

Kirklees admission arrangements and schemes for community and voluntary controlled schools for 2019/20

Determined by the Kirklees Council Cabinet on 20 February 2018

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A. Introduction

- These schemes are intended to comply with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 and the School Admissions Code 2014. The School Admissions Code ('the Code') has been issued under Section 84 of the School Standards and Framework Act 1998 ('SSFA 1998'). The Code has been made following a consultation under Section 85(2) of the SSFA 1998.
- Some community or voluntary controlled schools in Kirklees may become an own admission authority by converting to academy status or changing category to trust or voluntary aided status during the life of these arrangements. Any school that becomes an own admission authority during the period of these schemes assumes the responsibilities of an admission authority from the date of change of status / category.
- Please consult the websites of Kirklees and other admission authorities to obtain the most up to date information.
- There are no planned changes to the Priority Admission Areas (PAA's) in Kirklees for 2019-20. Last year Kirklees Pupil Admissions undertook an in depth review of the admission arrangements and how well they meet the needs of local families, schools and the local authority, now and going forwards. The review included research and analysis into how Kirklees compares with other local authorities, patterns of past allocations, preference data and modelling exercises to assess the impact of any changes to the existing arrangements. Having reviewed the findings, the evidence gathered does not suggest that currently any major changes to the admission arrangements are required, but that the focus needs to be on supporting parents and carers to make an on time application and encouraging them to name up to three preferred schools, including their catchment school. Choosing a school within walking distance of the family home has great health and wellbeing benefits for children and parents and would contribute to the reduction of polluting emissions, a key focus of the Kirklees Air Quality Strategy.
- Since the admission consultation Kirklees cabinet have agreed to make some changes to the home to school transport arrangements for mainstream schools. From September 2019 the child's nearest school geographically (rather than catchment school) will be used as the "nearest suitable school". This is in keeping with Department for Education statutory guidance and the Kirklees Home to School Transport policy. The law provides protection for families where pupils are entitled to free school meals, or if their parents are in receipt of maximum Working Tax Credits, but other families who are no longer eligible for free transport will need to budget for the cost of Home to School travel. Further details can be found at the following link:
<https://democracy.kirklees.gov.uk/documents/s21357/12.%20HST%20Mainstream%20report%20-%20Final%20-%20Cabinet%2023rd%20Jan%202018.pdf>
Amendments will be made to the admissions "Guide for Parents" to help them take these arrangements into account when referencing a new school

B. Published Admission Numbers (PANs) and Priority Admission Areas (PAAs)

Published Admission Numbers (PANs)

All schools have a Published Admission Number (PAN or admission number). This is the maximum number of places that the school can offer in each year group. This section explains how we have arrived at the proposed Published Admission Numbers based on the workplace range for each school.

In order to comply with the statutory timetable, the LA must consult the governing body of each community and voluntary controlled school about the PAN (and other admission arrangements) 18

months before it comes into effect. PANs for September 2019 must have been consulted on by 31 January 2018.

The table on pages 9 to 16 indicates the PAN for each year in a school.

Where a change is made to the PAN for a particular year of entry (the relevant year), it applies to that cohort of pupils only, at admission and in successive years as the pupils progress through the school.

In order to be consistent when proposing PANs for each community and voluntary controlled school the Kirklees LA considers the following:

- **The Net Capacity Calculation**

The internal measurement of a school produces a maximum number of workplaces and a minimum number which is normally 90% of the maximum. We call this 10% spread between the maximum and minimum workplaces the 'range'.

The net capacity of a school is subsequently determined as the agreed PAN multiplied by the number of age groups at the school provided that this figure falls within the 'range' of workplaces. If a PAN is chosen which (when multiplied by the number of year groups) does not fall within that range, the Net Capacity is set as the nearer of either the maximum or the minimum number of workplaces.

Nursery space is excluded from the net capacity measurement, therefore, this age group is also excluded from the calculation.

The net capacity calculation estimates the impact of a sixth form group on the entire school and provides a proportion of a year group. For example, an 11-18 secondary school with a sixth form may have 5.42 year groups (five statutory age groups plus 0.42 equivalent full-size age groups of sixth form students).

- **Flexibility in setting PANs**

The range of workplaces calculated for each school allows Kirklees some discretion in setting the PAN to take account of a school's particular circumstances and governors' views. The Authority's expectation is that, in most cases, PANs will be set within the range with appropriate and realistic regard to the likely demand for places.

- **PANs outside the range**

Kirklees may set a PAN above the range for the following reasons:

- to accommodate all in-area children who apply on time for the first year in school
- where it has been agreed that the school should expand
- where the school accepts that they can accommodate children above the range without the need for extra accommodation.

Priority Admission Areas (PAAs)

In Kirklees each community and voluntary controlled school has an area identified as its Priority Admission Area (other LAs refer to catchment areas). A small number of schools share priority areas; these are known as shared priority areas. Full details of priority areas are available on the Kirklees Council website.

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 proposed Kirklees admission criteria for community and voluntary controlled schools are:

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

Community and voluntary controlled schools will admit a child with Special Educational Needs where the school is named on the Statement or Education Health and Care Plan.

Linked infant and junior schools

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

- Berry Brow I & N School and Newsome Junior School
- Birkby I & N School and Birkby Junior School
- Diamond Wood Community Academy and Ravensthorpe CE (VC) Junior School
- Earlsheaton Infant School and Bywell CE (VC) Junior School
- Kirkroyds Infant School and Wooldale Junior School
- Lindley Church of England Infant School and Lindley Junior School¹
- Manorfield I & N School and Staincliffe CE (VC) Junior School
- Netherton I & N School and South Crosland CE (VA) Junior School
- Pentland I & N School and Headfield CE (VC) Junior School
- Purlwell I & N School and Hyrstmount Junior School
- Rawthorpe St James CE(VC) I & N School and Rawthorpe Junior School
- Reinwood I & N School and Reinwood Community Junior School
- Savile Town CE (VC) I & N School and Headfield CE (VC) Junior School
- Shaw Cross I & N School and Bywell CE (VC) Junior School
- St John's CE (C) Infant School and Westmoor Primary School
- Thornhill Lees CE (VC) I & N School and Headfield CE (VC) Junior School

On 4 April 2017 Cabinet approved the bringing together of Honley Church of England Voluntary Controlled Infant and Nursery School and Honley Church of England Voluntary Controlled Junior school to create a new Church of England voluntary controlled all through primary school from 1 May 2017, therefore there is no transition between KS1 to KS2 at the new school which is called Honley CE(VC) Junior, Infant & Nursery School.

¹ Please see admission policies on the websites for both schools

On 10 March 2017 the Schools Adjudicator approved the governing body of All Hallows' CE (VA) I & N School proposal to become an all through primary school called All Hallows' CE (VA) Primary School from 1 September 2017.

Admission criteria for linked infant and junior schools.

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

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

Community and voluntary controlled schools will admit a child with Special Educational Needs where the school is named on the Statement or Education Health and Care 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 or in accordance with section 22 of the Childrens 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 proposes that the distance to each site will be measured 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 (see page 6).
- Where a child's parents live at different addresses and the child spends time at each address we will consider the following when deciding on the address that will be used for admissions purposes:

- the amount of time spent at each address
- which parent has parental responsibility for the child
- who receives child benefit for the child
- where the child is registered for medical and dental care
- any residency or custody orders made by the courts.

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 Statements of Special Educational Needs or Education Health and Care Plans are admitted to mainstream schools, special units and special schools separately from the general admission policies, but we do ask families to complete the online application if they would like to name a mainstream school as one of their preferences.
- **It is important to note that attending a school nursery or pre-school setting on a school site does not give any priority for a place in that primary/infant school and there is no automatic transfer.**

Application Procedures

- **Transfer to secondary school**

Kirklees residents will apply for a secondary school place by using the online Parent Portal on the Kirklees website. The application period will run from the week beginning **1 September 2018. The closing date for applications will be 31 October 2018.**

- **Transfer to junior or middle school**

Kirklees residents will apply for a junior or middle school place by using the online Parent Portal on the Kirklees website. The application period will run from the week beginning **1 September 2018. The closing date for applications will be 15 January 2019.**

- **Admission to full-time school for rising five year old children**

Kirklees residents will apply for admission to full-time school (rising five year old children) by using the online Parent Portal on the Kirklees website. The application period will run from the week beginning **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 by the following deadlines in time for the allocation process.

For year 7 and year 9 applications - It is expected the allocation process will take place on 17 January 2019. The latest reasonable date for evidence of a significant house move will therefore be 2 January 2019.

For Reception, year 3 and year 6 - It is expected that the allocation process will take place on 15 March 2019. The latest reasonable date for evidence of a significant house move will therefore be 14 February 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, eg, Year 7 at secondary school.

The waiting lists will be held in admission criteria order and will close on the last school day in December.

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

- **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).

- **Twins / multiple births**

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

- **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 five year old children**

Full time places will be available from the September following a child's fourth birthday.

Parents may defer their child's entry until later in the school year and the allocated place will be held for the child. Parents may not defer entry beyond the beginning of the term in which the child reaches their fifth birthday, nor beyond the school year for which the original application was accepted.

Parents can request that their child takes up the place part-time until the child reaches compulsory school age.

- **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.

- **Summer born children (children born between 1 April and 31 August)**

The majority of parents apply and take up a reception place in the school year in which their child will reach the age of five (rising fives). All children are entitled to a full time place in the September following their fourth birthday. However, the legal starting age for full time education is the start of the term following the child's fifth birthday and parents may request that their child's entry is deferred until later in the same school year or until the term in which the child reaches compulsory school age.

Kirklees Council receives a small number of enquiries from parents (whose children are 'summer born') to defer their entry to school until the September following their fifth birthday.

In many of these cases where a request is made for a deferred entry of a 'summer born' child, a place would be offered in Year 1 as this enables the child to remain within their chronological age group, however, non-statutory Department for Education (DfE) Guidance states;

- **School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school at this point.
- **School admission authorities are responsible for making the decision on which year group a child should be admitted to, but are required to make a decision based on the circumstances of the case.
- There is no statutory barrier to children being admitted outside their normal year group.

All requests for such transfers will be explored with the parent/carer on an individual basis.

'Advice on the Admission of Summer Born Children' (DfE, July 2013)

** Kirklees Council is the admission authority for community and voluntary controlled schools. The governing body is the admission authority for foundation and voluntary aided schools and the academy trust is the admission authority for academies and free schools.

- **Admission of children outside chronological year group**

It is the general view of Kirklees Council that all children and young people will complete their primary and secondary education in school year groups according to their chronological age. It is also the general view of the Local Authority that moving pupils into older or younger year groups is usually not in their best educational, social or emotional interests. This includes either early or late admission to primary school or early or late transfer to secondary school.

The National Curriculum sets out a clear, full and statutory entitlement to learning for all pupils. In addition, schools in Kirklees deliver an offer which supports access to high quality differentiated education. This should ensure that a pupil's curricular needs are met without either early or delayed transfer to the next phase of schooling being necessary other than in exceptional circumstances.

It is for individual admission authorities to consider requests for placement out of the chronological age group. Kirklees Council is the admission authority for community and voluntary controlled schools. The governing body is the admission authority for foundation and voluntary aided schools and the academy trust is the admission authority for academies and free schools.

All requests for such transfers will be explored with the parent/carer on an individual basis.

D Published admission numbers (PAN's) 2019-20

SECONDARY PROVISION

Secondary School	Category	PUBLISHED ADMISSION NUMBER 2018-2019	PUBLISHED ADMISSION NUMBER 2019-2020	Notes	Year 8 (18/19)	Year 9 (17/18)	Year 10 (16/17)	Year 11 (15/16)
All Saints Catholic College	VA	180	180	Own AA school.	180	180	180	180
Almondbury Community School – KS3/4 Centre	Community	120	120		120	120	120	120
Batley Girls High School – Visual Arts College	Academy	211	205	Information only. Own AA school. *Have admitted over-PAN	211	205 *(211)	205 *(211)	205
Batley Grammar School	Free School (Academy)	130	112	Information only. Own AA school. *Have admitted over-PAN	130	105	84 *(141)	84
BBG Academy	Academy	200	200	Information only. Own AA school. *Have admitted over PAN	200	180 *(200)	150 *(180)	150 (180)*
Castle Hall Academy Trust	Academy	174	174	Information only. Own AA school.	174	174	174	174
Colne Valley High School	Academy	287	287	Information only. Own AA school.	287	287	287	287
Heckmondwike Grammar School	Academy	180	180	Information only. Own AA school. No proposed change to PAN **Admission over PAN for 17/18	180	180 *(210)	180	150 *(180)
Holmfirth High School	Community	264	264		264	264	264	264
Honley High School	Trust	255	255	Own AA school.	255	255	255	255 *(264)
King James's School	Academy	180	186	Information only. Own AA school. Consulting on increase in PAN	180	180	180	180
Kirklees Creative & Media Studio School (part of Netherhall Learning Campus)	Community	60	60				60	60
Manor Croft Academy	Academy	180	180	Information only. Own AA school. *Academy reduced PAN to 180	180	180	180	180
Moor End Academy	Academy	200	200	Information only. Own AA school. *Offered additional places in 16/17	200	180 (200)*	180 *(200)	180 *(200)
Netherhall Learning Campus - High School	Community	131	131		131	131	131	131

Secondary School	Category	PUBLISHED ADMISSION NUMBER 2018-2019	PUBLISHED ADMISSION NUMBER 2019-2020	Notes	Year 8 (18/19)	Year 9 (17/18)	Year 10 (16/17)	Year 11 (15/16)
Newsome High School and Sports College	Community	183	183		183	183	183	183
North Huddersfield Trust School	Trust	180	180	Information only. Own AA school.	180	180	180	180
Royds Hall High School	Trust	172	172	Information only. Own AA school.	172	172	172	172
Salendine Nook High School Academy	Academy	267	267	Information only. Own AA school.	267	267 *(275)	267	267
Shelley College	Academy	360	360	Information only. Own AA school.			360	360
Spenn Valley High School	Trust	190	190	Information only. Own AA school.	190	180 *(190)	180	180
St John Fisher Catholic High School	Academy	198	198	Information only. Own AA school.	198	198	198	198
Thornhill Community Academy	Academy	180	180	Information only. Own AA school.	180	180	208	208
The Mirfield Free Grammar and Sixth Form	Academy	221	221	Information only. Own AA school.	221	221	221	221
Upper Batley High School	Academy	178	178	Information only. Own AA school.	178	178	178	178
Westborough High School	Trust	180	180	Information only. Own AA school.	180	180	180	180
Whitcliffe Mount School	VC	250	250		250	250	250	250
Middle School	Category	PUBLISHED ADMISSION NUMBER 2018/2019	PUBLISHED ADMISSION NUMBER 2019/2020	Notes	Year 7 (18/19)	Year 8 (17/18)		
Kirkburton Middle School	Academy	167	167	Information only. Own AA school.	167	167		
Scissett Middle School	Academy	195	195	Information only. Own AA school.	195	189 *(205)		

PRIMARY PROVISION

Primary School	Category	PUBLISHED ADMISSION NUMBER 2018-2019	PUBLISHED ADMISSION NUMBER 2019-2020	Notes	Year 1 (18/19)	Year 2 (17/18)	Year 3 (16/17)	Year 4 (15/16)	Year 5 (14/15)	Year 6 (13/14)
All Hallows CE (VA) Primary School	VA	30	30	Information only. Own AA school.	30	30	30	30	50	
Almondbury Community School – KS1/EY Centre	Community	60	60		60	60				
Almondbury Community School – KS2 Centre	Community	110	110					110	110	110
Ashbrow School	Community	60	60		60	60	60	60	60	60
Batley Grammar School	Free School (Academy)	26	26	Information only. Own AA school.	26	26	26	26	24	24
Batley Parish CE (A) J I & N School	VA	30	30	Information only. Own AA school.	30	30	30	30	30	30
Battysford CE (VC) Primary School	VC	KS1 60 KS2 62	KS1 60 KS2 62		60	60	62	62	62	62
Beaumont Primary Academy	Academy	90	90	Information only. Own AA school.	90	90	90			
Berry Brow I & N School	Community	60	60		60	60				
Birdsedge First School	Academy	15	15		15	15	15	15	15	
Birkby I & N School	Community	150	150		150	150				
Birkby Junior School	Community	120	120					120	120 *(150)	120 (*150)
Birkenshaw CE (VC) Primary School	VC	60	60		60	60	60	60	60	60
Birstall Primary Academy	Academy	30	30		30	30	30	30	30	30
Boothroyd Primary Academy	Academy	90	90	*School admitted over-PAN to 90 places	90	90	90	90	90	60 *(90)
Brambles Primary Academy	Academy	60	60	new school to open in 2018 Clare Hill site	60					
Brockholes CE (VC) J & I School	VC	30	30		30	30	30	30	30	30
Bywell CE (VC) Junior School	VC	97	97					97	97	97
Carlinghow Princess Royal JI&N School	Community	50	50		50	50	50	50	50	50
Carlton J & I School	Community	KS1 30 KS2 33	KS1 30 KS2 33		30	30	33	33	33	33
Christ Church CE Academy	Academy	30	30	Information only. Own AA school.	30	30	30	30	30	30
Clough Head J & I School	Community	12	12		12	12	12	12	12	12

Primary School	Category	PUBLISHED ADMISSION NUMBER 2018-2019	PUBLISHED ADMISSION NUMBER 2019-2020	Notes	Year 1 (18/19)	Year 2 (17/18)	Year 3 (16/17)	Year 4 (15/16)	Year 5 (14/15)	Year 6 (13/14)
Cowlersley Primary School	Academy	50	50		50	50	50	50	50	50
Crossley Fields J & I School	Community	89	89		89	89	89	89	89	89
Crow Lane J I & N School	Trust	30	30		30	30	30	30	30	33
Crowlees CE (VC) J & I School	VC	60	60		60	60	60	60	60	60
Cumberworth CE (A) First School	VA	20	20	Information only. Own AA school.	20	20	20	20	20	
Dalton School (J I & N) School	Community	70	70		70	70	70	70	70	70
Denby CE (A) First School	VA	10	10	Information only. Own AA school. *Have admitted over-PAN	10	10	10	10 *(15)	10 *(15)	
Denby Dale F & N School	Community	KS1 30 KS2 33	KS1 30 KS2 33		30	30	33	33	33	
Diamond Wood Academy	Academy	120	120	Information only. Own AA school	120	120				
Earlsheaton Infant School	Community	40	40		40	40				
East Bierley CE(VC) Primary School	VC	30	30		30	30	30	30	30	30
Eastborough J I & N School	Community	30	30		30	30	30	30	30	30
Emley First School	Community	25	25		25	25	25	25	25	
Farnley Tyas CE (VC) First School	VC	10	10		10	10	10	8	8	
Field Lane J I & N School	Community	30	30		30	30	30	30	30	30
Fieldhead Primary Academy	Academy	30	30	Information only. Own AA school.	30	30	30	30	30	30
Fixby J & I School	Community	45	45		45	45	45	45	45	45
Flockton CE (VC) First School	VC	15	15		15	15	15	15	15	
Golcar J I & N School	Trust	60	60	Information only. Own AA school. *school admitted over-PAN to 90 places	60	60	60	60	60 *(90)	60
Gomersal Primary School	Community	60	60		60	60	60	60	60	60
Gomersal St Mary's CE (VC) Primary School	VC	30	30		30	30	30	30	30	30
Grange Moor Primary School	Community	15	15		15	15	15	15	15	15
Hade Edge J & I School	Community	12	12		12	12	12	12	12	12
Hanging Heaton CE (VC) J & I School	VC	20	20		20	20	20	20	20	20
Hartshead J & I School	Community	12	12		12	12	12	12	12	12
Headfield CE (VC) Junior School	VC	150	150	*Admitted over-PAN				150	150	150
Headlands CE (VC) J I & N School	VC	60	60		60	60	60	60	60	55 (60)*

Primary School	Category	PUBLISHED ADMISSION NUMBER 2018-2019	PUBLISHED ADMISSION NUMBER 2019-2020	Notes	Year 1 (18/19)	Year 2 (17/18)	Year 3 (16/17)	Year 4 (15/16)	Year 5 (14/15)	Year 6 (13/14)
Healey J I & N School	Academy	55	55	information only. Own AA school	55	55	55	55	55	55
Heaton Avenue Primary School	Academy	60	60	Information only. Own AA school	60	60	60 *(75)	60 *(75)	40 *(75)	40 *(60)
Heckmondwike Primary School	Trust	60	60	Information only. Own AA school.	60	60	60	60	60	60
Helme CE (VA) J & I School	VA	20	20	Information only. Own AA school.	20	20	20	20	20	20
Hepworth J & I School	Community	16	16		16	16	16	16	16	16
High Bank J I & N School	Community	20	20		20	20	20	20	20	20
Highburton CE (VC) First School	VC	30	30		30	30	30	30	30	
Hightown J I & N School	Community	30	30		30	30	30	30	30	30
Hillside Primary School	Community	45	45		45	45	45	45	45	45
Hinchliffe Mill J & I School	Community	16	16		16	16	16	16	16	16
Holme J & I School	Community	5	6		5	5	5	5	5	5
Holmfirth J I & N School	Community	KS1 30 KS2 34	KS1 30 KS2 34		30	30	34	34	34	34
Holy Spirit Catholic Primary School	VA	30	30	Information only. Own AA school.	30	30	30	30	30	30
Honley CE (VC) J I & N School	VC	66	66		66	66	68	68	68	68
Hopton Primary School	Community	45	45		45	45	45	45	45	40
Howard Park Community School	Community	30	30		30	30	30	30	30	30
Hyrstmount Junior School	Community	90	90					90	90	90
Kaye's F & N School	Community	KS1 30 KS2 32	KS1 30 KS2 32		30	30	32	32	32	32
Kirkburton CE (A) First School	VA	24	24	Information only. Own AA school.	24	24	24	24	24	
Kirkheaton Primary School	Community	60	60		60	60	60	60	60	60
Kirkroyds Infant School	Community	60	60		60	60				
Lepton CE (VC) J I & N School	VC	KS1 30 KS2 33	KS1 30 KS2 33		30	30	33	33	33	33
Lindley CE Infant School	Academy	120	120	Information only. Own AA school.	120	120				
Lindley Junior School	Academy	120	120	Information only. Own AA school.				120	120 *(124)	120 *(124)
Linthwaite Ardron CE (A) J & I School	VA	30	30	Information only. Own AA school.	30	30	30	30	30	30
Linthwaite Clough J I & E Y School	Community	45	45		45	45	45	45	45	45
Littleton J I & N School	Trust	25	25	Information only. Own AA school.	25	25	25	25	25	25
Lowerhouses CE(VC) J I & E Y School	VC	29	29		29	29	29	29	29	29

Primary School	Category	PUBLISHED ADMISSION NUMBER 2018-2019	PUBLISHED ADMISSION NUMBER 2019-2020	Notes	Year 1 (18/19)	Year 2 (17/18)	Year 3 (16/17)	Year 4 (15/16)	Year 5 (14/15)	Year 6 (13/14)
Lydgate J & I School	Community	45	45		45	45	45	45	45	45
Manorfield I & N School	Community	90	90		90	90				
Marsden I & N School	Community	60	60		60	60				
Marsden Junior School	Academy	60	60	Information only. Own AA school				60	60	60
Meltham CE (VC) Primary School	VC	60	60		60	60	60	60	60	60
Meltham Moor Primary School	Community	30	30		30	30	30	30	30	30
Mill Lane J I & E Y School	Community	25	25		25	25	25	25	25	25
Millbridge J I & N School	Academy	47	47	Information only. Own AA school. *admitted over PAN	47	47 *(50)	47 *(50)	47	47	47
Moldgreen Community Primary School	Community	50	50		50	50	50	50	50	50
Moorlands Primary School	Community	90	90		90	90	90	90	90	90
Mount Pleasant Primary School	Community	90	90		90	90	90	90	90	90
Netherhall Learning Campus - Rawthorpe Junior School	Community	90	90					90	90	90
Netherhall Learning Campus - Rawthorpe St James CE(VC) I&N School	VC	90	90		90	90				
Netherthong Primary School	Community	KS1 30 KS2 32	KS1 30 KS2 32		30	30	32	32	32	32
Netherton I & N School	Community	60	60		60	60				
Newsome Junior School	Community	60	60					60	60	60
Nields J I & N School	Community	30	30		30	30	30	30	30	30
Norristhorpe J & I School	Community	60	60		60	60	60	60	60	60
Oak CE(VC)Primary School	VC	120	120		120	120	120	140	150	150
Old Bank J I & N School	Community	25	25		25	25	25	25	25	25
Orchard Primary Academy School	Academy	52	52	Information only. Own AA school	52	52	52	52	52	52
Our Lady Of Lourdes Catholic Primary School	VA	30	30	Information only. Own AA school.	30	30	30	30	30	30
Overthorpe C of E Academy	Academy	42	42	Information only. Own AA school.	42	42	42	42	42	42
Paddock J I & N School	Trust	50	50	*School admitted over PAN to 60 places	50	50	50	50	50	50 (60*)
Park Road J I & N School	Community	30	30		30	30	30	30	30	30
Pentland I & N School	Community	49	49		49	49				
Purlwell I & N School	Community	90	90		90	90				
Ravensthorpe CE(VC) Junior School	VC	108	108					108	108	108
Reinwood Community Junior School	Community	120	90	School to admit over PAN for Bulge class from I & N School				120	90 *(120)	90 *(120)
Reinwood I & N School	Community	90	90		90	90				

Primary School	Category	PUBLISHED ADMISSION NUMBER 2018-2019	PUBLISHED ADMISSION NUMBER 2019-2020	Notes	Year 1 (18/19)	Year 2 (17/18)	Year 3 (16/17)	Year 4 (15/16)	Year 5 (14/15)	Year 6 (13/14)
Roberttown CE (VC) J & I School	VC	34	34		34	34	34	34	34	34
Rowley Lane J I & N School	Community	KS1 60 KS2 66	KS1 60 KS2 66		60	60	66	66	66	66
Royds Hall – Beech Avenue Campus primary provision	Trust	30	30	Information only. Own AA school	30	30	30	30	30	30
Royds Hall – Luck Lane Campus primary provision	Trust	60	60	Information only. Own AA school	60	60	60	30 *(60)	30	
Savile Town CE (C) I & N School	VC	60	60		60	60				
Scapegoat Hill J & I School	Community	12	12		12	12	12	12	12	12
Scholes J & I School	Community	KS1 30 KS2 33	KS1 30 KS2 33		30	30	33	33	33	33
Scholes Village Primary School	Community	30	30		30	30	30	30	30	30
Scissett CE Academy	Academy	30	30	Information only. Own AA school.	30	30	32	32	32	
Shaw Cross I & N School	Community	60	60		60	60				
Shelley First School	Academy	34	34		34	34	34	34	34	
Shepley First School	Community	30	30		30	30	30	30	30	
Skelmanthorpe Academy	Academy	30	30	Information only. Own AA school.	30	30	30	30	30	
Slaithwaite CE (VC) J & I School	VC	23	23		23	23	23	23	23	23
South Crosland CE (A) Junior School	VA	60	60	Information only. Own AA school.				60	60	60
Spring Grove J I & N School	Community	30	30		30	30	30	30	30	30
St Aidan's CE Academy	Academy	30	30	Information only. Own AA school.	30	30	30	30	30	
St John's CE (A) J & I School	VA	30	30	Information only. Own AA school.	30	30	30	30	30	30
St John's CE (C) Infant School	VC	60	60	No change in Net Capacity	60	60				
St Joseph's Catholic Primary School (Dewsbury)	VA	KS1 30 KS2 32	KS1 30 KS2 32	Information only. Own AA school.	30	30	32	32	32	32
St Joseph's Catholic Primary School (Huddersfield)	VA	45	45	Information only. Own AA school.	45	45	50	50	50	50
St Mary's Catholic Primary School	VA	45	45	Information only. Own AA school.	45	45	45	45	45	45
St Patrick's Catholic Primary School (Batley)	VA	35	35	Information only. Own AA school.	35	35	35	35	35	35
St Patrick's Catholic Primary School (Huddersfield)	VA	60	60	Information only. Own AA school.	60	60	60	60	60	60

Primary School	Category	PUBLISHED ADMISSION NUMBER 2018-2019	PUBLISHED ADMISSION NUMBER 2019-2020	Notes	Year 1 (18/19)	Year 2 (17/18)	Year 3 (16/17)	Year 4 (15/16)	Year 5 (14/15)	Year 6 (13/14)
St Paulinus Catholic Primary School	VA	60	60	Information only. Own AA school.	60	60	60	60	60	60
St Peter's CE (A) J I & N School	VA	30	30	Information only. Own AA school.	30	30	30	30	30	30
St Thomas CE(VC) Primary School	VC	60	60		60	60	60	60	60	60
Staincliffe CE (VC) Junior School	VC	90	90					90	90	90
The John Curwen Co-operative Primary Academy	Academy	60	60	Information only. Own AA school. *school admitted over-PAN to 60 places	60	60	60	45 *(60)	45 *(60)	45 *(60)
Thornhill J & I School	Academy	60	60		60	60	60	60	60	60
Thornhill Lees CE(VC) I & N School	VC	90	90		90	90				
Thurstonland Endowed (VC) First School	VC	12	12		12	12	12	12	12	
Upperthong J & I School	Community	KS1 30 KS2 32	KS1 30 KS2 32		30	30	32	32	32	32
Warwick Road J I & N School	Community	48	48	Agreed to increase PAN	48	48	45	45	45	45
Wellhouse J & I School	Community	12	12		12	12	12	12	12	12
Westmoor Primary School	Community	KS1 45 KS2 90	KS1 45 KS2 90		45	45	90	90	90	90
Whitechapel Church of England Primary School	VC	60	60		60	60	60	60	60	60
Wilberlee J & I School	Community	12	12		12	12	11	11	11	11
Windmill CE (VC) Primary school	VC	60	60		60	60	60	60	60	60
Wooldale Junior School	Community	60	60					60	60	60

2. **Kirklees Co-ordinated schemes for school admissions 2019-20**

Introduction and purpose

- These schemes are intended to comply with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 and the School Admissions Code 2014.
- Kirklees LA will co-ordinate normal round admission arrangements with all of the admission authorities responsible for school admissions within Kirklees and with other neighbouring local authorities.
- Some community or voluntary controlled schools in Kirklees may become an own admission authority by converting to academy status or changing category to trust or voluntary aided status during the life of these arrangements. Any school that becomes an own admission authority during the period of these schemes assumes the responsibilities of an admission authority from the date of change of status / category.
- Please consult the websites of Kirklees and other admission authorities to obtain the most up to date information.

Schemes

- A. Kirklees co-ordinated schemes for normal (relevant) year of entry admissions for 2019-20 for rising 5 year olds, junior schools, middle schools and secondary schools: sections 5-20
- B. Kirklees scheme for in-year admissions 2019-20 sections 21-29

Additional information

- Timetables for implementing these schemes can be found on page 29.
- Page 30 explains the meanings of expressions (marked *) used in these schemes.

Kirklees admission authorities

In Kirklees² the admission authorities* for schools at the time of publication on the website are listed below.

Some Kirklees community or voluntary controlled schools may have changed category to academy or trust status before the 2019 admissions round. The relevant schemes in this document will apply to any school that becomes an own admission authority from the date of the change to own admission authority.

Details will be updated on the Kirklees and school websites.

Kirklees Admission Authorities

(a) Kirklees local authority (LA*) is the admission authority for all Kirklees community and voluntary controlled schools.

(b) The academy trusts are the admission authorities for the academy schools

Primary

- Batley Grammar School (Free school)
- Beaumont Primary Academy
- Birdsedge First School
- Birstall Primary Academy
- Boothroyd Primary Academy
- Brambles Primary Academy
- Christ Church CE Academy
- Cowlersley Primary School
- Diamond Wood Community Academy
- Fieldhead Primary Academy
- Heaton Avenue Primary School
- Healey J I & N School
- Lindley Church of England Infant School
- Lindley Junior School
- Marsden Junior School
- Millbridge J I & N School
- Orchard Primary Academy
- Overthorpe C of E Academy
- Scissett CE Academy
- Shelley First School
- Skelmanthorpe Academy
- St Aidan's Church of England Academy
- The John Curwen Co-operative Primary Academy
- Thornhill J & I School

Middle

- Kirkburton Middle School
- Scissett Middle School

Secondary

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

(c) The governing bodies are the admission authorities for the Church of England voluntary aided (VA) schools

Primary

- All Hallows' CE (VA) Primary School
- Batley Parish CE (VA) Junior, Infant & Nursery School
- Cumberworth CE(VA) First School
- Denby CE(VA) First School
- Helme CE(VA) Junior & Infant School
- Kirkburton CE(VA) First School
- Linthwaite Ardron CE(VA) Junior & Infant School
- St John's CE(VA) Junior & Infant School
- St Peter's CE(VA) Junior, Infant & Early Years School
- South Crosland CE (VA) Junior School

<p>(d) The governing bodies are the admission authorities for the foundation (F) and trust (T) schools</p> <p><u>Primary</u></p> <ul style="list-style-type: none"> • Crow Lane Primary and Foundation Stage School (T) • Golcar J I & N School (T) • Heckmondwike Primary School (T) • Littletown Junior Infant and Nursery School (T) • Paddock J I & N School (T) • Royds Hall Community School (T) (Luck Lane and Beech Primary sites) <p><u>Secondary</u></p> <ul style="list-style-type: none"> • Honley High School (T) • North Huddersfield Trust School (T) • Royds Hall Community School (T) • Spen Valley High School (T) • Westborough High School (T) 	<p>(e) The governing bodies are the admission authorities for the Roman Catholic voluntary aided (VA) schools</p> <p><u>Primary</u></p> <ul style="list-style-type: none"> • Holy Spirit Catholic Primary School • Our Lady of Lourdes Catholic Primary School • St Joseph's Catholic Primary School, Dalton • St Joseph's Catholic Primary School, Dewsbury • St Mary's Catholic Primary School • St Patrick's Catholic Primary School, Birstall • St Patrick's Catholic Primary School, Huddersfield • St Paulinus Catholic Primary School <p><u>Secondary</u></p> <ul style="list-style-type: none"> • All Saints Catholic College, Specialist in Humanities
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³Terms marked * are explained on page 30.

A. Kirklees co-ordinated schemes for relevant year of entry admissions for 2019-20 for rising fives, junior schools, middle schools and secondary schools			
<p>5. The relevant year is the normal year of admission</p>	<p><u>Rising five year old admissions</u> Children should normally enter full-time education in the school year in which their fifth birthday occurs.</p> <ul style="list-style-type: none"> • Reception class is the relevant year 	<p><u>Junior and middle school admissions</u></p> <ul style="list-style-type: none"> • Year 3 is the relevant year for transfer from infant to junior School • Year 6 is the relevant year for transfer from first to middle school in the Shelley area 	<p><u>Secondary school admissions</u></p> <ul style="list-style-type: none"> • Transfers from junior, primary or middle school to secondary school • Year 7 is the relevant year except for: Shelley College - Year 9, Kirklees Creative and Media Studio School at the Netherhall Learning Campus where it is Year 10
<p>Deferred entry in Reception- children do not have to be in full-time education until the start of the term following their fifth birthday and may defer their entry to school as follows:</p> <p style="text-align: center;">Date of birth between 1.9.14 and 31.12.14 - may defer entry until start of Spring term i.e. January 2020</p> <p style="text-align: center;">Date of birth between 1.1.15 and 31.8.15 - may defer entry until start of Summer term i.e. April 2020</p> <p>If a child has a date of birth between 1.4.15 and 31.8.15 and the parent does not wish them to begin school until September 2020 (their latest legal starting date) they will have to give up the allocated Reception place and re-apply for a place in Year 1. Details about summer born children admissions can be found under page 8)</p>			

<p>6. The application</p>	<ul style="list-style-type: none"> • Parents apply online for their child’s school place via the Kirklees Parent Portal. This can be accessed via the Kirklees website. • The Kirklees Parent Portal should only be used by Kirklees residents. • Parent/carers can express up to three preferences, ranked in priority order, for the school at which it is preferred that the child should be educated. • Kirklees will not disclose a parent/carer’s order of preference during the allocation process, prior to offer day. • The parent/carer may name state-funded schools in Kirklees or any other LA. 		
<p>7. Supplementary Information Form</p> <p>SIF*</p>	<ul style="list-style-type: none"> • Own admission authority schools (see sections 4b-4e) may require parent/carers to complete a Supplementary Information Form (SIF). • SIFs are only used to provide the extra information required by the school’s admission criteria which is not available on the Kirklees online application. • A SIF must be returned to the school. • A SIF is required as well as the Kirklees online application. • If the Kirklees online application has been completed, but not a SIF, the preference is still valid and must be considered. If it is not possible to consider the preference fully without the supplementary information, the applicant should be ranked lower than those applicants who met the criteria fully. • Where a SIF is required, the school should follow up any that have not been received. 		
<p>8. The application process</p>	<p><u>Rising five year old admissions</u></p> <ul style="list-style-type: none"> • Parents/carers of children who attend a Kirklees early years setting will receive notification of when it is time to apply for their child’s school place. Kirklees will also widely publicise this information. • Parents/carers in Kirklees must complete an online application via the Kirklees Parent Portal to apply for their child’s school place. The Kirklees Parent Portal and website also informs parents when a SIF needs to be completed so the relevant school can assess the child’s eligibility for a school place. • Parents/carers will receive an email when their online application has been submitted and then when it has been downloaded. <p>Schools are asked to:-</p> <ul style="list-style-type: none"> • let parents/carers know about the online application process. 	<p><u>Junior and middle school admissions</u></p> <ul style="list-style-type: none"> • At the start of year 2 in an infant school or year 5 in a Shelley pyramid first school Kirklees parents/carers need to apply for their child’s school place via the Kirklees Parent Portal. • Parents/carers will be sent details via their child’s current school of when to complete the online application. The Kirklees Parent Portal and website also informs parents when a SIF needs to be completed so the relevant school can assess the child’s eligibility for a school place. • Parents/carers will receive an email when their online application has been submitted and then when it has been downloaded. <p>To support on time applications, the child’s present school is asked to :-</p> <ul style="list-style-type: none"> • let parents/carers know about the online application process and 	<p><u>Secondary school admissions</u></p> <ul style="list-style-type: none"> • At the start of a year 6 in a primary / junior school or year 8 in a Shelley pyramid middle school parents/carers need to apply for their child’s school place via the Kirklees Parent Portal. • Parents/carers will be sent details via their child’s current school of when to complete the online application. The Kirklees Parent Portal and website also informs parents when a SIF needs to be completed so the relevant school can assess the child’s eligibility for a school place. • Parents/carers will receive an email when their online application has been submitted and then when it has been downloaded. <p>To support on time applications, the child’s present school is asked to:-</p> <ul style="list-style-type: none"> • let parents/carers know

	<ul style="list-style-type: none"> • support parent/carers to apply online and on time for their child's school place. Schools will be asked to help Kirklees LA chase up any parents who have not applied before the deadline. • advise parents of children living in other LA's to apply to their home LA for their school place. • advise parents that no priority is given to children attending the school's nursery, where applicable, when allocating school places. 	<p>distribute correspondence from Admissions about the application process to pupils.</p> <ul style="list-style-type: none"> • support parent/carers to apply online and on time for their child's school place. Schools will be asked to help Kirklees LA chase up any parents who have not applied before the deadline. • advise parents of children living in other LA's to apply to their home LA for their school place. 	<p>about the online application process and distribute correspondence from Admissions about the application process to pupils.</p> <ul style="list-style-type: none"> • support parent/carers to apply online and on time for their child's school place. Schools will be asked to help Kirklees LA chase up any parents who have not applied before the deadline. • advise parents of children living in other LA's to apply to their home LA for their school place.
<p>9. Procedure for preferences expressed for Kirklees schools</p>	<ul style="list-style-type: none"> • The procedure applies equally to preferences for Kirklees schools received from Kirklees residents and from residents of other LAs. • For a Kirklees community or voluntary controlled school Kirklees LA will determine each application by reference to Kirklees published admissions criteria, the order of priority in which that application for the school is ranked. • For an own admission authority school (see sections 4b-4e) Kirklees LA will send details of applications to the governing body/academy trust of the school. The governing body / academy trust will determine the order of priority in which that application is ranked and provide the Kirklees LA with a list which ranks all the applications for that school. 		
<p>10. Provision of information to other local authorities</p>	<ul style="list-style-type: none"> • Kirklees LA will supply another LA with details about a child in a Kirklees school, who is resident in the other LA, to provide the child with the appropriate common application form. • Parents/carers resident in Kirklees who wish to express a preference for a school in another LA must name the school as one of the preferences on a Kirklees online application. • Kirklees LA will supply another LA with details of any application made by a Kirklees parent/carer for a school maintained by that other LA. • Kirklees LA will advise another LA of the eligibility of any child resident in that other LA for a place in a Kirklees school. 		
<p>11. Procedures for a Kirklees academy, foundation, trust or VA school</p>	<p>This scheme requires the governing body/academy trust of a school in Kirklees which is an admissions authority to:</p> <ul style="list-style-type: none"> • Follow the Kirklees application procedure. • Ensure that all applications are made via the Kirklees Parent Portal. • Be responsible for the provision, completion by applicants and retention of any SIF which the governing body/academy trust finds necessary to apply its own admission criteria. (Kirklees LA will ensure that SIFs are available on its website or paper copies can be obtained from Kirklees Pupil Admissions. A prompt will also appear on the Kirklees Parent Portal when a parent names a school that requires a SIF as one of their preferences). • Determine by reference to the school's admission criteria the order of priority in which each and every application is ranked, after they have received information from Kirklees about all the applications for the year for their school. • Notify the Kirklees LA of their decision according to the timetable on page 29. 		

	<ul style="list-style-type: none"> Ensure that a decision to grant or refuse a place at that school is only communicated to the parent/carer by the Kirklees LA, on behalf of the governing body/academy trust. 		
12.Procedure for offers of places to parents / carers	<ul style="list-style-type: none"> Where a Kirklees child qualifies for a place at one or more schools, and following any necessary liaison with other LAs, Kirklees LA will determine and offer the one school which is ranked as the parent/carer's highest preference where the child qualifies. Where a Kirklees child does not qualify for a place at any of the parent/carer's preferences a place will be offered at the school designated by Kirklees to serve the parent/carer's address or, if no such place is available, the nearest appropriate Kirklees school where a place is available. Nearest means the shortest distance from the child's home to the school measured in a straight line. Kirklees LA will notify the governing body/academy trust of any school in sections 4b-4e (or other LA) of a Kirklees decision to offer or refuse a place at such a school. 		
13. Offers of places to Kirklees parents / carers and appeals	National offer day for rising five year old admissions is <u>16 April 2019</u>	National offer day for junior and middle school admissions is <u>16 April 2019</u>	National offer day for secondary school admissions is <u>1 March 2019</u>
14. Processing online applications for the normal entry admissions round	<ul style="list-style-type: none"> On the national offer day Kirklees LA will send notification to Kirklees parent/carers of any Kirklees decision to offer or refuse a place at any school in Kirklees or other authority for which the parent/carer has applied. Offers or refusals of places will only be made by the Kirklees LA, albeit on behalf of the governing body/academy trust of a academy, foundation, trust or voluntary aided school or other authority, as appropriate. If the child does not qualify for any of the parent/carer's preferred schools and provided the child is resident in Kirklees, a place will be offered at the school designated by Kirklees to serve the parent/carer's address or, if no such place is available, the nearest appropriate Kirklees school where a place is available. Nearest means the shortest distance from the child's home to the school measured in a straight line. The notification will also give reasons why the child is not being offered a place at a parent/carer's higher preference school (where appropriate) and include information about the statutory right of appeal, how to accept or refuse an offer. <ul style="list-style-type: none"> The normal entry admission round for Kirklees children is defined as any determination of online applications for the relevant year made under this coordinated scheme before the national offer date (see section13). The processing of online applications for the normal entry admissions round will be as follows:- <ul style="list-style-type: none"> The initial allocation : To assess and allocate a place for all online applications which were received on time or deemed to be on time from parents/carers resident in Kirklees and other LAs. The second allocation : To assess and allocate a place (as soon as possible after the first allocation) for all online applications which were received late from parents/carers resident in Kirklees and other LAs. Waiting lists : After the offer day, unsatisfied higher preferences for a school are placed on that school's waiting list which is held by the admission authority for the school as listed in section 4. Preferences which cannot be satisfied which are received after the offer day are similarly placed on a school's waiting list. 		

<p>15. Late and revised applications</p>	<p><u>Rising five year old admissions</u></p> <ul style="list-style-type: none"> • Closing date for applications 15 January 2019 • Planned allocation date 15 March 2019 	<p><u>Junior / middle admissions</u></p> <ul style="list-style-type: none"> • Closing date for applications 15 January 2019 • Planned allocation date 15 March 2019 	<p><u>Secondary school admissions</u></p> <ul style="list-style-type: none"> • Closing date for applications 31 October 2018 • Planned allocation date 17 January 2019
<ul style="list-style-type: none"> • Applications received after the closing date without significant and exceptional reasons will be treated as late. • Late applications will not be included in the initial process which will be confined to on-time applications. Late applications will be included in the second allocation process. • Where applications are received after the closing date, in Kirklees' judgement for significant and exceptional reasons, for example a move into Kirklees, the Authority will endeavour to include the application in the initial allocation process. Proof of such special circumstances will be required. Proof of change of address will be accepted up to the latest reasonable date before the allocation date for school places (see page 12 for the deadlines). This exception to the closing date only applies to Kirklees schools, other Local Authorities may have their own conditions for accepting late applications. • After the closing date parents/carers will not be able to change their preferences (including a change to the order) unless there is a genuine reason for doing so, for example, a significant house move. Following the offer of places a parent/carer may request a place at a school which has not previously been considered. However, a parent/carer may not have more than three "live" preferences at any time. 			
<p>16. Waiting lists</p>	<ul style="list-style-type: none"> • Waiting lists for community and voluntary controlled schools are held by Kirklees LA from the offer day and close at the end of one term which is determined to be on the last school day in December. • Waiting lists for own admission authority schools (see sections 4b-4e) are held by the governing body/academy trust for a period of time determined by the admissions authority. • The names on the waiting lists for a school will be children: <ul style="list-style-type: none"> (a) whose parent/carer has expressed a preference for that school but who were offered a lower preference school or an alternative school. (b) (only at the parent/carer's written request) whose parent/carer has expressed a preference for that school but who were offered a higher preference school. • As vacancies occur, the allocation of places to children on a waiting list will be determined by the same admission authority as the initial allocation and according to that admission authority's published admission criteria (treating on-time and late applications equally). • The offer of places from the waiting lists will only be made by the Kirklees LA. Where the offer is for a place at an academy, foundation, trust or voluntary aided school, it will be made on behalf of the governing body/academy trust of the academy, foundation, trust or voluntary aided school and following consultation with the school. 		

<p>17. Admissions outside normal admissions round</p>	<ul style="list-style-type: none"> • Admissions outside the normal admissions round means any admissions other than those determined under this scheme. • Applications received for any other age group, or the relevant age group made after the first school day, will be processed under the Kirklees scheme for in-year admissions. • Please see details in sections 21-29
<p>18. Appeals</p>	<p>A parent/carer who has been unsuccessful in obtaining a place at a school for which they have expressed a preference can appeal to an Independent Appeal Panel (except for a child who has been permanently excluded from two schools).</p> <ul style="list-style-type: none"> • For community and voluntary controlled schools parents/carers should contact Kirklees admissions team or look at the website for full information. • For voluntary aided schools, free schools, trust schools and academies parents/carers should contact the school to enquire about the appeal process • For schools outside Kirklees parents/carers should contact the other local authority to enquire about the appeal process.
<p>19. Changes to PAN by admission authorities</p>	<p>Governing bodies / academy trusts of Kirklees own admission authority schools must</p> <ul style="list-style-type: none"> • Notify the LA in writing of any intention to increase the school's PAN and publish the change on the school's website. <p>Following determination of the PAN, notify the LA if they intend to admit above PAN, in good time to allow the LA to deliver its coordination responsibilities effectively according to the timetable on page 29.</p>
<p>20. Schools with assessment *or testing as part of the admissions process</p>	<p>(a) Batley Grammar School - fair banding assessment for entry into Year 7</p> <ul style="list-style-type: none"> • All children applying to Year 7 at Batley Grammar School will take a fair banding assessment to ensure a comprehensive intake. • Applicants will be placed into one of four ability bands based on the score achieved in the GL Assessment Non Verbal Reasoning test, which will be taken by all applicants to Year 7 at Batley Grammar School. • Applicants will be placed in bands, such that, wherever possible, there are an equal number in each band. • Places will be allocated, as far as possible, such that, an equal number are given in each band and represent the proportion indicated in each of the identified postal code areas below. • Banding will enable Batley Grammar School to achieve an intake representative of the ability range of applicants to the school. • Children who have not taken the banding test (apart from children in care, or adopted children who have been in care, who must always be given priority) will be considered after children who sat the banding test. They will be prioritised on the basis of the oversubscription criteria. All applicants will be offered fair access to the test and will be reminded of the date, times and location available to sit the test. • To ensure that we are meeting the needs of parents in the Batley and Birstall area children will be accepted from an area which will be split into a defined inner catchment area (WF17) and an outer catchment area (all other postal codes). 45% of places will be allocated to pupils in WF17 0--; WF17 8-- and WF17 9--; a further 45% of places will be allocated to WF17 5--, WF17 6--, and WF17 7--, whilst the remaining 10% of places will be allocated to pupils from the other postal code areas of WF12 7; WF16 9; LS27 0, BD11 1 and BD19 4. Oversubscription criteria will be applied to the bands in each of these groups. • In order to be eligible for a place parents must make the school one of their three preferences on their local authority application. In addition to the application to their home local authority, parents are required to complete the

school supplementary information form and return this to Batley Grammar School. There is a strict deadline of 4.00pm on Wednesday 31 October 2018 for return of the School Registration/Supplementary Information Form to be returned to Batley Grammar School. A copy of the school registration form is in the school prospectus, available on the school and the local authority's websites or can be obtained from the school admissions office. Forms received by the deadline will be considered first.

(b) Heckmondwike Grammar School - ability testing

- Heckmondwike Grammar School is a selective school and admission is based on the results of an entrance test. Eleven year olds take the entrance test on a Saturday early in the Autumn term preceding the September of entry. Papers test a range of reasoning skills in a variety of contexts and they are designed to be predictors of likely future performance. The results from each paper will be standardised, age weighted and combined into a total standardised age score. The school will publish outline information about the number, length and format of the tests in the summer term preceding the test date.
- The outcome of the tests is communicated to parents in mid-October, prior to the deadline for submission of the application for a high school place to the local authority.
- Any information sent to the parents/carers of children who are successful in the testing must make clear that if more children pass the test than there are places in the grammar school, that passing the test does not constitute the offer of a place and that the parent/carer must wait until the offer day on 1 March 2019 to be notified by their home LA at which school they are to be offered a place.
- Parents are required to register for their child's entrance test by noon on 25 June 2018

B. Kirklees scheme for in-year admissions 2019-20 : sections 21-29	
<p>This scheme is written to reflect that Kirklees intends to move towards a digital by design process which means a move away from paper applications. Once implemented this will be a change in the administrative process and means all applications are expected to be online. This will support Kirklees being able to adapt to the potential requirement for in-year co-ordination.</p>	
21. In-year applications	In-year applications are those made during the school year for the normal year of admission and those made for admission to age groups other than the normal year of admission.
22. The Kirklees In-year Common Application Form (ICAF)	All applications for an in-year admission to a Kirklees school must be made on the Kirklees In-year Common Application Form (ICAF) . This includes applications from parents/carers resident outside Kirklees.
23. Supplementary Information Form SIF	<ul style="list-style-type: none"> • Own admission authority schools (see sections 4b-4e) may require parent/carers to complete a Supplementary Information Form (SIF). • SIFs are only used to provide the extra information required by the school's admission criteria which is not available on the ICAF. • A SIF must be returned to the school. • A SIF is required as well as an ICAF. • If an ICAF has been completed, but not a SIF, the preference is still valid and must be considered. If it is not possible to consider the preference fully without the supplementary information, the applicant should be ranked lower than those applicants who meet the criteria fully. • Where a SIF is required, the school should follow up any that have not been received.
24. Assessment of a parent/carer's preference for Kirklees community and voluntary controlled schools	<p>The following applies equally to preferences for Kirklees schools made on the Kirklees ICAF received from Kirklees residents and residents from other LAs. This scheme requires the Kirklees community or voluntary controlled school to:</p> <ul style="list-style-type: none"> • Contact Kirklees admissions regularly to confirm the availability of places at the school. • Kirklees admissions will <ul style="list-style-type: none"> ○ confirm whether the school has vacancies in the year group required ○ confirm by reference to the Kirklees admission criteria the order of priority in which a parent/carer's preference is ranked in relation to other applications for that school. ○ where there are more applications than places available, determine by reference to the Kirklees LA published admission criteria the order of priority in which all applications are ranked. ○ The offer or refusal of a place is only communicated to the parent/carer by Kirklees LA as the Admission Authority.

<p>25. Kirklees schools where the governing body / academy trust is the admission authority</p>	<p>This scheme requires the LA to make available the details of the application received on the ICAF within 2 school days of the parent submitting the application.</p> <p>This scheme requires the governing body/academy trust to:</p> <ul style="list-style-type: none"> • Check the School Admissions Module daily for new applications. • Be responsible for the provision, completion by applicants and retention of any SIF which the governing body/academy trust finds necessary to apply its own admission criteria. The Kirklees admissions team will ensure that SIFs are available on its website or paper copies can be obtained from Kirklees Pupil Admissions. • Communicate the availability of places to the Kirklees admissions team when requested. • Where there are more applications than places available, determine by reference to the school's published admission criteria the order of priority in which all applications are ranked. • Communicate the offer or refusal of a place to the parent/carer (or the parent/carer's home LA) and notify the Kirklees admissions team of the decision according to the timetable which is detailed in section 26 below.
<p>26. Offers of places to Kirklees parents / carers and appeals</p>	<p>The relevant admissions authority (as noted in section 4) will send out to a parent/carer within 20 school days of their application being received at a school a decision to offer or refuse a place at the school. A copy of the decision should be sent to the Kirklees admissions team.</p> <p>The offer will specify a start date as agreed with the school. This should normally be the first day of the next school term where no significant house move has taken place. Where a child has moved into Kirklees and is without a school place, or has moved a significant distance within Kirklees, the offer should specify a start date no later than 10 school days from the date of the offer.</p> <p>The refusal must give reasons why the child is not being offered a place at a parent/carer's preferred school (where appropriate) and include information about :-</p> <ul style="list-style-type: none"> • the statutory right of appeal, • how to accept or refuse an offer • the availability of assistance with school transport.
<p>27. Waiting lists at academy, foundation, trust and voluntary aided schools</p>	<p>Where a parent/carer has been refused a place for their child at a preferred academy, foundation, trust or voluntary aided school, the child's name will be placed on a waiting list for that school according to the admissions policy of that school.</p>

<p>28. Waiting lists for Kirklees community and voluntary controlled schools</p>	<p>Kirklees LA will keep a waiting list for each Kirklees community and voluntary controlled school as follows:</p> <ul style="list-style-type: none"> • Where a parent/carer has been refused a place for their child at a preferred community or voluntary controlled school, the child's name will be placed on a waiting list for that school. • The waiting list will be kept for the remainder of the term for which they have applied for a place. • The names on the waiting lists for the school will also include children from normal round admissions: <ul style="list-style-type: none"> ○ whose parent/carer had expressed a preference for that school but who were offered a lower preference school or an alternative school. ○ (only at the parent/carer's written request) whose parent/carer had expressed a preference for that school but who were offered a higher preference school. <p>The child's name will remain on the waiting list for the remainder of the term for which they have applied for a place. As vacancies occur, the allocation of places to children on a waiting list will be determined by Kirklees LA according to the published admission criteria (taking no account of the length of time children have been on a waiting list).</p> <p>The offer of places from the waiting lists will only be made by the Kirklees LA and will be for an immediate start.</p>
<p>29. Availability of places</p>	<p>If a parent/carer is requesting a change of school because of a house move, or if a child has not been offered a place in a timely fashion, Kirklees LA will offer a place at the school designated by Kirklees to serve the parent/carer's new address, or if no such place is available, the nearest appropriate Kirklees school where a place is available. Nearest means the shortest distance from the child's home to the school measured in a straight line (see appendix 4).</p> <p>In some circumstances Kirklees LA may decide to allocate a place immediately at the nearest appropriate Kirklees School where a place is available, following an individual assessment of an application.</p>

Appendix 3 : Timetable for Kirklees coordinated normal round admissions

Process	Rising 5 year old admissions	Junior and Middle school admissions	Secondary school admissions
The online application process opens via the Kirklees Parent Portal	Week starting Saturday 1 September 2018	week starting Saturday 1 September 2018	week starting Saturday 1 September 2018
	↓	↓	↓
			Heckmondwike Grammar School Register for entrance test by noon on 5 June 2018 Batley Grammar School • SIF deadline 4pm 31 October 2018
	↓	↓	↓
Closing date for online applications and SIFs	Tuesday 15 January 2019	Tuesday 15 January 2019	Wednesday 31 October 2018
	↓	↓	↓
Kirklees LA sends information about applications for schools in other LAs to those LAs	Friday 8 February 2019	Friday 8 February 2019	Monday 19 November 2018
	↓	↓	↓
Kirklees LA sends information about applications to Kirklees academy, foundation, trust and VA schools	Friday 22 February 2019	Friday 22 February 2019	Friday 7 December 2018
	↓	↓	↓
Kirklees academy, foundation, trust and VA schools <ul style="list-style-type: none"> send lists of pupils qualifying, and not qualifying, for places to Kirklees LA notify Kirklees LA of any intention to admit above PAN, and specify the PAN 	Friday 1 March 2019	Friday 1 March 2019	Friday 21 December 2018
	↓	↓	↓
Kirklees decides provisional offers including extra-district children applying for Kirklees schools and notifies other LAs	Friday 15 March 2019	Friday 15 March 2019	Thursday 17 January 2019
	↓	↓	↓
Provisional offers reviewed to take account of information from other LAs, results sent to other LAs/admission authorities	Wednesday 20 March 2019	Wednesday 20 March 2019	Monday 28 January 2019
	↓	↓	↓
Kirklees and other LAs exchange information on confirmation of offers to be made	Monday 25 March 2019	Monday 25 March 2019	Thursday 7 February 2019
	↓	↓	
Statutory National Offer Day	Tuesday 16 April 2019	Tuesday 16 April 2019	Friday 1 March 2019
	↓	↓	↓
	Appeals	Appeals	Appeals

Appendix 4 : The meaning of words and expressions used in this scheme

Term	Definition
Admissions authority	The body which decides admissions to a school and which makes arrangements for its admission appeals.
ICAF	Kirklees common application form for IN-YEAR transfer to a school
In-year admission	In-year applications are those made during the school year for the normal year of admission and those made for admission to age groups other than the normal year of admission.
Distance	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.
Kirklees	Kirklees Council or, as the context requires, its administrative area.
LA	The local authority. In Kirklees, Kirklees Council is the local authority.
Normal (relevant) admissions round	Admissions for the relevant year arising from offers made under these schemes.
Normal (relevant) year	The first age group in a school. <ul style="list-style-type: none"> ▪ Reception class at infant, first and primary schools ▪ Year 3 at junior schools ▪ Year 6 at the two middle schools in the Shelley Pyramid ▪ Year 7 at most Kirklees secondary schools ▪ Year 9 at Shelley College ▪ Year 10 at Kirklees Creative and Media Studio School, Netherhall Learning Campus.
Testing / Assessment	Batley Grammar School and Heckmondwike Grammar School are the only schools in Kirklees where determination of academic ability by testing is part of the admission procedure. <ul style="list-style-type: none"> • The deadline for the Registration/Supplementary Information Form for year 7 applications to Batley Grammar School should be returned by 4.00pm on 31 October 2018. The assessment for Batley Grammar School should take place on Saturday 16 November 2018 (to be confirmed). The deadline for the Registration/Supplementary Information Form for primary places is 4.00pm on 15th January 2019. Parents are required to register their child for the entrance test to Heckmondwike Grammar School by noon on 25 June 2018. The entrance test will then be held in early Autumn 2018.
SIF	Supplementary Information form
Trust school	A trust school is a foundation school with a charitable foundation

Pupil Admissions	Second Floor, Kirkgate Buildings, Byram Street, Huddersfield, HD1 1BY Tel 01484 225007 E-mail: pupiladmissions@kirklees.gov.uk
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Disclaimer

- The information in this document is believed to be correct at the time of publication.
- Please contact Kirklees Admissions or consult the Kirklees Council website for the most up to date information.
- Please consult the websites of other Admission Authorities to obtain the most up to date information.