

# **Proposed Admission Arrangements 2019-2020**

## **1. Admission at the Primary Transition stage**

The Governing Body has responsibility for admissions to King James's School and plans to offer 186 places at age 11 and to every Year 7 thereafter as part of a phased increase until 2023-2024 when the PAN will be 186 in each year group. To apply for a place at King James's School for September 2019, parents/carers must apply online between 1<sup>st</sup> September 2018 and 31<sup>st</sup> October 2018 using the Kirklees Parent Portal. For more information and to apply online visit: [www.kirklees.gov.uk/admissions](http://www.kirklees.gov.uk/admissions)  
Late applications will not be dealt with until all those received on time have been through the application process.

### **Priorities for Admission**

If there are fewer applicants than there are places available, then 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. Our criteria are the same as the Kirklees admission criteria which are:

1. children in public care (looked after children) or a child who was previously looked after;
2. children of members of school staff who, at the time of admission, will have worked at the school for two years or more, or those employed to meet a skills shortage
3. children who attend any school within the King James's Multi-Academy Trust
4. children who live in the school's Priority Admission Area (PAA) who have a brother or sister attending from the same address at the date of admission (the sibling rule);
5. children who live in the school's PAA;
6. children 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);
7. children who live outside the school's PAA.

### **Notes:**

- a) The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children Act 1989. Previously Looked After refers to those children who immediately after being looked after became subject to an adoption order, (under section 46 of the Adoption and Children Act 2002), residence order (under Section 8 of the Children Act 1989), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded
- b) Children in priority 1 above may be admitted above the PAN.
- c) If we cannot agree to requests for admission in priorities 3 to 7 above without exceeding the PAN, we will give priority up to the PAN to children living nearest the school.
- d) Distance is measured in a straight line from a child's home address to the school. Measurements are calculated using six-figure National Grid Co-ordinates from the National Land and Property Gazetteer. This grid reference relates to a point that falls within the permanent building structure corresponding to the address. The boundary of the building structure for the address is derived from Ordnance Survey's MasterMap. For smaller, residential properties the grid reference denotes a point near the centre of the building. For larger properties, like schools with, for example, multiple buildings and large grounds, the grid reference relates to a point inside the main addressable building structure. The distance calculated is accurate to within 1 metre.
- e) 'Live' means the child's permanent home at the date when applications close or, if a significant house move is involved, the latest reasonable date before the final allocation of places.
- f) A PAA means a geographical area determined by Kirklees in consultation with the governing body of the school. It is called this because children living there normally have priority for admission over children who live elsewhere. It is also referred to as the catchment area.

## **Admission of Students with Disabilities**

The school has a legal duty to be non-discriminatory towards students with disabilities and to provide equal access and opportunity to the curriculum. Every effort will be made to ensure that students with a disability are not treated less favourably and that reasonable adjustments are made, where appropriate, to avoid substantially disadvantaging groups who are disabled. We aim to foster positive attitudes towards disability within our community and enrich the lives of students by pursuing an inclusive approach for all students. Further details and clarification of this are explained in the Disability Equality Scheme and Accessibility Plan.

## **Admission of Students with a Statement of SEN or EHCP**

The admission of students with a Statement of SEN or EHCP is dealt with independently. This procedure is set out in the Children and Family Act 2014.

## **Late Applications**

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

Late applications are not considered until all on-time applicants have been allocated places. Forms 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 and the allocation process has not begun.

## **Waiting Lists**

The Governing Body will use the oversubscription criteria to rank unsuccessful applicants in a waiting list. The waiting lists will be held in admission criteria order. Any places that become available will be filled from the waiting list.

## **Twins / Multiple Births**

Where a family of twins or triplets or brothers and sisters living in the same household and requiring admission to the same school year, request admission and there is only one school place available, it will be left for the family to decide whether or not they wish to take up the place for one of their children, and appeal for the second or third child in the same year group, or to decline a place.

## **Flats**

In the event of two or more children living equidistant from the school, e.g., blocks of flats, the place will be decided by drawing lots, the first name drawn out of the bag will be offered the place.

## **2. In Year Admissions**

The following applies for all year groups. To apply for a place at King James's School after the first school day in September, an applicant must contact the school directly. Please either telephone Joanne Hodgson on 01484 412990 or e-mail her at [staff.jhodgson@kingjames.school](mailto:staff.jhodgson@kingjames.school)

## **3. Appeals**

Parents who want to appeal against the decision not to offer their child a place at the school must contact Ms Joanne Hodgson at the school within 20 school days of receiving the decision letter.

The appeal will be heard by an independent appeals panel. Parents will receive written notification of the date, place and time of their appeal hearing, which they can attend to explain their case. If they wish, parents may be accompanied by an adviser or friend. Following the appeal, the Clerk to the appeals panel will write to parents with the decision. If you require any further information or clarification then, please either telephone Joanne Hodgson on 01484 412990 or e-mail her on [staff.jhodgson@kingjames.school](mailto:staff.jhodgson@kingjames.school)