



# High Bank Junior, Infant & Nursery School

## Admissions Policy

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## 1. Introduction

The Governing Body of High Bank Junior, Infant & Nursery School applies the regulations on admissions fairly and equally to all those who wish to attend this school. High Bank JIN School is a Kirklees Maintained Community School. Our Admissions Policy and Procedures are administered by Kirklees Pupil Admissions from Early Years Foundation Stage to Year 6. Our Nursery Admissions Policy is administered by the governing body of High Bank JIN School, but adopts the same criteria laid out by Kirklees Pupil Admissions. It conforms to the regulations that are set out in the Education Act 2002 and further explained in the statutory School Admissions Code of Practice 2021 and the statutory School Admission Appeals Code 2022.

The standard number is the number of children the LA considers the school can accommodate. This is also known as the Published Admission Number (PAN). The PAN for our school consists of 20 children in each year group and 20 full-time-equivalent in Nursery.

## 2. Admissions Criteria – Nursery

If there are fewer applicants than places available, everyone who applies will be offered a place. When there are more applicants than there are places available there has to be of deciding which children are offered a place. This is known as an admissions criteria or oversubscriptions criteria. At High Bank the admissions criteria for Nursery:

- Children who live in the priority admissions area (PAA) who have a brother or sister attending from the same address at the time of admission (sibling rule).
- Children who live in the priority admissions area (PAA)
- Children who live outside the priority admissions area (PAA) who have a brother or sister attending from the same address at the time of admission.
- Children who live outside the priority admissions area.

## 3. Applying for a Nursery Place

- There are 20 places available in our Nursery class. Part time children attend Nursery from 8.50am to 11.50am or 12.30pm to 3.30pm. Parents are asked to register for a place by calling into school with a birth certificate for verification. School will inform parents when their child is due to start part time education. Parents are then invited to a new-parent's meeting, visits to Nursery with their child and also offered a home visit. Children are admitted in 3 intakes – September, January and April according to their age. 1 April to 31 August = September. 1 September to 31 December = January. 1 January – 31 March = April.
- 30 Hour free childcare for 3-year olds. We currently offer up to 8 places for our Nursery pupils who have a 30-hour eligibility code.
- Children attending our Nursery are not guaranteed a place in our Reception class. This is because Kirklees administer our admissions policy and procedures from Reception (EYFS) onward

## 4. Admissions Criteria – Infant & Junior School

- Children in public care (looked after children) and all 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.
- 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).
- Children who live in the school's PAA.
- 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).
- Children who live outside the school's PAA.

Community and voluntary controlled schools will admit a child with special educational needs and/or disabilities when the school is named on the Education Health and Care Plan.

## 5. Applying for a Reception (EYFS) Place

- Children can start Reception year, also known as Early Years Foundation Stage (EYFS), at primary school from the September after their fourth birthday. Each year the round of applications opens on 1st September and closes on 15th January the following year. All applications for a school place must be made online via the Kirklees website. Please click on the link for further information: [Applying for a Primary School Place](#)

## 6. In-Year Admissions

An in-year admission is when a child already attends a school but wants to transfer to another school outside the usual transfer time, for example, because the child is moving to a new address. These transfers take place during the school year, which is why they are called in-year admissions. There are two different types of in-year admission:

- Parents or carers who are moving/have moved house and wish to move to a school closer to their new home.
- Parents or carers who are not moving house, or whose change of address is not a significant one (a significant house move is defined as over 2 miles for Key Stage 1 or 3 miles for Key Stage 2 and above), would like their child to change school.

You may apply at any time during the school year, but no earlier than one school term in advance of when the school place is required. A child usually starts at a new school at the beginning of a term unless their home address has changed significantly, or they are new to Kirklees.

The Admissions Criteria outlined above remains the same.

If you have moved house and do not have a school place for your child, or if your child cannot continue to attend their current school because it is too far from your new home, you will need to complete the Online In-Year Common Application Form (ICAF) here [Changing school during the school year | Kirklees Council](#)

Or

If you are not moving house, or you have not moved very far but want to change your child's school for personal reasons, you should discuss this in the first instance with the head teacher of your child's present school. This may resolve any issues that may have made you think about changing your child's school. If after speaking with the head teacher of your child's present school, you still want to transfer your child to another school, you should complete the Online In-Year Common Application Form (ICAF) here [Changing school during the school year | Kirklees Council](#)

If your child has an Education, Health and Care Plan (in accordance with the Children and Families Act 2014) then please do not complete the ICAF. You should contact your child's SEND caseworker to discuss a change of school.

## 7. Admission Appeals

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school. Further details are available directly from Kirklees Pupil Admissions [About admission appeals | Kirklees Council](#)

## 8. Monitoring and Review

This policy is reviewed annually by the Governing Body, which delegates responsibility to the Resources Committee.