

DRAFT POLICY FOR CONSULTATION (22.10.25 – 02.12.25)



Batley Parish CE Primary Academy

ADMISSIONS POLICY FOR THE ACADEMIC YEAR 2027-2028

*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.*

ADMISSIONS POLICY FOR THE ACADEMIC YEAR 2027 – 2028

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 attributes to enable them to become tolerant caring adults with a spiritual contentment that guides them through life. The Governors of Batley Parish, alongside school leaders and staff, are keen to ensure that school serves the local community and embraces children and families from all faith backgrounds or none.

The Governing Body of Batley Parish CE Primary Academy is the admissions authority for the school, not the Local Authority.

Making an application

Applications for admission to the school in September 2027 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 2027.

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.

Admission procedures

The Planned Admission Limit for admission to the Reception class in the school year commencing **September 2027** is 30. 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 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 Body ranks 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 make an offer of a place, under the Coordinated Scheme for Admission, in April 2027.

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 body 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 any of the four churches within the United Benefice of Batley (All Saints Batley, St Thomas' Batley, St Andrew's Purlwell and St Paul's Hanging Heaton) and who are;

REGULAR ATTENDERS OF A CHURCH WITHIN THE UNITED BENEFICE OF BATLEY

A regular worshipper who worships at monthly 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.

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 any of the churches within the United Benefice of Batley 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 other Christian Churches affiliated to Churches Together in England. A list of such Churches is available in school to view by visiting www.cte.org.uk

REGULAR ATTENDERS OF A CHURCH (MEMBER CHURCHES OF CHURCHES TOGETHER IN ENGLAND)

A regular worshipper who worships at least monthly 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.

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) and is eligible for the Pupil Premium including the Early Years Pupil Premium and the Service Premium.

7 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) **but is not** eligible for the Pupil Premium including the Early Years Pupil Premium and the Service Premium.

- 8 A child of parents/guardians who are resident outside the Batley Parish Boundary **and** is eligible for eligible for the Pupil Premium including the Early Years Pupil Premium and the Service Premium.
- 9 A child of parents/guardians who are resident outside the Batley Parish Boundary **but is not** eligible for the Pupil Premium including the Early Years Pupil Premium and the Service Premium.

Map

A map showing the ecclesiastical parish boundary is displayed on the school website's admissions page.

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 Body.**

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 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

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.

Any such requests should be made in writing to the Chair of the Governing Body Batley Parish CE Primary Academy, Stocks Lane, Batley, WF17 8PA at the same time as the admission application is made to the Local Authority and no later than the closing date of 15th January 2026. The Governing Body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, including the headteacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and educational professional as appropriate.

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

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

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.

Pupil Premium

Children eligible for the pupil premium including the Early Years pupil premium and the service premium. Parents/guardians will be required to provide evidence of eligibility and the school may request confirmation from the applicant's home local authority. Children given priority under this criterion fall into the following categories:

- Children eligible to be registered for free school meals and children who have been registered as eligible for free school meals at any point in the last six years;
- Children eligible to receive the Early Years premium; and
- Children whose parent(s) are serving in the regular UK armed forces, the children of regular armed forces personnel who were serving in the past 3 years, or children who are in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme because their parent(s) died on active service with the UK armed forces.

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 within twenty-one days of receiving the refusal letter to:

The Independent Admission Appeal Clerk

Telephone: 07949707868

churchschoolappeals@gmail.com