

# **Highburton C.E First Academy**



**2026-2027 Admissions Arrangements**

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## cfIntroduction

Recognising our historic foundation, we preserve and develop our religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level. Through our values we are also guided by the verse, “Having wisdom and understanding is better than having silver and gold,” we are committed to providing our students with a rich and meaningful educational experience that goes beyond mere academic achievement. Our goal is to instill in them the values of wisdom, empathy, and integrity, which will serve as the foundation for their personal and academic growth.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils. At Highburton C.E First Academy, our vision is to cultivate a vibrant learning community where every

child is valued and empowered to flourish. We envision a school where kindness, helpfulness, honesty, and gratitude are woven into the fabric of daily life. Our commitment is to nurture independent thinkers who celebrate their uniqueness and embrace the power of collaboration. "Every person is a rainbow waiting to shine."

As a Church of England school, we welcome applications from all families, regardless of faith or background, and our admissions arrangements reflect our commitment to inclusion and service to the whole community.

Throughout the policy, the following terms are used:

### **Admissions Authority**

Highburton C.E First Academy is part of Enhance Academy Trust. The Trust is the admission authority and is responsible for setting the school's admission arrangements, including the oversubscription criteria. The Local Academy Board for the school oversee this process on behalf of the Trust

### **Coordination by the Local Authority**

Although Enhance Academy Trust is the admission authority, Kirklees Council administers the admissions process on behalf of the school, as part of the coordinated admissions scheme. All applications for a place must be made via Kirklees Council.

### **Normal Round Applications (Reception September 2026)**

Applications for children starting Reception in September 2026 (children born between **1 September 2021 and 31 August 2022**) must be made through Kirklees Council's coordinated admissions process. Applications open in Autumn 2025 and must be submitted by **15 January 2026**. National offer day is **16 April 2026**, when Kirklees Council will notify parents of the outcome of applications.

### **Deferred and Part-time Entry**

Parents offered a place in Reception may choose to defer their child's entry until later in the same school year (but not beyond the term after the child's fifth birthday), or request that their child attends part-time until they reach compulsory school age.

Further information is available on the **Kirklees Council School Admissions webpages**. [Primary school places](#)

## **Making an application**

Applications for admission to the school should be made by the parent/guardian to the Local Authority via electronic application form [Primary school places](#) between September 2025 and the closing date of 15th January 2026.

## **Admission to School**

Children are admitted to the Reception Class at the beginning of the school year (September) in which their fifth birthday falls. Parents offered a place in Reception may choose to defer their child's entry until later in the same academic year (but not beyond the term after the child's fifth birthday), or request that their child attends on a part-time basis until the child reaches compulsory school age. For 2026/2027 admissions, the date of a child's 5th Birthday is between 1<sup>st</sup> September 2021 and 31st August 2022. They will start school on the first day school is open following 1st September 2026.

## Admission procedures

**The Planned Admission Number** for admission to the Reception Class in the school year commencing **September 2026** will be a maximum of **30** pupils. This arrangement follows consultation between the Local Academy Board, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area.

The Trust/Local Academy Board will not place any restrictions on admissions to Reception unless the number of children for whom admission is sought exceeds the number of places available. By law, no infant class may contain more than thirty children.

If there are more applications received than places available during the normal admissions round, the Trust/Local Academy Board applies the oversubscription criteria in Section 9 in strict order of priority, which is determined by the Trust/Local Academy Board.

The Local Authority operates a co-ordinated admissions scheme and administers a system of equal preferences under which all applications are considered equally and Highburton C.E First Academy Board allocates the available places in accordance with its published admissions policy. In the event that there are more applications than places available, the Local Academy Board will allocate places using the criteria under Section 9, which are listed in order of priority. The Local Authority will inform parents of the offer of a place on behalf of the admissions authority on the national offer date - 16th April 2026.

## Normal round applications (Reception September 2026)

Applications for children starting Reception in September 2026 must be made through Kirklees Council's coordinated admissions process. Applications open September 2025 and must be submitted by **15 January 2026**. National offer day is **16 April 2026**, when Kirklees Council will notify parents of the outcome.

Further details and the online application form are available on the Kirklees Council School Admissions webpages.

## Deferred Entry to Primary Schools

Where the Local Academy Board offers a place, a parent who accepts that school place can defer entry to that school until the term after the child's fifth birthday. There may be spring and summer term admissions as a result of parents who have deferred their child's entry. Any deferred place at the school will be held for that child and will not be available to be offered to another child and the deferred place must be taken up during the same school year for which the offer of the school place was made and accepted. Entry to a school cannot be deferred to the next academic year or beyond the beginning of the term following the child's fifth birthday.

Parents can also request that their child attends school part time instead of full time until the child reaches statutory school age. Schools must accommodate such requests where it appears to be in the best interest of the child.

## Admission of Children Outside Their Normal Age Group (Including Summer Born Children)

Parents may request that their child is admitted outside of their normal age group, including requests for summer-born children (born 1 April–31 August) to be admitted to Reception a year later (September 2026). Each request will be considered on a case-by-case basis, in the best interests of

the child. Parents should apply for a place in their child's normal age group at the usual time, and submit a request for admission out of age group with supporting information. Where the request is agreed, the application for the following year will be processed in the normal admissions round.

### Application requirement

Where a request for admission outside the normal age group is agreed, parents must still submit a fresh application for a place in Reception in the normal admissions round for the following year. Agreement to educate a child outside their normal age group does not guarantee the offer of a place and oversubscription criteria will be applied in the usual way.

## How decisions are made

In line with paragraph 2.19 of the School Admissions Code, the admission authority (Enhance Academy Trust) will decide each request on the basis of the circumstances of the case and in the best interests of the child. The following factors will be taken into account:

- the parent's views;
- the child's academic, social and emotional development;
- where relevant, the child's medical history and the views of a medical professional;
- whether the child was born prematurely;
- whether the child has previously been educated outside their normal age group;
- the views of the headteacher of the school (one factor among several and not the decision-maker).

The admission authority will write to parents with the decision and the reasons for it.

## Special Educational Needs/Education, Health and Care Plan

Highburton C.E First Academy will admit children with an Education, Health and Care Plan (EHCP) if the school is named.

## Oversubscription Criteria

Where more applications are received than there are places available, the following oversubscription criteria will be applied in order:

1. Children in public care (looked after children) and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be as a result of being adopted;
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.

### **Tie-break:**

Where applications within a criterion exceed available places, distance will be measured in a straight line from the school's designated measuring point to the child's home address using Kirklees

Council's GIS system. Where two or more applicants live at the same distance, random allocation will be used, supervised by an independent person.

## Late Applications and Fraudulent Information

Applications received after the published closing date will normally be considered after those received on time. The school reserves the right to withdraw an offer where it is discovered that misleading or fraudulent information has been given which has effectively denied a place to another child.

## In-Year Admissions.

Applications for admission to any year group outside of the normal admission round (in-year) admissions are coordinated by Kirklees Council. Parents should complete Kirklees Council's in-year application form, available on the Council's website. Decisions will be notified in writing within 15 school days. Where a place cannot be offered, parents will be advised of their right to appeal. The school participates in Kirklees Council's Fair Access Protocol; in certain cases, a place may be allocated under the Protocol outside the normal arrangements.

## Waiting Lists

Where an application is refused, the child's name will be placed on a waiting list. Waiting lists are maintained until at least 31 December of the admission year. Each time a child is added to the list or the list is re-ranked, places will be ordered strictly in accordance with the oversubscription criteria, not the date the application was received.

## Appeals

Where the Trust/Local Academy Board is 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 Trust/Local Academy Board's decision to refuse admission must submit a notice of appeal, by 14<sup>th</sup> May 2026 by completing the form below:

[Kirklees admissions appeal form](#)

If you have made other arrangements for your child's education and don't need the place offered, you must tell the Local Authority in writing within 10 working days of receiving your offer to [pupiladmissions@kirklees.gov.uk](mailto:pupiladmissions@kirklees.gov.uk). You will need to confirm the other arrangements you've made for your child's education.

## Timetable for admission to Primary School

- Closing date for receiving applications 15 January 2026
- Offer day 16 April 2026
- Appeals completed End of Summer Term 2026

## Definitions

### **Looked After and Previously Looked After Children (LAC/PLAC)**

- *Looked after child*: a child who is in the care of a local authority or being provided with accommodation by a local authority.
- *Previously looked after child*: a child who was looked after but ceased to be so because they were adopted, or became subject to child arrangements order or special guardianship order, including children who appear to have been in state care outside England and ceased to be so as a result of being adopted.

### **Home Address**

The child's permanent address is where they usually live with their parent(s) or legal guardian(s). Where shared care arrangements exist, the address used for admissions purposes will be the one at which the child resides for the majority of the school week. Where residence is equal, the address of the parent who receives Child Benefit will be used.

### **Sibling**

For admissions purposes, "sibling" means a full, half, step, or adopted brother or sister, or a child permanently living in the same household.

### **Priority Admission Areas (PAAs)**

In Kirklees each school has an area identified as its Priority Admission Area (other Local Authorities refer to catchment areas). A small number of schools share priority areas; these are known as shared priority admission areas. Full details of priority admission areas are available on the Kirklees Council website

### **Distance Measurement**

Distance will be measured in a straight line from the designated point of the child's home address to the designated point of the school, using Kirklees Council's Geographical Information System (GIS).

### **Tie-break**

Where two or more applications cannot otherwise be separated, a random allocation process will be used, independently supervised, and repeated each time a place becomes available.

### **Multiple Births**

Where the final place to be allocated would require the admission of twins, triplets, or other multiple-birth siblings, the school will admit all such children, even if this results in the PAN being exceeded.

These admission arrangements have been determined by Enhance Academy Trust in accordance with the School Admissions Code, relevant legislation, and any binding determinations issued by the Office of the Schools Adjudicator. February 28<sup>th</sup> 2025.