



*Achieving excellence together*

## **Calderdale Schools Admissions Policy**

This document sets out the admission arrangements for Great Heights Academy Trust and complies with Annex B to the Funding Agreement which is an agreement between the Trust and the Secretary of State. Any changes to the arrangements set out in the Funding Agreement must be approved in advance by the Secretary of State.

The Trust will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admission Appeals Code of Practice) as they apply at any given time.

The Trust Board is the Admissions Authority and therefore any reference in the codes to admission authorities shall be read as the Trust Board. In particular, the Trust will take part in the Co-ordinated Admissions Scheme run by Calderdale Local Authority – please see schedule 2 at the back of this policy for the 2022/2023 timetable.

### **Calderdale Schools within the Trust**

Bowling Green Academy

[www.bowlinggreenacademy.org.uk](http://www.bowlinggreenacademy.org.uk)

The Greetland Academy

[www.greetlandacademy.org.uk](http://www.greetlandacademy.org.uk)

West Vale Academy

[www.westvaleacademy.org.uk](http://www.westvaleacademy.org.uk)

### **1 Application for Places**

Parents can register with the school of their choice at any time following the birth of a child to be sent admission information. Parents are asked to apply for a place at each school online directly with Calderdale Council [www.calderdale.gov.uk/admissions](http://www.calderdale.gov.uk/admissions).

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## 2 Allocation of Places

There are 23 places available at Bowling Green Academy; 60 reception places available at The Greetland Academy and 26 places available at West Vale Academy each year. **Admissions for each school will be treated in their entirety separately. If an application is made for one school within the Trust consideration cannot be given for a place at any other schools in the Trust.** Allocation of places is made using the following criteria:

2.1 Where fewer applications than the figure quoted above are received, the Trust will offer a place to all those who have applied.

2.2 Where the number of applications for admissions exceeds the above figures, applications will be considered against the criteria set out below and in the priority order stated:

2.2.1 Pupils in public care (Children Looked After), or pupils who were looked after, but ceased to be so because they became adopted or became subject to a child arrangement or had a special guardianship order right after being looked after.

2.2.2 Pupils who were previously in state care outside of England and have ceased to be in state care as a result of being adopted.

2.2.3 Pupils who have a brother or sister (including step/half brothers and sisters) permanently resident in the same household and currently attending the school and who will be at school at the start of the academic year, in other words, excluding pupils in their final year.

2.2.4 Other children

Please see Appendix I for additional information relevant to the oversubscription criteria.

## 3 Notification of Places

In accordance with the Co-ordinated Admissions Scheme run by Calderdale MBC, the local authority will make the formal offer of a place to parents or guardians on behalf of the Trust Board. You will receive notification either by letter or email. The individual schools will also contact parents to either accept or reject the offer of a place. This will in no way affect parents' right of appeal for a place at another school but will allow the school to re-allocate a rejected offer to another child.

## 4 Fair Access Protocol

All Calderdale Schools will participate in the Fair Access Protocol to ensure that unplaced children, especially the most vulnerable, are allocated a school place as quickly as possible.

## 5 Appeals Procedure

Parents who wish to appeal against the decision not to offer their child a place at the Trust must appeal to Calderdale MBC. If a place has not been offered in the first instance an appeals letter will be sent direct from Calderdale MBC explaining the process of appeal.

The appeals will be heard by an independent appeals panel. The Appeals Panel will take all reasons and the admission authority's admission arrangements into consideration when reaching its decision. The Appeal's Panel's decision will be completely independent of any previous decision taken by the admissions authority. The decision of the independent appeals panel is binding and final. Only one appeal for a school in the same academic year will be considered unless there have been significant changes in the circumstances relevant to the application.

## **6 Re-Allocation (Waiting) list**

Where an application for a place at either school has been submitted and refused as a consequence of insufficient places, then a pupil's name will be retained on a waiting list until the end of the academy year where this has been requested by the parent/guardian.

Waiting lists will be maintained in the order of the published oversubscription criteria.

## **7 In-Year Applications**

In year places will become available when the number in each class falls below 23 (Bowling Green), 30 (Greetland) or 26 (West Vale). For parents requesting a transfer of primary school the 'In Year Application Form' must be used as a means of expressing one or more preferences (up to a maximum of three). This is applicable to parents/guardians resident in the Local Authority area wishing to express a preference for their child to be admitted to a school within the Local Authority area or another Local Authority's area.

## **8 Consultation**

The Trust will consult with local groups and schools if changes to these arrangements have been proposed. They will consult on the full admission arrangements every seven years even if no changes are proposed. Admission information will be made available on the Trust website.

## **9 Record Keeping**

Any parents who apply for a place for their child at any of the Trust schools will have their information on the school's records during the admissions process. If the child successfully receives a place at the school then their personal information will be kept and input to the child's school file. If the child is unsuccessful then the details will be placed on a waiting list. A parent can request for their child to be removed from the waiting list at any time. The school will keep the parent and child's details on the waiting list and review the list annually, if you are happy to remain on the list then your personal details will be held securely until a place becomes available or until you ask to be removed from the list. If you no longer wish to remain on the waiting list, please notify the school so that your information can be confidentially and securely destroyed.

**SCHEDULE 2****Timetable of Co-ordinated Scheme**

18 November 2022	Admission to Primary School Leaflet available for parents/carers. Applications must be made online from this date.
15 January 2023	<b>CLOSING DATE:</b> Deadline for submitting online applications.
17 April 2023	<b>NATIONAL OFFER DAY.</b> Notification to parents.
1 May 2023	Last date to request re-allocation
15 May 2023	Parents/carers notified of the outcome of reallocation requests.
June/July 2023	Appeals will take place

## Appendix I

### **Additional information relevant to the oversubscription criteria:**

- A sibling link cannot be claimed where a sibling in receipt of an Education, Health and Care Plan (or a Statement of Special Educational Needs) is attending a resourced unit within a mainstream primary school.
- If there is oversubscription in any category then pupils will be admitted in order of proximity of the pupil's permanent home to the school.
- Distance will be calculated using a straight line measurement from the pupil's permanent home to the nearest designated school gate.
- Distances will be calculated using the Local Authority's Geographical Information System (GIS). To ensure consistency applies, all measurements will be carried out by this method and no other method of measuring distance will be considered.
- Each property has a coordinate taken from Ordnance Survey Address-Point data. This is the point from which distance measurements will be taken.
- In the event of two or more children living equidistant from the school, as measured by the procedure above, then the decision on which child will be allocated will be made using random allocation.
- In voluntary controlled schools no account is taken of church membership or affiliation.