



Admissions Policy 2025-26

Castle Hall Academy

Approved by:	Trust Board	Date: February 2024
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Policy Intent

At Castle Hall Academy, we welcome all pupils, and places at the school are offered in an open, fair, clear and objective manner. We work to the principle that any parent/carer accessing our admissions arrangements will be able to understand easily how places for the school will be allocated and will not be alienated or discouraged from applying based on admissions criteria.

The table below sets out who the admission authority is and other responsible bodies in our school.

Type of school	Who is the admission authority?	Who deals with complaints about arrangements?	Who is responsible for arranging/providing for an appeal against refusal of a place at the school?
Academy	Impact Education Multi Academy Trust	Schools Adjudicator	Impact Education Multi Academy Trust

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1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the children who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#). This policy complies with our funding agreement and articles of association.

3. Definitions

Normal admissions round

The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children

Previously looked after children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order
This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted

Compulsory school age

A child reaches compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Distance

Distance is measured in a straight line from a child's home address to the school. Measurements are calculated using six-figure National Grid Co-ordinates from the National Land and Property Gazetteer. This grid reference relates to a point that falls within the permanent building structure corresponding to the address. The boundary of the building structure for the address is from Ordnance Survey's Master Map. For smaller, residential properties the grid reference marks 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 1 metre.

Priority Admission Areas (PAA)

Kirklees is made up of a series of Priority Admission Area (other LAs refer to catchment areas). Children living in the PAA for Castle Hall Academy are given priority for admission into the school, but it does not guarantee them a place at the school. A small number of schools share priority areas; these are known as shared priority admission areas. Full details of priority admission areas are available on the Kirklees Council website.

4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in) by the closing date of 15 January 2025. You can use this form to express your preference for a maximum of 3 state-funded schools (in Kirklees), in rank order. Other local authorities may allow you to express a preference for more than three preferences. Applications received after the closing date will be deemed to be late unless there are significant and exceptional reasons for the lateness. Proof of

special circumstances will be required. Late applicants are allocated a place after all on time applicants have been allocated a place.

You will receive an offer for a school place directly from your home local authority.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group. They may request that their child is educated in a year group above or below their chronological age.

Evidence relating to all aspects of the child's development would be considered in the decision making process. Parents should make a request for admission outside of the year group in writing to: **Castle Hall Academy, Richard Thorpe Avenue, WF14 9PH.**

Parents are advised to apply to their home local authority for a school place at the normal time to apply with their peers until a decision is made on their request. Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6.

Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

6. Allocation of places

6.1 Published Admission number (PAN)

The school has an agreed published admission number of 15 pupils for entry in Reception.

6.2 Oversubscription criteria

All children whose education, health and care (EHC) plan names the school will be admitted.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school.

1. Children in public care (looked after children) and children who were looked after, but ceased to be so because they were adopted (or became subject of a residence order or a special guardianship order);

2. Children who live in the School's Priority Admission Area (PAA) who have a brother or sister attending from the same address who will still be on roll at the Academy at the date of admission;
3. Children who live in the School's Priority Admission Area (PAA).
4. Children of staff employed at the Academy (having a permanent contract of at least two years at the time of application).
5. Children who live outside the School's Priority Admission Area (PAA) who have a brother or sister attending from the same address who will still be on roll at the Academy at the date of admission;
6. Children who live outside of the School's Priority Admission Area.

If we cannot agree to requests for admission in priorities 2 to 6 above without exceeding the PAN, we will give priority up to the PAN to children living nearest the school.

6.3 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants.

Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's permanent home address to the school..

Where a child's parents live at different addresses and the child spends time at each address we will consider a number of factors when deciding on the address that will be used for admissions purposes, including:

- the amount of time spent at each address
- which parent has parental responsibility for the child
- who receives child benefit for the child
- where the child is registered for medical and dental care
- any residency or custody orders made by the courts.

We may ask for documentary evidence to support information given about the above points.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

6.4 Twins/multiple births

A twin or sibling from a multiple birth can be admitted as an excepted pupil into an infant class, where admission of more than one of the siblings would exceed the infant class size limit of 30 pupils.

6.5 Children entering Reception

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, nor beyond the school year for which the original application was accepted. Parents can request that their child takes up the place part-time until the child reaches compulsory school age.

6.6 Waiting lists

A child's name will automatically be placed on the waiting list for the school where they have been refused a place in the normal year of entry e.g. Reception. The waiting list will be held in oversubscription order and will close on 31 December 2025. The school will take ownership of this waiting list from the local authority on 1 September 2025.

6.7 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour where it would be likely to be unresponsive to the usual range of interventions to help prevent and address pupil misbehaviour OR it is of such severity, frequency, or duration that it is beyond the normal range that schools can tolerate. We would expect this behaviour to significantly interfere with the pupil's/other pupil's education or jeopardise the right of staff and pupils to a safe and orderly environment (extract from the School Admissions Code 2021) . In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

6.8 Fair Access Protocol

We participate in Kirklees' Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest. Waiting lists will be held for one term?? /the remainder of the school year??. You will need to reapply for a place in the following school year.

Further information and relevant forms can be found on our academy website.

Applications for in-year admissions should be sent to the following address:

office@castlehall.com or Castle Hall Academy, Richard Thorpe Avenue, Mirfield, WF14 9PH.

Parents will be notified of the outcome of your in-year application in writing within 15 school days.

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

office@castlehall.com or Castle Hall Academy, Richard Thorpe Avenue, Mirfield, WF14 9PH.

You can find details of the school's appeals information and timetable on our academy website.

9. Monitoring arrangements

This policy will be reviewed and approved by the Governors by 28 February every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes in accordance with the statutory timescales and deadlines in the School Admissions Code 2021. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.