



Batley Multi Academy Trust

Admissions Policy 2025/26

Batley Multi Academy Trust

Approved by: Board of Trustees

Ratified: January 2024

Last reviewed on: November 2023

Next review due: July 2024

Reviewed by: CEO/DofC&G

Batley Multi Academy Trust	3
Aims	3
Legislation and Statutory Requirements	3
How to Apply	4
Late Applications	8
In Year Applications (Nursery, Infant, Junior and Secondary School)	8
BG6 College (Sixth Form) - Mid Year Applications	8
Tie Break	9
Challenging Behaviour	9
Fair Access Protocol	9
National Offer Day	9
Summer Birthdays	10
Appeals Procedure	10

Batley Multi Academy Trust

Our Trust vision is to ensure every young person, regardless of their background or starting point, receives a first-class education, coupled with high-quality care, guidance and support.

Our family of schools lie at the very heart of our community. We believe community makes us and the unity in community is key. We are a values driven Trust and our core values underpin everything we do. We place young people at the heart of all our work.

Our Trust comprises:

- Manorfield Infant and Nursery School (2-7 years old)
- Healey Junior, Infant and Nursery School (3-11 years old)
- Field Lane Junior, Infant and Nursery School (3-11 years old)
- Batley Grammar School (4-16 years old)
- Batley Girls' High School (11-16 years old)
- Upper Batley High School (11-16 years old)
- BG6 College (16-19 years old)

Aims

This policy aims to:

- Explain how to apply for a place at a school that is part of Batley Multi Academy Trust.
- Set out the arrangements for allocating places to the students who apply.
- Explain how to appeal against a decision not to offer your child a place.

Legislation and Statutory Requirements

This policy is based on the following statutory guidance from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

In addition to:

- The Equality Act 2010
- Human Rights Act 1998

We are required by our funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

This policy complies with our Funding Agreement and Articles of Association.

Definitions

The normal admissions round is the period during which parents can apply for state-funded school places at a school's normal point of entry, using the common application form provided by their home local authority.

Children looked after are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously children looked after are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches compulsory school age on the prescribed day following their 5th birthday (or on their 5th birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

How to Apply

Batley Multi Academy Trust ('The Trust') uses Kirklees Council for admission arrangements, the details of which can be found here:

<https://www.kirklees.gov.uk/beta/schools-and-education.aspx#>.

To apply to BG6 College (our sixth form provision), please submit this via Get Into (or equivalent).

Please note, children already attending one of our Nurseries **will not** transfer automatically into Reception. A separate application must be made for a place in reception.

Manorfield Infant and Nursery School

The initial number of nursery places available for the 2025/26 school year will be 54.
The initial number of reception places available for the 2025/26 school year will be 60.
The initial number of year 1 places available for the 2025/26 school year will be 60.
The initial number of year 2 places available for the 2025/26 school year will be 90.

Healey Junior, Infant and Nursery School

The initial number of nursery places available for the 2025/26 school year will be 52.
The initial number of reception places available for the 2025/26 school year will be 55.
The initial number of year 1 places available for the 2025/26 school year will be 55.
The initial number of year 2 places available for the 2025/26 school year will be 55.
The initial number of year 3 places available for the 2025/26 school year will be 55.
The initial number of year 4 places available for the 2025/26 school year will be 55.
The initial number of year 5 places available for the 2025/26 school year will be 55.
The initial number of year 6 places available for the 2025/26 school year will be 55.

Field Lane Junior, Infant and Nursery School

The initial number of nursery places available for the 2025/26 school year will be 30.*
The initial number of reception places available for the 2025/26 school year will be 30.
The initial number of year 1 places available for the 2025/26 school year will be 30.
The initial number of year 2 places available for the 2025/26 school year will be 30.
The initial number of year 3 places available for the 2025/26 school year will be 30.
The initial number of year 4 places available for the 2025/26 school year will be 30.
The initial number of year 5 places available for the 2025/26 school year will be 30.
The initial number of year 6 places available for the 2025/26 school year will be 30.

*15 admitted to a morning session, 15 admitted to an afternoon session.

Batley Girls' High School

The initial number of year 7 places available for the 2025/26 school year will be 233.
The initial number of year 8 places available for the 2025/26 school year will be 233.
The initial number of year 9 places available for the 2025/26 school year will be 243*.
The initial number of year 10 places available for the 2025/26 school year will be 243**.
The initial number of year 11 places available for the 2025/26 school year will be 233.

*This is a 2-year temporary increase and was effective from the 2022/23 academic year.

**PAN for Year 10 in 2025/26 has been temporarily uplifted from the increase that was effective from the 2022/23 academic year.

Upper Batley High School

The initial number of year 7 places available for the 2025/26 school year will be 150.
The initial number of year 8 places available for the 2025/26 school year will be 150.
The initial number of year 9 places available for the 2025/26 school year will be 160*.
The initial number of year 10 places available for the 2025/26 school year will be 160**.
The initial number of year 11 places available for the 2025/26 school year will be 150.

*This is a 2-year temporary increase and was effective from the 2022/23 academic year.

**PAN for Year 10 in 2025/26 has been temporarily uplifted from the increase that was effective from the 2022/23 academic year.

Batley Grammar School

The initial number of reception places available for the 2025/26 school year will be 27.
The initial number of year 1 places available for the 2025/26 school year will be 30.
The initial number of year 2 places available for the 2025/26 school year will be 30.
The initial number of year 3 places available for the 2025/26 school year will be 30.
The initial number of year 4 places available for the 2025/26 school year will be 30.
The initial number of year 5 places available for the 2025/26 school year will be 30.
The initial number of year 6 places available for the 2025/26 school year will be 30.
The initial number of year 7 places available for the 2025/26 school year will be 160.
The initial number of year 8 places available for the 2025/26 school year will be 160.
The initial number of year 9 places available for the 2025/26 school year will be 160.
The initial number of year 10 places available for the 2025/26 school year will be 160.
The initial number of year 11 places available for the 2025/26 school year will be 160.

BG6 College (Sixth Form)

The initial number of year 12 places available for the 2025/26 school year will be 150.
The initial number of year 13 places available for the 2025/26 school year will be 150.

Applications for Manorfield Infant and Nursery School (2-7 years old), Healey Junior, Infant and Nursery School (3-11 years old), Field Lane Junior, Infant and Nursery School (3-11 years old), Batley Grammar School (4-16 years old), Batley Girls' High School (11-16 years old) and Upper Batley High School (11-16 years old) for September 2025 entry should be made via the Kirklees coordinated admissions scheme using the online Parent Portal on the Kirklees website. The application period will start in September 2024. The closing date for applications will be 31 October 2024.

Applications for BG6 College (Sixth Form) for September 2025 entry should be made via [Get Into](#) (or equivalent). The application period will start in November 2024. The closing date for applications will be February 2025.

Admissions Criteria/Entry Requirements

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 an admission criteria also known as oversubscription criteria.

Please note, to view Batley Grammar School's oversubscription criteria, please visit their website. The criteria below does **not** apply for applications to Batley Grammar School.

To gain entry to our BG6 College, the following entry requirement must be met, as a minimum.

BG6 College (Sixth Form) Year 12 Entry Requirements

To access the Advanced level programme you must achieve a minimum of five GCSEs at grades 4-9, including grade 4 or higher in English Literature or Language and Mathematics as well as the specific subject entry requirements.

BG6 College (Sixth Form) Year 13 Entry Requirements

To transfer from a different College/Sixth Form, there will be a requirement for us to look at the course exam boards and specifications to see if they match our Sixth Form course details. A reference will also need to be obtained from the current provider outlining attendance, attainment and attitude to learning.

Children with special educational needs who have an Education, Health and Care Plan (EHCP) which names the School will be allocated a place at the school. This is a statutory entitlement under the S.324 of the Education Act 1996.

The Trust’s oversubscription criteria is as follows;

Priority 1	Looked after children or a child who was previously looked after.
Priority 2	Children who live in the school’s Priority Admission Area (PAA) and have a sibling at one of our Trust schools attending from the same address at the date of admission (the sibling rule*). *sibling = your child’s brother or sister (including half-brothers and sisters, stepbrothers and sisters, adoptive brothers and sisters and fostered children living with the same family at the same address). Please note that cousins do not count as siblings.
Priority 3	Children who live in the PAA and attend a Trust primary school will get a priority place at a Trust secondary school.
Priority 4	Children of staff who have been employed at the school for two or more years at the time at which the application for admission to the school is made.
Priority 5	Children who live in the school’s PAA.
Priority 6	Children who live outside the school’s PAA and have a sibling at one of our Trust schools attending from the same address at the date of admission (the sibling rule*). *sibling = your child’s brother or sister (including half-brothers and sisters, stepbrothers and sisters, adoptive brothers and sisters and

	fostered children living with the same family at the same address). Please note that cousins do not count as siblings.
Priority 7	Children who live outside the school's PAA.

Late Applications

Applications received after the closing date will be regarded as late unless there have been significant and exceptional reasons for the lateness. Proof of special circumstances will be required.

Late applications are not considered until all on-time applications have been allocated places. Applications submitted after the closing date due to a significant house move will be regarded as on-time provided that documentary evidence to confirm the move is provided by the end of November 2024.

In Year Applications (Nursery, Infant, Junior and Secondary School)

Parents wishing to apply for a place during the academic year, must submit an application via an In-Year Common Application Form (ICAF) which can be found on www.kirklees.gov.uk

As is the case in the normal admissions round, all children whose EHCP names one of our schools will be admitted to the school.

If the application is successful your child will be admitted to the school you have listed. If we are unable to process your application, your child will be placed on a waiting list and the oversubscription criteria above will be applied. Your child will remain on the waiting list until the end of the academic year unless a parent requests their child to be removed from it. A new ICAF must be completed every academic year if your child remains on the waiting list.

Applications for in-year admissions should be sent to the main address of the school you are applying to.

All ICAF applications will be discussed at NKBAC (North Kirklees Behaviour and Attendance Collaborative) prior to places being offered.

Parents will be notified of the outcome of your in-year application in writing within 15 school days.

BG6 College (Sixth Form) - Mid Year Applications

To transfer from a different College/Sixth Form, there will be a requirement for us to look at the course exam boards and specifications to see if they match our Sixth Form course details. A reference will also need to be obtained from the current provider outlining attendance and attainment and attitude to learning.

Tie Break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, we will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school.

Distance will be measured in a straight line from the child's home address to the school's front gates. A child's home address will be considered to be where they are resident for the majority of nights in a normal school week.

Where the distance between 2 or more children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified. Random allocation means the child's name would be assigned to a number and then an electronic randomiser would be used to draw a number.

Challenging Behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHCPs listing one of our schools.

Fair Access Protocol

We participate in our Local Authority's Fair Access Protocol. This helps make sure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

National Offer Day

National Offer Day for primary admissions is 16 April*. On National Offer Day, Local Authorities will send out notification to parents/carers offering a place at a single primary school.

National Offer Day for secondary admissions is 1 March*. On National Offer Day, Local Authorities will send out notification to parents/carers offering a place at a single secondary school.

*If this falls on a weekend or bank holiday, the date will fall to the next working day.

BG6 College (Sixth Form) Offer Letter

All applicants will be invited to an interview at BG6 College (this may be virtual or face-to-face). Following this, an offer letter will be sent out with relevant information regarding the taster day and enrolment day.

Summer Birthdays

The Trust does not normally consider placing students in year groups which are not in chronological age groups. However, each school is aware of parental rights to request this as per the [School Admissions Code](#).

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents'/Carers' views.
- Information about the child's academic, social and emotional development.
- Where relevant, their medical history and the views of a medical professional.
- Whether they have previously been educated out of their normal age group.
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.
- Headteachers' views.

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed above. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place but it is not in their preferred age group.

Appeals Procedure

Often schools within the Trust are fully subscribed. Parents who want to appeal against the decision not to offer their child a place at the school can appeal using the appeals forms accessible via the relevant school's website.

The appeal will be heard by an independent appeals panel. Parents/carers will receive written notification of the date and time of their appeal hearing, which they can attend to explain their case. If they wish, parents/carers may be accompanied by an adviser or friend. Following the appeal, the Clerk to the appeals panel will write to parents/carers with the decision.

Appeals Procedure

If an application is refused, there is a statutory right of appeal to the schools' Independent Appeal Panel. Further details of the appeal procedure will be provided with the letter explaining why an application has been refused. Appeals may be lodged by either the parent/carer or the student.

Monitoring Arrangements

This policy will be reviewed and approved by the Board of Trustees every year.

Whenever changes to the admission arrangements are proposed (except where the change is an increase to the PAN), the Board of Trustees will publicly consult on these changes.

The Board of Trustees will consult on the admission arrangements at least once every 7 years, even if there have been no changes during that period.