SHARE
MULTI-ACADEMY TRUST

Admission Policy
For entry in the 2027-28 academic year

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Policy

Shelley College is a 14-19 mixed sex, comprehensive school, serving our priority admission area (PAA). Admission into Year 9, 10 or 11 is based on the following. In line with DfE legislation, if the number of preferences received is less than the admission number then all preferences will be met. However, when there are more applications than places available, priority will be given in accordance with the oversubscription criteria listed below. By applying to Shelley parents, or carers, are declaring their support for the aims and values of the school. The Academy Trust has responsibility for admissions and has agreed to 360 pupils on roll in each year group (Years 9, 10 & 11).

- The admission authority for Shelley College, A SHARE Academy is the SHARE Multi Academy Trust.
- The Published Admission Number of Year 9 places available for the 2027/2028 school year will be 360
- The national closing date for Year 9 applications is 31st October 2026.

Procedure

Admissions Process:

a) Arrangement for applications for places at Shelley College, A SHARE Academy will be made in accordance with Kirklees local authority coordinated admission arrangements, as published in the local authority's booklet, 'Guide for Parents' https://www.kirklees.gov.uk/beta/admissions/apply-secondary-school-place.aspx.

b) An applicant must complete the Secondary Common Application Form (SCAF), supplied by their home local authority and return it as instructed by the local authority.

c) If the number of preferences received is less than the admission number, then all preferences will be met.

d) If there are more applications than places available at Shelley College, a SHARE Academy the oversubscription criteria will be applied.

e) It is very important that the form is returned by the closing date because forms received after this date will be treated as 'late'. Late applications are not dealt with until all those received on time have been through the application process. The closing date for secondary applications is 31st October 2026.

f) Your home local authority may publish dates by which changes to address cannot be accepted until after National Offer Day.

g) The National Offer Day for secondary schools is 1st March 2027.

h) Children with an Education, Health and Care Plan (EHCP) that names the academy will be admitted before the oversubscription criteria are applied.

Oversubscription criteria:

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 having admission criteria which are considered in strict order of priority:

1. Looked after pupils/Previously looked after pupils
2. Pupils living in the PAA with a sibling attending Shelley College
3. Pupils living in the PAA attending Kirkburton or Scissett Middle schools
4. Other pupils with a sibling attending Shelley College
5. Other pupils living in the PAA
6. Pupils living outside the PAA but attending KIrkburton or Scissett Middle Schools
7. Other pupils (priority according to as the crow flies distance from Shelley College) There will be no selection based on ability.

A map outlining the academy's Priority Admission Area is attached in appendix A.

Children Educated outside of their chronological age group

A request may be made for a child to be admitted outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. Parents should still apply in the normal admission round and write to the Headteacher of Shelley College, A SHARE Academy to request that their child be admitted outside of their normal age group. The letter should state clearly the reasons for making the request and include any supporting evidence.

Each request will be considered on its individual merits and in the best interests of the child. The Governing Body will, on behalf of the Trust Board, consider the parents' views, the child's academic, social and emotional development, and any relevant professional evidence. Parents will be notified in writing whether the request is agreed. Parents retain the statutory right to appeal against a refusal of a school place, but not against the decision regarding the child's chronological age group.

Notes

1. 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.

2. Previously looked after children including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be as a result of being adopted (requirement in the Code) 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 special 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. If a request for admission to school is made under the previously looked after (PLAC) criteria, an online supplementary information form (SIF) will need to be completed on the Kirklees Pupil Admissions website. The SIF is used solely to verify eligibility under the published oversubscription criteria.

3. Children in priority 1 above may be admitted above the PAN.

4. A child is regarded as having been in 'state care outside of England' if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Evidence must be provided by parents of the child's adoption from state care outside England.

5. The term 'sibling' is defined as: a full or half-brother or sister, a stepbrother or sister, an adoptive brother or sister, the children of parents living together in the same family household. Stepbrother, stepsister, half-brother and half-sister are defined as children who belong to only one parent living in the same family household. Where one child of a multiple birth has been offered the last available place, the academy will admit the other child or children even if this means exceeding the Published Admission Number.

6. If the Governing Body cannot agree to requests for admission in any of the priorities above without exceeding the PAN, priority will be given up to the PAN to children living nearest the school.

7. Distance is measured in a straight line from a child's home address to the school. Measurements are calculated using six-figure National Grid Coordinates 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 from Ordnance Survey's MasterMap. For smaller, residential properties the grid reference marks 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.

8. 'Live' means the child's permanent place of residence, which is the address where the child normally lives with their parent or carer at the closing date for applications.

9. Where a child's parents live at different addresses and the child spends time at each address the Governing Body will consider the following when deciding on which address will be used for admissions purposes:

    - Which parent has parental responsibility for the child

- The amount of time spent at each address,
- Who receives the child benefit for the child
- Where the child is registered for medical and dental care
- Any residency or custody orders made by the courts.
- The Governing Body will ask for documentary evidence to support information given about the above points.

10. Children with Education Health and Care Plans are admitted to the school separately from the general admission policies published (see below).

Pupils with an Education, Health and Care Plan

A child with an Education, Health and Care Plan that names Shelley College, A SHARE Academy will be admitted to the school. This is in accordance with Section 43 of the Children and Families Act 2014. Such children will be admitted before the oversubscription criteria are applied.

Notification of offer of place

The formal offer of a place will come from the local authority, on behalf of Shelley College.

Waiting lists and appeals

Subject to any provisions regarding waiting lists in the local authorities coordinated admissions scheme, the academy will operate a waiting list for year 9. Where in any year Shelley College receives more applications for places than there are places available, a waiting list will operate throughout the year and will be maintained by the academy.

Children's position on the waiting list will be ranked in accordance with the oversubscription criteria and will be reordered every time a child is added. Unsuccessful applicants have a right of appeal to an independent appeal panel.

The waiting list will be maintained until 31st December 2027.

Appeals Procedure

Parents/carers who want to appeal against the decision not to offer their child a place at Shelley College must appeal through the local Authority Admissions Team.

Please visit https://www.kirklees.gov.uk/beta/admissions/about-admission-appeals.aspx to complete an online appeal form and for information about the appeal process.

Should you have any questions regarding the appeals process please contact Kirklees Pupil Admissions on 01484 225 007.

In year admissions

Applications for in year admissions should be made directly to the academy via the Kirklees Parent Portal. https://www.kirklees.gov.uk/beta/admissions/changing-school-during-the-school-year.aspx

In-year applications are coordinated by Kirklees Council in accordance with the School Admission Code 2021.

Any inaccurate or false information provided on the form may result in the withdrawal of any place offered. The academy operates in keeping with the Local Fair Access Protocol.

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 if documentary evidence is provided to confirm the move is permanent and not easily reversible and the allocation process has not begun.

The academy reserves the right to withdraw the offer of a place if it is discovered that the offer was obtained through the provision of false or misleading information.

Appendix A

