building structure corresponding to the address. The boundary of the building structure for the address is derived from Ordnance Survey's Master Map. 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.

A map showing the admissions priority area for admissions is available at the school.

2. 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 the parent responsible for completing application forms, and whose address will be used for admissions purposes.

3. Home address and residing in

The home address will be the address used for correspondence related to where "Child Benefit" is paid. In cases where there is doubt about the home address or where a child lives between two homes (split families) or other relevant circumstances, proof of the home address must be provided to the school to confirm the address used on the application form. Home address will be the address that complies with the above at the closing date for applications set by the local authority.

Families who are due to move house should provide:

- i) a solicitor's letter confirming that exchange of contracts has taken place on the purchase of a property; **or**
- ii) a copy of the current rental agreement, signed by both the tenants and the landlords, showing the address of the property; **or**
- iii) in the case of serving H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

4. Sibling

The term "sibling" is defined as:

- a full or half-brother or sister
- a stepbrother 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. The Governing Body will, as far as possible, admit twins, triplets or children from other multiple births if they comply with the infant class size regulations.

5. Waiting list

Parents who wish their child to be included on the waiting list must tell 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.

6. Appeals

Where the governors are unable to offer a place because the school is oversubscribed, 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:

Claire Hellewell
Independent Appeal Clerk
Church of England Voluntary Aided Schools and Academies.

email: churchschoolappeals@gmail.com

Mobile: 07949 707868

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

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. 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' admission arrangements had been properly implemented.

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.

