



## **The Mast Academy Trust**

*Birdsedge First School, Kirkburton Middle School, Scissett Middle School, Shelley First School*

c/o Scissett Middle School

Wakefield Road

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# **The Mast Academy Trust Schools' Admission Policy 2017-18**

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## 1. Admission arrangements for The Mast Academy Trust Schools for 2017-18

- These schemes are intended to comply with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 and the School Admissions Code 2014

### Admission Criteria

If there are fewer applicants than there are places available, everyone who applies will be offered a place. When there are more applicants than there are places available there has to be a way of deciding which children are offered places. This is done by having admission criteria, also known as oversubscription criteria, which are considered in order. The proposed admission criteria for The Mast Academy Trust linked schools are:

1. children in public care (looked after children) or a child who was previously looked after;
2. children who live in the school's Priority Admission Area (PAA) who have a brother or sister attending from the same address at the date of admission (the sibling rule);
3. children who live in the school's PAA;
4. children who live outside the school's PAA who have a brother or sister attending from the same address at the date of admission (the sibling rule);
5. children who live outside the school's PAA.

### Published Admission Numbers (PANs)

All schools have a Published Admission Number (PAN or admission number). This is the maximum number of places that the school can offer in each year group. The PANs for The Mast Academy Schools are as follows:

Birdsedge First School	15
Kirkburton Middle School	167
Scissett Middle School	189
Shelley First School	34

## 2. Changes for 2017-18

***'Priority will be given to applicants naming the middle schools on their application if they attend one of the linked first schools as below. Pupils attending one of the named First Schools will be assured of a place at the respective Middle School if the application is received by the submission deadline irrespective of whether they live in the PAA:***

***Scissett Middle School:  
Birdsedge First School  
Cumberworth First School  
Denby First School  
Denby Dale First School and Nursery  
Flockton First School  
Kayes First and Nursery School  
Scissett First School  
Skelmanthorpe First School  
St Aidans' First School***

***Kirkburton Middle School:  
Emley First School  
Farnley Tyas First School  
Highburton First School  
Kirkburton First School  
Shelley First School  
Shepley First School  
Thurstonland First School***

The Mast Academy Trust schools will admit a child with a Statement of Special Educational Needs or Education, Health and Care Plan where the school is named on the statement or Education, Health and Care Plan.

## Notes

### 1

- 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's 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 5 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.
- e) '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.
- f) Where a child's parents live at different addresses and the child spends time at each address we will consider the following when deciding on the address, which we will use for admissions purposes:
- the amount of time 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.
- We will ask for documentary evidence to support information given about the above points.
- g) A PAA means a geographical area determined by Kirklees in consultation with the governing body of the school. It is called this because children living there normally have priority for admission over children who live elsewhere. It is also referred to as the catchment area.
- h) Children with Statements of Special Educational Needs or Education, Health and Care Plans are admitted to mainstream schools, special units and special schools separately from the general admission policies.
- i) **It is important to note that attending a school nursery or pre-school setting on a school site does not give any priority for a place in that first school and there is no automatic transfer.**

## 2. Application Procedures

### a) Transfer to secondary school

Kirklees residents will apply for a secondary school place by using the online facility. The application period will run from the week beginning **1 September 2016. The closing date for applications will be 31<sup>st</sup> October 2016.**

**b) Transfer the Middle Schools**

Kirklees residents will apply for a middle school place by using the online facility. The application period will run from early **September 2016. The closing date for applications will be 15 January 2017.**

**c) Admission to full-time school for rising five year old children**

Kirklees residents will apply for admission to full-time school (rising five year old children) by using the online facility which will be available from early **September 2016. The closing date for applications will be 15 January 2017.**

**d) Late applications**

Applications received after the appropriate closing date will be regarded as late unless, in Kirklees' judgment, there are significant and exceptional reasons for the lateness. Proof of special circumstances will be required.

Late applications are not considered until all on-time applicants have been allocated places. Forms submitted after the closing date due to a significant house move will be regarded as on-time provided that documentary evidence to confirm the move is provided and the allocation process has not begun.

**e) Waiting lists**

A child's name will automatically be placed on the waiting list for any Mast Academy Trust schools where they have been refused a place in the school's normal year of entry, e.g., Year 6 at the middle schools.

The waiting lists will be held in admission criteria order and will close on the last school day in December.

For in-year admissions, the waiting list will be held for the remainder of the term for which they have applied for a place.

**f) In-year admissions**

Kirklees residents who wish to apply for a place in the first year at a school after the first school day in September 2017, or to any other age group at any time, will apply on the In-year Common Application Form (ICAF).

**g) Twins / multiple births**

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 will be examined on an individual basis.

**h) Flats**

In the event of two or more children living equidistant from the school, e.g., blocks of flats, the place will be decided by drawing lots, the first name drawn out of the bag will be offered the place.

**i) Rising five year old children**

Full time places will be available from the September following a child's fourth birthday.

Parents may defer their child's entry until later in the school year and the allocated place will be held for the child. Parents may not defer entry beyond the beginning of the term in which the child

reaches their fifth birthday, nor beyond the school year for which the original application was accepted.

Parents can request that their child takes up the place part-time until the child reaches compulsory school age.