



**Highburton C. E First School**

**Admission Arrangements  
2026-27**

## **HIGHBURTON C of E FIRST ACADEMY ADMISSION ARRANGEMENTS 2026-2027**

Highburton C.E First School:

A Church of England Academy for the age range 3-10. The Published Admission Number of the school year 2026-27 is 30. The Academy is sponsored by Enhance Academies Trust.

Head of School:   Graham Booth  
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                          Northfield Lane  
                          Highburton  
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**Please note; as a member of Enhance Academy trust, The Trust is our Admissions Authority. However, we use Kirklees admissions services. Therefore, we adhere to Kirklees published Admissions Policy, procedures and outcomes. These are provided in full below. We do not require any SIF forms & all applications are made via the Kirklees online portal.**

### **Making an application**

Applications for admission to the Academy should be made on the Primary Common Application Form (PCAF) available from the Academy or the local authority. The local authority online application facility will be available from early September 2025 to the **closing date of 15 January 2026**

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### **Admission Procedures**

The Planned Admission Limit for admission to the Full-time Reception class in the school year commencing September 2026 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 Full-time Early Years class unless the number of children for whom admission is sought exceeds this number.

### **Admission Criteria**

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 following criteria, which are listed in order of priority.

### **Oversubscription Criteria**

Where the number of applications for Highburton C.E First Academy received during the normal admissions round exceeds the admission number of the Academy, the Governing Body will apply the following criteria in strict order of priority.

- i. Children in public care (looked after children) or a child who was previously looked after.
- ii. Children who live in the Academy's Priority Admission Area (PAA) who have brothers and/or sisters (including a half-, step- or adoptive brother or sister) attending the Academy at the time of admission (the sibling rule).
- iii. Children residing in the Academy's PAA.
- iv. Children who live outside the school's PAA who have a brother or sister attending the same address at the date of admission (the sibling rule).
- v. Children who live outside the school's PAA

### **Special Educational Needs**

Highburton C.E First Academy will admit children with statements of Special Educational Needs / Education Health Care Plan in which Highburton C.E First Academy is named on the Statement / Education Health Care Plan.

### **Notes**

- 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 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 i above may be admitted above the PAN.
- c. If we cannot agree to requests for admission in priorities ii to iv 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 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.

- 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. In cases where there is doubt of 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 is 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.
- f.** 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.
- g.** Children with Statements of Special Educational Needs / Education Health Care Plan are admitted to mainstream schools, special units and special schools separately from the general admission policies.
- h.** 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 deemed to be the parent responsible for completing application forms, and whose address will be used for admissions purposes.
- i.** 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.

Step-brother, step-sister, 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 as long as they comply with the infant class size regulations.

- j.** It is important to note that attending daycare does not guarantee a place in school and there is no automatic transfer.

## **Late Applications**

Applications received after the closing date will be regarded as late unless, in the Admissions Committee's judgement, 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 providing that documentary evidence to confirm the move is provided and the allocation process has not begun.

## **Waiting Lists**

A child's name will automatically be placed on the waiting list for Highburton C.E First Academy where they have been refused a place in the normal year of entry, e.g., Reception.

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.

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 (paragraph 3.28 of The Admissions Code), **must** take precedence over those on a waiting list.

## **In Year Applications**

In year applications are those made during the school year for the normal year of admission and those made for admission to age groups other than the normal year of admission.

All applications for an in-year admission to Highburton C.E First Academy **must** be made on the **Kirklees In-Year Common Application Form (ICAF)**. ICAF's are available from the school office or Kirklees LA.

- This includes applications from parents/carers resident outside Kirklees.
- The ICAF asks a Kirklees parent/carer wishing to change their child's school to complete a separate form for each school to which they prefer their child to transfer.
- Where a change of school is requested for a reason other than a significant change of address, the child's current head teacher must complete the relevant section of the ICAF.
- Parents/Carers should return the completed ICAF to the school which they prefer their child to transfer.

## **Offers of In-Year Places**

Highburton C.E First Academy (the admission authority) will send out a letter to a parent/carer within 20 days of their application being received, giving a decision to offer or refuse a place at the school.

The offer letter will specify a start date as agreed with the school. This will normally be the first day of the next term where no significant house move has taken place. Where a child has moved into Kirklees and is without a school place, or has moved a significant distance within Kirklees, the offer letter will specify a start date no later than 10 days from the date of the offer letter.

The offer letter will give reasons why the child is not being offered a place (where appropriate) and include information about the statutory right of appeal, how to accept or refuse the offer and the availability of assistance with school transport.

Where a place has been refused for a child, the child's name will be placed on the waiting list at the parent/carers request, following waiting list procedures outlined above.

### **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 to:

Independent Appeals Clerk Unit  
7 The Office Campus,  
Paragon Business Park,  
Red Hall Court,  
Wakefield,  
WF1 2UY

This needs to be within twenty one days of receiving the refusal letter.

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