

Admission Policy 2025-26

Woodside Green, A SHARE Primary Academy

Executive Principal: Mrs L McCaffrey

Head of School: Mr A Quinn

Main Avenue, Cowlersley, Huddersfield, HD4 5US

Tel: 01484 508170

Email: woodsidegreen.office@sharemat.co.uk Website: www.woodsidegreenprimary.org.uk

Woodside Green, A SHARE Primary Academy is one of the primary academies within SHARE Multi-Academy Trust and offers primary education. As a trust school, the Governing Body is responsible for the admissions arrangements.

Application process

- a) Arrangement for applications for places at Woodside Green will be made in accordance with Kirklees local authority coordinated admission arrangements, as published in the LA's booklet, 'Guide for Parents' <https://www.kirklees.gov.uk/beta/admissions/apply-primaryschool-place.aspx>
- b) All applications for the Reception classes should be completed online, stating Woodside Green, A SHARE Primary Academy as your preferred school choice.
- 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 Woodside Green 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 over subscription criteria for 'Woodside Green, A SHARE Primary Academy' at Main Avenue, Cowlersley

The number of places in Reception class for the 2025/26 school year will be 50.

If there are fewer applicants than there are places available, everyone who applies will be offered a place.

If there are more applicants than there are places available, children will be offered places in the following priority order:

- 1) Children in public care (looked after children) and children who were previously looked after.
- 2) Children who live in the school's Priority Admission Area (PAA) who have a brother or sister attending Woodside Green from the same address at the date of admission (the sibling rule);
- 3) Children who live in the school's PAA.
- 4) Children who live outside the school's PAA who have a brother or sister attending Woodside Green from the same address at the date of admission (the sibling rule);
- 5) Children who live outside the school's PAA.

The school will admit children with Education Health and Care Plans where the school is named on the plan.

Please note, as per their over-subscribed admission criteria below, children in Year 6 moving to high school, who attend Woodside Green, will apply via the normal secondary admissions process to be allocated a place at Royds Hall, A SHARE Academy. All applications should be made in accordance with Kirklees local authority coordinated admission arrangements, as published in the LA's booklet, 'Guide for Parents' <https://www.kirklees.gov.uk/beta/admissions/apply-secondary-school-place.aspx>.

As detailed below children attending Woodside Green will be given a high preferential admission criteria in the event of over-subscription.

Royds Hall, A SHARE Academy – Over-subscribed criteria.

1. Children in public care (looked after children) and children who were previously looked after (note 1).

2. Children who live inside the PAA¹ (priority admission area) and attend either Lily Park, Woodside Green or Luck Lane academies (note 2).
3. 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).
4. Children who live outside the PAA but attend either Lily Park, Woodside Green or Luck Lane academies.
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). NB: (brother or sister means; a child with at least one natural or legally adopted parent being the same person). Original documents may be requested by the Data Manager.
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's 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) The term 'sibling' is defined as: a full or half-brother or sister, a step-brother or sister, an adoptive brother or sister, the children of parents living together in the same family household. Step-brother, step-sister, half-brother and half-sister are defined as children who belong to only one parent living in the same family household. The Governing Body will, as far as possible, admit twins, triplets or children from other multiple births as long as they comply with the infant class size regulations.

¹ Priority Admission Areas for all schools have been agreed and determined by Kirklees Local Authority

- d) 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.
- e) Distance is measured in a straight line from a child's home address to school. Measurements are calculated using six-figure national grid coordinates taken from the National Land and Property Gazetteer. The grid reference refers 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.
- f) '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 allocation of places.
- g) 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: – the amount of time spent at each address, which parent had parental responsibility for the child, 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.
- h) Children with Education Health and Care Plans are admitted to the school separately from the general admission policies published.

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.

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.

In-year admissions – To apply for a place after the first school day in September, parents should contact the school directly.