

Admission Policy

2027/2028

[Heritage MAT]



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Trust Context

- 1.1 Heritage MAT is currently comprised of six schools, covering nursery through to Key Stage 4 across its schools. These schools are: Lindley Juniors (which has a pupil admission number [PAN] of 120), Moorlands Primary School (PAN = 90), Salendine Nook High School (PAN = 275) and Spring Grove Junior Infant and Nursery School (PAN = 30). Reinwood Infant and Nursery School (PAN = 90) and Reinwood Junior School (PAN = 90) joined the Trust on December 1st 2025 and are not part of this Admission Policy.
- 1.2 The Trust Board has responsibility for the Admission Policy and has agreed to a Published Admission Number for each of the six schools. The individual schools manage their own in-year 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, 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 Kirklees residents should apply 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>

- 2.3 Applicants living outside of Kirklees should apply via their own local authority.

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 care¹. Looked after children². Previously looked after children³.
2. Children of staff employed by the school that the application is being made for⁴.
3. Children who live in the school's Priority Admission Area (PAA) who have an older brother or sister attending from the same address at the date of admission⁵.
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 admission⁶.
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 appendix for oversubscription criteria for Lindley 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 a) Where the member of staff has been employed at the school 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 address⁷ 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 a tie break situation, applicants will be chosen at random using a random name generator.

3.4 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.

3.5 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, PO Box 1720, Huddersfield, HD1 9EL.

3.4 There will be no selection based on ability.

In Year Admissions

4.1 Each individual school 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, the pupil will be added to the waiting list. Applicants have the right of appeal which will be administered independently of the Trust.

- 4.2 In some circumstances of admission and in accordance with the 2021 School Admissions Code (1.4, Page 9), an individual school in the Trust may exceed its PAN. Such decisions will be taken on a case by case basis at the discretion of the Local Governing Body. The school will notify the LA of changes to its PAN in good time and refer to this on its website.

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) when applying to another Kirklees school. Applications should be made the Kirklees Parent Portal.

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.
 - The child is gifted and talented.
 - The child is summer born.
- 8.2 The Headteacher / Principal will have a final decision as to whether to admit any student outside of their normal age group. The decision will take account of the parent's views; information about the child's academic, social, and emotional development; where relevant, their medical history and the views of a medical

professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. When informing a parent of their decision on the year group the child should be admitted to, the school will set out clearly the reasons for their decision.

- 8.3 Where the school agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The school will not give the application lower priority on the basis that the child is being admitted out of their normal age group.
- 8.4 Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. However, this right does not apply if they are offered a place at the school, but it is not in their preferred 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

Appendix 1:

Lindley Junior School Oversubscription Criteria

- Priority 1** Children in care and previously looked after children
- Priority 2** Children of staff employed by the school that the application is being made for (see note 4 p.5)
- 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.