

Guide for parents

Apply online,
apply on time



Starting secondary school in 2017

Online only applications from 1 September 2016. Deadline for applications is 31 October 2016



quick



secure



easy

www.kirklees.gov.uk/admissions

 **Kirklees**
COUNCIL

Starting secondary school in 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 secondary school in Kirklees.

We are exceptionally proud of the quality of education that our schools in Kirklees offer. This reflects students' own commitment and talent and also the hard work of staff, and the support from parents and carers and last year, over 86% of pupils in Kirklees were attending secondary schools that are judged good or outstanding by Ofsted.

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 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](#). The process is quick, easy and secure and please do remember to make your application before the deadline on 31 October 2016, 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 hold [open days](#) and evenings 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 29 for details of all Kirklees schools providing secondary education](#)

[See page 36 for summaries of all secondary school admission policies](#)

Starting secondary school in September 2017

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

It is correct on 31 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 secondary 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**
- **Telephone 01484 225007**
- **Email: pupiladmissions@kirklees.gov.uk**
- **Post: Kirklees Pupil Admissions, Kirkgate Buildings, Byram Street, Huddersfield HD1 1BY**

From Thursday 1 September 2016 An information leaflet is distributed to parents/carers by primary schools or posted for Kirklees children attending a primary school in another local authority.

Thursday 1 September 2016 **Application window opens - apply online:** www.kirklees.gov.uk/admissions
ONLINE ONLY

September to October 2016 **Open evenings** are held for all secondary schools in Kirklees. Further details are on the website www.kirklees.gov.uk/admissions

Wednesday 1 March 2017 **Email offers** are sent to applicants

Wednesday 29 March 2017 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.

May 2017 onwards **Appeal hearings** take place.

Sunday 31 December 2017 **Waiting lists close** for community and voluntary controlled schools. 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 secondary school in September 2017, so that parents/carers only have to make one application to apply for a place at any secondary school in Kirklees and/or any other local authority.

**Applications must be made online to Kirklees Pupil Admissions by the closing date
Monday 31 October 2016**

**If you are a Kirklees resident you must apply online at
www.kirklees.gov.uk/admissions**

Kirklees Council will email all parents a single offer of a secondary school place on the **National Offer Day – 1 March 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 28](#).

Contents[STEP 1 Preparing to make an application](#)

page 7

- 1a) Which secondary schools are there in Kirklees?
- 1b) What are the different types of schools in Kirklees?
- 1c) What is the Published Admission Number (PAN)?
- 1d) How do I know which schools are in my Priority Admission Area or 'catchment' area?
- 1e) What changes to schools are proposed for 2017?
- 1f) Who can help me with the process?
- 1g) All through Schools

[STEP 2 Finding out more about Kirklees schools](#)

page 10

- 2a) When are the school open evenings?

[STEP 3 Deciding your preferences](#)

page 11

- 3a) Can I choose which secondary school my child will go to?
- 3b) Do I have to name three schools?
- 3c) Is the order of preference important?
- 3d) Do I have to include my Priority Admission Area (PAA) or 'catchment' school in my preferences?
- 3e) Are there disadvantages in applying for a school outside the PAA?
- 3f) What are realistic preferences?

[STEP 4 Making an application to start secondary school in September 2017](#)

page 12

- 4a) Applying online is quick, secure and easy
- 4b) There are three stages to go through to apply on the Kirklees Parent Portal
- 4c) Responsibilities

[STEP 5 Completing your online application](#)

page 13

- 5a) Which schools require extra information?
- 5b) How do I apply for a school outside Kirklees?
- 5c) What do I do if I live outside Kirklees but would like my child to attend a Kirklees school?
- 5d) What do I do if I want my child to attend an independent (fee paying) school?
- 5e) What is considered to be a child's permanent home address?
- 5f) Which parent/carer should apply?
- 5g) What should I do if my child has special educational needs?
- 5h) What happens if I apply after the deadline of 31st October 2016?
- 5i) Can my child transfer outside their chronological age group?
- 5j) Fraudulent applications

[STEP 6 After the application – can I change my preferences?](#)

page 16

- 6a) Can I change my mind after I have completed my application form?
- 6b) What happens if I move house before places are allocated?

[STEP 7 What happens to the applications?](#)

page 18

- 7a) Who administers the applications?
- 7b) How does the admissions authority decide which children are allocated places?
- 7c) Does the school my child currently attends affect which secondary school will be allocated?
- 7d) How are my preferences taken into account?
- 7e) When will I find out which secondary school my child has been allocated?
- 7f) What happens if I move house after places have been allocated?
- 7g) Can places be withdrawn?
- 7h) Can my child be educated at home?

[STEP 8 What if I am not happy with the place I am offered?](#)

page 20

- 8a) What happens if my child does not qualify for a place at any of my preferred schools?
- 8b) Can my child be placed on a school's waiting list?
- 8c) Are other places available?
- 8d) Can I change the schools I named as a preference after offer day?
- 8e) How do I make a change of school preference after national offer day?
- 8f) Can I appeal to obtain a place at my preferred school?

[STEP 9 How does an admissions appeal work?](#)

page 22

- 9a) The notice of admissions appeal
- 9b) The appeal hearing
- 9c) Appeal decisions

[10 Can my child change schools during the school year?](#)

page 23

- 10a) In-year admission
- 10b) Kirklees In-year Fair Access Protocol

[11 Other information](#)

page 24

- 11a) Atypical admissions
- 11b) Choices at 16 and participation to 18+
- 11c) Support with travel/bus passes and home-to-school transport
- 11d) Special educational needs
- 11e) Terms used in this guide for parents

[12 Useful addresses and contact information](#)

page 28

- 12a) Advisory Centre for Education
- 12b) OFSTED reports and performance table information
- 12c) Kirklees SEND Information, Advice and Support Service
- 12d) How to contact neighbouring local authorities

[13 Kirklees schools providing secondary education](#)

page 29

13a) Secondary and all-through schools

13b) Middle schools

13c) Special schools

13d) Specialist provision

[14 Admission arrangements 2017-18 for Kirklees schools providing secondary education](#)

page 35

STEP 1 Preparing to make an application**1a) Which secondary schools are there in Kirklees?**

- See the full list on page 29.

1b) What are the different types of schools 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.

- Batley Girls' High School Visual Arts College
- Batley Grammar School
- BBG Academy
- Castle Hall Academy
- Colne Valley High School
- Heckmondwike Grammar School
- King James's School
- Manor Croft Academy
- Moor End Academy
- Salendine Nook High School Academy
- Shelley College
- St John Fisher Catholic Voluntary Academy
- The Mirfield Free Grammar and Sixth Form
- Thornhill Community Academy
- Upper Batley High School

Community and voluntary controlled schools – Kirklees Council is responsible for deciding who gets a place.

- Almondbury Community School
- Holmfirth High School
- Netherhall Learning Campus High School
- Newsome High School and Sports College
- The Kirklees Creative and Media Studio School
- Whitcliffe Mount – Business and Enterprise College

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

- Honley High School
- North Huddersfield Trust School
- Royds Hall Community School
- Spen Valley High School
- Westborough High School

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

- All Saints Catholic College – Specialist in Humanities

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 29-31](#).

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?](#) This will show all schools in your location. You can also check www.kirklees.gov.uk/schoolcatchments or contact Kirklees Pupil Admissions.
- If you do not live in Kirklees, you will not be in the catchment area of any Kirklees school.

1e) 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

1f) 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
- 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

1g) All through Schools

An 'all through' school has year groups from Reception through to Y11 and offer educational provision across Key Stage 1, Key Stage 2, Key Stage 3 and Key Stage 4*.

Once a child is on roll a separate application is not needed to transfer at high school stage if you would like your child to remain at the school and continue to the secondary phase of the school. Your child is guaranteed a place. However, it is important to note that children who secure a Year 6 place at an all through school after 31 December cannot be guaranteed a secondary phase place. This is because the allocation of secondary school places starts after this date.

There are three 'all through' schools in Kirklees:

Almondbury Community School

If your child is in year 6 in September 2016 at Almondbury Community School they are guaranteed a place in year 7 in September 2017 at the school so you do not need to apply. If a year 6 place is offered at Almondbury Community School after 1 January 2017 for your child you will need to speak to Kirklees Pupil Admissions for advice about how to apply for the secondary phase.

Batley Grammar School

If your child is in year 6 in September 2016 at Batley Grammar School they are guaranteed a place in year 7 in September 2017 at the school so you do not need to apply. If your child is offered a place in year 6 at Batley Grammar School after 1 January 2017 you will need to speak to Kirklees Pupil Admissions for advice about how to apply for the secondary phase.

Royds Hall Community School

Royds Hall Community School has two primary provision sites.

Royds Hall Community School (primary phase) currently has a Reception year, year 1 and a year 2 for 2016. This primary provision began in 2014 and the year groups will increase year by year as the primary pupils progress through the school.

If your child is on roll in year 6 in September 2016 at Beech Primary School (part of Royds Hall Community School) they are guaranteed a place in year 7 in September 2017 at Royds Hall Community School so you do not need to apply. If your child is offered a place in year 6 at Beech Primary School (part of Royds Hall Community School) after 1 January 2017 you will need to speak to Kirklees Pupil Admissions for advice about how to apply for the secondary phase.

If Kirklees families wish to explore secondary phase provision at a different school an online application should be completed by the closing date of 31 October 2016. Please do not include your child's current school as one of your three preferences. If the family home address is in another local authority you MUST apply for a Kirklees school by contacting your own home local authority and follow their admissions process.

STEP 2 Finding out more about the 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.
- All secondary schools have **open days/evenings** when you can look around the school and talk to pupils and staff. If you are unable to attend a school's open day/evening you may contact the school to request an individual appointment.

2a) When are the school open day/open evenings?

- A full list of the open evenings can be found on the [Kirklees website](#)

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

- The law on admissions gives parents 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 transfers, 95.91% of pupils were allocated places at one of their preferred Kirklees secondary schools and 85.9% were allocated their first preference.

3b) Do I have to name three schools?

Parents are very strongly advised to name second and third preference school 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) 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.

3d) Do I have to include my Priority Admission Area (PAA) or “catchment” school in my preferences?

- You are very 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.

3e) 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.

3f) What are realistic preferences?

- Links to the admission policies for all Kirklees schools can be found on [page 35](#).
- The number of preferences from the previous year ([pages 29-31](#)) 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 from where you live may well be less than at a school nearer your home.

STEP 4 Making an application to start secondary school in September 2017

Kirklees parents must make an application online **between 1 September 2016 and 31 October 2016**

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 31 October 2016
- 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 1 March 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 added them 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 31 October 2016 for secondary school and 15 January 2017 for primary school)
- completing all 3 stages of applying online on the parent portal – [see 4a in this guide](#)
- Providing correct information on their application – [see section 5j](#) – fraudulent applications

STEP 5 Completing your online application

5a) Which schools require extra information as well as my Kirklees application?

School	Information	Where is the form?	Return date
All Saints Catholic College	Supplementary Information Form	www.kirklees.gov.uk/admissions or from school	Return to school by 31 October 2016
Batley Grammar School	Registration form for Fair Banding Assessments	School prospectus on school website or on request from school office	Return to school by 31 October 2016
St John Fisher Catholic High School	Supplementary Information Form	www.kirklees.gov.uk/admissions or from the school	Return to school by 31 October 2016
Heckmondwike Grammar School	Register for entrance test	Register online via the school website or telephone the school admissions secretary	Registration closed 27 June 2016

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 Pupil Admissions.
- Information about the school's admission criteria will be available on the school website and on the website of the local authority (see [page 28](#) for a contact list of neighbouring local authorities). 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 form issued by 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](#) – What is considered to be a child's permanent home address?

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 31 October 2016?

- 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 transfer 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 Monday 31 October 2016. Further advice can be found at [Kirklees Pupil Admissions](#).

5j) Fraudulent applications

Where Kirklees Council has made an offer of a place at a secondary 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 31 October 2016, 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
- If you have received an email to say the 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
- 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.

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 the allocation process will take place on 25 January 2017 which means that the latest reasonable date for evidence of a significant house move will be **Tuesday 3 January 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 on your application form.

- 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 (for example 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 0845 302 1444

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 **OR** using the Child Benefit online service at www.hmrc.gov.uk/childbenefit

STEP 7 What happens to the applications?**7a) Who administers the applications?**

- All the preferences named in an 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.
- All Saints Catholic College and St John Fisher Catholic High School 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.
- 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 35 to 37](#). See [page 29-31](#) for the list of Kirklees schools providing secondary education.
- In Kirklees the 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 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 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 needs 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 [pages 36 to 37](#).

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

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 only exception to this is in the Shelley area where higher priority is given under each admission criterion (up to the PAN) to children attending a middle school in the secondary school's PAA. (See [Admission Arrangements](#) on the Kirklees website).

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 secondary school their child has been allocated?

- Applicants will receive an email offer on 1 March 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. This does not include Batley Grammar School or Heckmondwike Grammar School and you should contact the schools directly to enquire about their waiting list procedure. Other local authorities may also have different waiting list procedures.

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 will be kept open until **31 December 2017**.
- Waiting lists for the first year at secondary school are made up of 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 on this link [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 May 2017 onwards.

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

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.

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, (for example **not over 3 miles**), but would like their child to change school. However, transferring a pupil from one secondary school to another can be unsettling for friendship groups and can disrupt examination courses, particularly where schools have differing curriculum provision.

An application for an in-year admission can be made at any time during the school year, but no earlier than one school term in advance of when the school place is required.

A child starts at a new school at the beginning of a term unless their home address has changed significantly/they are new to Kirklees.

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
- by calling Kirklees Pupil Admissions on 01484 225007 and the ICAF and guidance notes will 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) Atypical admissions

Kirklees Council work in partnership with C&K Careers to ensure that all young people and parents / carers have access to careers information and Post 16 opportunities through the website <https://ckcareersonline.org.uk>

All schools have a statutory duty to secure impartial careers guidance for all Year 8 to Year 13 students to inspire young people to fulfil their potential and to make them aware of all opportunities open to them. We strongly recommend that your child discuss the options available to them with a careers professional at their school.

Whilst the majority of young people will find that continuing their statutory education is best served within their current school, we are taking this opportunity to let you know about other opportunities you have access to in Kirklees and about University Technical Colleges (UTC's) in a travel to learn radius.

UTC's are set up by universities and businesses and specialise in one or two technical subjects. At GCSE they offer a similar curriculum to a typical 11 – 18 secondary school, including the basics of English and Maths, as well as their specialist subject.

Below is a list of UTC's that may be considered to be within a reasonable travelling distance and you may wish to consider whether your child would want to apply for a place in September 2017. You are advised to also look at the GCSE curriculum at your child's current school, to help consider what the best option is for the next two years of your child's education.

- **Leeds University Technical College (UTC Leeds)** - Specialism: Engineering & Manufacturing, Location: Leeds
- **The Greater Manchester Sustainable Engineering UTC** - Specialism: Sustainable engineering, Location: Oldham
- **UTC Sheffield Olympic Legacy Park** - Specialism: Healthcare and Sports Science/Computing, Location: Sheffield
- **UTC Sheffield City Centre** - Specialism: Engineering | Creative and digital media, Location: Sheffield

If you decide that you would like more information about UTC's you should contact the UTC directly. The details of the UTC's listed above and other UTC's can be found on the following link <http://www.utcolleges.org>

You may also be interested to note the Creative and Media Studio School in Kirklees (www.studio-school.org.uk)

11b) Choices at 16 and participation to 18+

- Young people are now required to continue to participate in education or training **until at least their 18th birthday**. There are choices about how they participate in post-16, which could be through:
 - full-time education, such as at a school or college;
 - an Apprenticeship or Traineeship <http://www.kirklees.gov.uk/employment/pdf/apprenticeshipInfo.pdf>
 - part-time education or training if they are employed, self-employed or volunteering for 20 hours or more a week
- There are **six schools in Kirklees with post-16 provision**:
 - Batley Girls' High School - Visual Arts College
 - Heckmondwike Grammar School
 - Shelley College
 - St John Fisher Catholic High School
 - The Mirfield Free Grammar and Sixth Form
 - The Kirklees Creative and Media Studio School (at Netherhall Learning Campus)
- There are no plans to provide post-16 courses at secondary schools that do not currently run courses after Year 11.

- There are **three colleges in Kirklees** with post-16 provision:
 - Greenhead College
 - Huddersfield New College
 - Kirklees College (which has centres in Dewsbury and Huddersfield)
- There is a range of other training providers in Kirklees.
- There are other schools, colleges and providers outside Kirklees. For more information please contact secondary school careers personal adviser or look at the websites of the schools and colleges listed above.
Alternatively for further information about options after year 11 please visit the C&K Careers website <http://ckcareersonline.org.uk/>
- **Support for students over 16.** The 16-19 Bursary Fund may be available for 16-19 year olds who might struggle with the costs for full-time education or training. For further details, please visit the website: www.direct.gov.uk/16-19bursary

11c) Support with travel/bus passes and home-to-school transport –

- **bus passes** contact: email - 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 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](#)

11d) 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 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 or telephone: 01484 221000 asking for SENACT

11e) 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 to secondary school in September 2017, National Offer Day is Wednesday 1 March 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.

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

Secondary Common Application Form (SCAF) - 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.

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.

Studio school - a new type of 14-19 year old educational provision. Typically a small school with around 300 pupils, delivering mainstream qualifications through project-based learning. Students work with local employers and a personal coach. They follow a curriculum designed to give them employability skills and qualifications they need in work or to take up further education. Kirklees Council is the admission authority for the Kirklees Creative & Media Studio School.

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 local authority's Secondary Common Application Form to make a valid application. A SIF is an additional form that All Saints Catholic College and St John Fisher Catholic High School require to enable the governing body to apply the school's admission criteria. SIFs can be downloaded from www.kirklees.gov.uk/admissions or obtained from the schools.

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.

UTC – University Technical College

12 Useful addresses

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 0808 800 5793 Mon-Thu 10.00am-1.00pm, for further information visit 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 the [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
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
Email: admissions@barnsley.gov.uk Tel: 01226 773689

City of Bradford Metropolitan District Council, School Admissions, Future House, Bolling Road, Bradford. BD4 7ED. www.bradford.gov.uk/admissions
Email: primaryadmissions@bradford.gov.uk Tel: 01274 385967

Calderdale Council, Admissions Team, Access and School Planning, PO Box 51, Halifax HX1 1TP
www.calderdale.gov.uk/education Email: 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 Email: education.annual.cycle@leeds.gov.uk

Oldham Council, School Admissions, The Civic Centre, West Street, Oldham. OL1 1XJ
www.oldham.gov.uk/admissions Email: 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
Tel: 01924 306 052 Email: admissions@wakefield.gov.uk

13 Kirklees schools providing secondary education

13a) [secondary and all-through schools](#)13b) [middle schools](#)13c) [special schools with provision for secondary aged children and young people](#)13d) [specialist provision in Kirklees secondary 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) Secondary and all-through schools key (S) studio school (A) academy (T) trust school (C) community school (VC) voluntary controlled school (F) free school (VA) voluntary aided school	admission policy	estimated roll	Y7 PAN	Number of on time first preference	September 2016 allocation of places for Year 7 applications
All Saints Catholic College, Specialist in Humanities (VA) Bradley Bar, Huddersfield, HD2 2JT 01484 426466 www.aschc.com Headteacher: Ms A Bodurka Age range: 11-16	Page 35	669	180	105	• all 2016 applicants were allocated places.
Almondbury Community School (C) Fernside Ave, Almondbury, Huddersfield, HD5 8PQ 01484 223910 www.almondburycs.org.uk Headteacher: Mr T Bowen Age range: 3-16	Page 35	684	120	57	• all 2016 applicants were allocated places
Batley Girls' High School - Visual Arts College (A) Windmill Lane, Batley, WF17 0LD 01924 350080 www.batleygirls.co.uk Co-Headteachers: Ms J. Haigh, Mrs A. McCall Age range: 11-18 (for girls only)	Page 35	978	211	222	• oversubscribed for 2016
Batley Grammar School (F) Carlinghow Hill, Batley, WF17 0AD 01924 474980 www.batleygrammar.co.uk Headteacher: Mrs B. Tullie Age range: 3-18	Page 35	510	112	193	• oversubscribed for 2016
BBG Academy (A) Bradford Road, Gomersal, Cleckheaton, BD19 4BE 01274 871225 www.bbgacademy.com Headteacher: Mr J Kenneally Age range: 11 - 16	Page 35	689	180	176	• oversubscribed for 2016
Castle Hall Academy (A) Richard Thorpe Avenue, Mirfield, WF14 9PH 01924 520500 www.castlehall.com Headteacher: Mr A Pugh Age range: 11-16	Page 35	869	174	112	• oversubscribed for 2016
Colne Valley High School (A) Gillroyd Lane, Linthwaite, Huddersfield HD7 5SP 01484 848680 www.thecvhs.co.uk Executive Principal: Mrs L. Barker Principal: Mr C Wilcocks Age range: 11-16	Page 35	1132	287	234	• all 2016 applicants were allocated places.
Heckmondwike Grammar School (A) High St, Heckmondwike, WF16 0AH 01924 402202 www.heckgrammar.co.uk Headteacher: Mr M I Cook Age range: 11-18	Page 35	832	180	290	• oversubscribed for 2016

Note: For academies, free schools, trust schools and voluntary aided schools please contact the school direct if you wish to discuss the likelihood of your child qualifying for a place.

Secondary and all-through schools key (S) studio school (A) academy (T) trust school (C) community school (VC) voluntary controlled school (F) free school (VA) voluntary aided school	admission policy	estimated roll	Y7 PAN	Number of on time first preference application 2016	September 2016 allocation of places for Year 7 applications
Holmfirth High School (C) Heys Road, Holmfirth, HD9 7SE 0148491460 www.holmfirthhigh.co.uk Executive Headteacher: Dr A Williams BSc PhD Headteacher: Craig Janson Age range: 11-16	Page 35	1317	264	291	<ul style="list-style-type: none"> oversubscribed for 2016
Honley High School (T) Station Road, Honley, HD9 6QJ 01484 222347 www.honleyhigh.co.uk Headteacher: Mr P Greenhough Age range: 11-16	Page 35	1229	255	227	<ul style="list-style-type: none"> oversubscribed for 2016
King James's School (A) St Helen's Gate, Almondbury Huddersfield HD4 6SG 01484 412990 www.kingjames.org.uk Headteacher: Mr I Rimmer Age range: 11-16	Page 35	898	180	210	<ul style="list-style-type: none"> oversubscribed for 2016
Kirklees Creative & Media Studio School (S) Netherhall Learning Campus, Netherhall Avenue, Rawthorpe, Huddersfield, HD5 9PG 01484 221892 www.studio-school.org.uk Headteacher: Mrs J Young Age range: 14-18	Page 35	n/a	60	n/a	<ul style="list-style-type: none"> admissions to Y10
Manor Croft Academy (A) Old Bank Road, Dewsbury, WF12 7DW 01924 325230 www.manorcroft.org.uk Principal: Ms H Clacy Age range: 11-16	Page 35	630	180	74	<ul style="list-style-type: none"> all 2016 applicants were allocated places
Moor End Academy (A) Dryclough Road, Crosland Moor, Huddersfield HD4 5JA 01484 222230 http://www.moorend.org.uk/ Headteacher: Ms J Acklam Age range: 11-16	Page 35	854	200	182	<ul style="list-style-type: none"> oversubscribed for 2016
Netherhall Learning Campus High School (C) Nether Hall Ave, Rawthorpe, Huddersfield, HD5 9PG 01484 221892 http://www.nlconline.org.uk/ Headteacher: Ms Carrie Green Age range: 11-19	Page 35	434	131	87	<ul style="list-style-type: none"> all 2016 applicants were allocated places
Newsome High School and Sports College (C) Castle Avenue, Newsome, Huddersfield HD4 6JN 01484 516712 www.newsomehigh.co.uk Headteacher: Mr P Gittins Age range: 11-16	Page 35	580	183	89	<ul style="list-style-type: none"> all 2016 applicants were allocated places
North Huddersfield Trust School (T) Woodhouse Hall Road, Fartown, Huddersfield HD2 1DJ 01484 223888 www.nhtschool.co.uk Executive Headteacher: Dr A. Williams Headteacher: Mr L. Wilson Age range: 11-16	Page 35	545	180	108	<ul style="list-style-type: none"> all 2016 applicants were allocated places

Secondary and all-through schools key (S) studio school (A) academy (T) trust school (C) community school (VC) voluntary controlled school (F) free school (VA) voluntary aided school	admission policy	estimated roll	Y7 PAN	Number of on time first preference application 2016	September 2016 allocation of places for Year 7 applications
Royds Hall Community School (T) Luck Lane, Paddock, Huddersfield HD3 4HA 01484 463366 www.roydshall.org Executive Headteacher: Ms M Williams Head of secondary phase: Mr J Haigh Age range: 4-16	Page 35	853	172	221	<ul style="list-style-type: none"> oversubscribed for 2016
Salendine Nook High School Academy (A) New Hey Road, Salendine Nook, Huddersfield HD3 4GN 01484 657541 www.snhs.kirklees.sch Headteacher: Mrs C Spencer Age range: 11-16	Page 35	1319	267	252	<ul style="list-style-type: none"> oversubscribed for 2016
Shelley College (A) Huddersfield Road, Shelley, Huddersfield HD8 8NL 01484 868777 www.shelleycollege.org Headteacher: Mr J McNally Age range: 13-18	Page 35	1002	360 Y9	345	<ul style="list-style-type: none"> Y9 admissions all 2016 Y9 applicants were allocated places.
Spenn Valley High School (T) Roberttown Lane, Liversedge, WF15 7LX 01924 405451 www.spennvalleysportscollege.co.uk Headteacher: Mr I Ellam Age range: 11-16	Page 35	891	180	166	<ul style="list-style-type: none"> oversubscribed for 2016
St John Fisher Catholic High School (A) Oxford Road, Dewsbury, WF13 4LL 01924 527000 www.stjohnfisher.org.uk Headteacher: Mr K Higgins Age range: 11-19	Page 35	982	198	195	<ul style="list-style-type: none"> oversubscribed for 2016
The Mirfield Free Grammar and Sixth Form (A) Kitson Hill Road, Mirfield, WF14 9EZ 01924 483660 www.themfg.co.uk Principal: Ms H Clacy	Page 35	1167	221	382	<ul style="list-style-type: none"> oversubscribed for 2016
Thornhill Community Academy (A) Valley Drive, Thornhill, WF12 0HE 01924 324890 www.thornhillcommunityacademy.co.uk Headteacher: Ms B Matthews Age range: 11-16	Page 35	822	180	146	<ul style="list-style-type: none"> all 2016 applicants were allocated places
Upper Batley High School (A) Field Hill, Batley, WF17 0BJ 01924 326343 www.bbec.org.uk Headteacher: Mrs S Vickers (acting) Age range: 11-16 (for boys only)	Page 35	541	178	61	<ul style="list-style-type: none"> all 2016 applicants were allocated places
Westborough High School (T) Stockhill Street, Dewsbury, WF13 2JE 01924 469549 www.w-h-s.org.uk Headteacher: Ms J Napper Age range: 11-16	Page 35	954	180	125	<ul style="list-style-type: none"> all 2016 applicants were allocated places
Whitcliffe Mount Business & Enterprise College (VC) Turnsteads Ave, Cleckheaton, BD19 3AQ 01274 851152 www.whitcliffemount.co.uk Headteacher: Ms J Templar Age range: 11-16	Page 35	1189	250	287	<ul style="list-style-type: none"> oversubscribed for 2016

13b) Middle schools the Shelley 3-tier system

- There are 2 middle schools in Kirklees providing education for 10-13 year old pupils in the Denby Dale and Shelley area.
- The normal entry into these middle schools is into Year 6 from the first schools in the area.
- Most pupils transfer from the middle schools to Shelley High School at the end of Year 8, aged 13, to complete their secondary education.
- For admission into a middle school, see the **Guide for parents: starting primary school**
- The table below shows information about admission to Year 6 in 2016.
- **As Year 7 is not the normal year of entry to middle schools, the number of available places is likely to be very limited**

Middle schools key (C) community school	admission policy	estimated roll	Y6 PAN	number of on-time first preference applications for Y6 2016	September 2016 allocation of places for Year 6 applications
Kirkburton Middle School (C) Turnshaws Avenue, Kirkburton HD8 0TJ 01484 222737 www.kirkburtonmiddleschool.co.uk Headteacher: Mr G. Johnson Age range: 10-13	Page 35	497	167	159	<ul style="list-style-type: none"> • Both schools were oversubscribed for Y6 applicants in 2016 • Kirkburton Middle School was oversubscribed for Y7 in 2016
Scissett Middle School (C) Wakefield Road, Scissett HD8 9JX 01484 222930 http://www.scissettmiddle.com/ Headteacher: Mrs H. Baxter Age range: 10-13	page 35	571	189	206	<ul style="list-style-type: none"> • No places were available to be allocated to Y7 applicants at Scissett Middle School in 2016

13c) Special schools with provision for secondary aged children and young people

- 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

SEN provision	School
Specialist school for children and young people with autism	<p>*Longley School – Dog Kennel Bank, Huddersfield HD5 8JE. Tel: 01484 223937 www.longleyschool.org.uk Headteacher: Mrs A. Lawton Age range: 5-16</p>
for children and young people with complex needs	<p>**Lydgate School - Kirkroyds Lane, New Mill, Holmfirth HD9 1LS Tel: 01484 222484 www.lydgate-school.co.uk Headteacher: Mrs N. Rodgers Age range: 5-16</p>
	<p>Ravenshall School - Ravensthorpe Road, Dewsbury WF12 9EE. Tel: 01924 325234 www.ravenshallschool.org.uk Headteacher: Mrs J. Tate Age range: 5-19</p>
for children and young people with severe and profound needs	<p>Castle Hill School - a Specialist College for Communication & Interaction Newsome Road South, Newsome, Huddersfield HD4 6JL Tel: 01484 226659 www.castlehillschool.org.uk Headteacher: Mrs G. Robinson Age range: 3-19</p>
	<p>Fairfield School - White Lee Road, Batley, WF17 8AS Tel: 01924 326103 www.fairfieldschool.co.uk Headteacher: Ms A. Tierney Age range: 3-19</p>
for children and young people with behavioural, emotional and social needs	<p>Joseph Norton Academy – <i>previously Nortonthorpe Hall School</i> – Busker Lane, Scissett, HD8 9JU 01484 222921 Headteacher: Ms S. Wilson Age range: 7-16</p>
	<p>KS4 Pupil Referral Service (ETHOS) KESS Centre, Off Rawthorpe Terrace, Rawthorpe, Huddersfield, HD59NY 01484 226513 Headteacher: Mrs J. Foster Age range: 14-16</p>
	<p>KS3 Pupil Referral Service Westfields PRU, Field Hill Centre, Batley Field Hill, Batley, WF17 0BQ Tel. 01924 326393 Headteacher: Mr M. Ridge Age range: 11-14</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.

13d) Specialist provision in Kirklees secondary schools

- Some Kirklees secondary 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

specialist provision for young people with	Secondary school
Autism	Honley High School
	Thornhill Community Academy
Hearing impairment	Newsome High School and Sports College
Physical disability	
Speech and language needs	Royds Hall High School
Visual impairment	Moor End Academy

14 Admission arrangements 2017-18 for Kirklees schools providing secondary education

- The 2017-18 admission arrangements for Kirklees schools providing secondary 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](#)
 2. [All Saints Catholic College \(VA\)](#) – applications require a completed [SIF](#) **as well**
 3. [Batley Girls' High School](#) - Visual Arts College (A)
 4. [Batley Grammar School](#) (F) – applications require an extra [registration form](#) **as well**
 5. [BBG Academy](#) (A)
 6. [Castle Hall School Academy](#) - Specialising in Languages (A)
 7. [Colne Valley High School](#) (A)
 8. [Heckmondwike Grammar School](#) (A) – [applications require an online registration as well](#)
 9. [Honley High School](#) (T)
 10. [King James's School](#) (A)
 11. [Kirklees Creative & Media Studio School](#) (S)
 12. [Manor Croft Academy](#) (A)
 13. [The Mirfield Free Grammar and Sixth Form](#) (A)
 14. [Moor End Academy](#) (A)
 15. [North Huddersfield Trust School](#) (T)
 16. [Royds Hall Community School](#) (T)
 17. [Salendine Nook High School Academy](#) (A)
 18. [Shelley College](#) (A)
 19. [Spen Valley High School](#) (T)
 20. [St John Fisher Catholic High School](#) (A) – applications require a completed [SIF](#) **as well**
 21. [Thornhill Community Academy](#) (A)
 22. [Upper Batley High School](#) (A)
 23. [Westborough High School](#) (T)

Note: Special Educational Needs and Education Health and Care Plans

The Children & Families Act (2014) came into force on 1st 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 11c on page 25](#)). Over time, existing statements are to be replaced by **Education Health and Care Plans**.

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

Kirklees admission policy for community and controlled schools 2017

This admission policy applies to the community and controlled schools listed below which make some educational provision for secondary age young people

- Almondbury Community School
- Holmfirth High School
- Kirkburton Middle School
- Kirklees Creative and Media Studio School
- Netherhall Learning Campus High School
- Newsome High School and Sports College
- Scissett Middle School
- Whitcliffe Mount - Business and Enterprise College (voluntary controlled, but not a faith school)

1. 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 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.

2. 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 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 or Education, Health and Care Plans are admitted to mainstream schools, special units and special schools separately from the general admission policies.

3. Application procedures

- a) **Transfer to secondary school:** Kirklees residents will apply for a secondary school place by using the online facility. The application period will run from the **1 September 2016. The closing date for applications will be 31 October 2016.**
- b) **Transfer to junior or middle school (see the guide for parents – starting a new primary school in 2017)** 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. **The latest reasonable date for evidence of a significant house move will therefore be Tuesday 3 January 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, for example Year 7 at secondary school. The waiting lists will be held in admission criteria order and will close on 31 December 2017. 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) **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.
- g) **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.