



## Admissions Policy

### Arrangements from September 2024

#### 1 Application for Places

Arrangements for applications for places at Old Earth School will be made in accordance with Calderdale Local Authority's co-ordinated admission arrangements. Parents should apply online for a school place via Calderdale Council's online application procedure. Please visit [www.calderdale.gov.uk/admissions](http://www.calderdale.gov.uk/admissions). If parents are not Calderdale residents, they must apply through their home local authority.

There are 60 reception places available each year and allocation of places is made using the following criteria:

2.1 Where 60 or fewer applications are received, the Academy will offer a place to all those who have applied

2.2 Where the number of applications for admissions exceeds 60, applications will be considered against the criteria set out below and in the priority order stated:

##### 2.2.1 Looked after children

Pupils who are in public care (children 'looked after') or pupils who were previously looked after but ceased to be so because they became adopted or became subject to a child arrangements or special guardianship order immediately following having been looked after.

##### 2.2.2 Siblings

Pupils who have a brother or sister (including step/half brothers and sisters) permanently resident in the same household and who will be at school at the start of the academic year.

##### 2.2.3 Children of Staff

Children of members of staff who have been employed at the school for a minimum of two years, or where the school has a specific skill requirement.

##### 2.2.4 Designated Catchment

Pupils living within the defined catchment area (see map)

##### 2.2.5 Outside designated catchment area – Nursery Priority

Pupils who have attended the Nursery at Old Earth from the start of the school year prior to the Reception intake, who are accessing at least 15 of their universal funded hours at the time of application, and are still in attendance at the time of allocation.

##### 2.2.6 Outside designated catchment area – Other Children

All other pupils based upon home to school proximity.

**Note:**

Where there is oversubscription within any category, priority for places will be determined by proximity of the child's home to the school

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

Distance will be calculated using the Local Authority's GIS system (Geographical Information System). To ensure consistency applies, all measurements will be carried out using the Local Authority's GIS system 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 which distance measurements will be taken from.

### **3 Notification of Places**

Parents of children will be notified of their place on 16 April 2024 and this may be by email or letter, dependent upon the preferred method referred to at the point the online application was submitted.

Offers for notification will contain the following:

- Deadline for accepting the place (if a parent does not respond by the deadline, it will be assumed that they have accepted the place they have been offered)
- If necessary, the reason why the pupil has not been offered a place
- Advice to parents if they wish to be considered in the re-allocation process for a place that might become available
- Information about the statutory right of appeal against a decision to refuse a place

### **4 Re-Allocation (Waiting) list**

Parents may ask for their child's name to be kept on a reallocation (waiting) list for any places that may become available after 16 April 2024. The reallocation (waiting) lists will be ordered in terms of the school's oversubscription criteria (as shown above).

The reallocation (waiting) list for the Academy will be kept by the Local Authority until the beginning of the new academic year commencing September 2024. Waiting lists will then be maintained by the Academy until at least the end of the Autumn term (December 2024).

### **5 In-Year Applications**

The same criteria will apply for in-year applications as outlined in section 2 and the appeals processes outlines in section 5. Parents wanting to apply for a place for their child should apply direct to the Local Authority and they will be dealt with via the Admissions portal.

**Signed :**

**Date:**