Admissions Policy

For entry to Reception in the 2028-29 academic year

Millbridge, A SHARE Primary Academy

Headteacher: Mrs Rhona Pleasant

Millbridge Primary Academy,

Liversedge, WF15 6HU

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Website: www.millbridge.org.uk

- The admission authority for Millbridge, A SHARE Primary Academy is SHARE Multi-Academy Trust.
- The Published Admission Number of Reception places available for the 2028/2029 school year will be 30.
- The national closing date for Reception applications is 15th January 2028.

Application process

a) Arrangement for applications for reception places at Millbridge, A SHARE Primary Academy will be made in accordance with Kirklees local authority coordinated admission arrangements, as published in the local authority's booklet, 'Guide for Parents' or via the child's own local authority's admissions process.

b) An applicant must complete the application via their home local authority and return it as instructed by the local authority. For Kirklees' residents, parents should complete the Parent Portal, which can be found at: Apply for a primary school place | Kirklees Council.

c) If the number of preferences received is less than the admission number, then all preferences will be met.

d) If there are more applications than places available at Millbridge, A SHARE Primary Academy the oversubscription criteria will be applied.

e) It is very important that the form is returned by the closing date because forms received after this date will be treated as 'late'. Late applications are not dealt with until all those received on time have been through the application process. The closing date for applications can be found on the local authority's guides for parents.

f) Your home local authority may publish dates by which changes to address cannot be accepted until after National Offer Day.

Children with an Education, Health and Care Plan (EHCP) that names the academy will be admitted before the oversubscription criteria are applied.

Oversubscription 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 which are considered in strict order of priority:

1 . Looked after children and previously looked after children.
Evidence will be required from the local authority or adoption authority to confirm previously looked after status, including for children previously in state care outside England.

2. Children who live in the school's Priority Admission Area (PAA) who have a brother or sister attending Millbridge, a SHARE Primary Academy 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 Millbridge, a SHARE Academy from the same address at the date of admission (the sibling rule). Original documents may be requested by the Data Manager.

5. Other children by distance: children who live outside the academy's PAA, who will be admitted in order of how close they live to Millbridge, A SHARE Primary Academy (see notes). Where distance is equal, random allocation will be used as a tie-break. The random allocation process will be conducted and independently verified by a person not connected with the academy.

Admission of children below compulsory school age and deferred entry to school

Parents of a summer born child may choose not to send their child to school until the September following their fifth birthday and parents may request that they are admitted out of their normal age group - to reception rather than year 1.

Parents should still apply in the normal admission round. If a parent does not want their child to miss their reception year, they must submit a request for admission out of the normal age group at the same time. In addition, applications for deferment should be made by letter addressed to the Headteacher of Millbridge and any relevant accompanying evidence should be attached.

Children Educated outside of their chronological age group

A request may be made for a child to be admitted outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. Parents should still apply in the normal admission round and write to the Headteacher of Millbridge, A SHARE Primary Academy to make the request. The letter should state clearly the reasons for making the request.

Each request will be considered on its individual merits and in the best interests of the child. The Governing Body will, on behalf of the Trust Board, consider the parents' views, the child's academic, social and emotional development, and any relevant professional evidence. Parents will be notified in writing whether the request is agreed. Parents retain the statutory right to appeal against a refusal of a school place, but not against the decision regarding the child's chronological age group.

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.

b) Previously looked after children including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be as a result of being adopted (requirement in the Code) 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 Special 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. If a request for admission to school is made under the previously looked after (PLAC) criteria, an online supplementary information form (SIF) will need to be completed on the Kirklees Pupil Admissions

website. The SIF is used solely to verify eligibility under the published oversubscription criteria.

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

d) A child is regarded as having been in 'state care outside of England' if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Evidence must be provided by parents of the child's adoption from state care outside England.

e) 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.

f) If the Governing Body cannot agree to requests for admission in any of the priorities above without exceeding the PAN, priority will be given up to the PAN to children living nearest the school.

g) Distance is measured in a straight line from a child's home address to the school. Measurements are calculated using six-figure National Grid Coordinates 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.

h) '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 allocation of places.

i) Where a child's parents live at different addresses and the child spends time at each address the Governing Body will consider the

following when deciding on which address will be used for admissions purposes:

- The amount of time spent at each address
- Which parent has parental responsibility for the child
- Who receives the child benefit for the child
- Where the child is registered for medical and dental care
- Any residency or custody orders made by the courts
- The Governing Body will ask for documentary evidence to support information given about the above points.

Pupils with an Education, Health and Care Plan

A child with an Education, Health and Care Plan that names Millbridge, A SHARE Primary Academy will be admitted.

This is in accordance with section 43 of the Children and Families Act 2014. Such children will be admitted before the oversubscription criteria are applied.

Notification of offer of place

The formal offer of a place will come from the local authority, on behalf of Millbridge.

Waiting lists and appeals

Subject to any provisions regarding waiting lists in the local authorities coordinated admissions scheme, the academy will operate a waiting list for reception places. Where in any year Millbridge receives more applications for places than there are places available, a waiting list will operate throughout the year and will be maintained by the academy.

Children's position on the waiting list will be ranked in accordance with the oversubscription criteria and will be reordered every time a child is added. Unsuccessful applicants have a right of appeal to an independent appeal panel.

The waiting list will be maintained until 31st December 2028.

Appeals Procedure

Parents/carers who want to appeal against the decision not to offer their child a place at Millbridge must appeal directly to the academy, not through the local authority Admissions Team. The appellants will receive at least ten school days' notice of the place, date and time of their appeal hearing. This notification will be given by the Clerk

to the Independent Appeals Panel. Any questions which the appellants have in advance of the hearing should be addressed to:

The Clerk to the Independent Appeals Panel
Millbridge, A SHARE Primary Academy
Vernon Road
Liversedge
WF15 6HU

The appeal will be heard by an Independent Appeals Panel which the appellants can attend to explain their case. If they wish, the appellants may be accompanied by an adviser or a friend. Following the appeal, the Clerk will send decision letters to the parties within five school days of the hearing wherever possible.

In year admissions

Applications for in-year admission should be made via the Kirklees Council Parent Portal. In-year applications are coordinated by Kirklees Council in accordance with the School Admissions Code: Changing school during the school year | Kirklees Council.

Any inaccurate or false information provided on the form may result in the withdrawal of any place offered. The academy operates in keeping with the Local Fair Access Protocol.

Late Applications

Applications received after the appropriate closing date will be regarded as late unless we feel 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 if documentary evidence is provided to confirm the move is permanent and not easily reversible and the allocation process has not begun.