

The Kirklees admission policy for community and voluntary controlled schools for 2023/24

Determined by Kirklees Council Cabinet 22 February 2022

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1. Kirklees admission arrangements

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 2021. 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.

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

- **Published admission numbers (PANs)** for community and voluntary controlled schools in Kirklees
 - The attached table on page 9 indicates the proposed PAN for each school. This is the maximum number of places that the school can offer. The PAN relates to the normal year of entry, that is the age group at which pupils are or will normally be admitted to the 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 0.4 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 admission areas. Full details of priority admission areas are available on the Kirklees Council website.

C. Admission arrangements for Kirklees community and voluntary controlled schools for 2023/24

Admission Criteria

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

1. children in public care (looked after children) and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be as a result of being adopted;
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 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 included 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
- New Mill Infant School and New Mill Junior School

- Lindley CE Infant School and Lindley Junior School
- Manorfield I & N School and Staincliffe CE (VC) Junior School
- Netherhall Learning Campus – Netherhall St James (VC) C of E Infant and Nursery School and Netherhall Learning Campus Junior School
- Netherton I & N School* and South Crosland CE (VA) Junior School
- Pentland I & N School and Headfield CE (VC) Junior School
- Purlwell I & N School and Hyrstmount Junior School
- Reinwood I & N School and Reinwood Community Junior School
- Savile Town CE (VC) I & N School and Headfield CE (VC) Junior School
- Shaw Cross I & N School and Bywell CE (VC) Junior School
- St John's CE (C) Infant School** and Westmoor Primary School
- Thornhill Lees CE (VC) I & N School and Headfield CE (VC) Junior School

*admissions to Netherton I & N School only.

** to start to become an all-through primary school from September 2022 onwards

Admission criteria for linked infant and junior schools.

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

1. children in public care (looked after children) and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be as a result of being adopted;
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 Education Health and Care Plan.

Notes

- The definition of a 'looked after child' in England is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents/carers or in accordance with section 22 of the Children Act 1989. Previously Looked After refers to those children who immediately after being looked after became subject to an adoption order, (under section 46 of the Adoption and Children Act 2002), Child Care Arrangement 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.
- A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. Evidence must be provided by parents of the child's adoption from public care outside England.

- If a request for admission to school is made under the previously looked after (PLAC) criteria, an online supplementary information form (SIF) will need to be completed on the Kirklees Pupil Admissions website www.kirklees.gov.uk/admissions
- Children in priority 1 above may be admitted above the PAN.
- If we cannot agree to requests for admission in priorities 2 to 5 above without exceeding the PAN, we will give priority up to the PAN to children living nearest the school.
- Distance is measured in a straight line from a child's home address to the school. Measurements are calculated using six-figure National Grid Co-ordinates from the National Land and Property Gazetteer. This grid reference relates to a point that falls within the permanent building structure corresponding to the address. The boundary of the building structure for the address is from Ordnance Survey's MasterMap. For smaller, residential properties the grid reference marks a point near the centre of the building. For larger properties like schools with, for example, multiple buildings and large grounds, the grid reference relates to a point inside the main addressable building structure. The distance calculated is accurate to within 1 metre.
- For all-through schools located on two different sites, Kirklees LA will calculate the distance in a straight line from the applicant's home address to both sites and the shortest distance will be used for admission purposes for applications for all year groups. The year group the application is for and where that year group is taught is not part of the consideration, as this is an operational decision down to Headteacher / Governing Body discretion and could change outside of the admission arrangements consultation and determination process.
- '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). The LA reserves the right to ask parents for proof of their address and will investigate where there is a discrepancy between the address on the application and its records. It is the parents' responsibility to provide information to prove the child's permanent home address, as requested by the LA. If an admission authority finds that a false address has been given the allocated school place may be withdrawn.
- Where a child's parents live at different addresses and the child spends time at each address we will consider a number of factors when deciding on the address that will be used for admissions purposes, including:
 - 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 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 2022. The closing date for applications will be 31 October 2022.**

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 2022. The closing date for applications will be 15 January 2023.**

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 2022. The closing date for applications will be 15 January 2023.**

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 16 January 2023. The latest reasonable date for evidence of a significant house move will be 30 November 2022.
- For Reception, year 3 and year 6 - It is expected that the allocation process will take place on 13 March 2023. The latest reasonable date for evidence of a significant house move will be 15 February 2023.

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 31 December 2023.
- 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 2023, 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/carers may defer their child's entry until later in the school year and the allocated place will be held for the child. Parents/carers 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/carers can request that their child takes up the place part-time until the child reaches compulsory school age.

Children of Service Personnel and Crown Servants

- 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.
- Children of service personnel and crown servants returning from overseas to live within Kirklees, will be allocated a school place (as long as one is available) 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 address at which the child will live when applying oversubscription criteria, as long as parents/carers provide some evidence of their intended address.

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

- The majority of parents/carers 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/carers 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/carers (whose children are 'summer born') to delay their entry to school until the September following their fifth birthday.
- In many of these cases where a request is made for a delayed 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/carers 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’ \(DfE, September 2020\)](#)

Parents/carers should still apply online in the normal admission round for 2023, and also email Pupil Admissions to make their request. The request will be considered by a panel of education experts after the relevant closing date for applications and the individual case will be considered. The panel will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

** 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 normal age 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 normal age group. 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. A request may be made for a child to be admitted outside of their normal age group, for example if the child is gifted and talented, has experienced problems such as ill health or has already been taught out of chronological age.
- Parents/carers should still apply online in the normal admission round for 2023, and also write to or email Pupil Admissions to make their request. The request will be considered by a panel of education experts after the relevant closing date for applications and the individual case will be considered. The panel will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.
- There is no statutory barrier to children being educated out of their chronological year group however, there is no duty either for an admission authority to agree such a request and a parent/carer cannot insist their child is educated out of their normal year group. The admission authority for the school** ultimately has responsibility for making the decision. All requests for such transfers will be explored with the parent/carer on an individual basis.

**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 school.

D. Table of Proposed published admission numbers (PANs)

Secondary and middle provision

Secondary School	Category	PUBLISHED ADMISSION NUMBER 2022-2023	PUBLISHED ADMISSION NUMBER 2023-2024	Notes	Year 8 (yr 7 in 22/23)	Year 9 (yr 7 in 21/22)	Year 10 (yr 7 in 20/21)	Year 11 (yr 7 in 19/20)	Net cap range
All Saints Catholic College, Specialist in Humanities	VA	180	180	Own AA school.	180	180	180	180	814-905
Batley Girls High School	Academy	233* (243)	233* (243)	Information only. Own AA school. *temporary admission over PAN	233* (243)	233	233	233	-
Batley Grammar School	Free School (Academy)	130	130	Information only. Own AA school. Assuming all 30 pupils in the primary phase year 6 transfer to the secondary phase, there will be 130 places available. If less should transfer then further places will be offered accordingly.	130	130	130	130	-
BBG Academy	Academy	210	210	Information only. Own AA school.*Admission over PAN.	210	200 * (210)	200	200	-
Castle Hall Academy	Academy	180* (195)	130	Information only. Own AA school. *Admitted over PAN Consulted on decrease in PAN for 23/24	180* (195)	180 * (210)	180	180	-
Colne Valley High School	Academy	287	287	Information only. Own AA school.	287	287	287 *(299)	287	-
Heckmondwike Grammar School	Academy	180 *(210)	180	Information only. Own AA school. No proposed change to PAN *Admission over PAN	180 *(210)	180 *(210)	180 *(210)	180 *(210)	-
Holmfirth High School	Community	264	264		264	264	264	264	1320-1467
Honley High School	Academy	255	255	Information only. Own AA school.	255	255	255	255	-
King James's School	Academy	186 *(210)	210	Information only. Own AA school. *Admit over PAN. Consulted on increase to PAN for 23/24	186 *(210)	186 *(210)	186 *(210)	186	-
Kirklees Creative & Media Studio School (part of Netherhall Learning Campus High School)	Community	60	60				60	60	120
Manor Croft Academy	Academy	180 *(210)	180	Information only. Own AA school. *Admitted over PAN	180 *(210)	180 *(210)	180 *(210)	180 *(210)	-
Moor End Academy	Academy	210	210	Information only. Own AA school.	210	210	200	200	-

Secondary School	Category	PUBLISHED ADMISSION NUMBER 2022-2023	PUBLISHED ADMISSION NUMBER 2023-2024	Notes	Year 8 (yr 7 in 22/23)	Year 9 (yr 7 in 21/22)	Year 10 (yr 7 in 20/21)	Year 11 (yr 7 in 19/20)	Net cap range
Netherhall Learning Campus High School	Community	145	145	*Admitted over-PAN. Determined increase in PAN from 131 to 145 from 2022/23	145	131 *(145)	131 *(155)	131	626-709
Newsome Academy	Academy	183	180	Information only. Own AA school. * Admitted over-PAN Consulted on reduction in PAN to 180 for 23/24	183	183 *(203)	183	183	828-920
North Huddersfield Trust School	Trust	180* (210)	180	Information only. Own AA school. * Admitted over-PAN	180* (210)	180 *(210)	180 *(210)	180	918-1020
Royds Hall, A SHARE Academy	Academy	172	172	Information only. Own AA school.	172	172	172	172	-
Salendine Nook High School Academy	Academy	275	275	Information only. Own AA school.	275	275	275	275	-
Shelley College, A SHARE Academy	Academy	360	360	Information only. Own AA school.			360	360	-
Spen Valley High School	Trust	190* (200)	190	Information only. Own AA school. *Admit over PAN	190* (200)	190	190	190	966-1074
St John Fisher Catholic Voluntary Academy	Academy	198	198	Information only. Own AA school.	198	198	198	198	-
Thornhill Community Academy, A SHARE Academy	Academy	180 *(210)	180	Information only. Own AA school. *Admitted over PAN	180 *(210)	180 *(200)	180 *(200)	180 *(200)	-
The Mirfield Free Grammar	Academy	221 *(250)	221	Information only. Own AA school. *Admit over PAN	221 *(250)	221 *(250)	221	221	-
Upper Batley High School	Academy	150* (160)	150* (160)	Information only. Own AA school. *temporary admission over PAN	150* (160)	150	160	150	-
Westborough High School	Trust	180 *(200)	180	Information only. Own AA school. *Admit over PAN	180 *(200)	180	180 *(200)	180 *(200)	991-1102
Whitcliffe Mount School	VC	250	250		250	250	250	250	1153-1282
Middle School	Category	PUBLISHED ADMISSION NUMBER 2022/2023	PUBLISHED ADMISSION NUMBER 2023/2024	Notes	Year 7 (22/23)	Year 8 (21/22)			
Kirkburton Middle School	Academy	167	167	Information only. Own AA school.	167	167	-	-	
Scissett Middle School	Academy	195	200	Information only. Own AA school. Consulting on increase in PAN to 200	195	195 *(227)	-	-	

Primary provision

Primary School	Category	PUBLISHED ADMISSION NUMBER 2022-2023	PUBLISHED ADMISSION NUMBER 2023-2024	Consultation responses	Notes	Year 1 (Rec in 22/23)	Year 2 (Rec in 21/22)	Year 3 (Rec in 20/21)	Year 4 (Rec in 19/20)	Year 5 (Rec in 18/19)	Year 6 (Rec in 17/18)	Net cap range	PAN range
All Hallows' Primary CE (VA) School	VA	30	30		Information only. Own AA school.	30	30	30	30	30	30	157-207	22-29
Ashbrow School	Community	60	60			60	60	60	60	60	60		
Batley Grammar School	Free School (Academy)	27	27		Information only. Own AA school.	27	27	27	26	26	26	-	-
Batley Parish CE (A) J I & N School	VA	30	30		Information only. Own AA school.	30	30	30	30	30	30	210-240	30-34
Battleyford CE (VC) Primary School	VC	60	60		Admission limit for year 3-6 is 62	60	60	62	62	62	62	400-445	57-63
Beaumont Primary Academy	Academy	90	90		Information only. Own AA school.	90	90	90	90	90	90	-	-
Berry Brow I & N School	Community	60	60			60	60					180-201	60-67
Birdsedge First School	Academy	15	15		Information only. Own AA school.	15	15	15	15	15		-	-
Birkby I & N School	Community	150	150			150	150					423-471	141-157
Birkby Junior School	Community	150	150						150	150	120 *(150)		
Birkenshaw CE (VC) Primary School	VC	60	60			60	60	60	60	60	60	378-420	54-60
Birstall Primary Academy	Academy	30	30		Information only. Own AA school.	30	30	30	30	30	30	-	-
Boothroyd Primary Academy	Academy	90	90		Information only. Own AA school.	90	90	90	90	90	90	-	-
Brambles Primary Academy	Academy	60	60		Information only. Own AA school.	60	60	60	60	60		-	-
Brockholes CE (VC) J & I School	VC	30	30			30	30	30	30	30	30	189-210	27-30
Bywell CE (VC) Junior School	VC	97	97						97	97	97	351-390	87-97
Carlinghow Academy	Academy	50	50		Information only. Own AA school.	50	50	50	50	50	50	-	-
Carlton J & I School	Community	30	30		Admission limit for year 3-6 is 33	30	30	33	33	33	33	214-238	30-34
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	52-90	7-12
Co-op Academy Smithies Moor	Academy	60	30		Information only. Own AA school.	60	60	60	60	60	60	-	-

Primary School	Category	PUBLISHED ADMISSION NUMBER 2022-2023	PUBLISHED ADMISSION NUMBER 2023-2024	Consultation responses	Notes	Year 1 (Rec in 22/23)	Year 2 (Rec in 21/22)	Year 3 (Rec in 20/21)	Year 4 (Rec in 19/20)	Year 5 (Rec in 18/19)	Year 6 (Rec in 17/18)	Net cap range	PAN range
					Consulting on reduction in PAN to 30 for 23/24								
Crossley Fields J & I School	Community	89	89			89	89	89	89	89	89	565-628	80-89
Crow Lane Primary and Foundation Stage School	Trust	30	30		Information only. Own AA school.	30	30	30	30	30	30	210-236	30-33
Crowlees CE (VC) J & I School	VC	60	60			60	60	60	60	60	60	367-418	52-59
Cumberworth CE (A) First School	VA	20	20		Information only. Own AA school.	20	20	20	20	20		90-120	15-20
Dalton (J I & N) School	Community	70	70			70	70	70	70	70	70	420-470	60-67
Denby CE (A) First School	VA	10	10		Information only. Own AA school.	10	10	10	10	10		45-60	7-10
Denby Dale F & N School	Community	30	30		Admission limit for year 3-5 is 33	30	30	33	33	33		141-180	23-30
Diamond Wood Community Academy	Academy	120	120		Information only. Own AA school	120	120					-	-
Earlsheaton Infant School	Community	40	40			40	40					108-120	36-40
East Bierley CE(VC) Primary School	VC	30	30			30	30	30	30	30	30	210	30
Eastborough J I & N School	Community	30	30			30	30	30	30	30	30	189-210	27-30
Emley First School	Community	25	25			25	25	25	25	25		135-150	22-25
Farnley Tyas CE (VC) First School	VC	10	10			10	10	10	10	10		45-63	7-10
Field Lane J I & N School	Academy	30	30		Information only. Own AA school.	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	290-323	41-46
Flockton CE (VC) First School	VC	15	15			15	15	15	15	15		90-117	15-19
Golcar J I & N School	Trust	60	60		Information only. Own AA school.	60	60	60	60	60	60	375-420	53-60
Gomersal Primary School	Community	60	60			60	60	60	60	60	60	378-420	54-60
Gomersal St Mary's CE (VC) Primary School	VC	30	30			30	30	30	30	30	30	157-206	22-29
Grange Moor Primary School	Community	15	15			15	15	15	15	15	15	105-120	15-17
Hade Edge J & I School	Community	14	14			14	14	12	12	12	12	52-90	7-12

Primary School	Category	PUBLISHED ADMISSION NUMBER 2022-2023	PUBLISHED ADMISSION NUMBER 2023-2024	Consultation responses	Notes	Year 1 (Rec in 22/23)	Year 2 (Rec in 21/22)	Year 3 (Rec in 20/21)	Year 4 (Rec in 19/20)	Year 5 (Rec in 18/19)	Year 6 (Rec in 17/18)	Net cap range	PAN range
Hanging Heaton CE (VC) J & I School	VC	20	20			20	20	20	20	20	20	105-141	15-20
Hartshead J & I School	Community	12	12			12	12	12	12	12	12	52-90	7-12
Headfield CE (VC) Junior School	VC	150	150						150	150	150	567-630	141-157
Headlands CE (VC) J I & N School	VC	60	60			60	60	60	60	60	60	367-414	52-59
Healey J I & N School	Academy	55	55		Information only. Own AA school.	55	55	55	55	55	55	-	-
Heaton Avenue, A SHARE Primary Academy	Academy	60	60		Information only. Own AA school	60	60	60	60	60	60	-	-
Heckmondwike Primary School	Trust	60	60		Information only. Own AA school.	60	60	60	60	60	60	378-420	54-60
Helme CE (VA) J & I School	Academy	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	105-117	15-16
High Bank J I & N School	Community	20	20			20	20	20	20	20	20	105-143	15-20
Highburton CE (VC) First School	VC	30	30			30	30	30	30	30		162-180	27-30
Hightown J I & N School	Community	30	30			30	30	30	30	30	30	210	30
Hillside Primary School	Academy	45	45		Information only. Own AA school.	45	45	45	45	45	45	-	-
Hill View Academy	Academy	30	30		Information only. Own AA school.	30	30	30	30	30	30	-	-
Hinchliffe Mill J & I School	Community	16	16			16	16	16	16	16	16	103-115	15-16
Holme J & I School	Community	6	6			6	6	6	5	5	5	0-42	0-6
Holmfirth J I & N School	Community	30	30		Admission limit for year 3-6 is 34	30	30	34	34	34	34	203-226	29-32
Holy Spirit Catholic Primary School	VA	30	30		Information only. Own AA school.	30	30	30	30	30	30	189-210	27-30
Honley CE (VC) J I & N School	VC	66	66			66	66	68	68	68	68	470	66/68
Hopton Primary School	Community	45	45			45	45	45	45	45	45	346-385	49-55
Howard Park Community School	Community	30	30			30	30	30	30	30	30	210-240	30-34
Hyrtmount Junior School	Community	90	90						90	90	90	329-366	82-91
Kaye's F & N School	Community	30	30		Admission limit for year 3-5 is 32	30	30	32	32	32	32	135-177	22-29
Kirkburton CE (A) First School	VA	24	24		Information only. Own AA school.	24	24	24	24	24		135-168	22-28

Primary School	Category	PUBLISHED ADMISSION NUMBER 2022-2023	PUBLISHED ADMISSION NUMBER 2023-2024	Consultation responses	Notes	Year 1 (Rec in 22/23)	Year 2 (Rec in 21/22)	Year 3 (Rec in 20/21)	Year 4 (Rec in 19/20)	Year 5 (Rec in 18/19)	Year 6 (Rec in 17/18)	Net cap range	PAN range
Kirkheaton Primary School	Academy	60	60			60	60	60	60	60	60		
Lepton CofE Primary Academy	Academy	30	30		Information only. Own AA school. Admission limit for year 3-6 is 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 *(124)	120		Information only. Own AA school. *Admit over PAN				120 *(124)	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	157-203	22-29
Linthwaite Clough J I & E Y School	Community	45	45			45	45	45	45	45	45	262-297	37-42
Littletown J I & N School	Trust	25	25		Information only. Own AA school.	25	25	25	25	25	25	157-177	22-25
Lowerhouses CE(VC) J I & E Y School	VC	30	30			30	30	29	29	29	29	207-231	29-33
Lydgate J & I School	Community	45	45			45	45	45	45	45	45	295-328	42-46
Manorfield I & N School	Community	90	90			90	90					252-281	84-93
Marsden I & N School	Community	60	60			60	60					162-180	54-60
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	398-443	56-63
Meltham Moor Primary School	Academy	30	30		Information only. Own AA school.	30	30	30	30	30	30	-	-
Mill Lane J I & E Y School	Community	25	25			25	25	25	25	25	25	157-194	22-27
Millbridge, A SHARE Primary Academy	Academy	47	47		Information only. Own AA school.	47	47	47	47	47	47	-	-
Moldgreen Community Primary School	Community	60	60		**Determined increase in PAN from 50 to 60 from 2022/23	60	50	50	50	50	50	315-360	45-51
Moorlands Primary School	Community	90	90			90	90	90	90	90	90	567-630	81-90
Mount Pleasant Primary School	Community	90	90			90	90	90	90	90	90	596-663	85-94
Netherhall Learning Campus Junior School	Community	90	90						90	90	90	315-350	78-87
Netherhall St James CofE (VC) I&N School	VC	90	90			90	90					221-246	73-82
Netherthong Primary School	Community	30	30		Admission limit for year 3-6 is 32	30	30	32	32	32	32	199-222	28-32

Primary School	Category	PUBLISHED ADMISSION NUMBER 2022-2023	PUBLISHED ADMISSION NUMBER 2023-2024	Consultation responses	Notes	Year 1 (Rec in 22/23)	Year 2 (Rec in 21/22)	Year 3 (Rec in 20/21)	Year 4 (Rec in 19/20)	Year 5 (Rec in 18/19)	Year 6 (Rec in 17/18)	Net cap range	PAN range
Netherton I & N School	Academy	60	60		Information only. Own AA school.	60	60					-	-
Newsome Junior School	Community	60	60						60	60	60	216-240	54-60
New Mill Infant School	Academy	60	60		Information only. Own AA school.	60	60					-	-
New Mill Junior School	Academy	60	60		Information only. Own AA school.				60	60	60	-	-
Nields J I & N School	Community	30	30			30	30	30	30	30	30	157-196	22-28
Norrishorpe J & I School	Community	60	60			60	60	60	60	60	60	367-419	52-59
Oak CE(VC) Primary School	VC	120	120			120	120	120	120	120	120		
Old Bank Academy	Academy	25	25		Information only. Own AA school.	25	25	25	25	25	25	-	-
Orchard Primary Academy School	Academy	50	50		Information only. Own AA school	50	52	52	52	52	52	-	-
Our Lady of Lourdes Catholic Primary Academy	Academy	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		Information only. Own AA school.	50	50	50	50	50	50	298-332	42-47
Park Road J I & N School	Community	30	30			30	30	30	30	30	30	198-220	28-31
Pentland I & N School	Community	49	49			49	49					146-163	49-54
Purlwell I & N School	Community	90	90			90	90					243-270	81-90
Ravensthorpe CE(VC) Junior School	VC	108	108						108	108	108	392-436	98-109
Reinwood Community Junior School	Community	90	90						90	90	90	324-360	81-90
Reinwood I & N School	Community	90	90			90	90					297-330	99-110
Roberttown CE (VC) J & I School	VC	34	34			34	34	34	34	34	34	210-240	30-34
Rowley Lane J I & N School	Community	60	60		Admission limit for year 3-6 is 66	60	60	66	66	66	66	420-470	60-67
Royds Hall, A SHARE Academy – Lily Park, A SHARE Primary Academy	Academy	30	30		Information only. Own AA school	30	30	30	30	30	30	-	-
Royds Hall, A SHARE Academy – Luck Lane, A SHARE Primary Academy	Academy	60	60		Information only. Own AA school	60	60	60	60	60	60	-	-
Savile Town CE (C) I & N School	VC	60	60			60	60					169-188	56-63

Primary School	Category	PUBLISHED ADMISSION NUMBER 2022-2023	PUBLISHED ADMISSION NUMBER 2023-2024	Consultation responses	Notes	Year 1 (Rec in 22/23)	Year 2 (Rec in 21/22)	Year 3 (Rec in 20/21)	Year 4 (Rec in 19/20)	Year 5 (Rec in 18/19)	Year 6 (Rec in 17/18)	Net cap range	PAN range
Scapegoat Hill J & I School	Community	12	12			12	12	12	12	12	12	52-90	7-12
Scholes J & I School	Community	30	30		Admission limit for year 3-6 is 33	30	30	33	33	33	33	201-224	28-32
Scholes Village Primary School	Community	30	30			30	30	30	30	30	30	189-210	27-30
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					162-180	54-60
Shelley First School	Academy	34	34		Information only. Own AA school.	34	34	34	34	34		-	-
Shepley First School	Community	30	30			30	30	30	30	30		170-189	28-31
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	154-172	22-24
South Crosland CE (A) Junior School	VA	60	60		Information only. Own AA school.				60	60	60	210-234	52-58
Spring Grove J I & N School	Community	30	30			30	30	30	30	30	30	209-233	29-33
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	199-222	28-31
St John's CE (VC) Infant School	VC	30	30		To become an all through primary school extending year by year from September 2022. PAN reduced from 60 to 30 from September 2022, approved by the School's Adjudicator. PAN of 30 from 2023/24 onwards	30	60	60	60			162-180	54-60 (based on Infant School, not an all- through primary school)
St Joseph's Catholic Academy (Dewsbury)	VA	30	30		Information only. Own AA school. Admission limit for year 3-6 is 32	30	30	32	32	32	32		
St Joseph's Catholic Academy (Huddersfield)	VA	50	50		Information only. Own AA school. Consulting on	50	45	45	45	50	50		

Primary School	Category	PUBLISHED ADMISSION NUMBER 2022-2023	PUBLISHED ADMISSION NUMBER 2023-2024	Consultation responses	Notes	Year 1 (Rec in 22/23)	Year 2 (Rec in 21/22)	Year 3 (Rec in 20/21)	Year 4 (Rec in 19/20)	Year 5 (Rec in 18/19)	Year 6 (Rec in 17/18)	Net cap range	PAN range
					increase to PAN from 45 to 50								
St Mary's Catholic Primary School	VA	45	45		Information only. Own AA school.	45	45	45	45	45	45	297-330	42-47
St Patrick's Catholic Primary Academy (Birstall)	Academy	35	35		Information only. Own AA school.	35	35	35	35	35	35	202-225	28-32
St Patrick's Catholic Primary Academy (Huddersfield)	Academy	60	60		Information only. Own AA school.	60	60	60	60	60	60		
St Paulinus Catholic Primary School	VA	60	60		Information only. Own AA school.	60	60	60	60	60	60	397-442	56-63
St Peter's CE (A) J I & N School	VA	30	30		Information only. Own AA school.	30	30	30	30	30	30	189-210	27-30
St Thomas CE(VC) Primary School	VC	60	60			60	60	60	60	60	60	378-420	54-60
Staincliffe CE (VC) Junior School	VC	90	90						90	90	90	322-358	80-89
Thornhill J & I School	Academy	60	60		Information only. Own AA school.	60	60	60	60	60	60	-	-
Thornhill Lees CE(VC) I & N School	VC	90	90			90	90					243-270	81-90
Thurstonland Endowed (VC) First School	VC	12	12			12	12	12	12	12		45-77	7-12
Upperthong J & I School	Community	30	30		Admission limit for year 3-6 is 32	30	30	32	32	32	32	189-210	27-30
Warwick Road J I & N School	Community	48	48			48	48	48	48	48	48	312-347	44-49
Wellhouse J & I School	Community	12	12			12	12	12	12	12	12	52-90	7-12
Westmoor Primary School	Community	45	45		Admission limit for year 3-6 is 90	45	45	90	90	90	90	450-500	
Whitechapel Church of England Primary School	VC	60	60			60	60	60	60	60	60	420	60
Wilberlee J & I School	Community	12	12			12	12	12	12	12	12	52-84	7-12
Windmill CE (VC) Primary school	VC	60	60			60	60	60	60	60	60	378-420	54-60
Woodside Green, A SHARE Academy	Academy	50	50		Information only. Own AA school.	50	50	50	50	50	50	-	-

2.Kirklees schemes for school admissions in 2023/24

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 2021.
- 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 2023/24 for rising 5 year olds, junior schools, middle schools and secondary schools: page 23 – 29.
- B. Kirklees scheme for in-year admissions 2023/24 page 30 – 32.

Page 33 and 34 show the timetables for implementing these schemes.

Page 35 explains the meanings of expressions (marked *) used in these schemes.

Kirklees admission authorities

In Kirklees 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 2023 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 LA is the admission authority for all Kirklees community and voluntary controlled schools

Community schools

Primary

- Ashbrow School
- Berry Brow I & N School
- Birkby I & N School
- Birkby Junior School
- Carlton J & I School
- Clough Head J & I School
- Crossley Fields J & I School
- Dalton School

- Denby Dale F & N School
- Earlsheaton Infant School
- Eastborough J I & N School
- Emley First School
- Fixby J & I School
- Gomersal Primary School
- Grange Moor Primary School
- Hade Edge J & I School
- Hartshead J & I School
- Hepworth J & I School
- High Bank J I & N School
- Hightown J I & N School
- Hinchliffe Mill J & I School
- Holme J & I School
- Holmfirth J I & N School
- Hopton Primary School
- Howard Park Community School
- Hyrstmount Junior School
- Kaye's F & N School
- Linthwaite Clough J I & EY School
- Lydgate J & I School
- Manorfield I & N School
- Marsden I & N School
- Mill Lane Primary School
- Moldgreen Community Primary School
- Moorlands Primary School
- Mount Pleasant Primary School
- Netherhall Learning Campus Junior School
- Netherthong Primary School
- Newsome Junior School
- Nields J I & N School
- Norristhorpe J & I School
- Park Road J I & N School
- Pentland I & N School
- Purlwell I & N School
- Reinwood Community Junior School
- Reinwood I & N School
- Rowley Lane J I & N School
- Scapegoat Hill J & I School
- Scholes J & I School (Holmfirth)
- Scholes Village Primary School
- Shaw Cross I & N School
- Shepley First School
- Spring Grove J I & N School
- Upperthong J & I School
- Warwick Road J I & N School
- Wellhouse J & I School
- Westmoor Primary School
- Wilberlee J & I School

Secondary

- Holmfirth High School
- Netherhall Learning Campus High School
- The Kirklees Creative and Media Studio School (part of Netherhall Learning Campus High School)
- Whitcliffe Mount School

Voluntary controlled schools

Primary

- Battyeford CE(VC) Primary School
- Birkenshaw CE(VC) Primary School
- Brockholes CE(VC) J & I School
- Bywell CE(VC) Junior School
- Crowlees CE(VC) J & I School
- East Bierley CE(VC) Primary School
- Farnley Tyas CE(VC) First School
- Flockton CE(VC) First School
- Gomersal St Mary's CE(VC) Primary School
- Hanging Heaton CE(VC) J & I School
- Headfield CE(VC) Junior School
- Headlands CE(VC) J I & N School
- Highburton CE(VC) First School
- Honley CE(VC) Junior, Infant & Nursery School
- Lowerhouses CE(VC) J I & EY School
- Meltham CE(VC) Primary School
- Netherhall Learning Campus - Rawthorpe St James CE(VC) I & N School
- Oak CE (VC) Primary School
- Ravensthorpe CE(VC) Junior School
- Roberttown CE(VC) J & I School
- Savile Town CE(VC) I & N School
- Slaithwaite CE(VC) J & I School
- St John's CE(VC) Infant School – to become an all through primary from September 2022
- St Thomas CE(VC) Primary School
- Staincliffe CE(VC) Junior School
- Thornhill Lees CE(VC) I & N School
- Thurstonland Endowed (VC) First School
- Whitechapel C of E Primary School
- Windmill CE(VC) Primary School

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

Primary

- Batley Grammar School
- Beaumont Primary Academy
- Birdsedge First School
- Birstall Primary Academy
- Boothroyd Primary Academy
- Brambles Primary Academy

- Carlinghow Academy
- Christ Church CE Academy
- Co-op Academy Smithies Moor
- Diamond Wood Community Academy
- Fieldhead Primary Academy
- Field Lane J I & N School
- Healey J I & N School
- Heaton Avenue, A SHARE Primary Academy
- Helme Church of England Academy
- Hillside Primary School
- Hill View Academy (formerly Almondbury Community School)
- Kirkheaton Primary School
- Lepton CofE Primary Academy
- Lily Park, A SHARE Primary Academy (formerly Beech Primary)
- Lindley CE Infant School
- Lindley Junior School
- Luck Lane Primary (a SHARE Primary Academy)
- Marsden Junior School
- Meltham Moor Primary School
- Millbridge Junior Infant & Nursery School, A SHARE Primary Academy
- Netherton I & N School
- New Mill Infant School
- New Mill Junior School (formerly Wooldale Junior School)
- Old Bank Academy
- Orchard Primary Academy
- Our Lady of Lourdes Catholic Primary Academy
- Overthorpe CofE Academy
- Scissett CE Academy
- Shelley First School
- Skelmanthorpe Academy
- St Aidan's CE Academy
- St Joseph's Catholic Academy, Dalton
- St Joseph's Catholic Primary Academy, Dewsbury
- St Patrick's Catholic Primary Academy, Huddersfield
- St Patrick's Catholic Primary Academy, Birstall
- Thornhill J & I School
- Woodside Green, A SHARE Primary Academy

Middle

- Kirkburton Middle School
- Scissett Middle School

Secondary

- Batley Girls' High School
- Batley Grammar School
- BBG Academy
- Castle Hall Academy
- Colne Valley High School
- Heckmondwike Grammar School
- Honley High School

- King James's School
- Manor Croft Academy
- Moor End Academy
- Newsome Academy
- Royds Hall, A SHARE Academy
- Salendine Nook High School Academy
- Shelley College, A SHARE Academy
- St John Fisher Catholic Voluntary Academy
- The Mirfield Free Grammar School
- Thornhill Community, A SHARE Academy
- Upper Batley High School

The governing bodies are the admission authorities for the foundation (F) and trust (T) schools

Primary

- Crow Lane Primary & Foundation Stage School
- Golcar J I & N School
- Heckmondwike Primary School
- Littletown Junior Infant and Nursery School
- Paddock J I & N School

Secondary

- North Huddersfield Trust School
- Spen Valley High School
- Westborough High School

The governing body are the admission authorities for the Roman Catholic voluntary aided (VA) schools

Primary

- Holy Spirit Catholic Primary School
- St Mary's Catholic Primary School
- St Paulinus Catholic Primary School

Secondary

- All Saints Catholic College, Specialist in Humanities

2A. Kirklees co-ordinated schemes for relevant year of entry admissions for 2023/24 for rising fives, junior schools, middle schools and secondary schools

The relevant year is the normal year of admission

Rising five year old admissions

Children should normally enter full-time education in the school year in which their fifth birthday occurs.

- Reception class is the relevant year.

Junior and middle school admissions

- 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 Shelley area.

Secondary school admissions

Transfers from junior, primary or middle school to secondary school.

- Year 7 is the relevant year except for:-
 - Shelley College – year 9

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:-

Date of birth between 1.9.18 and 31.12.18 – may defer entry until start of the Spring term i.e. January 2024.

Date of birth between 1.1.19 and 31.8.19 – may defer entry until start of the Summer term i.e. April 2024.

If a child has a date of birth between **1.4.19 and 31.8.19** and the parent/carer does not wish them to begin school until **September 2024** (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 on page 7.

The application

- Parents/carers 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 LA 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.

Supplementary information form (SIF)*

- Own admission authority schools (see page 20 - 22) 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.
- If a request for admission to school is made under the previously looked after (PLAC) criteria, an online supplementary information form (SIF) will need to be completed on the Kirklees Pupil Admissions website www.kirklees.gov.uk/admissions

The application process

Rising five year old admissions

- 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/carers 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.

Schools are asked to:-

- let parents/carers know about the online application process.
- 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/carers who have not applied before the deadline.
- advise parents/carers of children living in other LAs to apply to their home LA for their school place.
- advise parents/carers that no priority is given to children attending the school's nursery, where applicable, when allocating school places.

Junior and middle school admissions

- 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/carers 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.

To support on time applications, the child's present school is asked to:-

- let parents/carers know about the online application process and distribute correspondence from Admissions about the application process to pupils.
- 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/carers who have not applied before the deadline.
- advise parents/carers of children living in other LAs to apply to their home LA for their school place.

Secondary school admissions

- 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/carers 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.

To support on time applications, the child's present school is asked to:-

- let parents/carers know about the online application process and distribute correspondence from Admissions about the application process to pupils.
- 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/carers who have not applied before the deadline.
- advise parents/carers of children living in other LAs to apply to their home LA for their school place.

Procedure for preferences expressed for Kirklees schools

- 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 pages 20 - 22) 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.

Provision of information to other local authorities

- 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.

Procedures for a Kirklees academy, foundation, trust or VA school

This scheme requires the governing body/academy trust of a school in Kirklees which is an admissions authority to:

- 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/carer 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 33 and 34.
- 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.

Procedure for offers of places to parents/carers

- 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 on page 20 – 22 (or other LA) of a Kirklees decision to offer or refuse a place at such a school.

Offers of places to Kirklees parents/carers and appeals

- National offer day for rising five year old admissions is **17 April 2023**
- National offer day for junior and middle school admissions is **17 April 2023**
- National offer day for secondary school admissions is **1 March 2023**
 - 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 an 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 and how to accept or refuse an offer.

Processing online applications for the normal entry admissions round

- The normal entry admission round for Kirklees children is defined as any determination of online applications for the relevant year made under this co-ordinated scheme before the national offer date (see above).
- The processing of online applications for the normal entry admissions round will be as follows:-
 - **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 Kirklees school

are placed on that school's waiting list which is held by the admission authority for the school as listed on page 18 – 22. Preferences which cannot be satisfied which are received after the offer day are similarly placed on a school's waiting list in Kirklees. If the preference school is located in another local authority (LA), parent/carers will need to check with the LA/school for details of how they operate their waiting list and if they need to request for their child to be added to a waiting list.

Late and revised applications

Rising five year old admissions

- Closing date for applications **15 January 2023**
- Planned allocation date **13 March 2023**

Junior/middle admissions

- Closing date for applications **15 January 2023**
- Planned allocation date **13 March 2023**

Secondary school admissions

- Closing date for applications **31 October 2022**
- Planned allocation date **16 January 2023**
- 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 LA 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 6 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.

Waiting lists

- 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 day in December.
- Waiting lists for Kirklees own admission authority schools (see pages 20 - 22) 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 Kirklees school will be children:
 - (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.
- The waiting list procedure for other LAs may operate differently, so parent/carers will need to contact the LA/school for further details and to find out if they need to request for their child to be placed on a waiting list.

Admissions outside normal admissions round

- 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 on pages 30– 32.

Appeals

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).

- 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.

Changes to the PAN by admission authorities

Governing bodies / academy trusts of Kirklees own admission authority schools **must**

- Notify the LA in writing of any intention to increase the school's PAN and publish the change on the school's website.
- 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 co-ordination responsibilities effectively according to the timetable on page 33 and 34.

Schools with assessment* or testing as part of the admission process

(a)Batley Grammar School – fair banding assessment for entry into Year 7

- All children applying to Year 7 at Batley Grammar School will take a fair banding assessment to ensure a comprehensive intake. This is **not** a selective entrance test.
- 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/carers in the Batley and Birstall area children will be accepted from an area which will be split into a defined inner catchment area (WF17 0--; WF17 8-- and WF17 9--; a further 45% of places will be allocated to pupils in WF17 5--, WF17 6--, and WF17 7--, whilst the remaining 10% of places will be allocated to pupils from the other postal code areas with preference given to those living in WF12 7; WF13 4; 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/carers 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/carers are required to complete the school supplementary information form and return this to Batley Grammar School. There is a strict deadline of 3.00pm on Monday 31 October 2022 for return of the School Registration/Supplementary Information Form to be returned to Batley Grammar School. A copy of the school registration form is available on the school and the local authority's websites or can be obtained from the school 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 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. A selection of familiarisation questions will be placed on the school website late in the summer term preceding each test.
- The outcome of the test is communicated to parents/carers by a date in October 2022 to be confirmed, prior to the deadline for submission of the application for a high school place to the local authority.
- Parent/carers should note 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 2023 to be notified by their home LA at which school they are to be offered a place.
- Parents/carers are required to register online for their child's entrance test. Please see the school's website for more information.

2B.Kirklees scheme for in-year admissions 2023/24

This scheme is written to reflect that Kirklees LA 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 for in-year co-ordination.

In-year admissions

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.

The Kirklees in-year common application form (ICAF)

All applications for an in-year admission to a Kirklees school **can** be made on the Kirklees **In-year Common Application Form (ICAF)**. This includes applications from parents/carers resident outside Kirklees.

Supplementary Information Form (SIF)

- Own admission authority schools (see pages 20 - 22) 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.
- If a request for admission to school is made under the previously looked after (PLAC) criteria, an online supplementary information form (SIF) will need to be completed on the Kirklees Pupil Admissions website www.kirklees.gov.uk/admissions

Assessment of a parent/carer's preference for Kirklees community and voluntary controlled schools

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:

- Contact Kirklees pupil admissions regularly to confirm the availability of places at the school.
- Kirklees admissions will
 - confirm whether the school has vacancies in the year group required
 - confirm by reference to the Kirklees oversubscription 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.

Kirklees schools where the governing body/academy trust is the admission authority

This scheme requires the admission authority to forward a copy of the ICAF to the LA within 2 school days of the parent submitting the application.

This scheme requires the governing body/academy trust to:

- Check the School Access 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 pupil 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 within 2 school days to the Kirklees pupil 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.
- Inform the Local Authority by 1 August whether they intend to be part of the local authority's in-year co-ordination scheme (where this is offered)
- To set out on the school's website by 31 August 2023 how in-year applications will be dealt with
- Communicate the offer or refusal of a place to the parent/carer (or the parent/carer's home LA) and notify the Kirklees pupil admissions team of the application and its outcome as soon as reasonably practicable but should aim to do so within 2 school days.

Offers of places to Kirklees parents/carers and appeals

The relevant admissions authority (as noted on pages 18 - 22) will send out to a parent/carer in writing a decision to offer or refuse a place at the school. They should aim to do this within 10 school days but they must do this within **15 school days** of the application being received at the school. A copy of the decision should be sent to the Kirklees pupil admissions team.

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 as soon as possible.

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 :-

- the statutory right of appeal,
- how to accept or refuse an offer
- the availability of assistance with school transport.

Waiting lists at academy, foundation, trust and voluntary aided schools

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 and the family will be given the right of appeal.

Waiting lists for Kirklees community and voluntary controlled schools

Kirklees LA will keep a waiting list for each Kirklees community and voluntary controlled school as follows:

- 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:
 - 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.

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).

The offer of places from the waiting lists will only be made by the Kirklees LA and will be for an immediate start.

Availability of places

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 page 5).

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.

3. Timetables for Kirklees co-ordinated normal round admissions

Rising 5 year old, junior and middle school admissions

The online application process opens via the Kirklees Parent Portal	Thursday 1 September 2022
Batley Grammar School SIF deadline (applicable for rising 5 year old applications)	4pm Friday 13 January 2023
Closing date for online applications and SIFs	Sunday 15 January 2023
Kirklees LA sends information about applications for schools in other LAs to those LAs	Friday 3 February 2023
Kirklees LA sends information about applications to Kirklees academy, foundation, trust and VA schools	Friday 24 February 2023
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 3 March 2023
Kirklees decides provisional offers including extra-district children applying for Kirklees schools and notifies other LAs	Monday 13 March 2023
Provisional offers reviewed to take account of information from other LAs, results sent to other LAs/admission authorities	Friday 17 March 2023
Kirklees and other LAs exchange information on confirmation of offers to be made	Friday 24 March 2023
Statutory National Offer Day	Monday 17 April 2023
Appeals	June 2023 onwards

Secondary school admissions

The online application process opens via the Kirklees Parent Portal	Thursday 1 September 2022
Batley Grammar School SIF deadline	3pm Monday 31 October 2022
Closing date for online applications and SIFs	Monday 31 October 2022
Kirklees LA sends information about applications for schools in other LAs to those LAs	Tuesday 15 November 2022
Kirklees LA sends information about applications to Kirklees academy, foundation, trust and VA schools	Monday 5 December 2022
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 16 December 2022
Kirklees decides provisional offers including extra-district children applying for Kirklees schools and notifies other LAs	Monday 16 January 2023
Provisional offers reviewed to take account of information from other LAs, results sent to other LAs/admission authorities	Monday 30 January 2023
Kirklees and other LAs exchange information on confirmation of offers to be made	Friday 17 February 2023
Statutory National Offer Day	Wednesday 1 March 2023
Appeals	May 2023 onwards

4. Table of words and expressions used in this scheme

Term	Definition
Admissions authority (AA)	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
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 3.00pm on Monday 31 October 2022. The deadline for the Registration/Supplementary Information Form for primary places is 4.00pm on Friday 13 January 2023. Parents/carers are required to register their child for the entrance exam to Heckmondwike Grammar School. The date for the entrance exam and the date you will be notified of the entrance exam result are to be confirmed. Please see the school's website for more information.
SIF	Supplementary Information form
Trust school	A trust school is a foundation school with a charitable foundation

Pupil Admissions	Tel 01484 225007 E-mail: pupiladmissions@kirklees.gov.uk Website: www.kirklees.gov.uk/admissions
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