

## Our Aim

Excellence through Equity, Inclusion & Love.

‘Do everything in love’ (1 Corinthians 16:14)

## Admissions Arrangements for the Academic Year 2026-27

The Learning Accord Multi Academy Trust is the admissions authority for the school and determines the Admissions Policy for Luddenden CE School.

**We welcome equally, applications from parents of the Christian faith, of other faiths and of no faith.**

We ask all parents applying for a place here to respect our distinctive Christian ethos and its importance to the school community.

The planned admissions number (PAN) for admission to the reception class in the school year commencing September 2025 will be a maximum of 30.

## Making an application

Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of **15th January 2026**. This can be found here: <https://www.calderdale.gov.uk/v2/residents/education-and-learning/schools/admissions>

## Admission process

If you live within Calderdale, you must complete a Calderdale online application, even if you wish to preference a school outside the Calderdale area. Parents of children resident outside Calderdale, who want to apply for a Calderdale school must apply through their home local authority.

Parents of children resident in Calderdale can apply for a school place online during the normal admissions rounds if their child is due to start reception class of a primary school in September 2026.

The Local Authority will inform parents of the offer of a place on behalf of the governors on the national offer date **16th April 2026**.

An allocation of a school place will be confirmed in writing to parents/guardians on National Offer Day. This will be by email or letter, dependent upon the preferred method opted for at the point the online application was submitted. Offers of school places for residents outside the Calderdale area will be notified by their home local authority even if a Calderdale school is to be offered. The offer notification will contain:

- The name of the school at which a place is offered and the deadline for accepting the place. If a parent/guardian does not respond by the deadline, it will be assumed that they have accepted the place they have been offered.
- The reason why the pupil has not been offered a place at any other preferred schools.
- Advice to parents if they wish to be considered in the reallocation process for any places that might become available, see: [Reallocations](#).
- Information about the statutory right of appeal against any decision to refuse a place at a preferred school, see: [Complaints](#).

## Children with special needs and disabilities

All governing boards are required by Section 324 of the Education Act 1996 or the Children's and Families Act 2014 to admit to the school a child with an education, health and care plan (EHCP), formerly a statement of special needs (SEN), which names the school. This is not an oversubscription criterion and relates only to children who have undergone statutory assessment and for whom an EHCP has been issued. If this school is oversubscribed after the admission of children with an EHCP then the oversubscription criteria will be applied to other applicants.

## Oversubscription criteria

Pupils with an Education, Health and Care Plan (EHCP), where the school is named will be admitted first.

After this, places are allocated in this order of priority:

1. Looked after children.
2. Children who have a brother or sister who is:
  - permanently resident in the same household;
  - and currently attending the school or its associated junior school.

Please note: The above includes step/half brothers and sisters, but excludes pupils in their final year. Also, a sibling link cannot be claimed where a sibling in receipt of an EHCP attends a resourced unit within a mainstream primary school.

3. Other children.

## Notes

If over-subscribed in any category, children will be admitted in order of Proximity.

## Waiting Lists

Where an application has been unsuccessful parents/guardians may request that the child's name is added to the waiting list. The waiting list will be maintained until December 31st. Any places that become available will be allocated according to the published oversubscription criteria of the admission arrangements with no account being taken of the length of time on the waiting list.

In accordance with the School Admissions Code as soon as school places become vacant the Governing Board must fill the vacancies from any waiting list, even if this is before admission appeals have been heard. Placing a child's name on a waiting list does not affect a parent's/guardian's right of appeal against an unsuccessful application

It should be noted that children, who are subject of direction by a Local Authority to admit or who are allocated in accordance with an In-Year Fair Access Protocol (The School Admission Code), must take precedence over those on a waiting list.

## Appeals

If your child is not offered a place at your preferred school you have the right to appeal to an Independent appeals panel, via Calderdale Local Authority.

Before you appeal you are advised to read: [Advice for parents and guardians on school admission appeals](#) (GOV.UK).

The Local Authority organise appeals for all Community and Voluntary Controlled schools in the area. Further information and the appeal form can be found [here](#).

When completing the appeal form you need to clearly set out the reasons why your child should have a place at your preferred school and all the arguments that you will be relying on. If you have shared medical issues or any incidents of bullying please attach any additional documents as evidence.

## **In-year admissions**

Parents/carers seeking to transfer a child to the school/academy during the school year should make an application by completing the In-Year Admissions Form which is available from <https://www.calderdale.gov.uk/v2/residents/education-and-learning/schools/admissions/year-transfers>

Where more applications are received than places available the over-subscription criteria will be used to support the decision.

## **Fair Access Placements**

Outside the normal admissions round, it may sometimes be necessary for a pupil to be placed by the governing board or the Local Authority, in a particular school even if there is a waiting list for admission. Such placements are made in accordance with the Local Authority's Fair Access Protocol.

## **Children below statutory school age**

- Parents may request that the date their child is admitted to the school is deferred until later in the same school year or until the child reaches compulsory school age.
- Parents may request that their child attends part-time until the child reaches compulsory school age.
- Requests for a child to start their schooling on a part-time basis or to defer the start until they reach compulsory school-age should be addressed to the Headteacher.
- Compulsory school age is the beginning of the term following the child's fifth birthday.
- Parents of children who are offered a place at the school before they are of compulsory school age may defer their child's entry until later in the school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child during the remainder of the school year for which the application was made. It should be noted, however, that such children will only be allowed to start at the beginning of a term.
- Parents may not defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the summer term of the school year for which the original application was accepted.

## **Summer born children (children born between 1st April and 31st August)**

The majority of parents/carers apply and take up a reception place in the school year in which their child will reach the age of five. However, there may be exceptions where parents feel this is not in the best interest of the child and request that the child's place is deferred. The non- statutory guidance issued by the Department for Education (DfE July 2013) states:

- School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school at this point.
- School admission authorities are responsible for making the decision on which year group a child should be admitted to, but are required to make a decision based on the circumstances of the case.
- There is no statutory barrier to children being admitted outside their normal year group.

Applications need to be made under the normal round expressing the wish that the child be admitted the following year. This will be discussed through a joint agency meeting and a decision will be made in the best interests of the individual child.

## **Fraudulent Applications**

The Governing Board reserve the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application, e.g. a false home address. This includes cases where parents take out a short term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there. In fairness to all parents, all allegations of fraudulent practice brought to the Governing Board's attention will be investigated.

## **Notes and definitions**

### **Catchment Area**

A map showing the catchment area is available at the school.

### **Parents**

'Parents' include all those people who have a parental responsibility for a child as set out in the Children Act 1989. Where responsibility for a child is 'shared', the person receiving Child Benefit is deemed to be the parent responsible for completing application forms.

### **Siblings**

Sibling refers to brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, foster brother or foster sister, step brother or step sister living as one family unit at the same address. It will also be applied to situation where a full, half or adopted brother or sister are living at separate addresses.

### **The home address and residing in**

The address must be where the child lives permanently. If the residency is split between two parents the address must be where the child lives for the majority of the time. If the residency is split equally between two parents they can nominate the address they wish to use for the allocation of a school place.

Families who are due to move house should provide;

- a) a solicitor's letter confirming that exchange of contracts has taken place on the purchase of a property; or
- b) a copy of the current Rental Agreement, signed by both the tenants and the landlords, showing the address of the property; or
- c) in the case of Serving H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

### **Looked After**

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order. This includes those who appear to the admission authority to have been:

- in state care outside of England;
- and ceased to be in state care as a result of being adopted.

A looked after child is a child who is:

- in the care of a local authority;
- or (b) being provided with accommodation by a local authority in the exercise of their social services functions. (See the definition in Section 22(1) of the Children Act 1989).