

## Lightcliffe Academy Policies & Procedures

# Admissions Arrangements 2027

<b>Approved on</b>	04 February 2026
<b>Approved by</b>	Abbey MAT Board of Trustees
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# Lightcliffe Academy Admissions Arrangements 2027

Lightcliffe Academy is part of the Abbey Multi Academy Trust, and the Trust Board is the admissions authority.

## ADMISSION PROCEDURE FOR ENTRY INTO YEAR 7

When applying to start in the entry year, all applications are coordinated by local authorities across England.

You apply to your home Local Authority (the council who empty your bins) by the closing date of 31 October 2026. If your Local Authority is Calderdale Council you must apply online at [www.calderdale.gov.uk/admissions](http://www.calderdale.gov.uk/admissions)

If you apply after the national closing date, we cannot guarantee to consider your preferences at the same time as those received on time.

## PUBLISHED ADMISSION NUMBER

The Published Admission Number (PAN) for Year 7 for the academic year commencing September 2027 is 180.

## CHILDREN WITH AN EDUCATION, HEALTH AND CARE PLAN (EHCP)

Children who have an Education, Health and Care Plan (EHCP) where Lightcliffe CofE Primary School is named on the plan will be allocated a place; this is a statutory entitlement which overrides the oversubscription criteria.

## OVERSUBSCRIPTION CRITERIA

Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below, to decide which children will be offered places:

1. "Looked after"<sup>1</sup> children and children who were "previously looked after"<sup>2</sup>

If you are making an application under the priority for a "previously looked after" child, you will need to submit evidence of your child's previously looked after status with your application, so the Local Authority can verify this priority.

2. Applications from those children who attend the primary schools of Trinity Academy Akroyden; Bailiffe Bridge J & I, Cliffe Hill Community Primary, Lightcliffe CofE Primary

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<sup>1</sup> A "looked after child" is a child who, at the time of making the application is in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

<sup>2</sup> A "previously looked after child" is any child who was previously looked after, but stopped being so because they were adopted, or became subject to a child arrangements or special guardianship order. This includes children who appear to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation, or any other provider whose sole/main purpose is to benefit society) but stopped being in state care as a result of being adopted.

Academy, Northowram Primary, Salterlee Primary, Shelf J & I, St Michael's and All Angels CE Primary; St Joseph's Catholic Primary School (Halifax).

3. Those children who have a sibling<sup>3</sup> attending the Academy at the time of the proposed date of admission and residing at the same address.
4. The child(ren) of staff working at the Academy. 'Staff' for this purpose is defined as anyone employed by the Academy who has a permanent contract for at least one term prior to application for admission for their child(ren) is under consideration. **Eligible staff members applying for a school place should inform the Academy office.**
5. Any other children, by distance measurement<sup>4</sup> from the child's permanent home address<sup>5</sup> to the nearest designated school gate.

### **IF CHILDREN MEET THE SAME PRIORITY (TIE BREAK)**

In any priority, if children meet the same priority but there are not enough places left for all of them, the places will be allocated based on distance from the school. For example, if there are 4 places remaining at the school and 5 children applying under the same priority category, the 4 children living closest to the school will be allocated those places.

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<sup>3</sup> The *sibling* must live at the same address as the child applying; be attending the school and still be expected to attend the school when the child starts; be a full, half, step or foster sibling (this does not include cousins or other family members sharing a house).

<sup>4</sup> Distance is measured in a straight line using Calderdale Council's Geographical Information System (GIS). Coordinates are determined by Ordnance Survey AddressPoint data. No other method of distance calculation is accepted. If a school is based on a temporary site for any reason we will base our distance measurements on the school's permanent site.

<sup>5</sup> The *home address* is the child's permanent address where they live with their parent(s) or legal guardian(s). Only one address can be used for admissions purposes. Temporary addresses or those used solely to secure a school place (e.g. rented addresses, childminders' or relatives' homes) will be treated as fraudulent and the school place may be withdrawn, even if the child has already started at the school.

When a school offer is made, it is assumed your address will be the same when you take up the school place in September. If you are planning to move house, you must still use your current address on your application. As soon as you move house, you must tell the Local Authority your new address and provide proof of the house move, including evidence you've permanently left the old address and evidence of your new address. They may have to change the school place offered to you.

In cases of equal shared care, parents must agree which address to use. For applications made in the normal round, if there is no agreement, the Local Authority will decide which parent address will be used, based on where the child spends the majority of the school week. If the child spends equal time with each parent, they will use the address where the child is registered with their doctor at the closing date.

If two or more children live exactly the same distance from the school (i.e. in a block of flats) and there are not enough places for both, we will draw lots. This will be witnessed by a person independent of the school.

We will not draw lots for twins or other multiple birth siblings from the same family. Where they are tied for the final place we will admit them all, exceeding the Published Admissions Number for the school.

### **REALLOCATION (WAITING) LIST**

Parents may ask for their child's name to be kept on a reallocation (waiting) list for any places that may become available after 16 April 2027.

Where reallocation is requested at a higher preference school than has been allocated, the place offered can be retained.

Where reallocation is requested at a lower preference school than has been allocated, or a school which was not originally listed on the application, the place at the higher preference school must be given up.

Where a school has been offered which was not originally listed on the application parents can request reallocation to all of the preferred schools or a school which was not originally indicated on the application.

The reallocation (waiting) lists will be ordered in terms of the school's oversubscription criteria.

Reallocation (waiting) lists for schools will be kept by the local authority until the beginning of the new academic year commencing September 2027. Waiting lists will then be maintained by the appropriate admission authority until at least the end of the Autumn term (December 2027). For primary schools where the local authority maintains the waiting lists, these will operate until the end of the academic year.

Parents wishing to apply for a place through reallocation should submit their request by 30 April 2027. All requests received by this date will be considered as on time reallocation requests and the individual schools oversubscription criteria will be applied.

Requests received after 30 April 2027 will be dealt with in order of date received on a weekly basis, with the relevant oversubscription criteria being applied.

The outcome of on time reallocation requests will be notified to parent by 14 May 2027.

### **ACCEPTING OFFERS**

All offers will be made by your home Local Authority on offer day of 1 March 2027.

You will need to accept the offer of a school place directly with us. This will not affect your position on any waiting list for any other school or your right to appeal. If you refuse the offer,

or do not accept the offer within a reasonable time, your place may be withdrawn. This will leave your child without a school place in September.

### **ADMISSIONS OUTSIDE THE NORMAL ADMISSION ROUND (IN-YEAR TRANSFERS)**

How to apply for a school transfer for the 2027/2028 admission year will be available on our website by no later than 31 August 2027.

Upon receipt of a completed in-year application, the governors will apply this policy. Parents/carers will be told in writing whether or not a place can be offered within 15 school days.

### **ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP**

You can ask for your child to be admitted outside of their normal age group. For example, if your child is gifted and talented, or has experienced problems such as ill health.

You will need to request this if your summer born child was admitted to reception at compulsory school age, has been educated out of age throughout primary school, and you wish them to remain out of age at secondary school.

You still need to apply for a place in their normal age group, in case you don't get permission. You must apply by any deadline date and we recommend you send the request to each school you intend to apply for, as it is possible for one school to refuse a request that another school agrees.

To apply, you must send to us a written request that explains:

- Why admission out of normal year group is being requested
- The year group you wish your child to be allocated a place

If you have it, you can also attach any available evidence that supports your request.

Our Governing Body will consider each application individually and make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.

This request is separate to any decision about offering a place at our school. There is no right of appeal against a decision relating to admission out of chronological age. All decisions about offering places are made by applying the admission policy oversubscription criteria to the child's application.

## APPEALS PROCESS

Where we refuse to offer a place, we will tell you in writing the reason why admission was refused and all parents<sup>6</sup> have the right to appeal to an independent appeal panel.

Parents who intend to make an appeal against the decision to refuse admission for Year 7 must submit a notice of appeal in writing by the deadline on our website to guarantee the appeal will be heard before the new school year starts.

Further information on how to submit an appeal is available on our website at:

<https://www.lightcliffeacademy.co.uk/parents-carers/admissions>

This includes our full timetable for admission appeals for the 2027 academic year which will be published on our website by no later than 28 February 2027.

Please note the right of appeal against our decision does not prevent you from making an appeal in respect of any other school.

Appeals against a decision for an in-year application can be submitted any time during the academic year. Appeals will be heard within 30 school days of the appeal request being received (where the application for a place has been refused and the right of appeal has been issued).

## FAIR ACCESS PROTOCOL

All schools have an active role in admitting pupils under the Local Authority's Fair Access Protocol. The protocol operates outside the boundaries of the admissions policy. It is a statutory requirement and the Protocol applies to all Calderdale schools. The aim is to make sure the most vulnerable children are offered a place at a suitable school as quickly as possible, and that no school, including those with places, is asked to take a disproportionate number of vulnerable children. Calderdale Council's Fair Access protocol can be found at:

<https://new.calderdale.gov.uk/schools-and-learning/schools/admissions/year-transfers>

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<sup>6</sup> Parent includes any person who has parental responsibility or care of the child, as defined in the Children Act 1989. Where parents live separately but share parental responsibility, they must agree on which address to use and who submits the application. Only one parent can submit a school place application and we cannot resolve disputes between parents – only a family court can do this.

When you apply, you are confirming you have the consent of all other persons to make the application. If two conflicting applications are received, both applications will be placed on hold (and school places may have to be offered to other applicants) until the local authority has received (either):

- written evidence that everyone holding parental responsibility agrees the application
- a Court Order specifying who should apply

The Local Authority may be required to allocate a place at the closest school to the child's home with spaces remaining available if the child needs a school place offer.