



Batley Parish CE Primary Academy

ADMISSIONS POLICY FOR THE ACADEMIC YEAR 2026-2027

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School Vision

Together, we are one.

Each of us is a unique thread, and when woven together, we create the strong, colourful fabric of our school community.

Our strengths and differences make us stronger.

Every thread matters.

Together, we are weaving bright futures where anything is possible.

At the heart of the 'ethos' at Batley Parish CE Primary Academy lies the Christian Faith and from that the importance attached to nurturing and developing in our youngsters, the skills and objectives that will enable them to develop into tolerant caring adults with an inner spiritual contentment to guide them through, and along, the various stages of life and this is reflected in the Admission Policy of the School.

Enhance Academy Trust is the Admissions Authority. The Local Academy Board administers admissions on behalf of the Trust.

Making an application

Applications for admission to the school in September 2026 should be made on the common application form as soon as possible after the child's 3rd birthday but by the closing date of 15 January 2026.

If you wish to apply under Christian Commitment Criteria you should obtain a copy of the **School's Supplementary Information Form (SIF)** from the school and return the SIF to the school by the date the school states on the form. This form is optional and it will applications without this form will not be at a disadvantage.

Admission procedures

The Planned Admission Limit for admission to the Reception class in the school year commencing **September 2026** is 30. This arrangement follows consultation between the Governing Board, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The Governing Board will not place any restrictions on admissions to the Reception class unless the number of children for whom admission is sought exceeds this number. **By law, no infant class may contain more than thirty children.**

The Local Authority operates a coordinated admissions scheme and administers a system of equal preferences under which all applications are considered equally and The School's Governing Board ranks the available places in accordance with its published admissions policy. In the event that there are more applications than places available, the Governing Board will allocate places using the following criteria, which are listed in order of priority. The Local Authority will make an offer of a place, under the Coordinated Scheme for Admission, in April 2026. Kirklees Local Authority administers the Coordinated Scheme, but all admission decisions are made by Enhance Academy Trust.

Children with a Statement of Special Educational Needs/Education Health Care Plans, and for whom Batley Parish CE Primary Academy is named, will be given priority over all other children.

Oversubscription criteria

Where the number of applications for Batley Parish CE Primary Academy, received during the normal admissions round, exceeds the admission number of the school the Governing Board will apply the following criteria in strict order of priority.

(1a) Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child's arrangements order, or special guardianship order.

(1b) Children who appear (to the admissions authority of the school) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2 A child, or whose parents/guardians are worshipping members of Batley Parish Church and who are;

a) AT THE HEART OF THE CHURCH:

A regular worshipper. A person who worships at least twice a month for a period of not less than 12 months prior to the closing date for applications. The worshipper could be one or both parents or the child.

b) ATTACHED TO THE CHURCH:

A regular but not frequent worshipper. A person who attends a monthly Church service for a minimum 12 months period.

A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is available from the school. The form should be signed by the vicar or the Vicar of Batley Parish Church and returned to the school **by the closing date for applications**. During an interregnum the form should be signed by a churchwarden.

3 A child, or whose parents/guardians are worshipping members of St Thomas Batley, St Andrew Purwell, St John's Carlinghow and other Christian Churches in the Batley Parish Boundary affiliated to Churches together in England. A list of such Churches is available in school to view by visiting www.cte.org.uk

a) AT THE HEART OF THE CHURCH:

A regular worshipper. A person who worships at least twice a month for a period of not less than 12 months prior to the closing date for applications. The worshipper could be one or both parents or the child.

b) ATTACHED TO THE CHURCH:

A regular but not frequent worshipper. A person who attends a monthly Church service for a minimum 12 months period.

A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is available from the school. The form should be signed by the vicar of the appropriate Church and returned to the school **by the closing date for applications**. During an interregnum the form should be signed by a churchwarden.

4 Children with a brother or sister attending Batley Parish CE Primary Academy at the proposed date of admission.

5 Children of staff at the school.

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.

6 A child of parents/guardians residing within the area as defined as the Batley Parish Boundary and who do not qualify under the above criteria (Numbers 1 - 5).

7 A child of parents/guardians who are resident outside the Batley Parish Boundary.

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. (Distance is measured in a straight line from a child's home address to the school. Measurements are calculated using six-figure grid references for each address taken from Ordnance Survey ADDRESS-POINT® data. 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 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 1.0 metres. Where two children live at the same distance from school, e.g. flats, the place will be decided by lottery.) **Measurements are carried out by Kirklees Authority on behalf of the Governing Board.**

A map showing the ecclesiastical parish boundary is displayed on the school website's admissions page, please see: [Batley Parish CE Primary Academy - Admissions](#) and can be found at the end of this policy.

NOTES

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.

Home Address and Residing in

The home address is the child's permanent home at the date when applications close or, if a significant house move is involved, the latest reasonable date before the final allocation of places. A child is normally regarded as living with a parent or carer and we will use the parent or carer's address for admissions purposes. You cannot lodge a child with a friend or relation to gain a place at a school. Only one address can be used as a child's permanent address. Where a child's parents live at different addresses and the child spends time at each address the following will be considered when making a decision about the address to be used for admissions purposes:

- how much time is 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.

Documentary evidence will be asked for to support information given about the above points.

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
- Crown Servants.

The term 'sibling' is defined as:

- a full or half-brother or sister
- a stepbrother or sister
- an adoptive brother or sister
- the children of parents living together in the same family household.

Stepbrother, stepsister, half-brother and half-sister are defined as children who belong to only one parent living in the same family household. The Governing Board 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

Admission of Children Below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to school, until later in the school year but

not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part time place as above.

Admission of Children outside their Normal Age Group

A request may be made for a 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, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to Reception rather than Year 1.

Requests for admission outside the normal age group (including requests for summer-born children to enter Reception at age 5) must be submitted to the Admissions Authority (Enhance Academy Trust). Each request will be considered individually and in the best interests of the child, taking into account the views of the Headteacher. Parents must apply for a place in their child's normal age group at the usual time. There is no statutory right of appeal if the request is refused; however, parents may make a complaint under the Trust's Complaints Policy if they believe the process was not handled properly.

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.

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
- at the end of each school academic year names will be removed from the waiting list

Children admitted under the Fair Access Protocol may be admitted above the Published Admission Number.

In Year Applications

An application can be made for a school place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made direct to the school in writing. You should also complete a Supplementary information form if you would like to be considered in a specific oversubscription category. Where there are places available but more applications than places, the published oversubscription criteria, as set out above will be applied. If there are no places available, the child will be added to the waiting list. You will be advised of the outcome of your application in writing, and you have right of appeal to an independent appeal panel.

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 Board's decision to refuse admission must submit a notice of appeal within twenty-one days of receiving the refusal letter to:

The Independent Admission Appeal Clerk

Telephone: 07949707868 churchschoolappeals@gmail.com

Appeals are heard by an independent panel on behalf of the Admissions Authority (Enhance Academy Trust). These admission arrangements were determined by Enhance Academy Trust on 23rd November 2025.

