



Admissions Policy

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SHELF JUNIOR AND INFANT SCHOOL

ADMISSIONS POLICY



Introduction

The School Admissions Code ('the Code') is issued under Section 84 of the School Standards and Framework Act 1998 ('SSFA 1998'). The Code came into force on 1 February 2012. It applies to admissions to all maintained schools in England. It should be read alongside the School Admission Appeals Code and other guidance and law that affect admissions and admission appeals in England.

The Code imposes mandatory requirements and includes guidelines setting out aims, objectives and other matters in relation to the discharge of functions relating to admissions by admission authorities. Our admissions policy conforms to the regulations that are set out in that Act and are further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice. All school places are allocated and offered in an open and fair way in accordance with Calderdale Local Authority's admission arrangements which are set annually.

Aims

- We are an inclusive school, welcoming children from all backgrounds and abilities.
- All applications are treated on merit, and in a sensitive manner.
- The only restriction on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents to find a place for their child at the school of their choice. However, this is not always possible, owing to excess demand on the places available.
- A child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have.

How to apply for a place at Shelf Junior and Infant School

Our school is a community school which determines our admission arrangements in accordance with the local authority (LA). The Admissions Authority for our school is Calderdale Local Authority which publishes its entry regulations every year. Parents can view these regulations via Calderdale Council's website at <http://www.calderdale.gov.uk/education/schools/admissions>.

If your child is in Years 1-6, then you should contact school to establish if any places are available in your child's year group. If no places are available, you will be directed to Calderdale Admissions who will then advise you further.

If your child is due to start school in reception class in September, you need to apply for a school place online as detailed below.

Calderdale's website informs parents how to apply for a place at the school of their choice. It advises on how to register as well as current dates and deadlines for the submission of applications. Calderdale Council coordinates admissions to all Primary and Secondary

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schools within Calderdale. If you live within Calderdale, you must complete a Calderdale online application, even if you wish to preference a school outside the Calderdale area. Parents of children resident outside Calderdale, who want to apply for a Calderdale school, must apply through their home local authority.

Parents of children resident in Calderdale can apply for a school place online during the normal admissions rounds if:

- their child is due to start reception class of a primary school in September, or
- their child is due to transfer from infant school to junior school in September, or
- their child is due to transfer to secondary school in September

Parental preference

Parents /guardians have the legal right to state the school they wish their child to attend. The admissions authority has a duty to meet their stated preference unless this would prejudice the provision of efficient education or the efficient use of resources.

How an offer is made

Every effort is made to offer a child a place at the preferred school. When a school is oversubscribed, that is where there are more applications than there are places available, places are allocated using the admissions / oversubscriptions criteria. Calderdale Council will then determine which school should be allocated as follows:

- where a child is eligible for a place at only one of the preferred schools, that school will be allocated to the child
- where a child is eligible for a place at more than one of the preferred schools, they will be allocated a place at whichever of these is the higher ranked preference on their application form
- where a child is resident in Calderdale and is not eligible for a place at any of the preferred schools, they will be allocated a place at the nearest school with vacancies, within Calderdale. For Primary schools only, this will be within a two mile walking route wherever possible. For Secondary schools only, this will be within a three mile walking route wherever possible.

Calderdale Local Authority's Admission Arrangements

Places are allocated in in the following order of priority:

1. 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 residence or special guardianship order.

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2. Pupils who have a brother or sister (including step / half brothers and sisters) permanently resident in the same household and currently attending the school or its associated junior school (excluding pupils in their final year). Parents / guardians should be aware that a sibling link cannot be claimed where a sibling in receipt of an Education Health and Care plan is attending a resourced unit within a mainstream primary school.

3. Other children.

If there is over-subscription within any category, then pupils will be admitted in the order of proximity of the pupil's permanent home to the school.

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 GIS system (Geographical Information System). To ensure consistency applies, all measurements will be carried out by 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 from which distance measurements will be taken.

Admissions Appeal and Reallocation

Parents who are not happy with the school place they have been offered can request the name of their child to be added to a re-allocation list for school places. For more information, parents should visit

<http://www.calderdale.gov.uk/education/schools/admissions>.

Monitoring and review

The policy, which is monitored by the Governing Body, will be reviewed every year, or earlier in the light of any changed circumstances, either in our school or in the local area.

Last review: September 2025

Next review due: September 2026