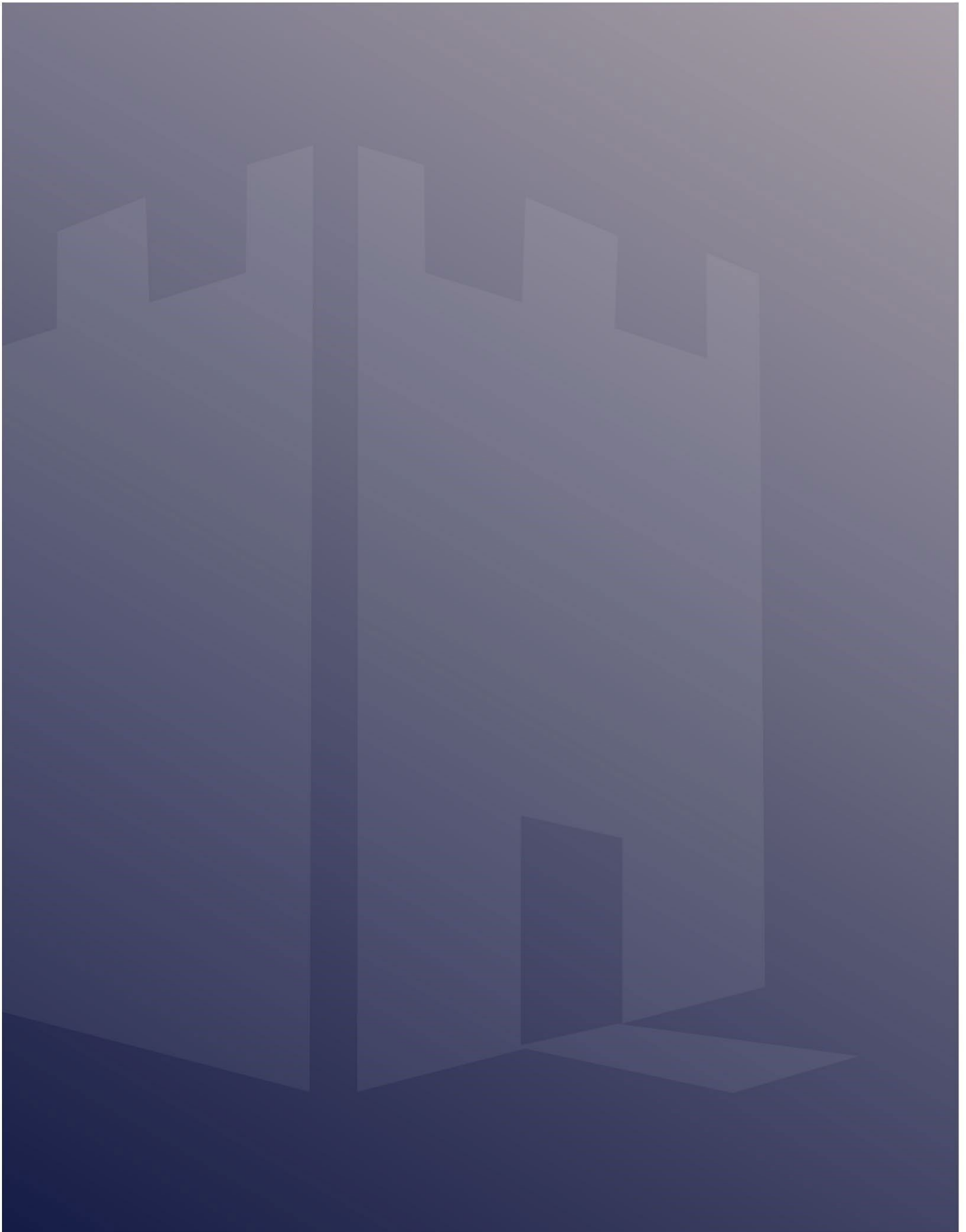




PONTEFRACT
ACADEMIES TRUST

Admissions Policy



Summary:

The purpose of the School Admissions Code is to ensure that all school places are allocated and offered in an open and fair way. The School Admissions Code has the force of law and includes a requirement to comply with associated regulations and legislation attached within it.

Author	Executive Headteachers		
Applies to: (please check as appropriate)	Staff ☒	Pupil ☒	Community ☒
Ratifying Committee(s):	Education & Standards Committee		
Available on:	Compliance Library ☒	Website ☒	
Date of Approval:	08/10/2025		
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Review Period:	Annually		
Status:	Non-contractual		
Owner:	Pontefract Academies Trust		
Version:	3.3		

Document Control

Date	Version	Action	Amendments
Sept 2021	01	Review	None
Sept 2022	02	Review	None
Sept 2023	03	Review	None
Sept 2024	3.2	Review	Northfield added
Sept 2025	3.3	Review	Links updated. Wakefield Metropolitan District Council renamed to Wakefield Council

Admissions Policy

Pontefract Academies Trust is the admission authority for the following schools:

- Carleton Park Junior & Infant School,
- Carleton High School,
- De Lacy Primary School,
- Halfpenny Lane Junior, Infant and Nursery School,
- Larks Hill Junior & Infant School,
- Northfield Primary School with communication resource,
- Orchard Head Junior, Infant and Nursery School,
- The King's School,
- The Rookeries Junior, Infant and Nursery School with hearing impaired resource.

The Trust is required by its funding agreement to comply with the School Admissions Code and the law relating to admissions, though the Secretary of State, has the power to vary this requirement where there is demonstrable need. The purpose of the School Admissions Code is to ensure that all school places are allocated and offered in an open and fair way. The School Admissions Code has the force of law and includes a requirement to comply with associated regulations and legislation attached within it.

Objections to the admission arrangements of academies can be made to the Schools Adjudicator whose decisions are binding and enforceable.

The Trust is responsible for arranging/providing for appeals against refusal of a place at a school. The Trust has agreed that it will follow the Wakefield Metropolitan District Council Admissions Policy in managing its admission arrangements to ensure that the allocation of school places remains fair, clear and objective. This should enable parents and carers to understand easily how places for each school will be allocated.

The admission numbers for each school in the Trust are published online by Wakefield Council, along with other state-funded schools and academies.

The Wakefield Council Admissions Policy and Published Admission Numbers for each of our schools can be found on the following links:

<https://www.wakefield.gov.uk/schools-and-education/schools/school-admissions/understand-admissions-policies/admissions-policies-essential-information>

<https://www.wakefield.gov.uk/media/5bnfg30v/published-admission-numbers-2025-2026.docx>