

# Admissions Policy

## For entry to Reception in the 2025-26 academic year and admissions to Nursery

### Millbridge A SHARE Primary Academy

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- The governing body decides admission arrangements.
- The Published Admission Number of Reception places available for the 2026/2027 school year will be 45.

#### 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 ' [Apply for a primary school place | Kirklees Council](#) 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: [Parent Portal: Home \(kirklees.gov.uk\)](http://Parent Portal: Home (kirklees.gov.uk))

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

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

- d) It is very important that the application is completed by the closing date because any applications 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.
- g) Your home local authority may publish dates by which changes to address cannot be accepted until after National Offer Day.

### **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. Children in public care (looked after children) and children who were previously looked after (see notes).
2. Children who live in the school's Priority Admission Area (PAA) who have a brother or sister attending Millbridge, a SHARE 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. 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).

### **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.

Applications will be put before the Academy's Governing Body, who on behalf of the Trust Board, will consider the applications and notify the parents in writing whether the request is agreed. There is no right of appeal against a decision relating to admission out of chronological age.

### **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 to make the request. The letter should clearly state the reasons for making the request.

Applications will be put before the Academy's Governing Body, who on behalf of the Trust Board, will consider the applications and notify the parents in writing whether the request is agreed. There is no right of appeal against a decision relating to admission out of chronological age.

## 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's 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 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.
- c) Children in priority 1 above may be admitted above the PAN.
- d) The term 'sibling' is defined as: a full or half-brother or sister, a stepbrother or sister, an adoptive brother or sister, the children of parents living together in the same family household. Stepbrother, stepsister, 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.
- e) 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.
- f) 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, for example schools with 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.

- g) '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.
- h) 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.
- i) Children with Education Health and Care Plans are admitted to the school separately from the general admission policies published (see below).
- j) In the event of a tie, children will be prioritised by the shortest straight-line distance from the academy. If there still remains a tie random allocation by drawing lots will be used as a tie-break in either oversubscription criteria 1 to 5 to decide who has the highest priority if the distance between the two children's homes and the academy is the same. The process will be independently verified.
- k) The PAA is on the Kirklees Admissions, Apply for a Primary Place. [Apply for a primary school place | Kirklees Council](#)

### **Pupils with an Educational Health Care Plan**

Millbridge, a SHARE Primary Academy, shall ensure that children with an Educational Health Care Plan are admitted on an equal basis with others in accordance with its Admissions Policy. Where a local authority proposes to name Millbridge in an Educational Health Care Plan made in accordance with section 324 of the Education Act 1996, Millbridge shall consent to being named.

The exception to this is where admitting the child would be incompatible with the provision of efficient education for other children, and where no reasonable steps may be made to secure compatibility. In deciding whether a child's inclusion would be incompatible with the efficient education of other children, Millbridge shall have regard to the relevant guidance issued by the Secretary of State to maintained schools. In the event of any disagreement

between Millbridge and the local authority over the proposed naming of Millbridge in a plan, Millbridge may ask the Secretary of State to determine whether Millbridge should be named.

### **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 determined solely in accordance with the oversubscription criteria. Unsuccessful applicants have a right of appeal to an independent appeal panel.

### **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 parents/carers 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 Academy  
Vernon Road, Liversedge  
WF15 6HU

The appeal will be heard by an Independent Appeals Panel which the parents/carers can attend to explain their case. If they wish, the parents/carers 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 admissions should be made directly to Kirklees Local Authority. Parents are requested to use the Kirklees online ICAF (in-year common application form) which is available on the Local Authority website:

[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. Applications 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.

### **Admissions to nursery**

Responsibility for making decisions regarding admissions to the nursery class lies with the Headteacher and Governing Body of our school. The Headteacher is also responsible for the day-to-day administrative arrangements that need to be made to ensure that the requirements of this policy are followed. Parents/carers must make a separate application for a place in Reception class.

The nursery class at Millbridge is able to provide early years provision for children from the term after they are three years old, if there is an available place.

Children born between September 1<sup>st</sup> and December 31<sup>st</sup> are entitled to 15 hours of early years provision from January. 30 hours of early years provision may be considered if a family is eligible. Parents need to have applied by the beginning of October and will be notified of a place by the end of October.

Children born between January 1<sup>st</sup> and March 31<sup>st</sup> are entitled to 15 hours early years provision from April. 30 hours of early years provision may be considered if a family is eligible. Parents need to have applied by the beginning of February and will be notified of a place by the end of February.

Children born between April 1<sup>st</sup> and August 31<sup>st</sup> are entitled to 15 hours early years provision from September. 30 hours of early years provision may be considered if a family is eligible. Parents need to have applied by the beginning of April and will be notified of a place by the end of April.

### **Applying for a place at the nursery**

To apply for a nursery place, applicants must complete the form below or scan the QR code:

<https://forms.office.com/e/9Gb2UWsuUY>



We will also need to take a copy of the child's birth certificate and proof of address (utility bill, driving licence etc).

School will keep a list of the children's names and the names and addresses of the parents/carers who have requested a place in the nursery class. This will be called the nursery admissions list. The length of time a child's name has been on the admissions list will not be taken into consideration.

We will keep the following details on record:

- Name of child
- Gender
- Ethnicity
- Date of Birth
- Date of application

- Address
- Telephone number
- Sessions requested
- Special consideration – whether a child has additional needs, whether the child has any siblings in school.
- Any other additional information from health and social care

Decisions made during nursery admissions, as for all other admissions, are taken in accordance with the published policy and that sound administrative procedures are established, documented and followed.

If the school's nursery is oversubscribed, decisions must be made about all those applying as to whether to offer them a place or not. All applications that have been received by the deadline must be considered against the criteria used to distinguish priorities for admission.

### **Criteria for admission into the nursery class if oversubscribed**

Admission to our nursery class is based on the expression of parental preference.

The Headteacher will organise to consider all applications for admissions if places are oversubscribed. This may include a panel which will consist of the Headteacher, a member of the Governing Body and the teacher in charge of the nursery. Support and guidance can be sought from a local authority officer.

If there are more applications than places available, the Headteacher will use the following criteria:

Priority for a nursery place will be given to;

1. Looked after children, children on a child protection plan (active cases) or those who are thought to be at risk.
2. Children with exceptional medical, social and educational needs identified by health education or social care colleagues. Evidence should accompany applications. Examples may include children identified by pre-school assessments having special educational needs or as requiring assessment to decide if they have such needs, children who have needs identified by medical professionals, children living in families considered to be exceptionally disadvantaged in relation to the usual circumstances for the area, children who have limited or no access to English speaking environments.
3. Children whose parents are in work or training.
4. Children who live in the schools Priority Admission Area (PAA).
5. Children who live outside the PAA but who have an older sibling attending the school.
6. Children who live outside the PAA.
7. Extra district children.

Once places have been allocated, and where it is not possible to offer some children a place in the nursery class because it is full, it will be possible for children's names to be added to a waiting list if parents request that they are still interested in a place. Any places that then become available will be offered from the waiting list in accordance with the school's criteria for admissions. Places will be offered on a termly basis and only in exceptional circumstances will children be able to start nursery mid-term.

Parents may choose not to accept the offer of a place for their child, but they must indicate whether they wish for their child's name to remain on the waiting list for admissions in the following term. They will then be considered for a nursery place along with any other eligible children. This may mean that a place is no longer available and a place at another setting sought.

### **Right to appeal**

As nursery provision is non-statutory the school's decision will be final and there is no formal right of appeal. However, the school will be happy to discuss any concerns parents may have about the application process.

### **Admissions to Reception**

It is important to note that attending the nursery does not give any priority for a place in Reception and there is no automatic transfer. All parents/carers must make a separate application for a place in a Reception class regardless if they have a place in the nursery.

Parents/carers must follow the application process detailed on page one of this policy.



