Hightown Primary School



Admission Policy 2026-27

At Hightown we work together as a school community with pride, respect, rigour and fairness. We celebrate effort, respond enthusiastically to challenges and create positive opportunities that enable everyone to achieve in every way.

Policy date:	November 2026	
Approved by & date	Full Governing Body	November 2026
Link governor:	Kay Brennan	
Next review date	November 2028	

Aims

The aim of this policy is to define the criteria upon which children are admitted to the school.

Roles and Responsibilities

The Learning Accord Multi Academy Trust is the admissions authority for the school and determines the Admissions Policy for Hightown Primary School. Operation of the policy is delegated to the admissions panel of the governing body of Hightown Primary School (Please contact the admissions officer at the school for details of admissions policies and procedures.

Parents and Carers

Parents /carers are responsible for applying for a place at the school. Children who will become 4 in the period from September 1st – August 31st are admitted to the school full-time from the following September.

Policy

Foundation Stage Application

Applications for admission to the Hightown Primary School should be made between 1st September and the closing date of 15th January. Applications for admission to the school should be made using the Kirklees online application service. Kirklees Council administer the process of school place allocation and will only accept an online application. Please apply via www.kirklees.gov.uk/admissions.

Admissions Criteria

The school follows the admissions' policy of Kirklees Children and Young People's Service. The school has an agreed Published Admissions Number (PAN) which is the maximum number of children that may be admitted to each year at the school. The school has a separate PAN for Key Stage 1 and Key Stage 2 although these may be the same.

Legislation sets the maximum number of children in an infant (Foundation and Key Stage 1) class with a single qualified teacher at 30, therefore the maximum possible PAN for a single-form intake school like Hightown is 30.

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 places the governing body admission panel will allocate places using the following admission criteria, listed in order of priority.

Admission criteria:

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 an older brother or sister attending Hightown Primary School from the same address at the date of admission (the younger sibling rule)
3. Children who live in the school's PAA
4. Children who live outside the school's PAA and who have an older brother or sister attending Hightown Primary School from the same address at the date of admission (the younger sibling rule)
5. Children who live outside the school's PAA.

The school will admit a child with an Educational, 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 2026-2027 school year, 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 governor 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 2027 and 31st August 2027, who wish to consider delaying admission to September 2028 should contact the admissions officer at the school to discuss the matter before 15th January 2027.

(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 2027** 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 (i.e. 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.

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 2026**, 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.