

# Admissions Policy

## For entry to Reception in the 2024-25 academic year

### Luck Lane, A SHARE Primary Academy

Head of School: Mr D Gough

Luck Lane, Paddock, Huddersfield, HD3 4HA

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Website: [www.lucklaneprimary.org.uk](http://www.lucklaneprimary.org.uk)

- The governing body decides admission arrangements.
- The Published Admission Number of Reception places available for the 2024/2025 school year will be 60.
- Royds Hall, A SHARE Academy and Luck Lane, A SHARE Primary Academy are registered with the Department for Education as a single primary and secondary through-school. This policy describes admissions to the primary phase. The secondary phase is known as 'Royds Hall, A SHARE Academy'.

#### Children Educated outside of their chronological 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. Parents should still apply in the normal admission round and write to the Headteacher of Royds Hall to make the request. The letter should state clearly the reasons for making the request. In addition, applications for deferment should be made by letter addressed to the Headteacher of Royds Hall and any relevant accompanying evidence should be attached. These applications must be submitted by the closing date.

Applications will be put before the Academy's Governing Body, who on behalf of the SHARE Board, will consider the applications and notify the parents in writing whether the request is agreed. There is no right of appeal against a decision relating to admission out of chronological age.

#### Application process

a) Arrangement for applications for reception places at Luck Lane, A SHARE Primary Academy will be made in accordance with Kirklees local authority coordinated admission arrangements, as published in the local authority's booklet, 'Guide for Parents' [Apply for a](#)

[primary school place | Kirklees Council](#) or via the child's own local authority's admissions process.

- b) An applicant must complete the application via their home local authority and return it as instructed by the local authority. For Kirklees' residents, parents should complete the Parent Portal, which can be found at: [Parent Portal: Home \(kirklees.gov.uk\)](https://www.kirklees.gov.uk)
- c) If the number of preferences received is less than the admission number then all preferences will be met.
- d) If there are more applications than places available at Luck Lane, a SHARE Primary Academy the oversubscription criteria will be applied
- e) It is very important that the form is returned by the closing date because forms received after this date will be treated as 'late'. Late applications are not dealt with until all those received on time have been through the application process. The closing date for applications can be found on the local authority's guides for parents.
- g) Your home local authority may publish dates by which changes to address cannot be accepted until after National Offer Day.
- h) The National Offer Day for primary schools is 16<sup>th</sup> April 2024.

### **Oversubscription criteria**

If there are fewer applicants than there are places available, everyone who applies will be offered a place. When there are more applicants than there are places available there has to be a way of deciding which children are offered places. This is done by having admission criteria which are considered in strict order of priority:

1. Children in public care (looked after children) and children who were previously looked after (note 1).
2. Children who live in the school's Priority Admission Area (PAA) who have a brother or sister attending Royds Hall, a SHARE Academy or Luck Lane, a SHARE Primary Academy from the same address at the date of admission (the sibling rule).
3. Children who live in the school's PAA (see appendix A)
4. Children who live outside the school's PAA who have a brother or sister attending Luck Lane, a SHARE Academy or Royds Hall, a SHARE Academy, from the same address at the date of admission (the sibling rule). Original documents may be requested by the Data Manager.
5. Children who live outside the academy's PAA.
6. In the event of a tie, children will be prioritised by the shortest straight-line distance from the academy (see notes below). If there still remains a tie random allocation by drawing lots will be used as a tie-break in either category 4, 5, 6 or 7 to decide who has the highest priority if the distance between the two children's homes and the academy is the same. The process will be independently verified.

A map outlining the academy's Priority Admissions Area is attached in appendix A.  
The PAA is highlighted in green, labelled as Lily Park.

## Notes

- a) The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children's Act 1989.
- b) Previously looked after children including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be as a result of being adopted (requirement in the Code) refers to those children who immediately after being looked after became subject to an adoption order, (under section 46 of the Adoption and Children Act 2002), residence order (under section 8 of the Children Act 1989), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.
- c) Children in priority 1 above may be admitted above the PAN.
- d) The term 'sibling' is defined as: a full or half-brother or sister, a step-brother or sister, an adoptive brother or sister, the children of parents living together in the same family household. Step-brother, step-sister, 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.
- e) If the Governing Body cannot agree to requests for admission in any of the priorities above without exceeding the PAN, priority will be given up to the PAN to children living nearest the school.
- f) 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 MasterMap. 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.
- g) 'Live' means 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 allocation of places.

- h) Where a child's parents live at different addresses and the child spends time at each address the Governing Body will consider the following when deciding on which address will be used for admissions purposes: – the amount of time spent at each address, which parent has parental responsibility for the child, who receives the child benefit for the child, where the child is registered for medical and dental care, any residency or custody orders made by the courts. The Governing Body will ask for documentary evidence to support information given about the above points.
- i) Children with Education Health and Care Plans are admitted to the school separately from the general admission policies published (see below).

### **Pupils with an Educational Health Care Plan**

Luck Lane, A SHARE Primary Academy shall ensure that children with an Educational Health Care Plan are admitted on an equal basis with others in accordance with its Admissions Policy. Where a local authority proposes to name Royds Hall in an Educational Health Care Plan made in accordance with section 324 of the Education Act 1996, Luck Lane shall consent to being named.

The exception to this is where admitting the child would be incompatible with the provision of efficient education for other children, and where no reasonable steps may be made to secure compatibility. In deciding whether a child's inclusion would be incompatible with the efficient education of other children, Luck Lane shall have regard to the relevant guidance issued by the Secretary of State to maintained schools. In the event of any disagreement between Luck Lane and the local authority over the proposed naming of Luck Lane in a plan, Luck Lane may ask the Secretary of State to determine whether Luck Lane should be named.

### **Notification of offer of place**

The formal offer of a place will come from the local authority, on behalf of Luck Lane.

### **Waiting lists and appeals**

Subject to any provisions regarding waiting lists in the local authorities coordinated admissions scheme, the academy will operate a waiting list for reception places. Where in any year Luck Lane receives more applications for places than there are places available, a waiting list will operate throughout the year and will be maintained by the academy. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Unsuccessful applicants have a right of appeal to an independent appeal panel.

### **Appeals Procedure**

Parents/carers who want to appeal against the decision not to offer their child a place at Royds Hall must appeal directly to the academy, not through the local authority Admissions

Team. The appellants will receive at least ten school days' notice of the place, date and time of their appeal hearing. This notification will be given by the Clerk to the Independent Appeals Panel. Any questions which the appellants have in advance of the hearing should be addressed to:

The Clerk to the Independent Appeals Panel  
Royds Hall, A SHARE Academy  
Luck Lane  
Paddock  
Huddersfield  
HD3 4HA

The appeal will be heard by an Independent Appeals Panel which the appellants can attend to explain their case. If they wish, the appellants may be accompanied by an adviser or a friend. Following the appeal, the Clerk will send decision letters to the parties within five school days of the hearing wherever possible.

### **In year admissions**

Applications for in year admissions should be made directly to the academy. Parents are requested to use the Kirklees ICAF (in-year common application form), these are available from the academy or the Local Authority website <https://www.kirklees.gov.uk/beta/admissions/pdf/in-year-admissions.pdf>.

The completed ICAF should be returned to:  
Admissions  
Luck Lane, A SHARE Primary Academy  
Luck Lane  
Paddock  
Huddersfield  
HD3 4HA

Any inaccurate or false information provided on the form may result in the withdrawal of any place offered. The academy operates in keeping with the Local Fair Access Protocol.

### **Late Applications**

Applications received after the appropriate closing date will be regarded as late unless we feel there are significant and exceptional reasons for the lateness. Proof of special circumstances will be required. Late applications are not considered until all on-time applicants have been allocated places. Forms submitted after the closing date due to a significant house move will be regarded as on-time if documentary evidence is provided to confirm the move is permanent and not easily reversible and the allocation process has not begun.