

# Guide for parents

Apply online,  
apply on time



## Starting a new primary school in 2017

Online only applications from  
1 September 2016. Deadline for  
applications is 15 January 2017



quick



secure



easy

[www.kirklees.gov.uk/admissions](http://www.kirklees.gov.uk/admissions)

 **Kirklees**  
COUNCIL

# Starting a new primary school in September 2017

A message from Gill Ellis, Assistant Director for Learning and Skills

## Dear Parent/Carer

We are pleased that you are considering a place in one of our schools for your child. Kirklees is a great place to grow up, live and learn. We want every child to fulfil their unique potential and to secure the best possible education, both in and beyond the classroom. Our aim is to develop 'rounded, resilient and ready' Kirklees young people that will have the skills needed for a future that at present we can only imagine, as the world changes so quickly.

You will find in this booklet all the information you need about admissions to primary schools in Kirklees.

We are exceptionally proud of the quality of education that our schools in Kirklees offer, with 91% of our primary schools that are judged good or outstanding by Ofsted. This reflects students' own commitment and talent and also the hard work of staff, and the support from parents and carers.

These levels of achievement mean that our young people are well placed to acquire the skills to take the next big step in their life, more education, an apprenticeship, training or employment with training. A rich educational offer gives young people the best chance of good employment and also the skills which create an environment for business growth in Kirklees, therefore improving the economy of the district even more.

We appreciate how important your child's learning is and we want to work in partnership with you to ensure that your child has access to the highest possible standards of education and wider learning opportunities within our school system.

A tremendous amount of hard work goes into our local education system, from people who work in schools, from those who support them, our governors, and from staff in the local authority. These partnerships work well because of our shared commitment to helping young people to do their very best.

Don't forget, all applications for school places will need to be completed online using the Kirklees Parent Portal on our website, [www.kirklees.gov.uk](http://www.kirklees.gov.uk), the process is quick, easy and secure and please do remember to make your application before the deadline on 15 January 2017, it's really important to get it in on time.

We hope this guide provides you with clear and useful information to help you apply for a school place in Kirklees. We have included information about transfer and admissions procedures, but there is so much more information available from individual schools. All schools are different and we hope that you will find time to arrange a visit to some of them or to send for a prospectus from any schools that interest you. All our schools make opportunities available to allow prospective parents to visit the school and talk to staff. We would encourage you to visit the schools before you express your preferences.

**We hope your child will enjoy a happy and successful education here in Kirklees and we look forward to welcoming your child to one of our schools in September 2017.**

**[Please read pages 2 and 3 for important dates and a summary of key information](#)**

[See page 4 for a full contents list](#)

[See page 31 for details of all Kirklees schools providing primary education](#)

[See page 43 for summaries of all primary school admission policies](#)

# Starting a new primary school in September 2017

The information in this guide is for the school year starting in **September 2017**.

It is correct on 31st August 2016, but there may be changes before or after September 2017 and the website may be updated to reflect any changes.

This **Guide for Parents – starting a new primary school in 2017** is available to download as a pdf file or a paper copy may be obtained on request from:

## Kirklees Pupil Admissions

- **website [www.kirklees.gov.uk/admissions](http://www.kirklees.gov.uk/admissions)**
- **Telephone 01484 225007**
- **Email [pupiladmissions@kirklees.gov.uk](mailto:pupiladmissions@kirklees.gov.uk)**
- **Post Kirklees Pupil Admissions, Kirkgate Buildings, Byram Street, Huddersfield HD1 1BY**

## Important dates for starting a new primary school/ transferring to Junior/Middle School in September 2017

<b>Thursday 1 September 2016</b>	You can apply <b>online</b> at <a href="http://www.kirklees.gov.uk/admissions">www.kirklees.gov.uk/admissions</a> <b>ONLINE ONLY APPLICATIONS FROM 1 SEPTEMBER 2016</b>
<b>Sunday 15 January 2017</b>	The closing date for applications Remember - a late application can severely reduce your chances of obtaining a place at your preferred school.
<b>Tuesday 18 April 2017</b>	<b>Email offers are sent</b> to applicants
<b>Monday 22 May 2017</b>	The last day for requesting an appeal for starting community and voluntary controlled schools in September 2017. Academies, free schools, trust schools and voluntary aided schools may have different closing dates for appeals. You must contact them directly.
<b>June 2017 onwards</b>	<b>Appeal hearings</b> take place
<b>Sunday 31 December 2017</b>	<b>Waiting lists close</b> for community and voluntary controlled schools. ( <a href="#">see section 8b</a> ) Academies, free schools, trust schools and voluntary aided schools may have different closing dates for waiting lists. Please contact them directly.

## Summary

Kirklees organises admissions for young people starting a new primary school in September 2017, so that Kirklees parents/carers only have to make one application to apply for a place at any primary school in Kirklees and/or any other local authority.

Applications must be made online to Kirklees Pupil Admissions by the closing date of **Sunday 15 January 2017**

Kirklees residents **must apply online** at [www.kirklees.gov.uk/admissions](http://www.kirklees.gov.uk/admissions)

Kirklees Council will send all Kirklees parents a single offer of a new school place on the **National Offer Day – Tuesday 18 April 2017**. If the place offered is at an academy, free school, trust school or voluntary aided school or at a school in another local authority, Kirklees makes the offer on behalf of the admission authority for that school.

Parents who live in other council areas and not in Kirklees must apply through their local council. A contact list for neighbouring Local Authorities is included on [page 29](#).

Important - is your child at a school nursery\*?

- A place in a school nursery does not give you a place in the Reception class at a school.
- Children who attend the school's nursery do not receive guaranteed places or a higher priority for places in the school.

You must make a separate application  
for a place in a reception class.

\*nursery, early years or foundation stage unit

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- [See the full list on pages 31-40](#)

**1b) What are the different types of school in Kirklees?**

**Academies and free schools** – state schools that are independent of the local authority. The governing body or academy trust is responsible for deciding who is given a place.

- |   |  |  |
|---|--|--|
| <ul style="list-style-type: none"> <li>• Batley Grammar School</li> <li>• Beaumont Primary Academy</li> <li>• Birstall Primary Academy</li> <li>• Boothroyd Primary Academy</li> <li>• Christ Church CE Academy</li> <li>• Cowlersley Primary School</li> </ul> | <ul style="list-style-type: none"> <li>• Diamond Wood Community Academy</li> <li>• Fieldhead Primary Academy</li> <li>• Heaton Avenue Primary Academy</li> <li>• The John Curwen Co-operative Primary Academy</li> <li>• Lindley CE Infant School</li> </ul> | <ul style="list-style-type: none"> <li>• Lindley Junior School</li> <li>• Marsden Junior School</li> <li>• Millbridge J I &amp; N Academy</li> <li>• Orchard Primary Academy</li> <li>• Overthorpe CofE Academy</li> <li>• Thornhill J &amp; I School</li> </ul> |
|---|--|--|

**Community schools** – Kirklees Council is responsible for deciding who gets a place.

- |   |  |   |
|---|--|---|
| <ul style="list-style-type: none"> <li>• Almondbury Community School</li> <li>• Ashbrow School</li> <li>• Berry Brow I &amp; N School</li> <li>• Birdsedge First School^</li> <li>• Birkby I &amp; N School</li> <li>• Birkby Junior School</li> <li>• Carlinghow Princess Royal J I &amp; N School</li> <li>• Carlton J &amp; I School</li> <li>• Clough Head J &amp; I School</li> <li>• Crossley Fields J &amp; I School</li> <li>• Crow Lane Primary &amp; Foundation Stage School</li> <li>• Dalton School</li> <li>• Denby Dale F &amp; N School</li> <li>• Earlsheaton Infant School</li> <li>• Eastborough J I &amp; N School</li> <li>• Emley First School</li> <li>• Field Lane J I &amp; N School</li> <li>• Fixby J &amp; I School</li> <li>• Gomersal Primary School</li> <li>• Grange Moor Primary School</li> <li>• Hade Edge J &amp; I School</li> <li>• Hartshead J &amp; I School</li> <li>• Healey J I &amp; N School</li> </ul> | <ul style="list-style-type: none"> <li>• Hepworth J &amp; I School</li> <li>• High Bank J I &amp; N School</li> <li>• Hightown J I &amp; N School</li> <li>• Hillside Primary School</li> <li>• Hincliffe Mill J &amp; I School</li> <li>• Holme J &amp; I School</li> <li>• Holmfirth J I &amp; N School</li> <li>• Hopton Primary School</li> <li>• Howard Park Community School</li> <li>• Hyrstmount Junior School</li> <li>• Kaye's F &amp; N School^</li> <li>• Kirkheaton Primary School</li> <li>• Kirkroyds Infant School</li> <li>• Linthwaite Clough J I &amp; EY School</li> <li>• Lydgate J &amp; I School</li> <li>• Manorfield I &amp; N School</li> <li>• Marsden I &amp; N School</li> <li>• Meltham Moor Primary School</li> <li>• Mill Lane Primary School</li> <li>• Moldgreen Community Primary School</li> <li>• Moorlands Primary School</li> <li>• Mount Pleasant Primary School</li> <li>• Netherhall Learning Campus – Rawthorpe Junior School</li> <li>• Netherthong Primary School</li> <li>• Netherton I &amp; N School</li> <li>• Newsome Junior School</li> </ul> | <ul style="list-style-type: none"> <li>• Nields J I &amp; N School</li> <li>• Norristhorpe J &amp; I School</li> <li>• Old Bank J I &amp; N School</li> <li>• Paddock J I &amp; N School</li> <li>• Park Road J I &amp; N School</li> <li>• Pentland I &amp; N School</li> <li>• Purlwell I &amp; N School</li> <li>• Reinwood Community Junior School</li> <li>• Reinwood I &amp; N School</li> <li>• Rowley Lane J I &amp; N School</li> <li>• Scapegoat Hill J &amp; I School</li> <li>• Scholes J &amp; I School (Holmfirth)</li> <li>• Scholes Village Primary School</li> <li>• Shaw Cross I &amp; N School</li> <li>• Shelley First School^</li> <li>• Shepley First School</li> <li>• Skelmanthorpe F &amp; N School^</li> <li>• Spring Grove J I &amp; N School</li> <li>• Uppertong J &amp; I School</li> <li>• Warwick Road J I &amp; N School</li> <li>• Wellhouse J &amp; I School</li> <li>• Westmoor Primary School</li> <li>• Wilberlee J &amp; I School</li> <li>• Wooldale Junior School</li> </ul> |
| <ul style="list-style-type: none"> <li>• Kirkburton Middle School^*</li> </ul>  | <ul style="list-style-type: none"> <li>• Scissett Middle School^*</li> </ul>   |   |



**Trust schools** – foundation schools supported by a charitable trust. The governing body is responsible for deciding who is given a place.

- |   |   |   |
|---|---|---|
| <ul style="list-style-type: none"> <li>Beech Primary School - part of Royds Hall Community School</li> <li>Golcar J I &amp; N School</li> </ul> | <ul style="list-style-type: none"> <li>Heckmondwike Primary School</li> <li>Littleton J I &amp; N School</li> </ul> | <ul style="list-style-type: none"> <li>Royds Hall Community School</li> </ul> |
|---|---|---|

**Voluntary aided schools** – the governing body is responsible for deciding who is given a place

- |  |   |   |
|--|---|---|
| <ul style="list-style-type: none"> <li>All Hallows' CE(VA) I &amp; N School</li> <li>Batley Parish CE(VA) J I &amp; N School</li> <li>Cumberworth CE(VA) First School</li> <li>Denby CE(VA) First School</li> <li>Helme CE(VA) J &amp; I School</li> <li>Holy Spirit Catholic Primary School</li> <li>Kirkburton CE(VA) First School</li> <li>Linthwaite Ardron CE(VA) J &amp; I School</li> </ul> | <ul style="list-style-type: none"> <li>Our Lady of Lourdes Catholic Primary School</li> <li>Scissett CE(VA) First School^</li> <li>South Crosland CE(VA) Junior School</li> <li>St Aidan's CE(VA) First School^</li> <li>St John's CE(VA) J &amp; I School</li> <li>St Joseph's Catholic Primary School (Dewsbury)</li> <li>St Joseph's Catholic Primary School (Huddersfield)</li> </ul> | <ul style="list-style-type: none"> <li>St Mary's Catholic Primary School</li> <li>St Patrick's Catholic Primary School (Birstall)</li> <li>St Patrick's Catholic Primary School (Huddersfield)</li> <li>St Paulinus Catholic Primary School</li> <li>St Peter's CE(VA) J I &amp; EY School</li> </ul> |
|--|---|---|

**Voluntary controlled schools** – Kirklees Council is responsible for deciding who gets a place.

- |  |   |  |
|--|---|--|
| <ul style="list-style-type: none"> <li>Battleyford CE(VC) Primary School</li> <li>Birkenshaw CE(VC) Primary School</li> <li>Brockholes CE(VC) J &amp; I School</li> <li>Bywell CE(VC) Junior School</li> <li>Crowlees CE(VC) J &amp; I School</li> <li>East Bierley CE(VC) Primary School</li> <li>Farnley Tyas CE(VC) First School</li> <li>Flockton CE(VC) First School</li> <li>Gomersal St Mary's CE(VC) Primary School</li> <li>Hanging Heaton CE(VC) J &amp; I School</li> <li>Headfield CE(VC) Junior School</li> </ul> | <ul style="list-style-type: none"> <li>Headlands CE(VC) J I &amp; N School</li> <li>Highburton CE(VC) First School</li> <li>Honley CE(VC) I &amp; N School</li> <li>Honley CE(VC) Junior School</li> <li>Lepton CE(VC) J I &amp; N School</li> <li>Lowerhouses CE(VC) J I &amp; EY School</li> <li>Meltham CE(VC) Primary School</li> <li>Netherhall Learning Campus - Rawthorpe St James CE(VC) I &amp; N School</li> <li>Oak CE (VC) Primary School</li> <li>Ravensthorpe CE(VC) Junior School</li> <li>Roberttown CE(VC) J &amp; I School</li> </ul> | <ul style="list-style-type: none"> <li>Savile Town CE(VC) I &amp; N School</li> <li>Slaithwaite CE(VC) J &amp; I School</li> <li>St John's CE(VC) Infant School</li> <li>St Thomas CE(VC) Primary School</li> <li>Staincliffe CE(VC) Junior School</li> <li>Thornhill Lees CE(VC) I &amp; N School</li> <li>Thurstonland Endowed (VC) First School</li> <li>Whitechapel C of E Primary School</li> <li>Windmill CE(VC) Primary School</li> </ul> |
|--|---|--|

^Kirkburton Middle School, Scissett Middle School, Scissett CE (VA) First School, St Aidan's CE (VA) First School, Birdsedge First School, Kaye's First & Nursery School, Shelley First School and Skelmanthorpe First & Nursery School are proposed to become academies

\*Middle schools admit children from Year 6 – Year 8

**1c) What is the Published Admission Number (PAN)?** The PAN is the number of pupils admitted to each year in a school. The PANs for Kirklees schools are shown in the list of schools on [pages 31-40](#).

**1d) How do I know which schools are in my Priority Admission Area or 'catchment' area?**

- All community and controlled schools have a Priority Admission Area (PAA). It has this name because children living there normally have priority for admission over children who live elsewhere. Some people refer to it as the 'catchment' area.
- Academies, free schools, trust schools, voluntary schools have their own admissions policy which is made by the governing body of each school. Their policy may or may not include a PAA. You can view these schools using [Where's my nearest?](#), which will show all schools in your location. You can also check [www.kirklees.gov.uk/schoolcatchments](http://www.kirklees.gov.uk/schoolcatchments) or contact Kirklees Pupil Admissions.
- If you do not live in Kirklees, you will not be in the Priority Admission Area of any Kirklees school.

**1e) How can I find out more about Kirklees schools?**

- Visit school websites for up-to-date information.
- Schools produce a prospectus, which includes information about the school including the school's aims, organisation and facilities. Copies of the prospectus are available free from the school.
- You may wish to visit a school. Please contact the school to request an appointment.

**1f) Which junior schools are the infant schools linked to?**

Every separate infant school in Kirklees is linked to a junior phase school. These are shown in the list below. The majority of children transfer from the infant school to the linked junior school. In order to strengthen the continuity for children to a level comparable to that in an all-through primary school there is an admission criterion for children at linked infant and junior schools ([see section 7c](#))

- All Hallows' CE (VA) I & N School\* and Almondbury Community School
- Berry Brow I & N School and Newsome Junior School
- Birkby I & N School and Birkby Junior School
- Diamond Wood Community Academy\* and Ravensthorpe CE(VC) Junior School
- Earlsheaton Infant School and Bywell CE(VC) Junior School
- Honley CE(VC) I & N School and Honley CE(VC) Junior School
- Kirkcroyds Infant School and Wooldale Junior School
- Lindley CE Infant School\* and Lindley Junior School\*
- Manorfield I & N School and Staincliffe CE(VC) Junior School
- Netherhall Learning Campus - Rawthorpe St James CE(VC) I & N School and Rawthorpe Junior School
- Netherton I & N School and South Crosland CE(VA) Junior School\*
- Pentland I & N School and Headfield CE(VC) Junior School
- Purlwell I & N School and Hyrstmount Junior School
- Reinwood I & N School and Reinwood Community Junior School
- Savile Town CE(VC) I & N School and Headfield CE(VC) Junior School
- Shaw Cross I & N School and Bywell CE(VC) Junior School
- St John's CE(VC) Infant School and Westmoor Primary School
- Thornhill Lees CE(VC) I & N School and Headfield CE(VC) Junior School

\*[please see the admission policy for each academy and CE\(VA\) school on our website](#)

**1g) Which middle schools are first schools linked to?**

The schools in the Denby Dale, Kirkburton and Shelley area of Kirklees are organised in a "3-tier" system of first, middle and high schools with transfers between schools at ages 10 and 13. The first schools are linked to the two middle schools, as shown in the table below. Almost all children transfer from a first school to a middle school at age 10. As this age of transfer only applies to the schools in the Denby Dale, Kirkburton and Shelley area of Kirklees, and to maintain continuity for children in the system, there is an additional admission criterion specifically for children attending first schools ([see section 7c](#))

**Kirkburton Middle School<sup>^</sup>\***

Emley First School  
Farnley Tyas CE (VC) First School  
Highburton CE (VC) First School  
Kirkburton CE (VA) First School  
Shelley First School<sup>^</sup>  
Shepley First School  
Thurstonland Endowed (VC) First School

**Scissett Middle School<sup>^</sup>\***

Birdsedge First School<sup>^</sup>  
Cumberworth CE (VA) First School  
Denby CE (VA) First School  
Denby Dale First & Nursery School  
Flockton CE (VC) First School  
Kaye's First & Nursery School<sup>^</sup>  
Scissett CE (VA) First School  
Skelmanthorpe First & N School<sup>^</sup>  
St Aidan's CE (VA) First School

<sup>^</sup>Kirkburton Middle School, Scissett Middle School, Birdsedge First School, Kaye's First & Nursery School, Shelley First School and Skelmanthorpe First & Nursery School are proposed to become academies

\*Middle schools admit children from Year 6 – Year 8

**1h) What changes to schools are proposed for 2017?**

Changes can happen throughout the year and for the most up to date information please visit the school organisation section of the Kirklees website: [www.kirklees.gov.uk/schoolorganisation](http://www.kirklees.gov.uk/schoolorganisation)

**1i) Who can help me with the process?**

- You can ask your local Kirklees school for help
- Kirklees Customer Service Centres
- Your local Library and Information Centre (LIC). Find your local LIC at [www.kirklees.gov.uk/leisure/libraries/index.aspx](http://www.kirklees.gov.uk/leisure/libraries/index.aspx)
- During office hours (08:00 - 18:00) Monday to Friday, you can select the Live Chat link on the Kirklees Parent Portal
- Contact Kirklees Pupil Admissions (9:00 - 17:00) Monday to Friday, on 01484 225007

**STEP 2 - When can my child start full-time school?**

- All children can start school in the September following their fourth birthday.
- This means that children born between 1 September 2012 and 31 August 2013 can start full-time school in September 2017.
- Children can start school later in the school year, or request to attend part-time, until they reach “statutory school age” which is the beginning of the term following their fifth birthday. This is shown in the table below.

children born between 1 Sep 2012–31 Dec 2012 can wait to start full time school or request to attend part time until the **start of the Spring term on 8 January 2018**

children born between 1 Jan 2013–31 Mar 2013 can wait to start full time school or request to attend part time until the **start of the Summer term on 16 April 2018**

children born between 1 Apr 2013–31 Aug 2013  
known as ‘summer born’

can wait to start full time school or request to attend part time until the **start of the Summer term on 16 April 2018**

OR

can wait to start full time school until the start of the Autumn term in September 2018– **BUT** the allocated place for Reception in 2017-18 is not kept open and parents have to re-apply\* for a place in Year 1 or reception for September 2018.  
[\*contact Kirklees Pupil Admissions for further information and guidance]

- You must apply online for a reception place by 15 January 2017, no matter when your child will start reception during the 2017-2018 school year.
- Once your child has been offered a place, the school must hold the place for your child during the same school year and not offer it to another child.
- Parents should contact their child’s allocated school after places have been allocated to discuss any requests to start later in the year or to attend on a part time basis.
- For ‘summer-born’ children, if you feel that your ‘summer-born’ child’s needs are such that they would benefit from starting school a year later please contact Kirklees Pupil Admissions for further advice and guidance. See [Can my child be educated outside their chronological age group?](#) for further information

### Important - is your child at a school nursery\*?

- A place in a school nursery **does not** give you a place in the Reception class at a school.
- Children who attend the school’s nursery **do not** receive guaranteed places or a higher priority for places in the school.

You must make a separate application for a place in a reception class.

\*nursery, early years or foundation stage unit

**STEP 3 Deciding your preferences****3a) Can I choose which school my child will go to?**

- The law on admissions gives parents and carers the right to express a **preference** for the school they wish their child to attend. Parents / carers can choose which schools to put on their application and the order of preference.
- Naming a school does not guarantee that a child will be allocated a place there, although the council does try to meet as many preferences as possible.
- **For September 2016**, 97% of pupils applying for places in reception classes were allocated places at one of their preferred schools and 89.3% were allocated their first preference. For transfers to junior or middle school, 97.2% of pupils were allocated places at one of their preferred schools and 92.1% were allocated their first preference.

**3b) Do I have to name three schools?**

Parents/carers are very strongly advised to name a second and third preference schools in case a place is not available at the first preference.

- If you name one school more than once it is treated as a **single** preference.
- All your preferences are assessed equally to decide if your child qualifies for a place.
- If your child qualifies at more than one school you will be offered a place at your higher preference school

**3c) Will my child transfer automatically from the nursery, early years or foundation stage unit in a primary school to the reception year?**

- **No. There is no automatic right of transfer.** Application procedures for part-time early education are completely separate from those for full-time school.

**Parents of children who are admitted for nursery provision must apply for a place at the school if they want their child to transfer to the reception class; attendance at a nursery or co-located children's centre does not guarantee admission to the school.**

**3d) Is the order of preference important?**

- **Yes, it is very important.** When a child qualifies for a place at more than one of the schools named, they will be offered a place at the highest preference school.
- **You should name the school that you would most like your child to attend as your first preference.**
- **A higher preference does not give a higher priority for a place.** Places at schools are allocated according to the admission criteria for the school.

**3e) Do I have to include my Priority Admission Area (PAA) or "catchment" school in my preferences?**

- You are strongly advised to.
- If you do not name your PAA school, it may not be available as an alternative later on if a place is not available at any of your preferred schools. Your PAA school may fill with children who named it as a preference. You would then be offered a place at the nearest available school which could be some distance from your home.

**3f) Do I have to include the linked junior or middle school in my preferences? (see [1f](#) and [1g](#) above)**

- No, but your child may have a higher priority at the linked school. ([See section 7c](#))

**3g) Are there disadvantages in applying for a school outside the Priority Admission Area?**

- Your child will potentially be of lower priority for a place, as will any younger brothers or sisters who wish to follow in future years.

**3h) What are realistic preferences?**

- The admission policy for all Kirklees schools ([see page 43 to 47](#)) and the number of preferences from the previous year [pages 31-40](#) will help you to judge if your application is likely to be successful.
- The chances of obtaining a place at a school a long way away from where you live may well be less than at a school nearer to your home.

**STEP 4 Making an application to start a new primary school in September 2017**

**Kirklees Parents/carers must make an application online  
between 1 September 2016 and 15 January 2017**

**4a) Applying online is quick, secure and easy**

- apply online on our [website](#)
- access the website using your smartphone, tablet or computer
- access the website at a Kirklees library and Information Centre (LIC) or Kirklees Customer Service Centre at <http://www.kirklees.gov.uk/customerservice>
- you will need an active email address. If you don't have an active email address, a friend or family member may let you use theirs. Caution! An email address can only be used once for each account that is created on the Kirklees Parent Portal.
- applications can be made to Kirklees Pupil Admissions at any time from 1 September 2016 to 15 January 2017
- an email confirmation of receipt is sent for your records when the application is submitted
- the system guides applicants through the process and checks for errors before you submit your application
- unfinished applications can be saved and completed later
- an email offer is sent on 18 April 2017 (national offer day) – you will also be able to view your offer by logging into your Kirklees parent portal account from 00:30 am on this date.

**4b) There are three stages on the Kirklees Parent Portal**

If you do not complete all three stages, your application is not complete and cannot be processed.

- Stage 1  
Create an account (if you have not already created one in a previous year). If you are the legal parent/guardian, enter your details and follow the link that will be sent to the email address you have used. The process will verify your account and provide you with a link that will take you to the login page of the Kirklees Parent Portal.
- Stage 2  
Add your child's details (if you have not already done so in a previous year)
- Stage 3  
Add your three preference schools. Check the application and then submit the application.

#### 4c) Responsibility

Kirklees LA will:

- ensure the information parents need to apply is in this guide for parents and that the guide for parents is available on their website
- ensure that the parent portal is set up and working from 1 September for the relevant years for applications
- ensure that applications are processed in line with the published admission arrangements for Community and Voluntary Controlled Schools. (For own admission authority schools the governing body are responsible for processing the applications in line with their published admission arrangements – [see 1b in this guide](#) for the different types of schools in Kirklees).
- be available to contact by email or by telephone during office hours (Mon-Fri 9am – 5pm) to provide help, advice and support.

Kirklees parents are responsible for:

- Reading and understanding the guide for parents. You must contact Kirklees Pupil Admissions if you do not understand something or have any questions.
- Applying on time (before the closing date of 15 January 2017)
- Completing all 3 stages of applying online on the parent portal. ([please see section 4b](#))
- Providing correct information on their application ([please see section 5j](#)) - fraudulent applications



**STEP 5 Completing the online school application****5a) Which schools require extra information as well as the Kirklees application?**

school	information	where is the form?	return date
<ul style="list-style-type: none"> <li>• Batley Grammar School</li> </ul>	Registration form	in school prospectus, on school website or from school office	return to <b>the school</b> by <b>15 January 2017</b>
<ul style="list-style-type: none"> <li>• Christ Church CE Academy</li> <li>• Lindley CE Infant School</li> </ul>	School Supplementary Information Form	school website or from <a href="http://www.kirklees.gov.uk/admissions">www.kirklees.gov.uk/admissions</a>	return to <b>the school</b> by <b>15 January 2017</b>
<b>Catholic VA schools</b> <ul style="list-style-type: none"> <li>• Holy Spirit Catholic Primary School</li> <li>• Our Lady of Lourdes Catholic Primary School</li> <li>• St Joseph's Catholic Primary School (Dewsbury)</li> <li>• St Joseph's Catholic Primary School (Huddersfield)</li> <li>• St Mary's Catholic Primary School</li> <li>• St Patrick's Catholic Primary School (Batley)</li> <li>• St Patrick's Catholic Primary School (Huddersfield)</li> <li>• St Paulinus Catholic Primary School</li> </ul>	Supplementary Information Form for Admission to a Voluntary Aided Catholic School	download from <a href="http://www.kirklees.gov.uk/admissions">www.kirklees.gov.uk/admissions</a> or obtain from the school	return to <b>the school</b> by <b>15 January 2017</b>
<b>Church of England VA schools</b> <ul style="list-style-type: none"> <li>• All Hallows' CE(VA) I &amp; N School</li> <li>• Batley Parish CE(VA) J I &amp; N School</li> <li>• Cumberworth CE(VA) First School</li> <li>• Denby CE(VA) First School</li> <li>• Helme CE(VA) J &amp; I School</li> <li>• Kirkburton CE(VA) First School</li> <li>• Linthwaite Ardron CE(VA) J &amp; I School</li> <li>• St Aidan's CE(VA) First School</li> <li>• St John's CE(VA) J &amp; I School</li> <li>• St Peter's CE(VA) J I &amp; EY School</li> <li>• Scissett CE(VA) First School</li> <li>• South Crosland CE(VA) Junior School</li> </ul>	Supplementary Information Form for Admission to a Voluntary Aided Church of England School	download from <a href="http://www.kirklees.gov.uk/admissions">www.kirklees.gov.uk/admissions</a> or obtain from the school	return to <b>the school</b> by <b>15 January 2017</b>

**Remember: a school must be named on the Kirklees application for a child to be considered for a place at that school.**

**5b) How do I apply for a school outside Kirklees?**

- You must make the school one of your three preferences.
- If the school you want to name as a preference is not listed on the Kirklees parent portal, please contact Kirklees Pupil Admissions.
- Information about the school's admission criteria will be available on the school website and on the website of the local authority. For example, if you wish to apply for a school in Halifax you should refer to the Calderdale authority website.
- If you name a school outside Kirklees the details of your request will be passed to the local authority which maintains the school.

**5c) What do I do if I live outside Kirklees but would like my child to attend a Kirklees school?**

- You must make the Kirklees school one of your preferences on the application to the council where you live. Your local council will pass details of your application to Kirklees Pupil Admissions.

**5d) What do I do if I want my child to attend an independent (fee paying) school?**

- You will need to make your own arrangements. Kirklees does not provide help with fees, transport or other costs. Do not include independent schools among your preferences.

**5e) What is considered to be a child's permanent home address?**

- A child is normally regarded as living with a parent or carer and the parent/carer's address will be used for admissions purposes.
- A child cannot be 'lodged' with a friend or relation to gain a place at a school.
- Under the Kirklees admission policy, only one address can be used as a child's permanent address.
- Where a child's parents live at different addresses and the child spends time at each address we will consider the following when deciding which address should be used for admissions purposes:
  - the amount of time spent at each address
  - which parent has parental responsibility for the child
  - who receives child benefit for the child
  - where the child is registered for medical and dental care
  - any residency or custody orders made by the courts
- Documentary evidence will be requested to support information given about the above.

**5f) Which parent/carer should apply?**

It doesn't matter which parent applies however, the parent/carer who does apply must have legal parental responsibility for the child and it must be agreed which parent/carer will apply as you can only submit one application for each child. If more than one application is submitted this may reduce your chances of getting your preferred school. If it cannot be agreed which parent/carer will apply you must seek legal advice. The allocation of a school place **MUST** be based on the child's permanent address.

[\(Please see section 5e\)](#)

**5g) What should I do if my child has special educational needs?**

You cannot request a place online at a special school or request a place at a specialist provision at a mainstream school. If your child has a statement of special educational needs or an Education Health & Care plan and you want to request a place at a special school or specialist provision at a mainstream school you will need to contact your child's SEN caseworker.

If you are requesting a place at a mainstream school (and not a special school) you should complete the online form naming your preferred school(s).

- **If your child has a statement of special educational needs or an Education Health & Care plan** it is very important that you state this on your application. The Special Educational Needs Assessment & Commissioning Team will assess whether the school is suitable to meet your child's needs.
- **If your child has special educational needs but does not have a statement or plan** your application will be considered in the same way as all other applications and the admission criteria will apply in the normal way.

**5h) What happens if I apply after the deadline of 15 January 2017?**

- Applications submitted to Kirklees Pupil Admissions after the closing date will be considered as a **late application** unless, in Kirklees' judgement, there are significant and exceptional reasons for it not being received on time. We would need proof of such special circumstances.
- Late applications are not considered until all on-time applicants have been allocated school places. This severely reduces the chances of obtaining a place at any preferred schools as popular schools may already be full.

**5i) Can my child be educated outside their chronological age group?**

You can request a place for your child outside their normal chronological age group, for example, if your child is a summer born child, if your child is gifted and talented or your child has experienced problems such as ill health.

All requests are considered individually, however it is the view of Kirklees local authority that wherever possible, children should be educated with their chronological peers. Parents will need to provide evidence to support their request as Kirklees local authority will consider requests based on the circumstances of each individual case.

The legal school-leaving age is not affected by early transfer.

A request for a child to be educated outside their chronological age group should be discussed with Kirklees Pupil Admissions as soon as possible between 1 September 2016 and before Sunday 15 January 2017. Further advice can be found at [Kirklees Pupil Admissions](#).

**5j) Fraudulent applications**

Where Kirklees Council has made an offer of a place at a school based on fraudulent or intentionally misleading information, which has effectively denied a place to a child with a higher right of admission, the offer of a place will be withdrawn. If the authority does withdraw an offer of a place, parents will be offered an alternative school place and told of the right to appeal to an independent appeal panel.

**STEP 6 After the application – can I change my preferences?****6a) Can I change my mind after I have completed my application form?**

- Up to the closing date of 15 January 2017, you may change your preferences in the parent portal if you have not received an email to say Kirklees local authority has downloaded your application by logging into your user account
- If you have received an email to say the Kirklees local authority has downloaded your application you can only change your school preferences by sending your changes in an email to [pupiladmissions@kirklees.gov.uk](mailto:pupiladmissions@kirklees.gov.uk)
- After the closing date you cannot change your preferences without a genuine reason for doing so, such as a significant change of address. We will require proof of a change of circumstances. Learning that your child is suitable or not suitable for a selective school will not be considered reason to allow you to change your preference.
- See section [8d](#) for details of how to change school preferences after national offer day

**6b) What happens if I move house before places are allocated?**

- If you are due to move house during the period when people are making applications, you must seek advice from Kirklees Pupil Admissions, as a change of address may affect your offer of a school place. You will be required to provide written proof of your child's home address or the reasons for a change in a child's permanent home address.
- Proof of change of address will be accepted until the latest reasonable date before the final allocation of school places. It is expected that the allocation process for children transferring to junior or middle school and for the reception year group will take place in early March 2017 which means that **the latest reasonable date for evidence of a significant house move will be Thursday 16 February 2017.**
- We will withdraw school places offered based on an address later found to be fraudulent.
- **What evidence is required of a house move?** Written evidence is required to confirm that
  - a parent/carer has moved to a new address
  - all ties to a previous property have been given up, for example the property has been sold, or that the tenancy has expired. If the property is still owned it would no longer be available if it is rented to another tenant

Kirklees Pupil Admissions may ask an attendance and pupil support officer to visit you to verify that you are resident at the address you state as your home address on your application.

- If the move involves the sale and purchase of properties** - suitable written evidence would be a letter from solicitors, which details the exchange of contracts on both properties and the actual completion date. A letter of intent to buy is not enough.
- If the move involves renting a property** - suitable independent written evidence (eg from an estate agent or solicitor) would be the signed tenancy agreement or lease including the start and end date. A letter from a solicitor or estate agent would also be required to confirm **either** the sale of an existing property **or** the ending of a previous tenancy.
- If the move involves returning to live in a property that is already owned** - suitable written evidence of the date that the parent will resume living in the property and that they intend to remain living there for the foreseeable future. If property has been rented out then evidence would be required showing that the tenants have been given notice to leave.
- If the move is to live with a member of the family** – evidence of child benefit is required, showing the child is resident at the relevant address. If a child has moved to live with a parent/carer at an existing address, then evidence of child benefit is required, showing where the child is now resident.
  - A copy of child benefit annual statement can be obtained by contacting the Child Benefit Enquiry Line on 0300 200 3100. **OR**
  - Confirmation of child benefit can be obtained by emailing full name, address, child's name, date of birth, child benefit reference number and daytime contact number to [child.benefit@hmrc.gsi.gov.uk](mailto:child.benefit@hmrc.gsi.gov.uk) **OR** using the Child Benefit online service at

[www.hmrc.gov.uk/childbenefit](http://www.hmrc.gov.uk/childbenefit)

Kirklees Pupil Admissions may ask an attendance and pupil support officer to visit you to verify that you are resident at the address you state on your application form.

#### STEP 7 What happens to the applications?

##### 7a) Who administers the applications?

- All the preferences named in application will be assessed to decide which schools a child **qualifies** for a place according to the admission criteria for the school.
  - Preferences for community and voluntary controlled schools are assessed by the Kirklees local authority, which is the admission authority for these schools.
  - Preferences for academies, free schools, trust schools and voluntary aided schools are assessed by the schools' governing bodies or the academy trusts, which are the admission authorities for these schools. Kirklees Pupil Admissions sends details of all applications to the school's governing body/academy trust.
- Some schools also ask parents to complete a Supplementary Information Form (SIF) to provide the additional information used by the governing body to apply the school admission criteria. Batley Grammar School requires parents to complete a registration form. ([See section 5a above](#)).
- Kirklees Pupil Admissions does not disclose a parents' order of preference to academies, free schools, trust schools and voluntary aided schools. The governing body/academy trust will determine the order of priority each application is ranked according to the school's oversubscription criteria and provide Kirklees Pupil Admissions with a list, which ranks all the applications for that school.
- Preferences for schools in other local authorities are assessed by the admission authorities for these schools. Kirklees Pupil Admissions will send details of all applications to the maintaining local authority for the school. The maintaining local authority assesses which children qualify for a place at the school.

##### 7b) How does the admissions authority decide which children are allocated places?

- If there are fewer applicants than there are places available, everyone who applies will be offered a place.
- When there are more applicants than there are places available children are offered places by using the admission criteria which are considered in order. These criteria can also be called oversubscription criteria. Full details of the admission criteria for Kirklees community and voluntary controlled schools can be found on [pages 44 to 46](#). [See pages 31-40 for the list of schools providing primary education in Kirklees](#).

#### The Kirklees admission criteria for community and voluntary controlled schools are:

**Priority 1** children in public care (looked after children) and children previously looked after.

**Priority 2** children who live in the school's Priority Admission Area (PAA) who have a brother or sister attending the school from the same address at the date of admission (the sibling rule).

**Priority 3** children who live in the school's PAA.

**Priority 4** children who live outside the school's PAA who have a brother or sister attending the school from the same address at the date of admission (the sibling rule).

**Priority 5** children who live outside the school's PAA.

Schools will admit children with statements of special educational or education health and care plans where the statement/plan names the school.

Full details of the Kirklees admission criteria for community and voluntary controlled schools are [on page 44](#).

**7c) Does the school a child currently attends affect which school will be allocated?**

**In most cases NO.** The allocation of places at Kirklees schools that use the admission criteria outlined above is based on the child's permanent home address and whether they will have any siblings attending the school at the date of their admission.

**The two exceptions** to this are:

- in the Denby Dale - Shelley area where higher priority is given under each admission criterion 2- 5 listed above (up to the PAN) to children attending a first school in the middle school's PAA ([see section 1g above](#) and [Admission Arrangements](#) on the Kirklees website).
- for linked infant and junior schools ([see section 1f above](#))

**The Kirklees admission criteria for linked infant and junior, community and voluntary controlled schools\* :**

**Priority 1** children in public care (looked after children) and children previously looked after.

**Priority 2** children who live in the school's Priority Admission Area (PAA) who have a brother or sister attending either (infant or junior) school from the same address at the date of admission (the sibling rule).

**Priority 3** children who attend a listed infant school (with priority for the linked junior school).

**Priority 4** children who live in the school's PAA.

**Priority 5** children who live outside the school's PAA who have a brother or sister attending either (infant or junior) school from the same address at the date of admission (the sibling rule).

**Priority 6** children who live outside the school's PAA.

Schools will admit children with statements of special educational needs or education, health and care plans where the statement/plan names the school.

*\*please see the admission policies on our website for linked academy and CE(VA) schools listed in section 1f*

If one child is due to start full time school in September 2017 and a sibling is due to transfer to junior school in September 2017, allocations are run first for the transfer to junior school.

**7d) How are parent/carers preferences taken into account?**

- If a child qualifies for a place at only one of their preferred schools, parents/carers will be offered a place at that school.
- If a child qualifies for a place at more than one of their preferred schools, parents/carers will be offered a place at the highest preference school where the child qualifies.
- If a child does not qualify for a place at any of the preferred schools and they live in Kirklees, parents/carers will be offered a place at the PAA school if places are available, or the next nearest available school.

**7e) When will parents/carers find out which school their child has been allocated?**

- Applicants will receive an offer email on Tuesday 18 April 2017 and will also be able to view the offer online on this date.
- Kirklees Pupil Admissions cannot tell parents/carers over the telephone which school has been allocated.
- After National Offer Day children are automatically placed on waiting lists for any higher preference Kirklees Community or Voluntary controlled schools where they have been refused a place. ([see section 8b](#)).

**7f) What happens if a parent/carer moves house after places have been allocated?**

If a parent/carer changes address after the offer of a school place then they can retain the place which has been allocated. If the school offered is no longer suitable parents/carers should contact Kirklees Pupil Admissions to get information about schools with vacancies in the new area.

**7g) Can places be withdrawn?**

Once a place has been allocated it is not usually withdrawn. However, occasionally it becomes clear that a mistake was made during the allocation process, which has resulted in a child being allocated a place to the detriment of other children of a higher priority. In such circumstances it may be necessary for the place to be withdrawn. A place would not normally be withdrawn for this reason if the child had started at the school. The resulting vacancy would be reallocated to the child who should have qualified for the place, had the mistake not been made. This may not necessarily be the child who is at the top of the school's waiting list at the point when the place is withdrawn.

**7h) Can a child be educated at home?**

The law allows parents/carers to educate a child at home. However, the law states that parents/carers must make sure the child gets "sufficient full-time education suitable to their age, ability and aptitude and to any special educational needs they may have". If a parent/carer wishes to educate a child at home Kirklees **must** be informed as the local authority has a duty to ensure that a child is receiving efficient education. Please contact Kirklees Pupil Admissions.

**STEP 8 What if I am not happy with the place I am offered?****8a) What happens if a child does not qualify for a place at any of the preferred schools?**

If your child does not qualify for a place at any of the schools you have named as a preference and you live in Kirklees, you will be allocated a place at the PAA school if places are available. If a place is not available at the PAA school, a place will be allocated at the nearest school where places are available.

**8b) Can my child be placed on a school's waiting list?**

- Your child's name will automatically be placed on the waiting list for any Kirklees community or voluntary controlled school where they have been refused a place.
- Waiting lists for Kirklees community or voluntary controlled schools will be kept open until **31 December 2017**.
- Waiting lists include on time and late applicants, in strict priority order according to the school's published admission criteria and not according to when their application was received.
- Kirklees Pupil Admissions will contact you if a place becomes available for your child. We will ask you to complete and return a reply slip within 10 days to confirm whether you wish to accept the place offered. If you do not return your reply slip within 10 days we will assume that you wish to accept the place offered and we will withdraw the school place previously allocated.
- The academies, free schools, trust schools and voluntary aided schools in Kirklees and schools in other local authorities may have different procedures for their waiting lists. You should obtain this information direct from the school or the local authorities.

**8c) Are other places available?**

- If you are not happy with the school allocated and want to ask for an alternative, please contact Kirklees Pupil Admissions for details of schools with vacancies.
- You are strongly advised not to decline the school place allocated without first securing a place at an alternative school.

**8d) Can I change the schools I named a preference for after offer day?**

- After national offer day there is a 'two week window' where Kirklees parents can write to Kirklees Pupil Admissions and change the school preference(s). We call this the re-allocation period.
- If you do not live in Kirklees but would like to change your school preferences to include a Kirklees school you will need to contact your home local authority for advice.
- After the two weeks have passed all the changes of school preference received during the two weeks are processed together in one 'batch' so that any places that may have become available at a school are offered to the child(ren) that qualify against the published admissions criteria for the school.
- Kirklees Pupil Admissions will write to parents with the outcome of their change of preference. The process can take several weeks depending on the number of changes of preference received.
- Change of preferences or late applications received after the first two weeks are then processed in 'weekly batches'.

**8e) How do I make a change of school preference after national offer day?**

- Changes of school preferences should be made in writing to Kirklees Pupil Admissions (by email or letter).
- You should include your child's full name, your child's date of birth, your child's address, what your original school preferences were and in what preference order, and what you are changing your preference schools to and in what preference order you want them to be considered.
- In Kirklees you can name three preference schools.
- We advise that the allocated school remains one of your preferences as we strongly advise against declining the school place offered without first securing a place at an alternative school.



- If the school offered was not one of your original preferred schools you do not need to make this school one of your change of preference schools.
- If your change of preference no longer includes a school that you have lodged an appeal for the appeal will be considered withdrawn.

#### **8f) Can I appeal to obtain a place at a preferred school?**

You can appeal to an independent appeal panel to try to secure a place at any school you were refused.

- **Community and voluntary controlled schools** - Details of how to appeal can be found at [appeal online](#)
- If all three preferences have been refused, it is possible to appeal for each of them. There would be a separate hearing for each school that you were appealing.
- **Academies, free schools, trust schools and voluntary aided schools** - contact the school to enquire about the appeal process.
- **Schools outside Kirklees** - contact the other [local authority](#) to enquire about the appeal process.

**STEP 9 How does an admissions appeal work?****9a) The notice of admissions appeal**

- If you miss the last date to ask for an appeal it may result in a delay in hearing your appeal. You can [appeal online](#) or use the paper appeal form. If you apply on the paper form, you should return the completed notice of appeal form to the address shown on the form with any supporting documentation.
- The Kirklees Legal and Governance Unit will arrange the appeal.
- It is very important for you to stay within any timetable given for your appeal process and that you state all the information on which your appeal is based in your written statement of appeal.

**9b) The appeal hearing**

The clerk of the appeal panel will write to you about the appeal hearing and explain the procedures. An independent appeal panel hears appeals. It is made up of three people, including:

- at least one 'lay' member (a member of the public with no specialist education experience) and
- at least one 'independent' person who has experience in education and who is familiar with educational conditions in our area or who is a parent of a registered pupil at a school.

Appeal hearings will take place from June 2017 onwards. Further information about the appeal hearing can be found on the [Kirklees website](#)

**9c) Appeal decisions**

The clerk of the appeal panel will write to you to tell you the decision. The independent appeal panel's decision is final and binding on the admission authority, the school and the parent. It is not possible to have a second appeal for the same school in the same year unless there has been a significant and material change in circumstances since the original appeal.

**Kirklees Pupil Admissions cannot tell parents/carers the outcome of appeals over the telephone.**

**9d) How does infant class size affect the allocation of places and admission appeals?**

Government legislation rules that no infant child can be taught in a class of more than 30 children with a single qualified teacher. The number of places available for each school (the PAN) is determined to ensure that infant class sizes do not exceed 30 children.

The infant class size limit may affect how an appeal against refusal of admission to a school might be considered.

If you would like further information about the infant class size legislation please refer to our [pupil admission appeals process](#) or the [Department of Education website](#)

**10 Can my child change schools during the school year?****10a) A school transfer during the school year is known as an in-year admission**

There are two different types of in-year admission:

- When parents/carers are moving house and want their child to move to a school closer to their new home.
- When parents/carers are not moving house, or whose change of address is not a significant one, (ie over 2 miles for Key Stage 1 or 3 miles for Key Stage 2 and above), but would like their child to change school. Transferring a pupil from one primary school to another can be unsettling for friendship groups, can disrupt attendance and can break the continuity of learning as schools are likely to have differing curriculum patterns.

All applications for Kirklees schools, including those from parent/carers living outside Kirklees, must be made on the Kirklees In-Year Common Application Form (ICAF). If you wish to make an application to more than one school, you will need to complete a separate ICAF for each application. The completed ICAF should be returned directly to the school/academy you name on the form.

The ICAF and guidance notes can be obtained

- from schools in Kirklees
- from the Kirklees Council website, [www.kirklees.gov.uk/admissions](http://www.kirklees.gov.uk/admissions)
- by calling Kirklees Pupil Admissions on 01484 225007 and the ICAF and guidance notes can be posted to you

**10b) The Kirklees In-Year Fair Access Protocol**

- All local authorities have an In-Year Fair Access Protocol, which exists to ensure that unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible.
- The Fair Access Protocol also ensures that all schools in the authority admit their fair share of children with challenging behaviour. This includes admitting children above the published admission number to schools that are already full.
- All Kirklees schools participate in the protocol, which provides a safety net for those children for whom the normal admission arrangements are not appropriate.

**11 Other information****11a) Support with travel/bus passes and home-to-school transport**

**bus passes** contact: email - [free.buspases4schools@kirklees.gov.uk](mailto:free.buspases4schools@kirklees.gov.uk) tel 01484 221000 (ask for School Bus Pass Team)

**home to school transport** contact: email - [school.transport@kirklees.gov.uk](mailto:school.transport@kirklees.gov.uk) tel 01484 221000 (ask for School Transport Department)

For further information please refer to the Kirklees Home to School Transport Policy which can be accessed on the Kirklees Council website [Kirklees Council](http://www.kirklees.gov.uk)

### **11c) Special educational needs**

Most children and young people with special educational needs (SEN) will have their needs met in local mainstream early years settings, schools or colleges. All education settings should use their best endeavors to meet the needs of children and young people with special educational needs.

There are two key elements of school based provision for children and young people with SEN: Quality First Teaching and SEN Support.

In providing this support, schools will be required to make an assessment of a pupil's SEN using all available evidence and data sources, including:

- achievements
- the students development in comparison to others of the same age
- information from parents
- if relevant, advice from external support services

Schools must also: - involve the student and their parents or carers so that agreement is reached on how the young person's needs will be met - draw up a plan of what is expected and of the support that the school and any other relevant agencies will give - review progress at least once a term.

### **Moving up through school**

Choosing a school can be difficult. Secondary schools can be big and you may have concerns about this so it is important that you find out all you can before you make your choice.

Your local school could be an Academy, a Free school, a Trust school or a Church school. Whatever kind of school it is, it will have a Special Educational Needs Coordinator (SENCO).

### **What is a SENCO?**

The SENCO is responsible for making sure that all pupils with special educational needs and disabilities (SEND) have the provision they need in order to thrive and make progress.

### **Discovery**

Find out more about the school you have in mind for your child to see if what they offer meets you and your child's needs. You can visit the school website, request a prospectus (if they do one) and also make a visit in person.

Talk to the Head Teacher or SENCO about any particular questions you may have. You could ask them about how they will support your child in their learning, how much knowledge of SEND the staff have, how many subjects your child would take, or the after school clubs that are available.

It will also give you the chance to look around the classrooms, meet the staff, and think about how your child would travel there each day.

When you have decided upon a school you would like, you must apply for a place there.

If your child has an Education Health and Care Plan, or a statement of SEND, your SEN Case Worker from the SEN Assessment and Commissioning Team (SENACT) will work with you to ensure your child's needs are met throughout their experience at the school.

### **SEN support**

#### **What a special educational need is**

The term 'special educational needs' has a legal definition.

Children with special educational needs all have learning difficulties or disabilities that make it harder for them to learn than most children of the same age.

These children may need extra or different help from that given to other children of the same age.

#### **What you should do if you suspect your child has a special educational need**

In Kirklees, there is Early Years support for children from birth to age 7 with special educational needs provided by the [Educational Psychology and Early Years team](#). Contact them via email [dewsbury.psychology@kirklees.gov.uk](mailto:dewsbury.psychology@kirklees.gov.uk) or telephone 01924 483744.

If your child is of school age, you should first discuss this with your child's teacher. You can also contact the Special Educational Needs team by email [SENACT@kirklees.gov.uk](mailto:SENACT@kirklees.gov.uk) or telephone: 01484 221000 asking for SENACT

### 11c) Terms used in this guide

**Academy** – An independent school funded by the government. The governing body/academy trust of an academy decides its own policy on admissions and has responsibility for deciding who is given a place. Places at the school are offered by the local authority on behalf of the governing body/academy trust.

**Admission appeal** - Where a parent is not offered a place at a school for which they have expressed a preference, they have a legal right for their preference to be further considered by an independent appeal panel.

**Admission criteria** - The rules which govern who should and should not be offered a place at an oversubscribed school.

**Admission authority** - The body responsible for determining the admission arrangements for a school. This can be the local authority (LA) or the governing body/academy trust of a school.

**Community and voluntary controlled school** - Funded by Kirklees Council. The council sets the admission policy and offers places.

**Foundation school** - funded by Kirklees Council. The governing body of the school decides its admission policy and has responsibility for deciding who is given a place at the school. Places at the school are offered by Kirklees on behalf of the governing body.

**Free school** – A free school is an academy – an independent school funded by the government. The governing body/academy trust of the free school decides its admission policy and has responsibility for deciding who is given a place at the school. Places at the school are offered by Kirklees on behalf of the governing body/academy trust.

**Home authority** -The local authority in which the parent resides and pays Council Tax.

**In-Year Common Application Form (ICAF)** The form is to be completed when applying for a Kirklees school during the school year. The ICAF is available from all Kirklees schools or from Kirklees Pupil Admissions.

**Maintaining authority** - The local authority in which a school is located and which has responsibility for it.

**National Offer Day** The day each year when an authority's single offer of a secondary school place is sent to parents. For children transferring starting in a reception class, or transferring to a junior or middle school in September 2017, National Offer Day is Tuesday 18 April 2017.

**Net capacity** -The total number of pupil places available in a school.

**Notice of appeal** - The form to be completed by a parent/carer and submitted to the authority to request an independent appeal for a school at which they have not been offered a place.

**Order of preference** - The order in which parents have to list up to three preferences to enable the local authority to determine the single offer of a school place.

**Oversubscribed** - Where the number of applications for the year group exceeds the PAN.

**PAN** - Published Admission Number. A PAN is determined in consultation with each school based on the net capacity. This is the number of pupils that must be admitted to a school if sufficient applications are received.

**Preferences** - The schools which parents indicate to the local authority they would wish their child to attend above all others.

**Primary Common Application Form (PCAF)** - This is the **online application** that invites 3 preferences and supporting reasons. This application is to be completed online by a Kirklees parent/carer whether applying for any Kirklees school or a school in a different LA. You can apply online at [www.kirklees.gov.uk/admissions](http://www.kirklees.gov.uk/admissions).

**Qualify for a school place** – When a child can be offered a place at a school either because:

- the number of applications for the school is below the admission number or
- it is oversubscribed but the child has priority under the admission criteria

**Sibling** - a sibling is your child's brother or sister (including half-brothers and sisters, stepbrothers and sisters, adoptive brothers and sisters and fostered children living with the same family at the same address). Please note that cousins do not count as siblings.

**Single offer of a school place** - The one offer of a school place at the highest preference school where the child qualifies.

**Summer born child** – child born between 1 April and 31 August

**Supplementary Information Form (SIF)** - All parents/carers **must** list their preferred schools on the online application to make a valid application. A SIF is an additional form that some schools require to enable the governing body to apply the school's admission criteria. SIFs can be downloaded from [Apply for a primary school place | Kirklees Council](#) or obtained from the schools.

**Transfer Common Application Form (TCAF)** - This is the **online application** that invites up to 3 preferences and supporting reasons. This application is to be completed online by a Kirklees parent/carer when applying for a place in a junior school or a middle school in Kirklees school or in a different LA. You can apply online at [www.kirklees.gov.uk/admissions](http://www.kirklees.gov.uk/admissions).

**Trust school** - Funded by Kirklees Council. A trust school is a foundation schools supported by a charitable trust. The governing body of the trust school decides its own admission policy and has responsibility for deciding who is given a place at the school. Places at the school are offered by Kirklees on behalf of the governing body.

**Voluntary aided school** - Jointly funded by Kirklees Council and a voluntary organisation, usually a church diocesan board. The governing body of the school decides its own admission policy and has responsibility for deciding who is given a place at the school. Kirklees offer places at the school on behalf of the governing body.

#### 11d) Other information for parents on the Kirklees website

- Bus passes – [www.kirklees.gov.uk/schooltransport](http://www.kirklees.gov.uk/schooltransport)
- Complaints and how to complain - <http://www.kirklees.gov.uk/complaints>
- Employment of school children and entertainment licences - <https://jobs.kirklees.gov.uk/GenText.aspx?page=page22>
- Governors and governing bodies - [www.kirklees.gov.uk/governors](http://www.kirklees.gov.uk/governors)
- Health and the school health team - [www.locala.org.uk/your-healthcare/schools-nursing/kirklees-school-nurses/](http://www.locala.org.uk/your-healthcare/schools-nursing/kirklees-school-nurses/)
- Meals at school and free school meals - [www.kirklees.gov.uk/schoolmeals](http://www.kirklees.gov.uk/schoolmeals)
- Milk - [www.kirklees.gov.uk/schoolmeals](http://www.kirklees.gov.uk/schoolmeals)
- Re-organisation of schools - [www.kirklees.gov.uk/schoolorganisation](http://www.kirklees.gov.uk/schoolorganisation)
- Special educational needs – [www.kirklees.gov.uk/specialeducation](http://www.kirklees.gov.uk/specialeducation)
- Transport for pupils with special educational needs - [www.kirklees.gov.uk/schooltransport](http://www.kirklees.gov.uk/schooltransport)

**12 Useful addresses and contact information**

**12a) The Advisory Centre for Education** - provides free independent advice on the admissions process and education issues including bullying, exclusion, Special Educational Needs (SEN) and attendance. For advice, enquirers should text the phrase AskACE to 68808 and follow instructions, or call free on 02088883377 Mon-Thu 10.00am-1.00pm, for further information visit [www.ace-ed.org.uk](http://www.ace-ed.org.uk).

**12b) OFSTED reports and school performance table information**

- Access OFSTED reports at [Ofsted - GOV.UK](http://Ofsted-GOV.UK) or [directly from the school concerned](#).
- School and college achievement and attainment tables are available on [DfE website](#)
- Individual schools will also provide information about their own results.

**12c) Kirklees SEND Information, Advice and Support Service**- a free, independent and totally confidential service supporting parents/carers of children and young people who have already been identified as having special educational needs. email: [parentpartnership@kirklees.gov.uk](mailto:parentpartnership@kirklees.gov.uk) tel: 01484 225422

**12d) Contact details for neighbouring local authorities**

**Barnsley Metropolitan Borough Council, School Admissions**, Directorate for Children, Young People and Families, PO Box 634, Barnsley S70 9GG. [www.barnsley.gov.uk/schooladmissions](http://www.barnsley.gov.uk/schooladmissions)  
Email: [schooladmissions@barnsley.gov.uk](mailto:schooladmissions@barnsley.gov.uk) Tel: 01226 773689

**City of Bradford Metropolitan District Council, School Admissions**, Future House, Bolling Road, Bradford. BD4 7EB. [www.bradford.gov.uk/admissions](http://www.bradford.gov.uk/admissions)  
Email: [primaryadmissions@bradford.gov.uk](mailto:primaryadmissions@bradford.gov.uk) Tel: 01274 439200

**Calderdale Council, Admissions Team**, Access and School Planning, PO Box 51, Halifax HX1 1TP  
[www.calderdale.gov.uk/education](http://www.calderdale.gov.uk/education) Email: [cyps.admissions@calderdale.gov.uk](mailto:cyps.admissions@calderdale.gov.uk) Tel: 01422 392617

**Leeds City Council, School Admissions**, PO box 837 Leeds LS1 9PZ Tel: 0113 222 4414  
[www.leeds.gov.uk/residents/pages/Admissions.aspx](http://www.leeds.gov.uk/residents/pages/Admissions.aspx) Email: [education.annual.cycle@leeds.gov.uk](mailto:education.annual.cycle@leeds.gov.uk)

**Oldham Council, School Admissions**, The Civic Centre, West Street, Oldham. OL1 1XJ  
[www.oldham.gov.uk/admissions](http://www.oldham.gov.uk/admissions) Email: [ecs.pupils@oldham.gov.uk](mailto:ecs.pupils@oldham.gov.uk) Tel: 0161 770 4213

**Wakefield Council, School Admissions**, Wakefield One, PO Box 700, Burton Street, Wakefield, WF1 2EB  
[www.wakefield.gov.uk/residents/schools-and-children/schools/admissions](http://www.wakefield.gov.uk/residents/schools-and-children/schools/admissions)  
Tel: 01924 306 052 Email: [admissions@wakefield.gov.uk](mailto:admissions@wakefield.gov.uk)

**13 Kirklees schools providing primary education**13a) [primary, middle and all-through schools](#)13b) [special schools with provision for primary aged children and young people](#)13c) [specialist provision in Kirklees primary schools](#)

- Further information on Kirklees schools, including the catchment area map (for those schools with a catchment area), can be found on [our website](#).
- [a breakdown of how places were allocated by school can be found on our website](#)

13a) primary and all-through schools key (A) academy (T) trust school (C) community school (VC) voluntary controlled school (F) free school (VA) voluntary aided school † The admission limit for this school was reached in the 2016-17 school year. If the same conditions apply next year some applicants are unlikely to get a place.	head teacher	age range	estimated roll Sept 2016 (not including nursery)	PAN	on-time first preference applications Sept 2016
<b>All Hallows' CE (VA) I &amp; N School (VA)</b> Longcroft, Almondbury, Huddersfield HD5 8XW 01484 223954	Miss J H Sargent	3-7	103	30	25 <sup>†</sup>
<b>Almondbury Community School (KS1-KS2) (C)</b> Fernside Avenue, Almondbury, Huddersfield, HD5 8YE KS1 Centre - 01484 226656 KS2 Centre - 01484 223958	KS1 Centre- Mrs K McCauley KS2 Centre - Mrs H Wood	3-16	457	KS1 60 KS2 110	KS1 29 KS2 60
<b>Ashbrow School (C)</b> Ash Meadow Close, Sheepridge, Huddersfield HD2 1EX 01484 452128	Mrs D Plant	3-11	387	60	53 <sup>†</sup>
<b>Batley Grammar School (Primary Phase) (F)</b> Carlinghow Hill, Batley, WF17 OAD 01924 474980	Mrs B Tullie	3-18	201	26	17 <sup>†</sup>
<b>Batley Parish CE (VA) J I &amp; N School (VA)</b> Stocks Lane, Batley WF17 8PA 01924 326361	Mr P Sunter	3-11	210	30	42 <sup>†</sup>
<b>Battysford CE(VC) Primary School (VC)</b> Nab Lane, Mirfield, WF14 9QH 01924 326530	Mr S Sloan	3-11	433	KS1 60 KS2 62	50 <sup>†</sup>
<b>Beaumont Primary Academy (A)</b> Dryclough Road, Crosland Moor, Huddersfield, HD4 5JA 01484 222230	Ms D Kelly	4-11	20	90	9
<b>Beech Primary School (part of Royds Hall Community School)(T)</b> Beech Avenue, Golcar, Huddersfield, HD7 4BE 01484 463366	Ms J Jenkinson	3-11	171	30	20
<b>Berry Brow I &amp; N School (C)</b> Birch Road, Berry Brow, Huddersfield HD4 7LP 01484 222805	Mrs J Hall	3-7	171	60	51
<b>Birdsedge First School (C)</b> Penistone Road, Birdsedge HD8 8XR 01484 222714	Mr J Simmons	4-10	78	15	14
<b>Birkby I &amp; N School (C)</b> Blacker Road, Birkby, Huddersfield HD1 5HQ 01484 223969	Mrs D Wilson	3-7	445	150	107
<b>Birkby Junior School (C)</b> Mead Street, Fartown, Huddersfield HD1 6HE 01484 223975	Mrs S Davis	7-11	486	120	117 <sup>†</sup>
<b>Birkenshaw CE(VC) Primary School (VC)</b> Station Lane, Birkenshaw, BD11 2JE 01274 335400	Mrs R Martin	3-11	422	60	69 <sup>†</sup>
<b>Birstall Primary Academy (A)</b> Chapel Lane, Birstall, Batley WF17 9EJ 01924 471372	Ms N Sweryt-Hannam	4-11	184	30	31



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<b>Boothroyd Primary Academy (A)</b> Temple Road, Dewsbury WF13 3QE 01924 450289	Ms K Joslin	4-11	511	90	63
<b>Brockholes CE(VC) J &amp; I School (VC)</b> Brockholes Lane, Brockholes, Holmfirth HD9 7EB 01484 222807	Miss C Thomas	4-11	196	30	34†
<b>Bywell CE(VC) Junior School (VC)</b> Bendigo Road, Dewsbury WF12 7LX 01924 325261	Ms Z Adam	7-11	359	97	79
<b>Carlinghow Princess Royal J I &amp; N School (C)</b> Ealand Road, Carlinghow, Batley WF17 8HT 01924 326371	Mrs L Gallagher	3-11	316	50	26
<b>Carlton J &amp; I School (C)</b> Off Upper Rd, Batley Carr, Dewsbury, WF13 2DQ 01924 325265	Ms R Ahmed	3-11	216	KS1 30 KS2 33	31†
<b>Christ Church CE Academy (A)</b> Deighton Road, Deighton, Huddersfield HD2 1JP 01484 226595	Ms L Walton-Thorpe	3-11	200	30	25†
<b>Clough Head J &amp; I School (C)</b> Bolster Moor Rd, Golcar, HD7 4NW 01484 222217	Mrs C Kenworthy	4-11	84	12	19†
<b>Cowlersley Primary School (A)</b> Main Avenue, Cowlersley, Huddersfield HD4 5US 01484 222240	Ms M Best	3-11	202	50	19
<b>Crossley Fields J &amp; I School (C)</b> Wellhouse Lane, Mirfield, WF14 0BE 01924 326590	Ms T Dell	4-11	609	89	69†
<b>Crow Lane Primary and Foundation Stage School (C)</b> Crow Lane, Milnsbridge, Huddersfield HD3 4QT 01484 222224	Mr M Vayro	3-11	208	30	37†
<b>Crowlees CE(VC) J &amp; I School (VC)</b> Springfield Park, off Parker Lane, Mirfield, WF14 9PD 01924 326595	Ms K Woods	4-11	423	60	94†
<b>Cumberworth CE (VA) First School (VA)</b> Cumberworth Lane, Upper Cumberworth HD8 8NU 01484 222726	Ms M Walker	4-10	124	20	25†
<b>Dalton School (C)</b> Mayfield Avenue, Dalton, Huddersfield HD5 9HN 01484 226577	Mr I Richardson	3-11	460	70	65†
<b>Denby CE (VA) First School (VA)</b> Goose Green, Upper Denby HD8 8UN 01484 222913	Ms C Minogue/Ms C Kirton	4-10	65	10	8
<b>Denby Dale F &amp; N School (C)</b> Gilthwaites Lane, Denby Dale HD8 8SG 01484 222916	Miss J Wood	2-10	170	KS1 30 KS2 33	21
<b>Diamond Wood Community Academy (A)</b> North Road, Ravensthorpe, Dewsbury WF13 3AD 01924 325308	Mrs L Whittaker	3-7	326	120	74

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<b>Earlsheaton Infant School (C)</b> Commercial Street, Earlsheaton, Dewsbury WF12 8JF 01924 325282	Mrs W Kelly	4-7	107	40	40 <sup>†</sup>
<b>East Bierley CE(VC) Primary School (VC)</b> South View Road, East Bierley. BD4 6PH 01274 335404	Ms L Upham	4-11	212	30	31 <sup>†</sup>
<b>Eastborough J I &amp; N School (C)</b> Rockley Street, Dewsbury WF13 1NS 01924 325285	Mrs T Mahmood	3-11	201	30	28 <sup>†</sup>
<b>Emley First School (C)</b> School Lane, Emley HD8 9RT 01924 326802	Miss A Kaye	4-10	157	25	24 <sup>†</sup>
<b>Farnley Tyas CE(VC) First School (VC)</b> Butts Road, Farnley Tyas HD4 6TZ 01484 222810	Mrs C Minogue	4-10	56	10	4
<b>Field Lane J I &amp; N School (C)</b> Albion St, Batley WF17 5AH 01924 326378	Ms H Towers-Islam	3-11	212	30	38 <sup>†</sup>
<b>Fieldhead Primary Academy (A)</b> Charlotte Close, Birstall, Batley, WF17 9BX 01924 473016	Ms V Saville	3-11	196	30	18
<b>Fixby J &amp; I School (C)</b> Lightridge Road, Fixby, Huddersfield HD2 2HB 01484 226650	Mrs C Allen	4-11	312	45	37 <sup>†</sup>
<b>Flockton CE(VC) First School (VC)</b> Barnsley Road, Flockton WF4 4DH 01924 326800	Mr N Cappleman	4-10	81	15	11
<b>Golcar J I &amp; N School (T)</b> Manor Rd, Golcar HD7 4QE 01484 222220	Mrs G Dyson	3-11	420	60	51 <sup>†</sup>
<b>Gomersal Primary School (C)</b> Oxford Road, Gomersal, BD19 4JR 01274 335220	Ms M Cox	3-11	421	60	54 <sup>†</sup>
<b>Gomersal St Mary's CE(VC) Primary School (VC)</b> Shirley Ave, Gomersal, BD19 4NA 01274 335260	Ms J Barker	3-11	202	30	33 <sup>†</sup>
<b>Grange Moor Primary School (C)</b> Liley Lane, Grange Moor, WF4 4EW 01924 326804	Mr M Rodgers	4-11	102	15	10
<b>Hade Edge J &amp; I School (C)</b> Greave Road, Hade Edge HD9 2DF 01484 222470	Mr J Kilner	4-11	85	12	12
<b>Hanging Heaton CE(VC) J &amp; I School (VC)</b> High Street, Hanging Heaton, Batley WF17 6DW 01924 325252	Mrs J Thompson	4-11	134	20	12
<b>Hartshead J &amp; I School (C)</b> School Lane, Hartshead, Liversedge WF15 8AW 01274 335221	Mr R A Cresswell	4-11	92	12	15 <sup>†</sup>

primary and all-through schools key (A) academy (T) trust school (C) community school (VC) voluntary controlled school (F) free school (VA) voluntary aided school † The admission limit for this school was reached in the 2016-17 school year. If the same conditions apply next year some applicants are unlikely to get a place.	head teacher	age range	estimated roll Sept 2016 (not including nursery)	PAN	on-time first preference applications Sept 2016
<b>Headfield CE(VC) Junior School (VC)</b> Vicarage Road, Thornhill Lees Dewsbury WF12 9PD 01924 325293	Mrs L Warner	7-11	619	150	144†
<b>Headlands CE(VC) J I &amp; N School (VC)</b> Headlands Rd, Liversedge WF15 6PR 01924 325707	Mrs P J Cocker	3-11	393	60	58†
<b>Healey J I &amp; N School (C)</b> Healey Lane, Batley WF17 8BN 01924 326386	Mr R Dodd	3-11	371	55	44†
<b>Heaton Avenue Primary School (A)</b> South Parade, Cleckheaton, BD19 3AE 01274 335228	Mrs M Lee	3-11	386	60	42
<b>Heckmondwike Primary School (T)</b> Cawley Lane, Heckmondwike WF16 0AN 01924 325690	Dr S Harris	3-11	420	60	57†
<b>Helme CE (VA) J &amp; I School (VA)</b> Helme, Meltham HD9 5RW 01484 222607	Mrs J Dempster	4-11	132	20	11
<b>Hepworth J &amp; I School (C)</b> Main Gate, Hepworth HD9 1TJ 01484 222472	Mr M Crouch	4-11	102	16	16
<b>High Bank J I &amp; N School (C)</b> Eighth Avenue, Liversedge, WF15 8LD 01274 335237	Ms A Garfitt	3-11	122	20	11
<b>Highburton CE(VC) First School (VC)</b> Northfield Lane, Highburton HD8 0QT 01484 222730	Ms G Leadbeater	4-10	177	30	42†
<b>Hightown J I &amp; N School (C)</b> Hightown Road, Liversedge, WF15 8BL 01274 335240	Mr R Ingleby	3-11	203	30	22
<b>Hillside Primary School (C)</b> Headfield Road, Newsome, Huddersfield HD4 6LU 01484 226834	Miss N Sadler	3-11	296	45	50†
<b>Hinchliffe Mill J &amp; I School (C)</b> Waterside Lane, Holmbridge HD9 2PF 01484 222476	Mrs R Townsend	4-11	112	16	11
<b>Holme J &amp; I School (C)</b> Meal Hill Rd, Holme HD9 2QQ 01484 222477	Ms C Kirton	4-11	24	5	7†
<b>Holmfirth J I &amp; N School (C)</b> Cartworth Rd, Holmfirth, HD9 2RG 01484 222480	Mr J Rose	3-11	214	KS1 30 KS2 34	24
<b>Holy Spirit Catholic Primary School (VA)</b> Bath Road, Heckmondwike, WF16 9EA 01924 325712	Mr J Cooper	4-11	215	30	46†
<b>Honley CE(VC) I &amp; N School (VC)</b> School Street, Honley HD9 6AU 01484 222802	Mrs C J Lancaster	3-7	162	66	62
<b>Honley CE(VC) Junior School (VC)</b> Jagger Lane, Honley HD9 6BT 01484 222800	Miss L Goodall	7-11	259	68	55

primary and all-through schools key (A) academy (T) trust school (C) community school (VC) voluntary controlled school (F) free school (VA) voluntary aided school † The admission limit for this school was reached in the 2016-17 school year. If the same conditions apply next year some applicants are unlikely to get a place.	head teacher	age range	estimated roll Sept 2016 (not including nursery)	PAN	on-time first preference applications Sept 2016
<b>Hopton Primary School (C)</b> Woodend Road, Lower Hopton, Mirfield, WF14 8PR 01924 326600	Mr A Blakeley	3-11	316	45	66†
<b>Howard Park Community School (C)</b> St. Peg Lane, Cleckheaton, BD19 3SD 01274 335262	Mr M Newby	3-11	226	30	39†
<b>Hyrstmount Junior School (C)</b> Highcliffe Road, Batley WF17 7NS 01924 326700	Mr M Leach	7-11	335	90	81
<b>Kaye's F &amp; N School (C)</b> Holmfield, Clayton West HD8 9LZ 01484 222918	Mrs H Parker	3-10	176	KS1 30 KS2 32	22
<b>Kirkburton CE (VA) First School (VA)</b> School Hill, Kirkburton HD8 0SG 01484 222734	Mrs P Brooke	4-10	132	24	16†
<b>Kirkburton Middle School (C)</b> Turnshaws Avenue, Kirkburton HD8 0TJ 01484 222737	Mr G Johnson	10-13	497	167	159†
<b>Kirkheaton Primary School (C)</b> New Road, Kirkheaton, HD5 0HR 01484 548049	Mrs S Gallant	3-11	382	60	40
<b>Kirkroyds Infant School (C)</b> Kirkroyds Lane, New Mill, HD9 1LS 01484 222482	Mrs C L Wood	4-7	152	60	46
<b>Lepton CE(VC) J I &amp; N School (VC)</b> Station Road, Lepton, HD8 0DE 01484 222742	Mr T Burns	3-11	218	KS1 30 KS2 33	25†
<b>Lindley CE Infant School (A)</b> East Street, Lindley, Huddersfield HD3 3NE 01484 646888	Mrs N Beaumont	4-7	360	120	144†
<b>Lindley Junior School (A)</b> George Street, Lindley, Huddersfield HD3 3LJ 01484 222116	Mrs C Jubbs	7-11	495	120	141†
<b>Linthwaite Ardron CE (VA) J &amp; I School (VA)</b> Church Lane, Linthwaite. HD7 5TA 01484 222573	Mrs E K Megson	4-11	203	30	19
<b>Linthwaite Clough J I &amp; EY School (C)</b> Chapel Hill, Linthwaite. HD7 5NJ 01484 222576	Mrs G Newton	3-11	310	45	43†
<b>Littleton J I &amp; N School (T)</b> Bradford Road, Liversedge. WF15 6LP 01274 335245	Mrs F Cullivan-Ward	3-11	173	25	37†
<b>Lowerhouses CE(VC) J I &amp; EY School (VC)</b> Lowerhouses Lane, Almondbury, Huddersfield. HD5 8JY 01484 226672	Ms R Shaw	3-11	175	29	28†
<b>Lydgate J &amp; I School (C)</b> Lydgate Road, Soothill, Batley WF17 6EY 01924 326714	Mrs J Hopwood	4-11	271	45	33

primary and all-through schools key (A) academy (T) trust school (C) community school (VC) voluntary controlled school (F) free school (VA) voluntary aided school † The admission limit for this school was reached in the 2016-17 school year. If the same conditions apply next year some applicants are unlikely to get a place.	head teacher	age range	Estimated roll Sept 2016 (not including nursery)	PAN	on-time first preference applications Sept 2016
<b>Manorfield I &amp; N School (C)</b> Manor Way, Staincliffe, Batley. WF17 7DQ 01924 326718	Mrs S Palmer	3-7	254	90	95 <sup>†</sup>
<b>Marsden I &amp; N School (C)</b> Brougham Rd, Marsden. HD7 6BL 01484 222583	Mrs F Swallow	3-7	154	60	38
<b>Marsden Junior School (A)</b> Manchester Rd, Marsden. HD7 6EP 01484 222578	Ms S Mansell	7-11	180	60	49
<b>Meltham CE(VC) Primary School (VC)</b> Holmfirth Road, Meltham. HD9 4DA 01484 222610	Mr A Beaumont	4-11	380	60	49
<b>Meltham Moor Primary School (C)</b> Birmingham Lane, Meltham. HD9 5LH 01484 222614	Mrs E Woodfield	3-11	205	30	24
<b>Mill Lane Primary School (C)</b> Mill Lane, Batley, WF17 6EG 01924 326724	Ms C Barlow	3-11	153	25	23 <sup>†</sup>
<b>Millbridge J I &amp; N School (A)</b> Vernon Rd, Liversedge, WF15 6HU 01924 325715	Ms S Aaron-Abel	3-11	311	47	40
<b>Moldgreen Community Primary School (C)</b> The Avenue, Moldgreen, Huddersfield, HD5 8AE 01484 226681	Ms Tania Smith	3-11	331	50	68 <sup>†</sup>
<b>Moorlands Primary School (C)</b> Moorlands Road, Mount, Huddersfield, HD3 3UH 01484 222197	Mrs A Denney	4-11	633	90	97 <sup>†</sup>
<b>Mount Pleasant Primary School (C)</b> Lockwood Road, Lockwood, Huddersfield, HD1 3QR 01484 223198	Mr N Nazir	3-11	581	90	72
<b>Netherhall Learning Campus-Rawthorpe Junior School (C)</b> Rawthorpe Lane, Rawthorpe, Huddersfield, HD5 9NT 01484 300080	Mrs C Green	7-11	226	90	65
<b>Netherhall Learning Campus-Rawthorpe St James CE (VC) I &amp; N School (VC)</b> Rawthorpe Lane, Rawthorpe, Huddersfield, HD5 9NT 01484 226601	Mrs C Green	3-7	225	90	58
<b>Netherthong Primary School (C)</b> School Street, Netherthong, HD9 3EB 01484 222487	Miss R Kelly	4-11	220	KS1 30 KS2 32	39 <sup>†</sup>
<b>Netherton I &amp; N School (C)</b> Netherton Moor Road, Netherton, Huddersfield HD4 7JE 01484 222812	Ms K Beattie	3-7	174	60	52
<b>Newsome Junior School (C)</b> Castle Avenue, Newsome, Huddersfield, HD4 6JN 01484 226689	Ms L Szewczyk	7-11	229	60	56 <sup>†</sup>
<b>Nields J I &amp; N School (C)</b> Nields Rd, Slaithwaite, HD7 5HT 01484 222584	Mrs W Mulligan	3-11	195	30	26
<b>Norristhorpe J &amp; I School (C)</b> School Street, Norristhorpe, Liversedge, WF15 7AW 01924 325720	Mrs C Lyles	4-11	419	60	52

primary and all-through schools key (A) academy (T) trust school (C) community school (VC) voluntary controlled school (F) free school (VA) voluntary aided school † The admission limit for this school was reached in the 2016-17 school year. If the same conditions apply next year some applicants are unlikely to get a place.	head teacher	age range	estimated roll Sept 2016 (not including nursery)	PAN	on-time first preference applications Sept 2016
<b>Oak CE (VC) Primary School (VC)</b> Dryclough Road, Crosland Moor, Huddersfield HD4 5HX 01484 222200	Mr D Bendall	7-11	114	KS1 - 120 KS2 - 150	KS1 - 115 KS2 - 130
<b>Old Bank J I &amp; N School (C)</b> Taylor Hall Lane, Mirfield, WF14 0HW 01924 326605	Ms C Taylor	3-11	151	25	22†
<b>Orchard Primary Academy (A)</b> Princess Rd, Chickenley, Dewsbury WF12 8QT 01924 325269	Miss S Palmer	3-11	266	52	29
<b>Our Lady of Lourdes Catholic Primary School (VA)</b> Bradley Boulevard, Sheepridge, Huddersfield, HD2 1EA 01484 310700	Mr H Rowan	3-11	203	30	49†
<b>Overthorpe CofE Academy (A)</b> Edge Top Road, Thornhill, Dewsbury, WF12 0BH 01924 325300	Mrs A Black	3-11	246	42	44
<b>Paddock J I &amp; N School (C)</b> Heaton Road, Paddock, Huddersfield, HD1 4JJ 01484 515954	Mrs S Lumb	3-11	350	50	47†
<b>Park Road J I &amp; N School (C)</b> Park Road, Batley, WF17 5LP 01924 326728 01924 326766	Miss R Smart	3-11	203	30	11
<b>Pentland I &amp; N School (C)</b> Pentland Road, Dewsbury WF12 9JR 01924 325305	Ms K Coates-Mohammed	3-7	134	49	35
<b>Purlwell I &amp; N School (C)</b> Purlwell Lane, Batley, WF17 7PE 01924 326734 01924 326733 (Nursery)	Ms S Nazam	3-7	253	90	82
<b>Ravensthorpe CE(VC) Junior School (VC)</b> Myrtle Rd, Ravensthorpe, Dewsbury, WF13 3AS 01924 326610	Mr S Parkin	7-11	421	108	89†
<b>Reinwood Community Junior School (C)</b> Burfitts Road, Oakes, Huddersfield, HD3 4YL 01484 222207	Mrs E Eastwood	7-11	351	90* (120)	108†
<b>Reinwood I &amp; N School (C)</b> Burfitts Road, Oakes, Huddersfield HD3 4YL 01484 222209	Mrs K Butler	3-7	356	90	102†
<b>Roberttown CE(VC) J &amp; I School (VC)</b> Church Rd, Roberttown, Liversedge, WF15 8BE 01924 325723	Mrs S J Laycock-Smith	4-11	245	34	33†
<b>Royds Hall Community School (primary phase)(T)</b> Luck Lane, Paddock, Huddersfield, HD3 4HA 01484 463366	Ms M Williams	4-11	124	60	29
<b>Rowley Lane J I &amp; N School (C)</b> Rowley Lane, Lepton, HD8 0JD 01484 222745	Ms J Shore	3-11	449	KS1 60 KS2 66	70†
<b>Savile Town CE(VC) I &amp; N School (VC)</b> Warren St, Savile Town, Dewsbury, WF12 9LY 01924 325313/01924 325314	Mrs D Douglas	3-7	102	60	23

\* Reinwood Community Junior School will admit a bulge class of 120 in September 2017

primary and all-through schools key (A) academy (T) trust school (C) community school (VC) voluntary controlled school (F) free school (VA) voluntary aided school † The admission limit for this school was reached in the 2016-17 school year. If the same conditions apply next year some applicants are unlikely to get a place.	head teacher	age range	estimated roll Sept 2016 (not including nursery)	PAN	on-time first preference applications Sept 2016
<b>Scapegoat Hill J &amp; I School (C)</b> School Rd, Scapegoat Hill, Golcar, HD7 4NU 01484 222210	Mrs G Newton	4-11	70	12	10
<b>Scholes (Holmfirth) J &amp; I School (C)</b> Wadman Road, Scholes, HD9 1SZ 01484 222478	Ms T Thornton	4-11	214	KS1 30 KS2 33	29
<b>Scholes Village Primary School (C)</b> Old Popplewell Lane, Scholes, Cleckheaton, BD19 6DN 01274 335500	Mrs S Marriott	3-11	188	30	33†
<b>Scissett CE (VA) First School (VA)</b> Wakefield Road, Scissett, HD8 9HR 01484 222927	Mrs E C Watson	4-10	182	30	27
<b>Scissett Middle School (C)</b> Wakefield Road, Scissett, HD8 9JX 01484 222930	Mrs N Greenough	10-13	571	189	206†
<b>Shaw Cross I &amp; N School (C)</b> Leeds Rd, Shaw Cross, Dewsbury, WF12 7HP 01924 325319	Mrs J Drury	3-7	177	60	51†
<b>Shelley First School (C)</b> School Terrace, Shelley HD8 8HU 01484 222750	Mrs D J Knowles	4-10	206	34	37†
<b>Shepley First School (C)</b> Firth Street, Shepley HD8 8DD 01484 222754	Ms F Bowman	4-10	184	30	24
<b>Skelmanthorpe F &amp; N School (C)</b> Elm Street, Skelmanthorpe HD8 9DZ 01484 222936	Ms S Senior	3-10	144	30	19
<b>Slaithwaite CE(VC) J &amp; I School (VC)</b> Holme Lane, Slaithwaite HD7 5UG 01484 222586	Mrs E Bradley	4-11	162	23	29†
<b>South Crosland CE (VA) Junior School (VA)</b> Moor Lane, Netherton, Huddersfield HD4 7HF 01484 222814	Mrs C Booth	7-11	228	60	60
<b>Spring Grove J I &amp; N School (C)</b> Water Street, Huddersfield, HD1 4BJ 01484 517998	Ms S Azhar	3-11	212	30	46†
<b>St Aidan's CE (VA) First School (VA)</b> Smithy Close, Skelmanthorpe HD8 9DQ 01484 222951	Mrs E Barrow	4-10	168	30	27
<b>St John's CE (VA) J &amp; I School (VA)</b> Fieldhead, off Leymoor Rd, Golcar, HD7 4QQ 01484 222212	Mrs K Benford	4-11	213	30	37†
<b>St John's CE(VC) Infant School (VC)</b> Boothroyd Lane, Dewsbury, WF13 2LP 01924 325323	Mrs L Hill	4-7	179	60	44†
<b>St Joseph's Catholic Primary School (VA)</b> Healds Road, Dewsbury, WF13 4HY 01924 325327	Mr R Baraclough	4-11	216	KS1 30 KS2 32	48†
<b>St Joseph's Catholic Primary School (VA)</b> Grosvenor Road, Dalton, Huddersfield, HD5 9HU 01484 531669	Mr D Williams	3-11	320	45	39

primary and all-through schools key (A) academy (T) trust school (C) community school (VC) voluntary controlled school (F) free school (VA) voluntary aided school † The admission limit for this school was reached in the 2016-17 school year. If the same conditions apply next year some applicants are unlikely to get a place.	head teacher	age range	estimated roll Sept 2016 (not including nursery)	PAN	on-time first preference applications Sept 2016
<b>St Mary's Catholic Primary School (VA)</b> Upton St, Batley, WF17 8PH 01924 326740	Ms N Grant	3-11	302	45	38 <sup>†</sup>
<b>St Patrick's Catholic Primary School (VA)</b> Nova Lane, Birstall, Batley, WF17 9LQ 01924 326747	Mr A Rush	3-11	230	35	48 <sup>†</sup>
<b>St Patrick's Catholic Primary School (VA)</b> George Avenue, Birkby, Huddersfield HD2 2BJ 01484 300800	Mr H Rowan	4-11	404	60	69 <sup>†</sup>
<b>St Paulinus Catholic Primary School (VA)</b> Temple Road, Dewsbury, WF13 3QE 01924 325330	Ms R Taylor	3-11	417	60	63 <sup>†</sup>
<b>St Peter's CE (VA) J I &amp; E Y School (VA)</b> Fieldhead Lane, Birstall, Batley, WF17 9HN 01924 326750	Mrs L Evans	3-11	204	30	21
<b>St Thomas CE(VC) Primary School (VC)</b> Sherwood Ave, Bradley, Huddersfield HD2 1RQ 01484 226557	Mr D Rushby	3-11	394	60	59 <sup>†</sup>
<b>Staincliffe CE(VC) Junior School (VC)</b> Staincliffe Hall Road, Batley, WF17 7QX 01924 326756	Mrs E Hobson	7-11	357	90	84 <sup>†</sup>
<b>The John Curwen Co-operative Primary Academy (A)</b> Leeds Old Road, Heckmondwike WF16 9BB 01924 326708	Mrs S Balfour-Bellamy	3-11	328	60	26
<b>Thornhill J &amp; I School (A)</b> Edge Lane, Thornhill, Dewsbury WF12 0QT 01924 325335	Mr M Rowland	4-11	386	60	52
<b>Thornhill Lees CE(VC) I &amp; N School (VC)</b> Slaithwaite Rd, Thornhill Lees, Dewsbury, WF12 9DL 01924 325340	Mrs M Hissett	3-7	243	90	59
<b>Thurstonland Endowed (VC) First School (VC)</b> Marsh Hall Lane, Thurstonland HD4 6XD 01484 222818	Mrs C Kirton	4-10	67	12	9
<b>Upperthong J &amp; I School (C)</b> Burnlee Road, Holmfirth, HD9 2LE 01484 222488	Mrs C Littlewood	4-11	208	KS1 30 KS2 32	34 <sup>†</sup>
<b>Warwick Road J I &amp; N School (C)</b> Warwick Road, Batley WF17 6BS 01924 325344	Mrs S Qureshi	3-11	314	48	39 <sup>†</sup>
<b>Wellhouse J &amp; I School (C)</b> Lower Wellhouse, Golcar, HD7 4ES 01484 222255	Mrs C Kenworthy	4-11	82	12	12 <sup>†</sup>
<b>Westmoor Primary School (C)</b> Church Lane, Dewsbury, WF13 4EW 01924 485982 (KS2) 01924 469170 (KS1)	Mrs K Lonnergan	3-11	464	KS1 45 KS2 90	KS1 39 <sup>†</sup> KS2 46 <sup>†</sup>
<b>Whitechapel Church of England Primary School (VC)</b> Whitechapel Road, Cleckheaton, BD19 6HR 01274 335248	Mrs V M Bouabida	4-11	421	60	68 <sup>†</sup>
<b>Wilberlee J &amp; I School (C)</b> Heys Lane, Wilberlee, Slaithwaite, HD7 5UX 01484 222588	Mrs C Kenworthy	4-11	86	12	16 <sup>†</sup>



primary and all-through schools <b>key</b> <b>(A) academy</b> <b>(T) trust school</b> <b>(C) community school</b> <b>(VC) voluntary controlled school</b> <b>(F) free school</b> <b>(VA) voluntary aided school</b> † <i>The admission limit for this school was reached in the 2016-17 school year. If the same conditions apply next year some applicants are unlikely to get a place.</i>	headteacher	age range	estimated roll Sept 2016 (not including nursery)	PAN	on-time first preference applications Sept 2016
<b>Windmill CE(VC) Primary School (VC)</b> Upper Batley Lane, Batley, WF17 ONP 01924 326753	Mr T Scargill	4-11	420	KS1 60 KS2 64	43
<b>Wooldale Junior School (C)</b> Royds Avenue, New Mill, HD9 1LJ 01484 222490	Mrs C L Wood	7-11	224	60	56

## 13b) special schools with provision for primary aged children

- Places in special schools are reserved for children and young people with a statement of Special Educational Needs (SEN) or an Education, Health & Care Plan (EHCP).
- Admission to a special school follows consultation and agreement between parents/carers, an education psychologist, the headteacher of the school and the Kirklees SEN Assessment & Commissioning Team (SENACT).
- Contact the SENACT for further information
  - by phone 01484 221000
  - by email [SENACT@kirklees.gov.uk](mailto:SENACT@kirklees.gov.uk)

SEN provision	school
Specialist school for children and young people with autism	<p><b>*Longley School</b> - Dog Kennel Bank, Huddersfield HD5 8JE. Tel: 01484 223937 <a href="http://www.longleyschool.org.uk">www.longleyschool.org.uk</a> Headteacher: Mrs A. Lawton      Age range: 5-16</p>
for children and young people with complex needs	<p><b>**Lydgate School</b> - Kirkroyds Lane, New Mill, Holmfirth HD9 1LS Tel: 01484 222484 <a href="http://www.lydgate-school.co.uk">www.lydgate-school.co.uk</a> Headteacher: Mrs N. Rodgers      Age range: 5-16</p>
	<p><b>Ravenshall School</b> - Ravensthorpe Road, Dewsbury WF12 9EE. Tel: 01924 325234 <a href="http://www.ravenshallschool.org.uk">www.ravenshallschool.org.uk</a> Headteacher: Mrs J. Tate      Age range: 5-19</p>
for children and young people with severe and profound needs	<p><b>Castle Hill School - a Specialist College for Communication &amp; Interaction</b> Newsome Road South, Newsome, Huddersfield HD4 6JL Tel: 01484 226659 <a href="http://www.castlehillschool.org.uk">www.castlehillschool.org.uk</a> Headteacher: Mrs G. Robinson      Age range: 3-19</p>
	<p><b>Fairfield School</b> - White Lee Road, Batley, WF17 8AS Tel: 01924 326103 <a href="http://www.fairfieldschool.co.uk">www.fairfieldschool.co.uk</a> Headteacher: Ms A. Tierney      Age range: 3-19</p>
for children and young people with behavioural, emotional and social needs	<p><b>Joseph Norton Academy</b> – <i>previously Nortonthorpe Hall School</i> - Busker Lane, Scissett, HD8 9JU Tel: 01484 222921 Headteacher: Ms S. Wilson      Age range: 7-16</p>
	<p><b>Primary Pupil Referral Service</b> – Park Road, Batley, WF17 5LP Headteacher: Mrs J. Foster      Age range: 4-11</p>

\*The statutory consultation process to propose to change the specialism of Longley School, so that over time Longley would become a specialist school supporting children and young people with autism, is now complete and Longley School will be officially known as Woodley School and College as and from 1 September 2016.

\*\*The consultation process relating to providing more capacity for children with complex needs has now been complete and Lydgate School will be moving soon to the Almondbury site. The move will take place when all building work is carried out at the Almondbury site.

## 13c) specialist provision in Kirklees primary schools

- Some Kirklees primary schools have specialist provision for children and young people with a statement of Special Educational Needs (SEN) or an Education, Health & Care Plan (EHCP).
- Admission to a specialist provision follows consultation and agreement between parents/carers, an education psychologist, the headteacher of the school and the Kirklees SEN Assessment & Commissioning Team (SENACT).
- Contact the SENACT for further information
  - by phone 01484 221000
  - by email [SENACT@kirklees.gov.uk](mailto:SENACT@kirklees.gov.uk)

<b>specialist provision for young people with</b>	<b>primary school</b>
Autism	Headlands CE(VC) J I & N School, Liversedge
Physical disability	Netherhall Learning Campus, Huddersfield <ul style="list-style-type: none"> <li>• Rawthorpe St James CE(VC) I &amp; N School</li> <li>• Rawthorpe Junior School</li> </ul>
Visual impairment	Dalton School, Huddersfield

**14 Admission arrangements 2017 -18 for Kirklees schools providing primary education**

- The 2017-18 admission arrangements for Kirklees schools providing primary education can be found on [our website](#).
- For own admission authority schools, you can find their admission arrangements below:
  1. [Kirklees admission policy for community and controlled schools 2017-18 \(listed on pages 6 and 7\) including linked infant and junior schools \(listed on page 8\)](#).
  2. [All Hallows' CE\(VA\) I&N School](#)
  3. [Batley Grammar School](#)
  4. [Batley Parish CE\(VA\) JI&N School](#)
  5. [Beaumont Primary Academy](#)
  6. [Birstall Primary Academy](#)
  7. [Boothroyd Primary Academy](#)
  8. [Christ Church CE Academy](#)
  9. [Cowlersley Primary School](#)
  10. [Cumberworth CE\(VA\) First School](#)
  11. [Denby CE\(VA\) First School](#)
  12. [Diamond Wood Community Academy](#)
  13. [Fieldhead Primary Academy](#)
  14. [Golcar J I & N School](#)
  15. [Heaton Avenue Primary School Academy](#)
  16. [Heckmondwike Primary School](#)
  17. [Helme CE\(VA\) J&I School](#)
  18. [Holy Spirit Catholic Primary School](#)
  19. [Kirkburton CE\(VA\) First School](#)
  20. [The John Co-operative Primary Academy](#)
  21. [Lindley CE Infant School](#)
  22. [Lindley Junior School](#)
  23. [Linthwaite Ardron CE\(VA\) J&I School](#)
  24. [Littletown J I & N School](#)
  25. [Marsden Junior School](#)
  26. [Millbridge J I & N School](#)
  27. [Orchard Primary Academy \(A\)](#)
  28. [Our Lady of Lourdes Catholic Primary School](#)
  29. [Overthorpe CofE Academy](#)
  30. [Royds Hall Community School, including Beech Primary School](#)
  31. [Scissett CE\(VA\) First School](#)
  32. [South Crosland CE\(VA\) Junior School](#)
  33. [St Aidan's CE\(VA\) First School](#)
  34. [St John's CE\(VA\) J&I School](#)
  35. [St Joseph's Catholic Primary School \(Dewsbury\)](#)
  36. [St Joseph's Catholic Primary School \(Huddersfield\)](#)
  37. [St Mary's Catholic Primary School](#)
  38. [St Patrick's Catholic Primary School \(Birstall\)](#)
  39. [St Patrick's Catholic Primary School \(Huddersfield\)](#)
  40. [St Paulinus Catholic Primary School](#)
  41. [St Peter's CE\(VA\) JI&EY School](#)

**Note: Special Educational Needs and Education Health and Care Plans**

The Children & Families Act (2014) came into force on 1 September 2014. An assessment for special educational needs could now lead to a young person having an **Education Health and Care Plan** which is the replacement for a statement of special educational needs ([see section 11b on page 26](#)). Over time, existing statements are to be replaced by **Education Health and Care Plans**.

In all the admission policies in this section, the term **Statement of Special Educational Needs** should be read as **Statement of Special Educational Needs or Education Health and Care Plan**.

42. [Thornhill J & I School](#)**1. Kirklees admission policy for community and controlled schools 2017-18**

This admission policy applies to the community and controlled schools listed on pages 6 and 7 which make some educational provision for primary age children and young people

**Admission Criteria** If there are fewer applicants than there are places available, everyone who applies will be offered a place. When there are more applicants than there are places available there has to be a way of deciding which children are offered places. This is done by having admission criteria, also known as oversubscription criteria, which are considered in order. The Kirklees admission criteria for community and voluntary controlled schools are:

1. children in public care (looked after children) or a child who was previously looked after;
2. 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);
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 from the same address at the date of admission (the sibling rule);
5. children who live outside the school's PAA.

Community and voluntary controlled schools will admit children with Statement of Special Educational Needs or Education, Health and Care Plans where the school is named on the statement/plan.

**Linked infant and junior schools** There are several combinations of infant and junior schools in Kirklees. These are shown in the list below. The majority of children transfer from the infant school to the linked junior school. It is proposed to strengthen the admissions criteria for linked infant and junior schools to increase the continuity for children to a level comparable to that in an all-through primary school

- All Hallows' CE(VA) I&N School\* and the KS2 phase of at Almondbury Community School
- Berry Brow I & N School and Newsome Junior School
- Birkby I & N School and Birkby Junior School
- Diamond Wood Community Academy\* and Ravensthorpe CE (VC) Junior School
- Earlsheaton Infant School and Bywell CE (VC) Junior School
- Honley CE(VC) I & N School and Honley CE (VC) Junior School
- Kirkroyds Infant School and Wooldale Junior School
- Lindley CE Infant School\* and Lindley Junior School\*
- Manorfield I&N School and Staincliffe CE (VC) Junior School
- Netherhall Learning Campus - Rawthorpe St James CE(VC) I & N School and Rawthorpe Junior School
- Netherton I&N School and South Crosland CE (VA) Junior School\*
- Pentland I&N School and Headfield CE (VC) Junior School
- Purlwell I&N School and Hyrstmount Junior School
- Reinwood I&N School and Reinwood Community Junior School
- Savile Town CE(VC) I & N School and Headfield CE (VC) Junior School
- Shaw Cross I&N School and Bywell CE (VC) Junior School
- St John's CE(VC) Infant School and Westmoor Primary School
- Thornhill Lees CE(VC) I&N School and Headfield CE (VC) Junior School

\*[please see the admission policy for each academy and CE\(VA\) school which can be found on our website](#)

**Admission criteria for linked infant and junior schools** If there are fewer applicants than there are places available, everyone who applies will be offered a place. When there are more applicants than there are places available there has to be a way of deciding which children are offered places. This is done by having admission criteria, also known as oversubscription criteria, which are considered in order.

The Kirklees admission criteria for linked infant, community and voluntary controlled schools are:

1. children in public care (looked after children) or a child who was previously looked after;
2. children who live in the school's Priority Admission Area (PAA) who have a brother or sister attending either school 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 either school from the same address at the date of admission (the sibling rule);
5. children who live outside the school's PAA.

The Kirklees admission criteria for linked junior, community and voluntary controlled schools are:

1. children in public care (looked after children) or a child who was previously looked after;
2. children who live in the school's Priority Admission Area (PAA) who have a brother or sister attending either school from the same address at the date of admission (the sibling rule);
3. children who attend a listed infant school (with priority for the linked junior school)
4. children who live in the school's PAA;
5. children who live outside the school's PAA who have a brother or sister attending either school from the same address at the date of admission (the sibling rule);
6. children who live outside the school's PAA.

Community and voluntary controlled schools will admit children with Statements of Special Educational Needs or Education Health and Care Plans where the school is named on the statement/plan.

### 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 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) If we cannot agree to requests for admission in priorities 2 to 5 (6 for linked junior schools) above without exceeding the PAN, we will give priority up to the PAN to children living nearest the school.
- d) Distance is measured in a straight line from a child's home address to the school. Measurements are calculated using six-figure National Grid Co-ordinates from the National Land and Property Gazetteer. This grid reference relates 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.
- e) '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 final allocation of places.

- f) Where a child's parents live at different addresses and the child spends time at each address we will consider the following when deciding on the address, which we will use for admissions purposes:
- the amount of time spent at each address.
  - which parent has parental responsibility for the child.
  - who receives child benefit for the child.
  - where the child is registered for medical and dental care.
  - any residency or custody orders made by the courts.

We will ask for documentary evidence to support information given about the above points.

- g) For children transferring from first or middle schools, we will give preference in priorities 2-5 above (up to the PAN) to children attending a first or middle school in the middle or secondary school PAA.
- h) A PAA means a geographical area determined by Kirklees in consultation with the governing body of the school. It is called this because children living there normally have priority for admission over children who live elsewhere. It is also referred to as the catchment area.
- i) Children with Statements of Special Educational Needs are admitted to mainstream schools, special units and special schools separately from the general admission policies.
- j) It is important to note that attending a school nursery or pre-school setting on a school site does not give any priority for a place in that primary/infant school and there is no automatic transfer.

## Application procedures

### a) Admission to full-time school for rising five year old children

Kirklees residents will apply for admission to full-time school (rising five year old children) by using the online facility. The application period will run from the **1 September 2016. The closing date for online applications online will be 15 January 2017.**

### b) Transfer to junior or middle school

Kirklees residents will apply for a junior or middle school place by using the online facility. The application period will run from the **1 September 2016. The closing date for applications will be 15 January 2017.**

c) **Late applications** Applications received after the appropriate closing date will be regarded as late unless, in Kirklees' judgment, 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 provided that documentary evidence to confirm the move is provided and the allocation process has not begun. **The latest reasonable date for evidence of a significant house move will therefore be Thursday 16 February 2017.**

d) **Waiting lists** A child's name will automatically be placed on the waiting list for any Kirklees community or voluntary controlled school where they have been refused a place in the school's normal year of entry, eg, Year 3 at junior school. The waiting lists will be held in admission criteria order and will close on the last school day in December. For in-year admissions, the waiting list will be held for the remainder of the term for which they have applied for a place.

e) **In-year admissions** Kirklees residents who wish to apply for a place in the first year at a school after the first school day in September 2017, or to any other age group at any time, will apply on the In-year Common Application Form (ICAF).

f) **Twins/multiple births** A twin or sibling from a multiple birth can be admitted as an excepted pupil into an infant class, where admission of more than one of the siblings would exceed the infant class size limit of 30 pupils, such cases would be examined on an individual basis.

g) **Flats** In the event of two or more children living equidistant from the school, for example, blocks of flats, the place will be decided by drawing lots, the first name drawn out of the bag will be offered the place.

h) **Rising five year old children** Full time places will be available from the September following a child's fourth birthday. Parents may defer their child's entry until later in the school year and the allocated place will be held for the child. Parents may not defer entry beyond the beginning of the term in which the child reaches their fifth birthday, nor beyond the school year for which the original application was accepted. Parents can request that their child takes up the place part-time until the child reaches compulsory school age.

i) **Children of Service Personnel** Kirklees Council is signed up to the armed forces Community Covenant, which is a pledge made by the government to ensure that the armed forces and their families are not disadvantaged as a result of their service. As part of the co-ordinated process applications from armed forces families are reviewed on an individual basis to ensure they are not disadvantaged, and, Kirklees LA may ask schools to consider admission over PAN if this is felt to be necessary. If an alternative school place cannot be secured by normal processes, the application may be considered under Fair Access Protocol.

Children of service personnel and crown servants returning from overseas to live within Kirklees, will be allocated a school place in advance of their arrival. The application must be accompanied by an official letter declaring the relocation date and postal address. The allocation will be based upon the anticipated postal address.