

Admissions Arrangements

Heptonstall J & I School



Approved by: Fiona Pether **Date:** 25th April 2025

Last reviewed on: March 2026

Next review due by: March 2027

This document sets out the admission arrangements for the **Heptonstall J & I 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 Governing Body of the Academy is the Admissions Authority and therefore any reference in the codes to admission authorities shall be read as the academy's governing body. In particular, the Academy will take part in the Co-ordinated Admissions Scheme run by Calderdale Local Authority (please see the current year flow charts in appendix 1 and 2).

1 Application for Places

Parents are asked to apply for a place at the Academy using the common preference form supplied by the local authority, which must be returned as specified on the form. Alternatively, parents may apply direct to the local authority online.

2 Allocation of Places

There are 15 reception places each year and allocation of places is made using the following criteria:

2.1 Where 15 or fewer applications are received, the Academy will offer a place to all those who have applied

2.2 Where the number of applications for admissions exceeds 15, applications will be considered against the criteria set out below and in the priority order stated:

2.2.1 Children with special educational needs who have a Statement or EHCP (Education and Health Care plan) which names the Academy will be allocated a place. 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.

2.2.3 Pupils who have a brother or sister (including step/half brothers and sisters) permanently resident in the same household and who will be at school at the start of the academic year.

2.2.4 Proximity of the pupil's home address to the school. This will be calculated using a 'straight line' measure of distance from the front door of the child's permanent home address to the front gate of our site. Proof of residence can be requested at any time throughout the admissions process and an offer withdrawn if misleading information is used to gain an advantage. The Local Authority GIS system (Geographical Information System) will be used.

2.2.5 Other children

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

Your child will normally start school in the September of the academic year (1st September to 31st August) he/she turns five. The child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it is made.

Date of Birth between:	
1st September & 31st December	may defer entry until the start of the spring term in January.
1st January & 31st March	may defer entry until the start of the summer term in April.
1st April & 31st August	may defer entry until Easter however if they wish to defer until the following September (and start school in Year 1) then the place will not be held open for them. They can apply for a year 1 place at the relevant time.

If the child is summer born, then parents may request that their child does not start school until the September following their fifth birthday and are admitted out of their normal age group (into reception rather than year 1). The decision to admit outside of a child's normal age group is made on the basis of the circumstances of each case.

If you are thinking about deferring your child's entry to full-time school, please discuss it with the Head Teacher. Parents will also need to contact the Local Authority in which you reside at the time your application is due to be made for the full process of how the application will be administered. Before making a decision, as the admission authority has two separate decisions to make:

- It must first decide on the age group the child should be admitted to
- Only once that decision has been made can it apply its oversubscription to decide whether a place can be offered in that age group.

Only in very exceptional cases can the Governors agree to admit a child outside the normal admission time. Parents who wish to make a special request for the early or later admission of a child to the school should contact the Governing Body, in writing setting out all the reasons for their request.

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 Governing Body of the school. These letters will be sent and will ask parents/carers to contact the school by telephone or letter 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

As part of the Co-ordinated Admissions arrangements with the local authority the Heptonstall J & I School may accept hard-to-place pupils onto the school role from time to time in accordance with the Local Authority In-Year Fair Access agreement. These are special cases arranged outside the boundaries of this admissions policy.

5 Appeals Procedure

Parents who want to appeal against the decision not to offer their child a place at the school must appeal directly to the school. Appeals should be addressed to the Chair Governors at the school within 10 days of receiving the decision letter from the local authority.

The appeals will be heard by an independent panel on behalf of the school to hear the case for the appellant. Parents will receive advanced notification of the date and time of their appeal hearing, to which they can go and make their case (please see the flow chart in appendix 1 which includes a timetable of events). If they wish, parents may be accompanied by an advisor or friend who can be a locally elected politician.

Following the appeal, the local authority appeal panel will write to parents with the decision and full reasons for the decision. The decision of the appeals panel is binding and final.

6 Re-Allocation (Waiting) list

A reallocation list will be drawn up from unsuccessful applicants, giving priority for places that become vacant, in accordance with section 2. Any places which become available will be filled from the re-allocation list. If a child has been placed on the re-allocation list, parents will be informed and asked to confirm annually that they wish to leave their child's name on the list, which will be retained until the end of the autumn term.

7 In-Year Applications

The same criteria will apply for in-year applications as outlined in section 2 and the appeals processes outlines in section 5. In year places will become available when the number in each class falls below 30. Parents wanting to apply for a place for their child should apply through the Admissions Department at Calderdale Local Authority.

8 Consultation

Heptonstall J & I School 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 school's website.

Record Keeping

The personal information provided as part of the initial admissions process is held securely in accordance with data protection laws. The personal information of successful applicants will be transferred to the pupil file. Any applicants who are placed on the waiting list will have their details held securely. If a place becomes available then the applicants details will be transferred to their pupil file. If, on review, a parent no longer wishes for their child to remain on the waiting list then their personal information will be confidentially destroyed following removal from the list.

Appendix 1

In-Year Applications Process

