



Salterlee Primary School Admissions Policy 2025 / 2026

Policy:	Admissions Policy
Date implemented:	September 2023
Date of review:	September 2023
Date of next review:	September 2024
Lead professional:	CEO
Status:	Statutory

This document sets out the admission arrangements for Salterlee Primary School and complies with Annex B to the Funding Agreement which is an agreement between the academy and the Secretary of State.

Any changes to the arrangements set out in the Funding Agreement must be approved in advance by the Secretary of State. The academy will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admission Appeals Code of Practice) as they apply at any given time.

The Local Governing Body is the Admissions Authority and therefore any reference in the codes to admission authorities shall be read as the Local Governing Body (LGB). In particular, the LGB will take part in the Co-ordinated Admissions Scheme run by Calderdale Local Authority.

1 Application for Places

Parents can register with the school of their choice at any time following the birth of a child to be sent admission information. Parents are asked to apply for a place at each school online directly with Calderdale Council www.calderdale.gov.uk/admissions

2 Allocation of Places

There are 16 places available at Salterlee Primary School each year.

Allocation of places is made using the following criteria:

2.1 If the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below, in the order stated.

2.2.1 Pupils who are in public care (children 'Looked After'), or pupils who were previously looked after but ceased to be so because they became adopted or became subject to a child arrangements or special guardianship order immediately following having been looked after and pupils who were previously in state care outside of England and have ceased to be in state care as a result of being adopted.

2.2.2 Pupils who have a brother or sister (including step/half brothers and sisters) permanently resident in the same household and currently attending the school and who will be at school at the start of the academic year, in other words, excluding pupils in their final year and who are residing in the designated priority area of the school at the offer date.

2.2.3 Pupils residing within the designated priority area of the school at the offer date.

2.2.4 Pupils who have a brother or sister (including step/half brothers and sisters) permanently resident in the same household and currently attending the school and who will be at school at the start of the academic year, in other words, excluding pupils in their final year and who are residing outside of the designated priority area of the school at the offer date.

2.2.5 Other children

Please see Appendix 1 for additional information relevant to the oversubscription criteria.

3 Notification of Places

In accordance with the Co-ordinated Admissions Scheme run by Calderdale MBC, the local authority will make the formal offer of a place to parents or guardians on behalf of the LGB. You will receive

notification either by letter or email. The academy will also contact parents to either accept or reject the offer of a place. This will in no way affect parents' right of appeal for a place at another school but will allow the school to re-allocate a rejected offer to another child.

4 Fair Access Protocol

All Calderdale Schools will participate in the Fair Access Protocol to ensure that unplaced children, especially the most vulnerable, are allocated a school place as quickly as possible.

5 Appeals Procedure

Parents who wish to appeal against the decision not to offer their child a place at the academy must appeal to Calderdale MBC. If a place has not been offered in the first instance an appeals letter will be sent direct from Calderdale MBC explaining the process of appeal. The appeals will be heard by an independent appeals panel. The Appeals Panel will take all reasons and the admission authority's admission arrangements into consideration when reaching its decision. The Appeal's Panel's decision will be completely independent of any previous decision taken by the admissions authority. The decision of the independent appeals panel is binding and final. Only one appeal for the academy in the same academic year will be considered unless there have been significant changes in the circumstances relevant to the application.

6 Re-Allocation (Waiting) list

Where an application for a place at either school has been submitted and refused as a consequence of insufficient places, then a pupil's name will be retained on a waiting list until the end of the academy year where this has been requested by the parent/guardian. Waiting lists will be maintained in the order of the published oversubscription criteria.

7 In-Year Applications

In-year places will become available when the number in each class falls below 16. For parents requesting a transfer of primary school the 'In Year Application Form' must be used as a means of expressing one or more preferences (up to a maximum of three). This is applicable to parents / guardian's resident in the Local Authority area wishing to express a preference for their child to be admitted to a school within the Local Authority area or another Local Authority's area.

8 Consultation

The LGB will consult with local groups and schools if changes to these arrangements have been proposed. They will consult on the full admission arrangements every seven years even if no changes are proposed. Admission information will be made available on the academy website.

9 Record Keeping

Any parents who apply for a place for their child at the academy will have their information on the school's records during the admissions process. If the child successfully receives a place at the academy, then their personal information will be kept and input to the child's school file. If the child is unsuccessful then the details will be placed on a waiting list. A parent can request for their child to be removed from the waiting list at any time. The academy will keep the parent and child's details on the waiting list and review the list annually, if you are happy to remain on the list then your personal details will be held securely until a place becomes available or until you ask to be removed from the list. If you no longer wish to remain on the waiting list, please notify the school so that your information can be confidentially and securely destroyed.

Appendix 1

Additional information relevant to the oversubscription criteria:

Tie Break

Where the offer of places to all the applicants in any of the categories listed above would lead to over-subscription, the available places will be offered to those living nearest to the school. 'Straight Line Distance' will be used as a measure.

Pupils with Statements of Special Educational Needs

The admission of pupils with a statement of Special Educational Needs is dealt with as a completely separate procedure. The Special Educational Needs and Disability Code of Practice January 2015 provides statutory guidance on the duties, policies and procedures relating to children and young people with SEN and disabled children and young people.

Looked After Child has the same meaning as in section 22 of the Children Act 1989, and this means any child in the care of the local authority or provided with accommodation by them (e.g. children with foster parents). This also applies to previously looked after children but ceased to be so because they became adopted or became subject to a residence or special guardianship order. Siblings (Brothers and sisters) include children with brothers and sisters (including stepbrothers or sisters) of statutory school age, living at the same address, in attendance at the same school, or a school on the same site, on the date of admission. It includes children who have been in state care outside of England and ceased to be so as a result of being adopted.

Twins or Triplets – where a family of twins or triplets request admission and there is only one school place available, it will be left to the family to decide whether or not they wish to take up the place for one of their children, and appeal for the second or third child in the same year group, or to decline the place.

Live – in all categories 'live' means the child's permanent home address. A child is normally regarded as living with a parent or guardian and we will use the parent or guardian's address for admissions purposes. You cannot lodge a child with a friend or relation to gain a place at a school. For admission purposes only one address can be used as a child's permanent address. When a child lives with one or more parent/carer, at different addresses, we will use the preference expressed by the parent/carer, at the address where the child lives the majority of time during the school week as the main place of residence.

Where there is more than one application from a postal address contained within a block of flats, places will be decided by random allocation. If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives the nearest by this means. In the event of this being equal, places will then be decided by random allocation.

Direct/Straight Line Distance – Distance will be calculated using a straight-line measurement from the pupil's home to the closest designated school gate. Distances will be calculated using the Local Authority's GIS system (Geographical Information System). To ensure consistency applies, all measurements will be carried out by the Local Authority's GIS system and no other method of measuring distance will be considered. Each property has a coordinate taken from Ordnance Survey ADDRESS-POINT data. This is the point from which distance measurements will be taken.

Designated Priority Area – To preserve the school’s historic role serving the community of the Shibden Valley, a designated priority area (catchment area) is used. Details of this can be obtained at request by contacting the school office.