



The
MAST
 Academy Trust

Policy	Trust Admissions Policy	
Owner	Executive Lead: Governance, People & Communications	
Date approved	22 nd October 2025	
Approver	Education & People Committee of the Trust Board	

Current version	V9.0
------------------------	------

Next review due	Autumn 2026
------------------------	-------------

Objective of Policy

The Admission Policy is to outline admissions criteria for the schools within the Mast Academy Trust:

- Birdsedge First School
- Kirkburton Middle School
- Scissett Middle School
- Shelley First School
- Scholes Junior and Infant School

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
5.0	Annual review of admission policy, updates to complete with Admissions Code 2021
5.1	Increase of PAN for Scissett Middle School after consultation
6.0	Annual review of admissions policy 24/25. Adjustment to PAN for Shelley First School after 6 weeks consultation.
7.0	Annual review. 2 academic year policy. Re-wording for criteria for clarity (no change to criteria). Inclusion of Scholes Junior and Infant School PAN
8.0	Annual review. Consultation on policy complying with Admissions code. Updated link for in year applications.
9.0	Annual review

Sign off requirements	
Approvers	Position
Education & People Committee	Trust Board
Reviewers	Position
Natasha Greenough	CEO The MAST
Maureen Neill	Trustee

Section Number	Content	Page Number
1.0	Aims	3
2.0	Legislation and statutory requirements	3
3.0	Definitions	3
4.0	How to apply	3
5.0	Requests for admission outside the normal age group	4
6.0	Allocation of places	4
7.0	In Year Admissions	7
8.0	Appeals	8

9.0	Objections	8
10.0	Monitoring Arrangements	8

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 2021](#)
- [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

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

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 Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

The Mast Academy Trust follows the Kirklees Pupils Admissions process in this case.

A request for a child to be educated outside their chronological age group should be discussed with Kirklees Pupil Admissions as soon as directed in the admissions guide.

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

All requests are considered individually, however it is the view of Kirklees local authority that wherever possible, children should be educated with their chronological peers.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

6.0 Allocation of places

6.1 Admissions Number

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
Scholes Infant and Junior School	30
Shelley First School	30

Our schools have the following agreed admissions numbers for point of entry in year 6:

Kirkburton Middle School	167
Scissett Middle School	200

6.2 Oversubscription Criteria

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

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)
- For middle schools only the following ranking within criteria 2 will apply:
 - A. Attending a feeder school
 - B. Not attending a feeder school

Criteria 3

- children who live in the school's PAA For middle schools only the following ranking within criteria 3 will apply:
 - A. Attending a feeder school

B. 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) For middle schools only the following ranking within criteria 4 will apply:
 - A. Attending a feeder school
 - B. Not attending a feeder school

Criteria 5

- children who live outside the school's PAA For middle schools only the following ranking within criteria 5 will apply:
 - A. Attending a feeder school
 - B. 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.

6.3 Tier system (Middle Schools Only)

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.

6.4 Children below compulsory school age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

6.5 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

6.6 Fair Access Protocol

We participate in Kirklees's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

7.0 In year Admissions

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 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

The process for applications for in-year admissions can be found on the Kirklees website:

[Changing school during the school year | Kirklees Council](https://www.kirklees.gov.uk/beta/admissions/changing-school-during-the-school-year.aspx)

<https://www.kirklees.gov.uk/beta/admissions/changing-school-during-the-school-year.aspx>

Parents will be notified of the outcome of your in-year application in writing within 15 school days.

8.0 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>

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.

10.0 Monitoring Arrangements

This policy will be reviewed and approved by the Standards and Effectiveness Committee for the Board of trustees every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.