



## Salterlee Primary School Admissions Policy 2025 / 2026

Policy:	Admissions Policy
Date implemented:	September 2025
Date of review:	December 2023
Date of next review:	December 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](http://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:

Where fewer applications than the figure quoted above are received, the academy will offer a place to all those who have applied.

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:

1. Pupils in public care (Children Looked After), or pupils who were looked after, but ceased to be so because they became adopted or became subject to a child arrangement or had a special guardianship order right after being looked after. Also, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
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.
3. 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**

A parent can apply for a place for their child at any school, at any time. The school is part of the LAs in-year co-ordination scheme. For parents requesting a transfer of 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. The 'In Year Application Form' can be obtained by contacting Calderdale Admissions team or by using this link [In-year transfers | Calderdale Council](#). A hard copy of the 'In-Year Application Form' can be obtained from the school reception.

## **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.

## **10. Information about deferred entry**

Starting Reception Age Children are expected to start primary school in the September following their 4th birthday. Parents must ensure their child receives an appropriate full-time education from the term following their fifth birthday. Parents can request that the start date for their child is delayed until later in the school year in the case of children who have not yet reached their 5th birthday, however where a place has been offered, this must be taken up by the beginning of the term after the child's 5th birthday, or at the latest, the start of term after the Easter break. Parents can also request that their child/ren attends part-time until he/she reaches compulsory school age. You should discuss delayed or part-time attendance with the Head of School.

## **11. Admission out of chronological age (including deferment for summer born children)**

A request may be made for a child to be admitted outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child (a child born between 1st April and 31st August) may request that the child be admitted out of their normal age group, to reception rather than year 1. Parents should apply in the normal admission round and also submit a written request addressed to the Head of School, specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place. When such a request is made, the Trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Head of School and any supporting evidence provided by the parent. There is no right of appeal against a decision relating to admission out of chronological age.

## **Appendix 1**

### **Additional information relevant to the oversubscription criteria:**

A sibling link cannot be claimed where a sibling in receipt of an Education, Health and Care Plan (or a Statement of Special Educational Needs) is attending a resourced unit within a mainstream primary school.

If there is oversubscription in any category, then pupils will be admitted in order of proximity of the pupil's permanent home to the academy.

Distance will be calculated using a straight-line measurement from the pupil's permanent home to the nearest designated school gate.

Distances will be calculated using the Local Authority's Geographical Information System (GIS). To ensure consistency applies, all measurements will be carried out by this method 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.

In the event of two or more children living equidistant from the academy, as measured by the procedure above, then the decision on which child will be allocated will be made using random allocation.