

Admissions Policy

St Aidan's CE Academy



Updated: September 2025

Review Date: September 2026



Admissions Policy

The Learning Accord Multi Academy Trust is the admissions authority and determines the Admissions Policy for St Aidan's C of E Academy. Operation of the policy is delegated to the admissions panel of the governing body of St Aidan's C of E Academy. (Please contact the admissions officer at the academy for details of admissions policies and procedures.)

Making an application

Applications for admission to the academy should be made between September and the closing date of 15th January. Kirklees Council administer the process of school place allocation and will only accept an online application. Please apply via www.kirklees.gov.uk/admissions.

If you wish to apply under Christian Commitment Criteria you must also complete a copy of the School's Information Form (SIF) from The School and return the SIF to The School by the date The School states on the form.

Admission procedures

The Planned Admission Limit for admission to the Reception class 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 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. The Local Authority will inform parents of the offer of a place on the specified day which can be obtained from Kirklees Admissions or the school office.

Special Educational Needs

The school will admit children with an Education, Health and Care Plan (EHCP) in which the school is named on the Education, Health and Care Plan.

Oversubscription Criteria

Where the number of applications for St Aidan's C of E Academy received during the normal admissions round exceeds the admission number of the school the Governing Body will apply the following criteria in strict order of priority

- 1) Looked After Children (A child who is looked after by the Local Authority in accordance with Section 22 of the Children Act 1989.)
- 2) A child who has a brother or sister (including a half-, step- or adoptive brother or sister) attending the school at the proposed date of admission. (See note 5 – Siblings)
- 3) A child who, or whose parents/guardians, resides within the parish of St Aidan's, or whose parents/guardians are on the electoral roll of that church, and who are:
 - (a) 'At the heart of the church'

A regular worshipper. A person who worships at least twice per month. The worshipper could be one or both parents.

(b) 'Attached to the church'

A regular but not frequent worshipper. A person who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.

A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is available from the school. The form should be signed by the Vicar, Rector, Priest in Charge, etc. During an interregnum the form should be signed by a Churchwarden.

Parents having moved to become resident in the parish(es) mentioned above, having been on the Electoral Roll of another Anglican parish, will qualify upon proof of membership being provided by the priest of that other parish.

(See notes 1, 2 & 3)

4) A child whose parents/guardians reside within the parish of Skelmanthorpe who are members of a Christian Church recognised by Churches Together in England and Wales, or residing within the Deanery of Kirkburton, who are:

(See note 4)

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5) A child of parents residing within the parish of St Aidan's.

(See notes 1, 2 and 3)

NOTES

1 A map showing the ecclesiastical parish boundary(ies) is available at the school.

If there are more applications in a particular category than the number of places available, the remaining places will be offered to the children whose permanent address is nearest to school – the distance is measured in a straight line from a child's home address to the school. Distance is measured in a straight line from a child's home address to the school. Measurements are calculated using seven-figure grid references for each address taken from Ordnance Survey ADDRESS-POINT data. This grid reference denotes a point that falls within the permanent building structure corresponding to the address. The boundary of the building structure for the address is derived from Ordnance Survey Land-Line data. For smaller, residential properties the grid reference denotes 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 0.1 metres.

A map showing the admissions priority area for admissions is available at the school.

2 Parents

‘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.

3 Home Address and Residing in

The Home Address will be the address used for correspondence related to where “Child Benefit” is paid. 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 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:

a Solicitor’s letter confirming that exchange of Contracts has taken place on the purchase of a property; or a copy of the current Rental Agreement, signed by both the Tenants and the Landlords, showing the address of the property; or in the case of SERVING H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

4 Other Christian Churches (Churches Together in England)

The Baptist Union of Great Britain	Methodist Church
Cherubim and Seraphim Council of Churches	Moravian Church
Church of England	New Testament Assembly
Church of Scotland	Religious Society of Friends
Congregational Federation	Roman Catholic Church
Council of African and Afro-Caribbean Churches	Russian Orthodox Church
Council of Oriental Orthodox Christian Churches	Salvation Army
Free Churches’ Council	United Reform Church
Greek Orthodox Church	Wesleyan Holiness Church
Independent Methodist Churches	Ichthus Christian Fellowship
Joint Council for Anglo-Caribbean Churches	International Ministerial Council of Great Britain
Lutheran Council of Great Britain	

5 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.

6 Waiting List

Parents who wish their child to be included on the waiting list must inform the school in writing. Any places that become available will be allocated according to the published oversubscription criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. This applies for places in all year groups.

In accordance with paragraph 3.27 of The Admissions Code. - As soon as school places become vacant **The Governing Body** must fill the vacancies from any waiting list, even if this is before admission appeals have been heard. Placing a child's name on a waiting list does not affect a parent's right of appeal against an unsuccessful application.

The waiting list will be reviewed and revised:

each time a child is added to, or removed from, the waiting list when a child's changed circumstances will affect their priority.

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. Where an admission authority holds a waiting list, they **must** make clear in their admission arrangements that these children will take precedence over any child already on that list. Legislation enables this to be done immediately without the need to apply to the Schools Adjudicator for a variation in determined admission arrangements¹.

7 Appeals

Where the governors are 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 Governing Body's decision to refuse admission must submit a notice of appeal to:

Ms. Claire Hellewell

Email: churchschoolappeals@gmail.com

Tel: 07949 707868

Address: Admission Appeal Clerk, PO BOX 1694, Huddersfield, HD1 9DL

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' admissions 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.

8. Rising five year old children

Full time places will be available from the September following a child's fourth birthday. Parents may defer their child's entry until later in the school year and the allocated place will be held for the child. Parents may not defer entry beyond the beginning of the term in which the child reaches their fifth birthday. Parents of a child with a 4th birthday between 1st April 2024 and 31st August 2024, who wish to consider delaying admission to September 2025 should contact the admissions officer at the school to discuss the matter before 15th January 2024.

(Please see recent DfE advice at

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

Parents can request that their child takes up the place part-time until the child reaches compulsory school age.

9. Late applications.

Applications received after **15th January** will be regarded as late unless, in the governing body admissions panel's view, there are significant and exceptional reasons for the lateness. Late applications are not considered until all on-time applicants have been allocated places. Exceptional circumstances may include, for example, a single parent who has been ill for some time, a family moving into the area, or a family returning from abroad. Proof of special circumstances will be required. Applications submitted after the closing date due to a significant house move (ie a move over 2 miles) will be regarded as on-time provided that documentary evidence to confirm the move is provided and the allocation process has not begun.

10. In-year admissions.

Kirklees residents who wish to apply for a place in the first year at the school after the first school day in **September**, or to any other age group at any time, should apply via the Kirklees Parent Portal using the following link:

[Changing school during the school year | Kirklees Council](#)

For in-year admissions, the waiting list will be held for the remainder of the term for which they have applied for a place

¹ The School Admissions (Alteration and Variation of, and Objections to, Arrangements) (England) Regulations 2007