



Admissions Policy 2018/19



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The Enhance Academy Trust is the admissions authority for the school and determines the Admissions Policy for Diamond Wood Community Academy. Operation of the policy is delegated to the admissions panel of the governing body of Diamond Wood Community Academy. (Please contact the admissions officer at the school for details of admissions policies and procedures.)

The school follows the local authority admissions policy and arrangements for 2018-2019.

Making an application for a place in Reception for September 2018 : The closing date for applications is 15th January 2018. (Please contact the admissions officer for details of how to make an application for a place in the Nursery at Diamond Wood Community Academy.)

Applications for admission to the school are to be made using the Kirklees online application service (available from early September 2017 to the closing date of 15th January 2018).

Admission Procedures

The Published Admission Number (PAN) for admission to the full-time Reception class in the school year beginning September 2018 will be a maximum of **120**.

The academy trust will not place any restrictions on admissions to the full-time early years class unless the number of children for whom admission is sought exceeds this number.

Kirklees local authority operates a co-ordinated admissions scheme and manages a system of equal preferences under which all applications are considered equally and the school's governing body allocates the available places following its published admissions policy. If there are more applications than places available, the governing body admission panel will allocate places using the following admission criteria, which are listed in order of priority.

Kirklees local authority will inform parents of the offer of a place on 16th April 2018.

Admission Criteria

Diamond Wood Community Academy is the infant school which is closely linked to Ravensthorpe CE(VC) Junior School and the majority of children transfer from the academy to the linked junior school. The academy uses the Kirklees admissions criteria for linked infant and junior schools to ensure continuity for children between the two schools is at a level comparable to that in an all-through primary school.

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 either Diamond Wood Community Academy or Ravensthorpe CE(VC) Junior School 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 either Diamond Wood Community Academy or Ravensthorpe CE(VC) Junior School from the same address at the date of admission (the sibling rule);
5. Children who live outside the school's PAA.

The school will admit a child with an Education, Health and Care plan or a Statement of Special Educational Needs where the school is named on the plan / statement.

It is important to note that attending the school nursery does not provide an automatic transfer to a place in the school.

Notes

1. The definition of a 'looked after child'

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

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

2. A map showing the priority area for admissions (PAA) is available at the school

If there are more applications in a particular category than the number of places available, the remaining places will be offered to the children whose permanent address is nearest 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.

3. Parents

'Parents' include all those people who have a parental responsibility for a child as set out in the Children Act 1989. Where responsibility for a child is 'shared', the person receiving Child Benefit is deemed to be the parent responsible for completing application forms, and whose address will be used for admissions purposes.

4. Home Address

The home address will be the address used for correspondence related to where “Child Benefit” is paid. In cases where there is doubt of the home address or where a child lives between two homes (split families) or other relevant circumstances, proof of the home address must be provided to the school to confirm the address used on the application form. Home address will be the address that complies with the above at the closing date for applications set by the Local Authority.

Families who are due to move house should provide:

- i) a Solicitor’s letter confirming that exchange of contracts has taken place on the purchase of a property; *or*
- ii) a copy of the current Rental Agreement, signed by both the tenants and the landlords, showing the address of the property; *or*
- iii) in the case of SERVING H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

5. 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.

6. Waiting List

If an application for a place at the school is unsuccessful, because there are no places available, the child’s name will automatically be placed on the waiting list. Any places that become available will be allocated according to the published oversubscription criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round.

As soon as school places become vacant, the admissions panel of the governing body will fill the vacancies from the waiting list, even if this is before admission appeals have been heard. (In accordance with paragraph 3.27 of The Admissions Code).

Placing a child’s name on a waiting list does not affect a parent’s right of appeal against an unsuccessful application.

The waiting list will be reviewed and revised:

- each time a child is added to, or removed from, the waiting list
- when a child’s changed circumstances will affect their priority
- at the end of the first term in the 2015-16 school year, on 19th December 2015, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following term

It should be noted that children who are the subject of direction by the secretary of state to admit or who are allocated to a school in accordance with the Kirklees In-Year Fair Access Protocol (paragraph 3.28 of The Admissions Code), must take precedence over those on a waiting list.

7. Appeals

Where the governing body admissions panel is unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. Parents who intend to make an appeal against the governing body admissions panel's decision to refuse admission must submit a notice of appeal, within twenty one days of receiving the refusal letter, to:

Governance Team (School Admission Appeals)
Crown Court Buildings
Princess Street
Huddersfield
HD1 2TT

Normally appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.

If a child is refused a place because of Government limits on Infant class sizes, the grounds on which an appeal could be successful are limited. A parent / carer would have to show that the decision was one which in the circumstances no reasonable governing body admissions panel would have made, or that a child would have been offered a place if the admission authority's admissions arrangements had been properly implemented.

Please note that this right of appeal against the governing body admissions panel's decision does not prevent a parent / carer from making an appeal in respect of any other school.

8. 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. Parents of a child with a 4th birthday between 1st April 2018 and 31st August 2018, who wish to consider delaying admission to September 2018 should contact the admissions officer at the school to discuss the matter before 15th January 2018.

(Please see recent DfE advice at <https://www.gov.uk/government/publications/summer-born-children-school-admission>)

Parents can request that their child takes up the place part-time until the child reaches compulsory school age.

9. Late applications

Applications received after 15th January 2018 will be regarded as late unless, in the governing body admissions panel's view, there are significant and exceptional reasons for the lateness.

Late applications are not considered until all on-time applicants have been allocated places. Exceptional circumstances may include, for example, a single parent who has been ill for some time, a family moving into the area, or a family returning from abroad. Proof of special circumstances will be required.

Applications submitted after the closing date due to a significant house move (ie a move over 2 miles) will be regarded as on-time provided that documentary evidence to confirm the move is provided and the allocation process has not begun (ie before Wednesday 14th February 2018).

10. In-year admissions

Kirklees residents who wish to apply for a place in the first year at the school after the first school day in September 2018, or to any other age group at any time, should apply on the In-year Common Application Form (ICAF) and return the form to the school.

For in-year admissions, the waiting list will be held for the remainder of the term for which they have applied for a place.

