

Admissions 2019/20

Littletown Junior, Infant and Nursery School (*Part of the Spensborough Co-operative Trust) A
Trust school for girls and boys aged 3-11 years

Headteacher: Mrs F Cullivan-Ward
Littletown JI&N School, Bradford Road, Liversedge, WF15 6LP
Tel: 01274 878136
E-mail: office@littletownschool.com
Website: <http://www.littletownschool.org.uk/>

The governing body decides admission arrangements. The Published Admission Number of Reception year group places available for the 2019/20 school year will be 25.

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 there has to be a way of deciding which children are offered places. This is done by having admission criteria, also known as oversubscription criteria, which are considered in order. These are:

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.

Special Educational Needs

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

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 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

b) Children in priority 1 above may be admitted above the PAN.

c) 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.

d) 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.

e) '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 (see Late Applications).

f) Where a child's parents live at different addresses and the child spends time at each address, we will consider the following factors as part of our decision making process 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 before a decision is made. Each case is looked at on an individual basis.

g) A PAA means a 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.

h) Children with Statements of Special Educational Needs or Education Health and Care Plans are admitted to mainstream schools, special units and special schools separately from the general admission policies, but we do ask families to complete the online application if they would like to name the school as one of their preferences.

i) It is important to note that attending the school nursery does not give any priority for a place in the school and there is no automatic transfer.

Application Procedures

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 online Parent Portal on the Kirklees website. The application period will run from the week beginning 1 September 2018. The closing date for applications will be 15 January 2019.

Late applications

Applications received after the appropriate closing date will be regarded as late unless, in Kirklees' judgment, 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.

Applications submitted after the closing date due to a significant house move will be regarded as on-time provided that suitable documentary evidence to confirm the move is provided by the following deadlines in time for the allocation process.

For Reception, year 3 and year 6 - It is expected that the allocation process will take place on 15 March 2019. The latest reasonable date for evidence of a significant house move will therefore be 14 February 2019.

Waiting lists

A child's name will automatically be placed on the waiting list where they have been refused a place in the school's normal year of entry. The waiting lists 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.

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 2019, or to any other age group at any time, will apply on the In-year Common Application Form (ICAF).

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.

Tie-breaker

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

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.

Children of Service Personnel

Kirklees Council is signed up to the armed forces Community Covenant, which is a pledge made by the government to ensure that the armed forces and their families are not disadvantaged as a result of their service. As part of the co-ordinated process applications from armed forces families are reviewed on an individual basis to ensure they are not disadvantaged, and, Kirklees LA may ask schools to consider admission over PAN if this is felt to be necessary. If an alternative school place cannot be secured by normal processes, the application may be considered under Fair Access Protocol.

Children of service personnel and crown servants returning from overseas to live within Kirklees, will be allocated a school place in advance of their arrival. The application must be accompanied by an official letter declaring the relocation date and postal address. The allocation will be based upon the anticipated postal address.

Summer born children (children born between 1 April and 31 August)

The majority of parents apply and take up a reception place in the school year in which their child will reach the age of five (rising fives). All children are entitled to a full time place in the September following their fourth birthday. However, the legal starting age for full time education is the start of the term following the child's fifth birthday and parents may request that their child's entry is deferred until later in the same school year or until the term in which the child reaches compulsory school age. Kirklees Council receives a small number of enquiries from parents (whose children are 'summer born') to defer their entry to school until the September following their fifth birthday.

In many of these cases, where a request is made for a deferred entry of a 'summer born' child, a place would be offered in Year 1 as this enables the child to remain within their chronological age group. However, non statutory Department for Education (DfE) Guidance states;

- School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school at this point.
- School admission authorities are responsible for making the decision on which year group a child should be admitted to, but are required to make a decision based on the circumstances of the case.

- There is no statutory barrier to children being admitted outside their normal year group.

All requests for such transfers will be explored with the parent/carer on an individual basis.

‘Advice on the Admission of Summer Born Children’ (DfE, July 2013)

Admission of children outside chronological year group

It is the general view of Kirklees Council that all children and young people will complete their primary and secondary education in school year groups according to their chronological age. It is also the general view of the Local Authority that moving pupils into older or younger year groups is usually not in their best educational, social or emotional interests. This includes either early or late admission to primary school or early or late transfer to secondary school.

The National Curriculum sets out a clear, full and statutory entitlement to learning for all pupils. In addition, schools in Kirklees deliver an offer which supports access to high quality differentiated education. This should ensure that a pupil’s curricular needs are met without either early or delayed transfer to the next phase of schooling being necessary other than in exceptional circumstances.

It is for individual admission authorities to consider requests for placement out of the chronological age group. Kirklees Council is the admission authority for community and voluntary controlled schools. The governing body is the admission authority for foundation and voluntary aided schools and the academy trust is the admission authority for academies and free schools.

All requests for such transfers will be explored with the parent/carer on an individual basis.