

**Children and Young People Service
Resources and Support
November 2009**

Consultation on the Admission Arrangements for Kirklees Community and Voluntary Controlled Schools for the School Year 2011-2012

This report forms the statutory consultation on admission arrangements with parents. The **closing date for this consultation is Friday, 29 January 2010.**

Three appendices are attached to the report:

Appendix 1 lists the proposed Published Admission Number (PAN) for each community and controlled school.

Appendix 2 provides information about changes to the Kirklees admission arrangements.

Appendix 3 provides details of the Kirklees admission arrangements for community and controlled schools.

We recommend that parents note the content of this report and ensure that any comment they wish to make reaches the School Admissions Section at Oldgate House no later than Friday, 29 January 2010.

Published Admission Numbers (PANs)

In order to comply with the statutory timetable, the LA must consult on the proposed admission arrangements 18 months before they come into effect. Admission arrangements for September 2011 must have been consulted on by 1 March 2010.

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November 2009

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2011/12 PAN CONSULTATION – SECONDARY PROVISION

Secondary School	Proposed PAN
Almondbury High School and Language College	206
Batley Girls High School – Visual Arts College	210
Batley Business & Enterprise College	175
Birkdale High	152
Colne Valley High	287
Earlsheaton Technology College	193
Fartown High	171
Holmfirth High	260
Honley High	264
King James's	180
Moor End Technology College	186
Netherhall Learning Campus High School	131
Newsome High School and Sports College	180
Royds Hall High	181
Salendine Nook High School/Technology College	265
Shelley College - A Specialist Centre For Science	375
Spenn Valley Sports College	180
The Community Science College @ Thornhill	180
Westborough High	180
Whitcliffe Mount (C)	389
Middle School	Proposed PAN
Birkenshaw Middle	95
Gomersal CE (C) Middle	91
Kirkburton Middle	167
Scissett Middle	189
West End Middle	112
Whitechapel Middle	90

2011/2012 PAN CONSULTATION – PRIMARY PROVISION

Primary School	Proposed PAN
Batley	
Birstall Primary	25
Brownhill Infant	60
Carlinghow Princess Royal JI&N	45
Field Lane J I & N	30
Fieldhead J I & N	22
Healey J I & N	55
Hyrstmount Junior	90
Lydgate J & I	45
Manorfield I & N	90
Mill Lane J I & E Y	22
Park Road J I & N	30
Purlwell I & N	90
Staincliffe CE (VC) Junior	90
Warwick Road J I & N	45

Cleckheaton	
Birkenshaw CE (VC) F & N	60
East Bierley CE (VC) First	30
Gomersal First	58
Heaton Avenue First & Nursery	40
High Bank F & N	16
Hightown F & N	30
Moorend CE (VC) First	30
Scholes F & N	30
St Luke's CE (VC) First	18
Howard Park Community School	30
Colne Valley	
Beech E Y I & J	30
Clough Head J & I	12
Golcar J I & N	60
Linthwaite Clough J I & E Y	40
Marsden I & N	52
Marsden Junior	52
Nields J I & N	30
Scapegoat Hill J & I	12
Slaithwaite CE (VC) J & I	KS1 – 20 KS2 – 23
Wellhouse J & I	KS1 – 10 KS2 – 12
Wilberlee J & I	11
Dewsbury	
Boothroyd J & I	60
Bywell CE (VC) Junior	97
Carlton J & I	KS1 – 30 KS2 - 33
Chickenley Community J I & N	50
Earlsheaton Infant	40
Eastborough J I & N	30
Hanging Heaton CE (VC) J & I	17
Headfield CE (VC) Junior	146
Knowles Hill I & N	40
Overthorpe CE (VC) J I & N	42
Pentland I & N	49
Ravensthorpe CE (VC) Junior	108
Ravensthorpe I & N	108
Savile Town CE (C) I & N	60
Shaw Cross I & N	60
St John's CE (C) Infant	60
Thornhill J & I	60
Thornhill Lees CE (VC) I & N	81
Westmoor Junior	90
Heckmondwike & Liversedge	
Cawley Lane J I & N	60
Hartshead J & I	12
Headlands CE (VC) J I & N	55
Leeside J I & N	45
Littletown J I & N	25
Millbridge J I & N	47
Norristhorpe J & I	60
Roberttown CE (VC) J & I	34

Holmfirth, Netherthong & Upperrthong	
Hade Edge J & I	12
Hepworth J & I	16
Hinchliffe Mill J & I	16
Holme J & I	5
Holmfirth J I & N	KS1 – 30 KS2 - 32
Kirkroyds Infant	60
Netherthong Primary	KS1 – 30 KS2 - 32
Scholes J & I	KS1 – 30 KS2 – 33
Upperrthong J & I	KS1 – 30 KS2 - 32
Wooldale Junior	60
Honley & Meltham	
Brockholes CE (VC) J & I	30
Honley CE (VC) I & N	66
Honley CE (VC) Junior	68
Meltham CE (VC) Primary	60
Meltham Moor Primary	30
Huddersfield	
Almondbury CE (C) I & N	50
Almondbury Junior	95
Ashbrow I & N	45
Ashbrow Junior	45
Berry Brow I & N	60
Birkby I & N	112
Birkby Junior	90
Bradley CE (VC) I & N	60
Bradley CE (VC) Junior	60
Cowlersley Primary	50
Crosland Moor Junior	104
Crow Lane J I & N	33
Dalton School (J I & N)	70
Dryclough CE (C) Infant	120
Fixby J & I	45
Greenside I & N	60
Hillside Primary School	45
Lindley Junior	120
Lowerhouses CE (VC) J I & E Y	25
Moldgreen Community Primary	50
Moorlands Primary	90
Mount Pleasant J I & N	70
Netherton I & N	60
Newsome Junior	60
Paddock J I & N	50
Rawthorpe Junior	85
Rawthorpe St James CE(VC)I&N	81
Reinwood Community Junior	90
Reinwood I & N	90
Spring Grove J I & N	30
King James's	
Kirkheaton Primary	60
Lepton CE (VC) J I & N	KS1 – 30 KS2 – 33
Rowley Lane J I & N	KS1 – 60 KS2 – 66
Grange Moor Primary School	15

Mirfield	
Battayeford CE (VC) Primary	KS1 – 60 KS2 – 62
Crossley Fields J & I	84
Crowlees CE (VC) J & I	60
Hopton J I & N	40
Old Bank J I & N	22
Shelley	
Birdsedge First	15
Emley First	25
Farnley Tyas CE (VC) First	8
Flockton CE (VC) First	15
Gilthwaites First	KS1 – 30 KS2 - 33
Highburton CE (VC) First	30
Kaye's F & N	KS1 – 30 KS2 – 32
Shelley First	30
Shepley First	30
Skelmanthorpe F & N	30
Thurstonland Endowed (VC) First	10

KS1 – Key Stage 1, that is Reception, Year 1 and Year 2

KS2 – Key Stage 2, that is Years 3, 4, 5 and 6

Changes to the Kirklees Admission Arrangements

PAN consultation

As part of the Building Schools for the Future and Primary Capital programmes there are proposed changes to some schools in North Kirklees that would result in a change to the published admission numbers of certain schools with effect from September 2011.

Decisions about these proposals are anticipated to take place before the consultation on Admission numbers is complete. Updated information will be reflected in documentation and fed back to governing bodies as soon as decisions are taken.

Kirklees Admission Arrangements for Community and Controlled Schools for 2011/12

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 are:

1. children in public care (looked after children);
2. children who live in the school's Priority Admission Area (PAA) who have an older brother or sister attending from the same address at the date of admission (the younger sibling rule);
3. children who live in the school's PAA;
4. children who live outside the school's PAA who have an older brother or sister attending from the same address at the date of admission (the younger sibling rule);
5. children who live outside the school's PAA.

Community and controlled schools will admit children with Statements of Special Educational Needs where the school is named on the Statement.

Notes

- a) Children in priority 1 above may be admitted above the PAN.
- b) 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.
- c) Distance is measured in a straight line from a child's home address to the school. Measurements are calculated using seven-figure grid references for each address taken from Ordnance Survey ADDRESS-POINT[®] data. 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 derived from Ordnance Survey Land-Line data. For smaller, residential properties the grid reference denotes 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 0.1 metres.
- d) '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.
- e) 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 high school PAA.
- f) 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.
- g) Children with Statements of Special Educational Needs are admitted to mainstream schools, special units and special schools separately from the general admission policies in this booklet.

Application Procedures

Transfer to High School

Kirklees residents will apply for a high school place by completing the Secondary Common Application Form (SCAF) or using the on-line facility. The application period will run from the week beginning 6 September 2010 to 31 October 2010.

Transfer to Junior/Middle School

Kirklees residents will apply for a junior or middle school place by completing the common application form (TCAF) or by using the online facility. The application period will run from the week beginning 11 October 2010 to 15 January 2011.

Admission to Full-time School (Rising Fives)

Kirklees residents will apply for admission to full-time school (rising fives) by completing the primary common application form (PCAF) or by using the online facility which will be available from early September 2010. The closing date for application in paper or online will be 15 January 2011.

What is a co-ordinated admission scheme?

It means that Kirklees parents only have to complete one common application form to apply for a place at any three schools in Kirklees and/or any other local authority, including voluntary aided or foundation schools.

Under the Kirklees co-ordinated admissions scheme, all Kirklees parents will be sent a single offer of a school place. If the place offered is at a voluntary aided or foundation school, or at a school in another local authority, Kirklees makes the offer on behalf of the admission authority for that school.

How does the process work?

- All the school preferences named on the common application form will be assessed to decide at which schools, if any, the child would qualify for a place.
- Preferences for community and voluntary controlled schools are assessed by the Kirklees local authority, which is the admissions authority for these schools.
- Preferences for voluntary aided and foundation schools are assessed by the schools' governing bodies, which are the admissions authorities for these schools. We will send details of all applications (with any supporting information parents provide) to the school's governing body. Voluntary aided schools all ask that parents also complete the school's Supplementary Information Form (SIF). The SIF collects information not obtained on the common application form, but which the governing body requires to apply the school's oversubscription criteria. We will not disclose parents' order of preference to these schools. The governing body will determine the order of priority in which each application is ranked according to the school's oversubscription criteria and provide us 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. We will send details of all applications (with any supporting information parents provide) to the maintaining local authority for the

school. The maintaining local authority will tell us which children qualify for a place at the school.

- If the child qualifies for a place at only one school, we will offer a place at that school.
- If the child qualifies for a place at more than one school, we will offer a place at the one school where the child qualifies which is ranked highest.
- If the child does not qualify for a place at any of the preferred schools and lives in Kirklees, we will offer a place at the catchment school, if places are available, or the next nearest available school.
- We will post out letters on the offer dates.
- After offer day children are automatically placed on waiting lists for any higher preference Kirklees schools where they have been refused a place. This does not include Heckmondwike Grammar School which parents should contact directly to enquire about its waiting list procedure. Other local authorities may also have different waiting list procedures.
- If applications have been unsuccessful parents may also lodge an appeal to try to secure a place at their preferred school.

How to apply

Parents must apply using their home local authority's common application form. The home local authority is the one to which Council Tax is paid. Kirklees residents may complete the common application form or apply online at www.kirklees.gov.uk/onlineadmissions

Late Applications

Applications received after the appropriate closing date will be regarded as late unless, in Kirklees' judgement, there are significant and exceptional reasons for the lateness. Proof of special circumstances will be required.

Late applications are not considered until all on-time applicants have been allocated places.

Forms submitted after the closing date due to a significant house move will be regarded as on-time provided that documentary evidence to confirm the move is provided and the allocation process has not begun.

Waiting Lists

A child's name will automatically be placed on the waiting list for any Kirklees community school where they have been refused a place in the school's normal year of entry, eg, Year 7 at high school (except Shelley College – A Specialist Centre for Science and Whitcliffe Mount - Specialist Business and Enterprise College).

The waiting lists will be held in admission criteria order and will close on the final day of the 2011/12 school year.

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 2011, or to any other age group at any time, will apply on the common application form.

Twins or Triplets

Where a family of twins or triplets or brothers and sisters living in the same household and requiring admission to the same school year, request admission and there is only one school place available, it will be left for the family to decide whether or not they wish to take up the place for one of their children, and appeal for the second or third child in the same year group, or to decline a place.

Flats

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

Rising Fives

Full time places will be available from the September following a child's fourth birthday. Parents may defer their child's entry until later in the school year and the allocated place will be held for the child. Parents may not defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original application was accepted.