Admissions Policy 2026/27

PURPOSE

This policy sets out the admission arrangements for Ark (Pontefract Region) in 2026/27. It applies to applications to start in Reception and Year 7 in September 2027 as well as 'In-year' applications; it also includes details of the oversubscription criteria, waiting lists and the appeals process.

Date of last consultation:	October 2018	Author:	Governance Team
Date policy determined:	October 2025	Date published:	October 2025
Date of next consultation:	November 2026	Owner:	Ark Schools
Type of policy:	☐ Network-wide ☒ Tailored by Region	Approval:	Management Team
Region:	Pontefract	Key Contact Name:	Admissions Officer
Key Contact Email:	See school websites	Key Contact Phone:	See school websites

1. Scope

This policy applies to all schools within the Pontefract Region of Ark:

- Carleton High School, Green Lane, Pontefract WF8 3NW
- The King's School, Mill Hill Lane, Pontefract WF8 4JF
- Carleton Park Primary School, Moxon Close, Pontefract WF8 3PT
- The Rookeries Primary School, Carleton Road, Pontefract WF8 3NP
- De Lacy Primary School, Chequerfield Lane, Pontefract WF8 2TG
- Larks Hill Primary School, Larks Hill, Pontefract WF8 4RJ
- Orchard Head Primary School, Orchard Head Lane, Pontefract WF8 2NJ
- Halfpenny Lane Primary School, Halfpenny Lane, Pontefract WF8 4BW
- Northfield Primary School, Northfield Lane, Pontefract WF9 3LY

2. Admissions Policy

Thank you for your interest in applying for a place at a school within the Pontefract Region of Ark Schools.

Ark Schools is a Multi-Academy Trust and is the admissions authority for all academies in the Ark network, including the Pontefract Region.

Ark Schools, in accordance with its funding agreement, is responsible for the admissions policy of each school and co-ordinates with the relevant Local Authority for the administration of admissions applications. For the Pontefract Region of Ark Schools, the relevant Local Authority is Wakefield Council.

Ark Schools 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.

Ark Schools have agreed that the Pontefract Region of Ark Schools 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 Wakefield Council Admissions Policy can be found on the following link:

published-wakefield-school-admissions-policy-2026-2027.docx

The admission numbers for each school in the Trust are published online by Wakefield Council, along with other state-funded schools and academies. Published Admission Numbers of each school within the Pontefract Region can be found on the following link:

published-admission-numbers-2026-2027.docx