



## Lightcliffe C of E Primary School **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 Church of England Primary School Admissions Arrangements 2027**

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

## **ADMISSION PROCEDURE FOR ENTRY INTO RECEPTION**

Applications for admission to the school during the normal admissions round are coordinated by the local authority. This must be submitted online at [www.calderdale.gov.uk/admissions](http://www.calderdale.gov.uk/admissions) by the national closing date of 15 January 2027. A leaflet with instructions on how to apply will be available from the school or from the Local Authority. Families living outside Calderdale must use their home Local Authority application system. Governors rank all the applications according to the published oversubscription criteria, but the Local Authority allocates places based on the ranking and whether there is a place at a higher preference school.

## **PUBLISHED ADMISSION NUMBER**

The Published Admission Number (PAN) for admission to the Reception class in the school year commencing September 2027 will be 45.

This arrangement follows consultation between the Governing Body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The Governing Body will not place any restrictions on admissions to Reception class unless the number of children for whom admission is sought exceeds this number.

## **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 the number of applications for Lightcliffe CofE Primary School exceeds the available places at the school, the Governing Body will apply the following criteria in strict order of priority:

1. 'Looked After' children in public care or fostered under an arrangement made by the local authority or children previously looked after by a Local Authority or who were previously in state care outside of England. (See Note A)
2. A child who has a sibling on roll at the time of application and admission. (See Note B)
3. Children of staff at the school
  - a. Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or
  - b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Eligible staff members who apply for a school place should inform the school office.

4. Any other children, by straight line distance (See Notes D and E).

#### **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.

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.

#### **APPLYING AFTER THE NATIONAL CLOSING DATE (15 JANUARY)**

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

## **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**

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.

### **ADMISSION 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.

## **WHEN YOUR CHILD MUST START AT SCHOOL (COMPULSORY SCHOOL AGE)**

All children can start Reception in the September after they turn 4 and most children thrive when starting school at age 4.

You must ensure your child has a full-time education from when they reach compulsory school age. Your child reaches this on 31 December, 31 March or 31 August after their fifth birthday (whichever comes first).

Once you have a school place offer, you have the right to defer the date your child is admitted to the school until:

- later in the school year but not after the date at which your child becomes compulsory school age (see below); and
- not after the beginning of the final term (after Easter break) of the school year the offer was made

If your child has been offered a place at our school, but you do not think your child will be ready to start in September, please contact the school about starting part time, or after Christmas or Easter break.

## **ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP (INCLUDING DEFERMENT FOR SUMMER BORN CHILDREN)**

You can ask for your 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, if your child is summer born (born between 1 April and 31 August) you may request that your child be admitted out of their normal age group, to reception rather than year one.

If you wish your child to start Reception after they turn five (a deferred start for a summer-born child), you must apply for a Reception place in their normal age group and also contact **Calderdale School Admissions** at [cyps.admissions@calderdale.gov.uk](mailto:cyps.admissions@calderdale.gov.uk) to request delayed entry. Calderdale will provide a form to complete and return, with any supporting evidence, by **15 January**.

Requests are considered by a panel that may include representatives from the local authority and relevant early years or school professionals.

Our governing body will consider each application individually and make a decision for our school 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 have the right to appeal to an independent appeal panel.

Parents who intend to make an appeal against the decision to refuse admission for reception 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.lightcliffeprimary.co.uk/parents/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. The

protocol applies to in-year applications and only to children who do not have a current school place. Calderdale Council's Fair Access protocol can be found at: <https://new.calderdale.gov.uk/schools-and-learning/schools/admissions/year-transfers>

## NOTES

### A. Looked after and previously looked after children

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)

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 organization, or any other provider whose sole/main purpose is to benefit society) but stopped being in state care as a result of being adopted.

If you are making an application under the priority for a previously looked after child, you will need to provide evidence of this with your application (e.g. a copy of the court order) so the local authority can verify this priority.

### B. Siblings

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).

### C. Parents

*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.

#### **D. Home Address**

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.

#### **E. Distance Measurement**

For schools within Calderdale, distance is measured in a straight line from the child's permanent home address to the nearest designated school gate 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.