Admissions Policy 2025/32





Polaris
Multi-Academy Trust

Admissions Policy

This document sets out the admission arrangements for Fixby Junior and Infants School and complies with Annex B to the Funding Agreement which is an agreement between the academy and the Secretary of State. This document will be implemented for admissions in 2026 / 2027.

Any changes to the arrangements set out in the Funding Agreement must be approved in advance by the Secretary of State. The academy will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admission Appeals Code of Practice) as they apply at any given time.

The Local Governing Body is the Admissions Authority and therefore any reference in the codes to admission authorities shall be read as the Local Governing Body (LGB). In particular, the LGB will take part in the Co-ordinated Admissions Scheme run by Kirklees Local Authority.

1 Application for Places

Parents can register with the school of their choice at any time following the birth of a child to be sent admission information. Parents are asked to apply for a place at each school online directly with Calderdale Council www.kirklees.gov.uk/admissions

2 Allocation of Places

There are 45 places available at Fixby Junior and Infants School.

Allocation of places is made using the following criteria:

The School will admit children with statements of Special Educational Needs in which the school is named on the Statement/Education Health Care Plan.

2.1 Where fewer applications than the figure quoted above are received, the academy will offer a place to all those who have applied.

2.2 Where the number of applications for admissions exceeds the above figures, applications will be considered against the criteria set out below and in the priority order stated:

2.2.1 Pupils in public care (Children Looked After), or pupils who were looked after, but ceased to be so because they became adopted or became subject to a child arrangement or had a special guardianship order right after being looked after.

2.2.2 Pupils who were previously in state care outside of England and have ceased to be in state care as a result of being adopted.

2.2.3 Pupils who have a brother or sister (including step/half brothers and sisters) permanently resident in the same household and currently attending the school and who will be at school at the start of the academic year, in other words, excluding pupils in their final year.

2.2.4 Pupils who live in the school's priority admission area (PAA), as denoted by the Kirklees MBC

2.2.5 Pupils who live outside the school's PAA who have a brother or sister attending from the same address at the date of admission (the sibling rule)

2.2.6 Other pupils

Please see Appendix 1 for additional information relevant to the oversubscription criteria.

3 Notification of Places

In accordance with the Co-ordinated Admissions Scheme run by Kirklees MBC, the local authority will make the formal offer of a place to parents or guardians on behalf of the LGB. You will receive notification either by letter or email. The academy will also contact parents to either accept or reject the offer of a place. This will in no way affect parents' right of appeal for a place at another school but will allow the school to re-allocate a rejected offer to another child.

4 Appeals Procedure

Parents who wish to appeal against the decision not to offer their child a place at the academy must appeal to Kirklees MBC. If a place has not been offered in the first instance an appeals letter will be sent direct from Kirklees MBC explaining the process of appeal. The appeals will be heard by an independent appeals panel. The Appeals Panel will take all reasons and the admission authority's admission arrangements into consideration when reaching its decision. The Appeal's Panel's decision will be completely independent of any previous decision taken by the admissions authority. The decision of the independent appeals panel is binding and final. Only one appeal for the academy in the same academic year will be considered unless there have been significant changes in the circumstances relevant to the application.

5 Re-Allocation (Waiting) list

Where an application for a place at either school has been submitted and refused as a consequence of insufficient places, then a pupil's name will be retained on a waiting list until the end of the academy year where this has been requested by the parent/guardian. Waiting lists will be maintained in the order of the published oversubscription criteria.

6 In-Year Applications

In-year places will become available when the number in each class falls below 26. For parents requesting a transfer of primary school the 'In Year Application Form' must be used as a means of expressing one or more preferences (up to a maximum of three). This is applicable to parents / guardian's resident in the Local Authority area wishing to express a preference for their child to be admitted to a school within the Local Authority area or another Local Authority's area.

7 Consultation

The LGB will consult with local groups and schools if changes to these arrangements have been proposed. They will consult on the full admission arrangements every seven years even if no changes are proposed. Admission information will be made available on the academy website.

8 Record Keeping

Any parents who apply for a place for their child at the academy will have their information on the school's records during the admissions process. If the child successfully receives a place at the academy, then their personal information will be kept and input to the child's school file. If the child is unsuccessful then the details will be placed on a waiting list. A parent can request for their child to be removed from the waiting list at any time. The academy will keep the parent and child's details on the waiting list and review the list annually, if you are happy to remain on the list then your personal details will be held securely until a place becomes available or until you ask to be removed from the list. If you no longer wish to remain on the waiting list, please notify the school so that your information can be confidentially and securely destroyed.

Appendix 1

Additional information relevant to the oversubscription criteria:

A sibling link cannot be claimed where a sibling in receipt of an Education, Health and Care Plan (or a Statement of Special Educational Needs) is attending a resourced unit within a mainstream primary school.

If there is oversubscription in any category, then pupils will be admitted in order of proximity of the pupil's permanent home to the academy

Distance will be calculated using a straight-line measurement from the pupil's permanent home to the nearest designated school gate

Distances will be calculated using the Local Authority's Geographical Information System (GIS). To ensure consistency applies, all measurements will be carried out by this method and no other method of measuring distance will be considered.

Each property has a coordinate taken from Ordnance Survey Address-Point data. This is the point from which distance measurements will be taken

In the event of two or more children living equidistant from the academy, as measured by the procedure above, then the decision on which child will be allocated will be made using random allocation.