



The  
**MAST**  
 Academy Trust

<b>Policy</b>	Trust Admissions Policy 2022/23	
<b>Owner</b>	Melanie Humphreys – Executive Administrator	
<b>Date approved</b>	25 <sup>th</sup> February 2021	
<b>Approver</b>	Trust Board Standards and Effectiveness Committee	

<b>Current version</b>	V4.0 Feb 2021
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<b>Next review due</b>	Spring Term 2022
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<b>Objective of Policy</b>	
<p>The Admission Policy is to outline admissions criteria for the schools within the Mast Academy Trust:</p> <ul style="list-style-type: none"> <li>• Birdsedge First School</li> <li>• Kirkburton Middle School</li> <li>• Scissett Middle School</li> <li>• Shelley First School.</li> </ul>	

Version Control	
Version Number	Summary of amends from previous version
3.0	Annual review of admission policy
4.0	Annual review of admission policy. Inclusion of sections: Aims; Legislation and statutory requirements; Definitions; How to apply; Appeals. Amends to section 5 and Appendix A,

Sign off requirements	
Approvers	Position
Standards and Effectiveness Committee	Trust Board
Reviewers	Position
Natasha Greenough	CEO The MAST
Andy Williams	Trustee

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## 1.0 Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

## 2.0 Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association

## 3.0 Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority (Kirklees).

**Looked after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

## 4.0 How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in).

<https://www.kirklees.gov.uk/beta/admissions/apply-primary-school-place.aspx>

You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority (Kirklees).

Please note, pupils already attending a nursery that forms part of our first schools will not transfer automatically into the main school. A separate application must be made for a place in reception.

Pupils attending Birdsedge First School or Shelly First School will not transfer automatically into Kirkburton Middle School or Scissett Middle School. A separate application must be made for a place.

The admission and oversubscription criteria can be found in section 5.0.

## **5.0 Admissions criteria**

Pupils are admitted to the schools within The Mast Academy Trust in accordance with The Mast Academy Trust Admissions Policy.

Our schools have the following agreed admissions numbers for point of entry in reception:

Birdsedge First School	15
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Shelley First School	34
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Our schools have the following agreed admissions numbers for point of entry in year 6:

Kirkburton Middle School	167
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Scissett Middle School	195
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If there are fewer applicants than there are places available, everyone who applies will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

The Mast Trust Academy Trust oversubscription criteria for our schools are:

### Criteria 1

- children in public care (looked after children) or a child who was previously looked after

### Criteria 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) attending a feeder school
- 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) not attending a feeder school

### Criteria 3

- children who live in the school's PAA attending a feeder school

- children who live in the school's PAA not attending a feeder school

#### Criteria 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) attending a feeder school
- 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) not attending a feeder school

#### Criteria 5

- children who live outside the school's PAA attending a feeder school
- children who live outside the school's PAA not attending a feeder school

***We will admit a child with a Statement of Special Educational Needs where the school is named on the statement.***

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. 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.

## 6.0 Tier system

The schools in the Denby Dale – Shelley area of Kirklees are organised in a “3-tier” system of first, middle and high schools with transfers between schools at ages 10 and 13. The first schools linked to the middle schools are shown below. Almost all children transfer from first schools to a middle school at age 10.

As this age of transfer only applies to the Denby Dale – Shelley area of Kirklees and to maintain continuity for children in the system there is an additional admission criterion specifically for children attending the first schools listed below.

### Kirkburton Middle School Feeder Schools

Emley First School, Farnley Tyas Church of England (C) First School, Highburton Church of England Voluntary Controlled First School, Kirkburton C of E First School, Shelley First School, Shepley First School and Thurstonland Endowed V C First School.

### Scissett Middle School Feeder Schools

Birdsedge First School, Cumberworth CE(VA) First School, Denby CE(VA) First School, Flockton CE(VC) First School, Denby Dale First & Nursery School, Kaye's First & Nursery School, Scissett CE Academy, Skelmanthorpe Academy, St Aidan's CE Academy.

## **7.0 Appeals**

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, please refer to the following website

<https://www.kirklees.gov.uk/beta/admissions/about-admission-appeals.aspx>

## **8.0 Further information**

Further information is available from Natasha Greenough, CEO of The Mast Academy Trust, Telephone: 01484 865444, email: [ngreenough@themast.co.uk](mailto:ngreenough@themast.co.uk), postal address: The Mast Academy Trust, c/o Scissett Middle School, Wakefield Road, Scissett, Huddersfield HD8 9JX.

## **9.0 Objections**

Any objections to the policy can be made to the Office of the Schools Adjudicator <https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator> The OSA is not involved in making decisions about school admissions for individual pupils. Parents who want to appeal about school places should contact their admission authority.

## Appendix A

### In Year Admissions

The information below is not a change to the Admissions Policy. It is simply details of our arrangements for 'In Year' Applications for a place at one of the four schools in The Mast Academy Trust.

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 5.0 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

<https://www.kirklees.gov.uk/beta/admissions/pdf/in-year-admissions.pdf>

- In Year Admission forms (ICAF) are available with each school for applications made for a place which is not part of the usual entry admission arrangements to the school.
- The forms are returned to the school in question.
- The form will be scanned and sent to Kirklees Pupil Admissions Service via AnyComms within two days of receipt.
- School will then have up to 20 school days, on receipt, to consider the application, make a decision about the place and inform the parent(s) of that decision.
- The ICAF will then be scanned and sent again via AnyComms to Kirklees Pupil Admissions Service with the decision indicated on the reverse of the form. This is to ensure the Service have up to date information about places in each year group.
- If the place is refused the school will place the applicant on a waiting list for the year group in question.
- We will keep the applicant on the waiting list for one term only (in line with Kirklees Pupils Admissions Service). If they still wish to remain on the waiting list, they will need to complete a further ICAF.