

Guide for parents

- ★ Apply online, apply on time
- ★ Name three preferences
- ★ Include your catchment school



Starting secondary school in 2019

Online only applications from 1 September 2018
Deadline for applications is 31 October 2018



quick



secure



easy

www.kirklees.gov.uk/admissions

 **Kirklees**
COUNCIL

Starting secondary school in 2019

A message from Jo-Anne Sanders, Service Director for Learning and Early Support

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 young people that will have the skills needed for their future success.

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, approximately 20,600 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 every 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 partnership, 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 2018, 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/carers 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 2019.

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 26 for details of all Kirklees schools providing secondary education](#) [See page 33 for summaries of all secondary school admission policies](#)

Starting secondary school in September 2019

The information in this guide is for the school year starting in **September 2019**.

It is correct on 31 August 2018, but there may be changes before or after September 2019 and the website may be updated to reflect any changes.

This **Guide for Parents/carers – starting secondary school in 2019** 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
- Post: Kirklees Pupil Admissions, Kirkgate Buildings, Byram Street, Huddersfield
HD1 1BY

Important dates for starting secondary school in September 2019

From Week Commencing 3 September 2018	An information leaflet is distributed to parents/carers by primary schools or posted for Kirklees children attending a primary school in another local authority.
Saturday 1 September 2018	Application window opens - apply online: www.kirklees.gov.uk/admissions
September to October 2018	Open evenings are held for most secondary schools in Kirklees. Further details are on the website http://www.kirklees.gov.uk/beta/admissions/pdf/secondary-school-open-evenings.pdf

**Wednesday 31
October 2018**

The closing date for applications

Remember - a late application can severely reduce your chances of obtaining a place at your preferred school.

Friday 1 March 2019	Email offers are sent to applicants
Friday 29 March 2019	The last day for requesting an appeal for starting community and voluntary controlled schools in September 2018; Academies, free schools, trust schools and voluntary aided schools may have different closing dates for appeals. You must contact them directly
May 2019 onwards	Appeal hearings take place.
Tuesday 31 December 2019	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 2019, 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 via the Kirklees Parent Portal by the closing date
Wednesday 31 October 2018**

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

Kirklees Council will email all parents/carers a single offer of a secondary school place on the **National Offer Day – 1 March 2019**. 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/carers 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 25](#).

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

See the full list on page 26.

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

The Kirklees Creative and Media Studio School

Whitcliffe Mount School

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

Spenn 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 27-30](#).

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 2019?

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 (8:00 - 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 2018, and remains at the school until the end of year 6, at Almondbury Community School they are guaranteed a place in year 7 in September 2019 at the school so you do not need to apply. If a year 6 place is offered at Almondbury Community School after 1 January 2019 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 2018, and remains at the school until the end of year 6, at Batley Grammar School they are guaranteed a place in year 7 in September 2019 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 2019 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, year 2, year 3, year 4 and year 5 for 2018. 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 2018, and remains at the school until the end of year 6, at Beech Primary School (part of Royds Hall Community School) they are guaranteed a place in year 7 in September 2019 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 2019 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 2018. 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 days/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/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 Local Authority does try to meet as many preferences as possible.

For September 2018 transfers, almost 97% of pupils were allocated places at one of their preferred Kirklees secondary schools and 86% were allocated their first preference.

3b) Do I have to name three schools?

Parents/carers 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 the highest preference school your child qualifies for.

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?

Yes, 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 33](#).

The number of preferences from the previous year ([pages 27 to 30](#)) 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.

A breakdown of how places were allocated in previous years can be found on our [website](#).

STEP 4 Making an application to start secondary school in September 2019

Kirklees parents/carers must make an application online **between 1 September 2018 and 31 October 2018**

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, maybe a friend or family member can help you or visit a Kirklees Customer Service Centre. 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 2018 to 31 October 2018

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 2019 (national offer day) – you will also be able to view your offer by logging into your Kirklees Parent Portal account from 08:30 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/carer, 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) Responsibilities

Kirklees LA will:

ensure the information parents/carers need to apply is in this guide for parents/carers and that the guide for parents/carers 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/carers are responsible for:

Reading and understanding the guide for parents/carers. **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 2018 for secondary school and 15 January 2019 for primary school.)

Completing all 3 stages of applying online on the parent portal – [see 4b 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 2018
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 2018
St John Fisher Catholic High School	Supplementary Information Form	www.kirklees.gov.uk/admissions or from the school	Return to school by 31 October 2018
Heckmondwike Grammar School	Register for entrance test	Register online via the school website or telephone the school admissions secretary	Registration closed 25 June 2018

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 26](#) 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/carers 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/carers 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/carers 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/carer 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 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 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 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 2018?

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/carers will be asked 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 2018 and before Wednesday 31 October 2018. 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/carers will be offered an alternative school place and told of the right to appeal to an independent appeal panel.

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

Up to the closing date of 31 October 2018, 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 a 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 17 January 2019 which means that the latest reasonable date for evidence of a significant house move will be **Wednesday 2 January 2019**.

If you move between this date and national offer day (1 March) you must inform Pupil Admissions. **Your new address can only be used for correspondence purposes until after National Offer Day.**

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 a Kirklees 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/carer has resumed 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 the end of tenancy agreement.

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 from HMRC- using the Child Benefit online service at

www.gov.uk/topic/benefits-credits/child-benefit

Important: if you change your address on the parent portal after you have submitted your application you **MUST** also contact Pupil Admissions for advice. Changes on the Parent Portal after an application has been submitted **DO NOT** automatically update on your application.

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/carers 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/carers' 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 34 to 35](#).

See [pages 27 to 30](#) 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 an Education Health and Care Plan where the plan names the school.

Full details of the Kirklees admission criteria for community and voluntary controlled schools are on [pages 34 to 35](#).

7c) Does the school my 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 parents/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 (this is why you are **strongly recommended** to name your catchment school as one of your three preference schools).

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

Applicants will receive an email offer on 1 March 2019 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 (this is why you are **strongly recommended** to name your catchment school as one of your three preference schools.)

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 2019**.

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 authority.

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/carers 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/carers 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 initials, 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/carer of a registered pupil at a school.

Appeal hearings will take place from May 2019 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/carer. 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

by calling Kirklees Pupil Admissions on 01484 225007 and the ICAF and guidance notes will be posted to you.

In-Year applications are expected to move to online only. Updates will be published on our [website](#).

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 2019. 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
- **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)

There are other providers within a travel to learn distance that offer an A typical admission and these include;

Bradford College <https://www.bradfordcollege.ac.uk/study/14-16-students>
Leeds City College <http://www.leedscitycollege.ac.uk/>

11b) Choices at 16 and participation to 18+

Young people are 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 at school, college or with a training provider;

an Apprenticeship or Traineeship <https://www.gov.uk/apprenticeships-guide>

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 are a range of **training providers** in Kirklees.

There are other schools, colleges and providers outside Kirklees. For more information please contact secondary school careers/personal adviser.

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 –

Following a consultation process, Kirklees Council's Cabinet agreed in January 2018 to develop a new Home to School Transport policy which reverts the service to statutory provision only. Work is now underway to scope out further engagement and actions that the Council want to undertake to develop that new policy.

To make sure there is enough time to undertake the more detailed work, the new School Transport policy will not be in place immediately. This means that the **existing** travel policy will continue to apply for all parents and carers making decisions about school preferences this Autumn, for admissions in September 2019. Children and Young People will receive subsidised travel assessed under the existing criteria, and will continue to do so even when the new policy is subsequently introduced, unless:

- they change address
- they change schools
- or, if their pass is based on their financial circumstances, where there is a relevant change of circumstances.

You may wish to bear this in mind when choosing a school for your child.

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

11d) Special educational needs in schools

What is a special educational needs (SEN)

Children and young people with SEN all have learning difficulties or disabilities that make it harder for them to learn than most children and young people of the same age. These children and young people may need extra or different help from that given to others.

What you should do if you suspect your child has a special educational need (SEN)

If your child is of school age, you should first discuss this with your child's teacher. They will listen and explain what they think and what will happen next.

If your child is pre-school, 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](#). You can contact them via email dewsbury.psychology@kirklees.gov.uk or telephone 01924 483744.

Parents/carers can also access independent information, advice and support by contacting Kirklees Information Advice and Support Service (KIAS) - <http://www.kias.org.uk/contact-us/>

For further information about the support and services that children and young people aged 0-25, who have special educational needs and disabilities and their families can get, please visit the Kirklees Local Offer at www.kirklees.gov.uk/specialeducation

Meeting special educational needs in schools and settings (SEN)

Most children and young people with special educational needs (SEN) will have their needs met by support that is usually available in local mainstream early years settings, schools or colleges. This is called **SEN Support** and more information on this can be found on the Kirklees Local Offer - www.kirklees.gov.uk/specialeducation (*special educational needs support in schools (SEN)*). Schools, settings and colleges can ask for support from services across education, health and social care to help them to meet SEN. All education settings should use their 'best endeavours' to meet the needs of children and young people with special educational needs.

Schools must involve the student and their parents or carers to agree 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 and 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.

Education, Health and Care (EHC) Plans

If your child has an Education Health and Care Plan, the process of applying for a school place happens through the legal EHC needs assessment, planning and review process rather than through the normal admissions process. Your Casework Officer from the SEND Assessment and Commissioning Team (SENDACT) will work with you on this. You can contact the SEND Assessment and Commissioning Team (SENDACT) by email SENACT@kirklees.gov.uk or telephone: 01484 221000 asking for SENDACT.

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/carer 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/carer 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/carers. For children transferring to secondary school in September 2019, National Offer Day is Friday 1 March 2019.

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/carers 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/carers 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

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 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 or obtained from the schools.

Trust school - Funded by Kirklees Council. A trust school is a foundation school 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.

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, call free on 0300 0115 142 Mon-Wed 10.00am-1.00pm term time only 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: kias@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, Margaret McMillan Tower, Princes Way, Bradford BD1 1NN. www.bradford.gov.uk/admissions

Email: secondaryadmissions@bradford.gov.uk Tel: 01274 439200

Calderdale Council, Admissions Team, Directorate for Children and Young People's Services Westgate House Halifax HX1 1PS www.calderdale.gov.uk/admissions 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/children-families-and-carers/schools-and-learning/school-places

Email: education.annual.cycle@leeds.gov.uk

Oldham Council, School Admissions, Level 12, 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 Council, County Hall, Bond Street, Wakefield, WF1 2QL

www.wakefield.gov.uk/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 application 2018	September 2018 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 K Colligan Age range: 11-16	Page 33	777	180	162	oversubscribed for 2018
Almondbury Community School (C) Fernside Ave, Almondbury, Huddersfield, HD5 8PQ 01484 426666 www.almondburycs.org.uk Headteacher: Mr T Bowen Age range: 3-16	Page 33	731	120	53	all 2018 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, Mr D. Cooper Age range: 11-18 (for girls only)	Page 33	1246	205	198	oversubscribed for 2018
Batley Grammar School (F) Carlinghow Hill, Batley, WF17 0AD 01924 474980 www.batleygrammar.co.uk Headteacher: Mr G C Kibble Age range: 3-18	Page 33	870	112	124	oversubscribed for 2018
BBG Academy (A) Bradford Road, Gomersal, Cleckheaton, BD19 4BE 01274 871225 www.bbgacademy.com Headteacher: Ms S Luffman Age range: 11 - 16	Page 33	918	200	180	oversubscribed for 2018
Castle Hall Academy (A) Richard Thorpe Avenue, Mirfield, WF14 9PH 01924 520500 www.castlehall.com Headteacher: Mr A Pugh Age range: 11-16	Page 33	829	174	75	all 2018 applicants were allocated places
Colne Valley High School (A) Gillroyd Lane, Linthwaite, Huddersfield HD7 5SP 01484 848680 www.thecvhs.co.uk Executive Principal: Mrs L. Barker Principal: Mr J Christian Age range: 11-16	Page 33	1241	287	231	all 2018 applicants were allocated places
Heckmondwike Grammar School (A) High St, Heckmondwike, WF16 0AH 01924 402202 www.heckgrammar.co.uk Headteacher: Mr N Bulley Age range: 11-18	Page 33	1404	180	207	oversubscribed for 2018

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 2018	September 2018 allocation of places for Year 7 applications
Holmfirth High School (C) Heys Road, Holmfirth, HD9 7SE 01484 691460 www.holmfirthhigh.co.uk Headteacher: Mr B Stitchmen Age range: 11-16	Page 33	1329	264	262	oversubscribed for 2018
Honley High School (T) Station Road, Honley, HD9 6QJ 01484 506484 www.honleyhigh.co.uk Headteacher: Mr P Greenhough Age range: 11-16	Page 33	1277	255	222	oversubscribed for 2018
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 33	906	186	178	oversubscribed for 2018
Kirklees Creative & Media Studio School (S) Netherhall Learning Campus, Rawthorpe, Huddersfield, HD5 9PG 01484 382140 www.studio-school.org.uk Headteacher: Mr M Kent Age range: 14-18	Page 33	n/a	Y9 PAN= 60	n/a	admissions to Y10
Manor Croft Academy (A) Old Bank Road, Dewsbury, WF12 7DW 01924 325230 www.manorcroft.org.uk Executive Principal: Mr A Barnett Age range: 11-16	Page 33	698	180	129	all 2018 applicants were allocated places
Moor End Academy (A) Dryclough Road, Crosland Moor, Huddersfield HD4 5JA 01484 222230 www.moorend.org Executive Principle: Ms J Acklam Principal: Mr K Rafiq Age range: 11-16	Page 33	965	200	190	oversubscribed for 2018
Netherhall Learning Campus High School (C) Nether Hall Ave, Rawthorpe, Huddersfield, HD5 9PG 01484 382140 www.nlconline.org.uk Headteacher: Mr M Kent Age range: 11-19	Page 33	568	131	110	all 2018 applicants were allocated places
Newsome High School (C) Castle Avenue, Newsome, Huddersfield HD4 6JN 01484 516712 www.newsomehigh.co.uk Headteacher: Mr D Watkin Age range: 11-16	Page 33	538	183	79	all 2018 applicants were allocated places
North Huddersfield Trust School (T) Woodhouse Hall Road, Fartown, Huddersfield HD2 1DJ 01484 452100 www.nhtschool.co.uk Headteacher: Miss R Ward Age range: 11-16	Page 33	729	180	105	all 2018 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 2018	September 2018 allocation of places for Year 7 applications
Royds Hall Community School (T) Luck Lane, Paddock, Huddersfield HD3 4HA 01484 463366 www.roydshall.org Headteacher: Mrs J Carr Age range: 4-16	Page 33	1207	172	123	oversubscribed for 2018
Salendine Nook High School Academy (A) New Hey Road, Salendine Nook, Huddersfield HD3 4GN 01484 657541 www.snhs.kirklees.sch.uk/ Headteacher: Mr D Christian Age range: 11-16	Page 33	1353	267	241	oversubscribed for 2018
Shelley College (A) Huddersfield Road, Shelley, Huddersfield HD8 8NL 01484 868777 www.shelleycollege.org Principal: Mr D Wadsworth Age range: 13-18	Page 33	1268	360 Y9	359	Y9 admissions All 2018 Y9 applicants were allocated places
Spenn Valley High School (T) Roberttown Lane, Liversedge, WF15 7LX 01924 405451 www.spennvalleyhighschool.co.uk Headteacher: Ms H Clacy Age range: 11-16	Page 33	939	190	158	oversubscribed for 2018
St John Fisher Catholic High School (A) Oxford Road, Dewsbury, WF13 4LL 01924 527000 www.stjohnfisher.org.uk Acting Headteacher: Mr J Taylor Age range: 11-19	Page 33	1169	198	190	oversubscribed for 2018
The Mirfield Free Grammar and Sixth Form (A) Kitson Hill Road, Mirfield, WF14 9EZ 01924 483660 www.themfg.co.uk Executive Head Teacher: Mrs L Barker Interim Principal: Mrs L Barker Age range: 11-18	Page 33	1502	221	218	oversubscribed for 2018
Thornhill Community Academy (A) Valley Drive, Thornhill, WF12 0HE 01924 324890 www.thornhillcommunityacademy.co.uk Headteacher: Mr. M. Burton Age range: 11-16	Page 33	893	180	125	all 2018 applicants were allocated places
Upper Batley High School (A) Field Hill, Batley, WF17 0BJ 01924 326343 www.bbhc.org.uk Headteacher: Ms S Vickers Age range: 11-16 (for boys only)	Page 33	663	178	104	all 2018 applicants were allocated places

Secondary and all-through schools	admission	estimated roll	Y7 PAN	Number of on time first preference application 2018	September 2018 allocation of places for Year 7 applications
key (S) studio school (A) academy (T) trust school (C) community school (VC) voluntary controlled school (F) free school (VA) voluntary aided school					
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 33	931	180	127	oversubscribed for 2018
Whitcliffe Mount School (VC) Turnsteeds Ave, Cleckheaton, BD19 3AQ 01274 851152 www.whitcliffemount.co.uk Headteacher: Miss J Templar Age range: 11-16	Page 33	1260	250	235	oversubscribed for 2018

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/carers: starting primary school**

The table below shows information about admission to Year 6 in 2018.

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	admission policy	estimated roll	Y6 PAN	number of on-time first preference applications for Y6 2018	September 2018 allocation of places for Year 6 applications
key (A) Academy					
Kirkburton Middle School (A) Turnshaws Avenue, Kirkburton HD8 0TJ 01484 222737 www.kirkburtonmiddleschool.co.uk Headteacher: Mr G. Johnson Age range: 10-13	Page 33	517	167	182	Both schools were oversubscribed for Y6 applicants in 2018
Scissett Middle School (A) Wakefield Road, Scissett HD8 9JX 01484 865444 http://www.scissettmiddle.com/ Headteacher: Mrs N Greenhough Age range: 10-13	page 33	592	195	212	

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

Places in special schools are reserved for children and young people with an Education, Health & Care Plan (EHCP). Admission to a special school follows consultation and agreement between parents/carers, an education psychologist, the head teacher of the school and the Kirklees SEN Assessment & Commissioning Team (SENACT).

Contact the SENACT for further information

- o by phone 01484 221000
- o by email SENACT@kirklees.gov.uk

SEN provision	School
Specialist school for children and young people with autism	<p>Woodley School – Dog Kennel Bank, Huddersfield HD5 8JE. Tel: 01484 223937 www.woodleyschool.org.uk Head teacher: Mrs A. Lawton Age range: 5-19</p>
for children and young people with complex needs	<p>Southgate School - Southfield Road, Almondbury, Huddersfield, HD5 8TJ Tel: 01484 504544 www.southgateschool.co.uk Acting Head teacher: Mr P Evans Age range: 5-16</p>
	<p>Ravenshall School - Ravensthorpe Road, Dewsbury WF12 9EE. Tel: 01924 456811 www.ravenshallschool.org.uk Head teacher: 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 544558 www.castlehillschool.org.uk Head teacher: Mr S Perren Age range: 3-19</p>
	<p>Fairfield School - White Lee Road, Batley, WF17 8AS Tel: 01924 326103 www.fairfieldschool.uk Acting Head teacher: Mr John Page Age range: 3-19</p>
for children and young people with behavioural, emotional and social needs	<p>Joseph Norton Academy – Busker Lane, Scissett, HD8 9JU Tel: 01484 868218 Head teacher: Ms S. Wilson Age range: 7-16</p>
	<p>KS4 Pupil Referral Service (ETHOS) KESS Centre, Off Rawthorpe Terrace, Rawthorpe, Huddersfield, HD5 9NY Tel: 01484 543328 Head teacher: 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 478482 Head teacher: Mr M. Ridge Age range: 11-14</p>

13d) Specialist provision in Kirklees secondary schools

Some Kirklees secondary schools have specialist provision for children and young people with an Education, Health & Care Plan (EHCP).

Admission to a specialist provision follows consultation and agreement between parents/carers, an education psychologist, the head teacher of the school and the Kirklees SEN Assessment & Commissioning Team (SENACT).

Contact the SENACT for further information

- o by phone 01484 221000
- o 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
Physical disability	
Speech and language needs	Royds Hall High School
Visual impairment	Moor End Academy

14 Admission arrangements 2019-20 for Kirklees schools providing secondary education

The 2019-20 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:

[Kirklees admission policy for community and controlled schools 2019](#)

[All Saints Catholic College \(VA\)](#) – applications require a completed [SIF](#) as well

[Batley Girls' High School](#) - Visual Arts College (A)

[Batley Grammar School](#) (F) – applications require an extra [registration form](#) as well

[BBG Academy](#) (A)

[Castle Hall Academy Trust](#) (A)

[Colne Valley High School](#) (A)

[Heckmondwike Grammar School](#) (A) – [applications require an online registration as well](#)

[Honley High School](#) (T)

[King James's School](#) (A)

[Kirklees Creative & Media Studio School](#) (S)

[Manor Croft Academy](#) (A)

[The Mirfield Free Grammar and Sixth Form](#) (A)

[Moor End Academy](#) (A)

[North Huddersfield Trust School](#) (T)

[Royds Hall Community School](#) (T)

[Salendine Nook High School Academy](#) (A)

[Shelley College](#) (A)

[Spenn Valley High School](#) (T)

[St John Fisher Catholic High School](#) (A) – applications require a completed [SIF](#) as well

[Thornhill Community Academy](#) (A)

[Upper Batley High School](#) (A)

[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 11d on page 22](#)). Previous statements have now been replaced by **Education Health and Care Plans**.

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

Kirklees admission policy for community and controlled schools 2019

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

Kirklees Creative and Media Studio School

Netherhall Learning Campus High School

Newsome High School

Whitcliffe Mount 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:

Children in public care (looked after children) or a child who was previously looked after

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)

Children who live in the school's paa

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)

Children who live outside the school's paa

Community and controlled schools will admit children with Education, Health and Care Plans where the school is named in the plan.

Notes

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/carers 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.

Children in priority 1 above may be admitted above the PAN.

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.

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. For all-through schools located on two different sites, Kirklees LA will measure the distance to each site in a straight line from the applicant's home address and the shortest distance will be used for admission purposes.

'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.

Where a child's parents/carers 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/carer 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.

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.

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.

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

Application procedures:

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 2018. The closing date for applications will be 31 October 2018.**

Transfer to junior or middle school (see the **guide for parents/carers – starting a new primary school in 2019**)

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 2018. The closing date for applications will be 15 January 2019.**

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 Wednesday 2 January 2019.**

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 2019. For In-year admissions, the waiting list will be held for the remainder of the term for which they have applied for a place.

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 2019, or to any other age group at any time, will apply on the In-year Common Application Form (ICAF).

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.

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.