



Meltham Moor Primary School

Admissions policy for 2024 - 2025

Meltham Moor Primary School is made up of three Key Stages: Early Years, Key Stage One and Key Stage Two. Early Years includes: morning Nursery and one Reception class. This Key Stage is known as the Foundation Stage and has its own curriculum.

Our Year 1 and Year 2 classes make up Key Stage One. The government has set an upper limit for infant class sizes of 30 pupils. The admission criteria for Key Stage One is different from those for other key stages.

In Key Stage Two, we have Year 3, Year 4, Year 5 and Year 6.

The Published Admission Number (PAN) for Meltham Moor Primary School is 30

The information below details how Meltham Moor Primary School prioritises its admissions if the 30 places are oversubscribed

Admission criteria for Meltham Moor 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 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. The admissions criteria for Meltham Moor Primary School is as follows:

Meltham Moor Primary School will admit a child with Special Educational Needs where the school is named on the Education Health and Care Plan.

- 1. children in public care (to include looked after and 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 in state care as a result of being adopted)***
- 2. children living in the school's priority admission area who have an older brother or sister attending from the same address at the date of admission;***
- 3. other children living in the school's priority admission area;***
- 4. children who live outside the priority area who have an older brother or sister attending from the same address at the time of admission;***
- 5. children who have attended our Nursery***
- 6. children who live outside the priority area.***

Notes (a) Children in priorities 1 and 2 above may also be admitted above the Published Admission Number (PAN).

(b) If we cannot agree to requests for admission in priorities 3 to 6 above without exceeding the PAN (Pupil Admission Number) we will give priority up to the PAN to the children living nearest the school. Distance is measured in a straight line.

(c) "Live" means the child's permanent home at the date when applications close, or if a significant house move is involved, on 15th January 2023.

(d) A Priority Admission Area means a geographical area determined by Kirklees in consultation with the governing body of the school.

NB There is no longer a guaranteed place for any child in any of the priorities at any key stage.

Registering your Child for a Reception place

Kirklees has a three preference co-ordinated admissions system for all primary schools. It is called co-ordinated because the law requires that the Admissions Office at Kirklees LA acts a clearing agent for all admissions to the first year in these schools. This includes Meltham Moor Primary School which will continue to make their own admissions decisions.

You must register children who will be five between 1 September 2024 and 31 August 2025 –by 15 January 2024 by using the online application facility. You will need a valid email address in order to do this. Please click on the link below to go directly to the online facility.

<https://www.kirklees.gov.uk/beta/admissions/apply-primary-school-place.aspx>

When you have decided which schools you prefer, please complete an online application form (Form PCAF). If you do not complete the online form you will not be offered a place at all. When you have submitted your application, you will receive a receipt to the email address you used to register with. Please keep this email receipt as confirmation of your submitted application.

Please remember, use the online facility only to apply for Meltham Moor Primary School.

Please visit as many schools as you wish but only complete one online application form. On the application form for starting school (online form PCAF), you should name up to three schools, in order of preference, which you would like your child to attend. After the closing date on 15 January 2024, Kirklees will assess your child's eligibility according to the admission priorities and admission limits in this policy for each of the schools you have named.

Kirklees LA will then offer a place at the one school which is your highest preference where your child qualifies (if this is possible). If you are a Kirklees resident and your child does not qualify at any of the schools you have named, the Local Authority will offer a place at the Kirklees school designated to serve your address, or, if no such place is available, at the nearest Kirklees school where a place is available.

Waiting list

Your child's name will automatically be placed on the school's waiting list if you have been refused a place.

The waiting list for Meltham Moor Primary School will be kept open until 31 December 2024.

The waiting list includes on time and late applicants, in strict priority order according to the school's published admission criteria and not according to when their application was

received.

Kirklees Pupil Admissions will contact you if a place becomes available for your child. We will ask you to complete and return a reply slip within 10 days to confirm whether you wish to accept the place offered. If you do not return your reply slip within 10 days we will assume that you wish to accept the place offered and we will withdraw the school place previously allocated.

The notice of admissions appeal

If you miss the [last date to ask for an appeal](#) it may result in a delay in hearing your appeal. You must [appeal online](#).

The Kirklees Legal and Governance Team will arrange the appeal hearing and will write to you approximately two weeks ahead of your appeal to advise of the date and time of your hearing.

It is very important for you to stay within any timetable given for your appeal process and that you state all the information on which your appeal is based in your written statement of appeal.

The appeal hearing

The clerk of the appeal panel will write to you about the appeal hearing and explain the procedures. An independent appeal panel hears appeals. It is made up of three people, including: at least one 'lay' member (a member of the public with no specialist education experience) and at least one 'independent' person who has experience in education and who is familiar with educational conditions in our area or who is a parent of a registered pupil at a school.

Appeal hearings will take place from June 2024 onwards. Further information about the appeal hearing can be found on the [Kirklees website](#).

Appeal decisions

The clerk of the appeal panel will write to you to tell you the decision. The independent appeal panel's decision is final and binding on the admission authority, the school and the parent. It is not possible to have a second appeal for the same school in the same year unless there has been a significant and material change in circumstances since the original appeal.

Kirklees Pupil Admissions cannot tell parents/carers the outcome of appeals over the telephone.

A school transfer during the school year is known as an in-year admission

There are two different types of in-year admission:

- When parents/carers are moving house and want their child to move to a school closer to their new home.

- When parents/carers are not moving house, or whose change of address is not a significant one, (i.e. over 2 miles for Key Stage 1), but would like their child to change school.

Transferring a pupil from one primary school to another can be unsettling for friendship groups, can disrupt attendance and can break the continuity of learning as schools are likely to have differing curriculum patterns.

All applications for Kirklees schools, including those from parent/carers living outside Kirklees, must be made on the Kirklees [In-Year Common Application Form \(ICAF\)](#). If you wish to make an application to more than one school, you will need to complete a separate ICAF for each application. The completed ICAF should be returned directly to the school/academy you name on the form.

The ICAF and guidance notes can be obtained;

- from schools in Kirklees
- from the [Kirklees Council website](#)
- by calling Kirklees Pupil Admissions on 01484 225007 and the ICAF and guidance notes can be posted to you

Summer born child

If your child is a [Summer born](#) child, – born between 1 April and 31 August - a request for a child to be educated outside their chronological age group should be discussed with Kirklees Pupil Admissions as soon as possible between **1 September 2023 and before 15 January 2024**.

All requests are considered individually, however it is the view of Kirklees local authority that wherever possible, children should be educated with their chronological peers. If you feel that your [Summer born](#) child's needs are such that they would benefit from starting or transferring school a year later please refer to the [DfE guidance](#), [apply online](#) in the normal admission round for 2023, and also email [Pupil Admissions](#) to make your request. The request will be considered by a panel of education experts after the relevant closing date for applications and the individual case will be considered. The panel will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Admission Authority, the Headteacher and any supporting information provided by the parent.