

# Admissions Policy

Golcar Junior, Infant & Nursery School



Version No.	2.0	
Approved By	Samantha Gallant	20/03/2024
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<http://www.golcarijn.com/>

The school is a member of the Aspire Co-operative Learning Trust.

The governing body of Golcar J I & N School is the admissions authority for the school. The school follows the local authority admissions policy and arrangements for 2023-24.

The Published Admission Number for the school year 2023-24 is 60

## **Admission 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, the following admission criteria, also known as oversubscription criteria, will be considered in order.

1. children in public care (looked after children) or a child who was previously looked after;
2. children who live in the school's Priority Admission Area (PAA) who have a brother or sister attending from the same address at the date of admission (the sibling rule);
3. children who live in the school's PAA;
4. children who live outside the school's PAA who have a brother or sister attending from the same address at the date of admission (the sibling rule);
5. children who live outside the school's PAA.

## **Admission of pupils with SEN**

The school will admit a child with a Statement of Special Educational Needs where the school is named on the Educational, Health and Care Plan.

Other pupils with SEN but no Education, Health and Care Plan will be admitted following the above admission criteria.

## **Notes**

- i) 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. Previously Looked After 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
- j) Children in priority 1 above may be admitted above the PAN.
- k) If we cannot agree to requests for admission in priorities 2 to 5 above without exceeding the PAN, we will give priority up to the PAN to children living nearest the school.
- l) 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.

- m) '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 final allocation of places.
- n) Where a child's parents live at different addresses and the child spends time at each address we will consider the following when deciding on the address, which we will use for admissions purposes:
  - 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 will ask for documentary evidence to support information given about the above points.

- o) The PAA is the geographical area determined by Kirklees in consultation with the governing body of the school.  
It is called this because children living there normally have priority for admission over children who live elsewhere. It is also referred to as the catchment area.
- p) It is important to note that attending a school nursery or pre-school setting on a school site does not give any priority for a place in that primary/infant school and there is no automatic transfer.

## **Application Procedures**

- h) **Admission to full-time school for rising five year old children**  
Kirklees residents will apply for admission to full-time school (rising five year old children) by using the Kirklees online facility or by completing the primary common application form (PCAF). **The closing date for applications online or on paper will be 15.1.2024.**
- i) **Late applications**  
Applications received after the appropriate closing date will be regarded as late unless, in the Governing Body's opinion, 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 provided that documentary evidence to confirm the move is provided and the allocation process has not begun.
- j) **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 school's normal year of entry ie reception. The waiting list

will be held in admission criteria order and will close on the last school day in December. For in-year admissions, the waiting list will be held for the remainder of the term for which they have applied for a place.

**k) In-year admissions**

Kirklees residents who wish to apply for a place in the first year at a school after the first school day in September 2016, or to any other age group at any time, will apply on the In-year Common Application Form (ICAF).

**l) 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, such cases would be examined on an individual basis.

**m) Flats**

In the event of two or more children living equidistant from the school, for example blocks of flats, the place will be decided by drawing lots, the first name drawn out of the bag will be offered the place.

**n) Rising five year old children**

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.

## **What to do if you do not gain a place at our school**

If you have been refused a place at our school because the year group is already full, your child has been added onto a waiting list but you also have the right of appeal to an independent appeal panel.

Kirklees School Admissions administer our appeals process for us, so you can either appeal online at

[www.kirklees.gov.uk/admission](http://www.kirklees.gov.uk/admission) and select 'Appeal my school place' or contact School Admissions and ask them to send you a paper version of the appeal form. In-year admission appeals are heard within 30 school days of the appeal form being received.

The contact details for Kirklees School Admissions are:-

Tel: 01484 225007

Email: [schooladmissions@kirklees.gov.uk](mailto:schooladmissions@kirklees.gov.uk)

Change Management Log		
Version No.	Changes	Date
2.0	Added to new template, application deadline updated to 15.1.24	20/03/2024

