



Admissions Policy for 2025-26

Policy Intent

At Lee Mount Primary School, we welcome all pupils, and places at the school are offered in an open, fair, clear and objective manner. We work to the principle that any parent/carer accessing our admissions arrangements will be able to understand easily how places for the school will be allocated and will not be alienated or discouraged from applying based on admissions criteria.

The table below sets out who the admission authority is and other responsible bodies in our school.

Type of school	Who is the admission authority?	Who deals with complaints about arrangements?	Who is responsible for arranging/providing for an appeal against refusal of a place at the school?
Academy	Impact Education Multi Academy Trust	Schools Adjudicator	Impact Education Multi Academy Trust

Contents

1. Aims	2
2. Legislation and statutory requirements	2
3. Definitions	2
4. How to apply.....	3
5. Requests for admission outside the normal age group.....	3
6. Allocation of places.....	4
7. In-year admissions.....	5
8. Appeals	6
9. Monitoring arrangements	6



1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

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

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

As an academy, the school is required by its 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.

3. Definitions

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

Looked after children 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 looked after 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 his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.



4. How to apply

For applications in the normal admissions round you should use the method preferred by your home local authority (regardless of which local authority the schools are in). You can use this preferred method to express your preference for a minimum of 3 state-funded schools, in rank order.

In Calderdale, you must apply via their portal [Citizen Portal - Sign in \(calderdale.gov.uk\)](https://www.calderdale.gov.uk/citizen-portal)

You will receive an offer for a school place directly from your local authority.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group. They may request that their child is educated in a year group above or below their chronological age.

Evidence relating to all aspects of the child's development would be considered in the decision-making process. Parents should make a request for admission outside of the year group in writing to: **Lee Mount Primary School, Lee Mount Road, Halifax, HX3 5EB.**

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' 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
- The headteacher's 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 in section 6.

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 at the school but it is not in their preferred age group.



6. Allocation of places

6.1 Admission number

The school has an agreed admission number of 50 pupils for entry in Reception.

6.2 Oversubscription criteria

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school.

1. Children in public care (looked after children) and children who were looked after, but ceased to be so because they were adopted (or became subject of a residence order or a special guardianship order);
2. Students who have a brother or sister attending from the same address who will still be on roll at the Academy at the date of admission;
3. Pupils on roll at an Impact Education primary school (Warley Road, Lee Mount, The Halifax Academy, Hill View, Old Bank)
4. Pupils of staff employed at the Academy (having a permanent contract of at least two years at the time of application).
5. The proximity of a child's home to the Academy, defined using the Local Authority's computerised measuring system from the front door of the Academy to the home, with those living nearest being given the highest priority.

6.3 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school 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 on Lee Mount Road. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

6.4 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 EHC plans listing the school.

6.5 Fair Access Protocol

We participate in Calderdale's Fair Access Protocol. This helps ensure 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.

7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Further information can be found on the Calderdale Council website. [In-year transfers | Calderdale Council](#)

Applications for in-year admissions should be made online on the Calderdale Council website via their citizen portal: [Citizen Portal - Sign in \(calderdale.gov.uk\)](#)

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

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

admin@leemountacademy.co.uk or **Lee Mount Primary School, Lee Mount Road, Halifax, HX3 5EB.**

You can find details of the school's appeals information and timetable on our academy website.



9. Monitoring arrangements

This policy will be reviewed and approved by the Governors by 28 February every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.