# **In-Year Admissions**

Useful information and application form

If you are applying for an in-year admission this leaflet tells you how to fill in the application form and what will happen next. Read through this leaflet in full before you start to fill in the form.

### Changing schools

#### What is an in-year admission?

An in-year admission is when a child already attends a school but wants to transfer to another school outside of the usual transfer time, for example because the child is moving to a new address. These transfers take place during the school year, which is why they are called in-year admissions. There are two different types of in-year admission:

- Parents or carers who are moving/have moved house and wish to move to a school closer to their newhome.
- Parents or carers who are not moving house, or whose change of address is not a significant one (a significant house move is defined as over 2 miles for Key Stage I or 3 miles for Key Stage 2 and above), but would like their child to change school.

#### Making an application if you have moved

If you have moved house and do not have a school place for your child, or if your child cannot continue to attend their current school because it is too far from your new home, you will need to complete the In-Year Common Application Form (ICAF).

## Making an application if you have not moved, or your move is not a significant one

If you are not moving house, or you have not moved very far but want to change your child's school for personal reasons you should discuss this in the first instance with the head teacher of your child's present school. This may resolve any issues that may have made you think about changing your child's school. If after speaking with the head teacher of your child's present school, you still want to transfer your child to another school, you should complete the In-Year Common Application Form (ICAF). If your child has an Education, Health and Care Plan (in accordance with the Children and Families Act 2014) **please donot** complete the ICAF. Please contact your child's SEN caseworker to discuss a change of school.

#### The ICAF

The ICAF (In-Year Common Application Form) is used by parents/carers to apply for their child to change school during the school year.

You may apply at any time during the school year, but no earlier than one school term in advance of when the school place is required. A child *usually* starts at a new school at the beginning of a term unless their home address has changed significantly or they are new to Kirklees. *Please indicate on the form if this is the case*.

You can apply for any school(s) in Kirklees on the Kirklees ICAF but not private fee paying schools.

If you wish to make an application to more than one school, you will need to complete a separate ICAF for each application.

If you want to apply for a school/academy in another local authority, you will need to fill in that authority's ICAF. Contact details of neighbouring authorities can be found on the Kirklees Council website at www.kirklees.gov.uk/admissions

This leaflet will tell you what you need to do to make an application. If you need any further advice or help in completing the ICAF, please contact the school/ academy directly or Kirklees Pupil Admissions, whose contact details can be found at the end of this leaflet.

Please be aware that if the school/academy receives your application during the school holidays, they may not be able to consider your application until the start of the new school term.

You should return the completed ICAF directly to the school/academy that you name in Section 7 of that form. If your preference is for a Kirklees community or voluntary controlled school, the school will forward details of your request to Kirklees Pupil Admissions to process.

#### **Completing the ICAF**

Please refer to these notes when completing the ICAF.

#### Section 1:

 Please tick the box confirming your child does not have an Education, Health and Care Plan

#### Section 2: Child's details

- Please complete your child's personal details making sure you use your child's full legal name as shown on their birth certificate.
- Please make sure that you use your child's current permanent address

#### Section 3: Your details

 Please complete your personal details, giving at least one contact telephone number in case there are any questions we need to ask you about your application.

#### Section 4: Sibling details

 Please give details of your child's sibling(s) if they are attending the same school/academy that you want to apply for.

#### Section 5: Moving house

- You only need to fill in this section if you are moving house. Please give your new address and your moving date.
- Please note that, before an admission authority can use your new address for admissions purposes, they will need proof that your house move is permanent and not easily reversible. The minimum they can accept is proof that you have relinquished all ties with your current address and are contractually bound to your new property.

#### Section 6: Additional information

- If your child is in public care (a looked after child) or has previously been in public care (a previously looked after child) or was in state care outside of England and ceased to be in state care as a result of being adopted (an internationally adopted previously looked after child), please make sure that you show this on the form as this is important information in considering your application as laid out in the admissions policies of all schools.
- If you are making a previously looked after child claim you will also need to complete the online previously looked after child supplementary information form (PLACSIF) which can be found on the Kirklees website at www.kirklees.gov.uk/ admissions.

#### Section 7: Your school preference

- Give the name of the Kirklees school/academy that you want your child to transfer to.
- Remember you can name any school or academy in Kirklees but not private fee paying schools.
- If you would like to apply for more than one school you will need to complete a separate form for each Kirklees school/academy you want your child to transfer to.

For applications to Church of England or Catholic voluntary aided schools you will need to complete the relevant Supplementary Information Form (SIF) if required. A list of the schools for which you should complete a SIF can be found on page 5 of this leaflet. SIFs for Kirklees schools can be found on the Kirklees website at www.kirklees.gov.uk/ admissions. You need to return the completed SIF to the school along with your completed ICAF.

#### Section 8: Your child's current (or last) school

- Please give details of the school your child is currently attending.
- If your child is not currently attending school, please give details of their last school and the date they lastattended.

#### Additional space for further notes

- You may want to add reasons why you would like your child to attend the school. If you state any medical or social reasons the admissions policyfor the school may not allow them to take into account your reasons, however, if you want to appeal for a place at a school it may help your case to have mentioned reasons for your preference on your ICAF.
- Please attach any evidence of your reasons securely to the form. Don't forget to keep a copy of the evidence for yourself.

#### Section 9: Declaration

 Please sign and date the form to confirm that you have parental responsibility for the child and the information you have provided on the ICAF is correct.

#### What happens after you submit the ICAF?

The admission authority for the school/academy will aim to send you, within 10 school days, but **must** withing 15 school days of the application being received, a decision letter to offer or refuse a place at the school/academy.

#### What happens if my child is offered a place?

If your child is offered a place the offer letter will give a date when your child can start at their new school. This will normally be the first day of the next school term where no significant house move has taken place. Where a child has moved, the offer letter should specify a start date no later than 10 school days from the date of the offer letter. Where possible, every effort should be made for your child to continue to attend their existing school until the transfer has taken place.

#### What happens if my child is not offered a place?

If your child is not offered a place the only reason for this is because the year group has reached the Published Admission Number (PAN) for the first year of entry or the admission limit for all other year groups. This means that the year group is full and there are no places available. The only exception to this would be if you have applied to Heckmondwike Grammar School where places are offered to pupils who are identified by the results of an entrance examination. The letter which informs you that your child has not been offered a place **must** inform you of your right of appeal against the refusal of the place and the reasons for the refusal. Further information about appeals can be found on the Kirklees Council website at www.kirklees.gov.uk/admissions

If your child has not been offered a place at 3 or more schools and does not have a school place they can continue to attend, Kirklees Pupil Admissions will allocate a place at the 'catchment' school if places are available or, if not, the next nearest school where places are available.

If you are not satisfied with the school allocated for your child you can contact Kirklees Pupil Admissions to get details of alternative Kirklees schools with vacancies.

Your child's name will be automatically placed on the waiting list for any Kirklees community or voluntary controlled school(s) where they have been refused a place. For academies, free schools, trust and voluntary aided schools your child's name will be placed on a waiting list for that school according to the admissions policy of that school.

You will also have the right to appeal to an independent panel to try and secure a place at your preferred school/academy in Kirklees.

We strongly advise against declining the school place offered without securing an alternative.

### SUMMARY

- The Kirklees ICAF must be completed to apply for schools and academies in Kirklees.
- You may apply at any time during the school year, but no earlier than one school term in advance of when the school place is required.
- You must use your child's current permanent address on the form.
- You can apply for any schools in Kirklees on the Kirklees ICAF (including academies, trust schools, free schools and Church of England and Catholic voluntary aided schools), but not private fee paying schools.
- A child will start at a new school at the beginning of a term unless their home address has changed significantly.

### SUPPLEMENTARY INFORMATION FORMS (SIFs)

The following Kirklees schools ask that parents complete the school's Supplementary Information Form (SIF) in addition to the ICAF:

- voluntary aided Catholic schools (these schools all have the word 'Catholic' in their name)
- voluntary aided Church of England schools (these schools all have the letters CE(VA) in their name)
- Heckmondwike Grammar School
- Batley Grammar School

## Contact information for Kirklees Pupil Admissions:

Visit our website www.kirklees.gov.uk/admissions Telephone us on 01484 225007 Email us at pupiladmissions@kirklees.gov.uk

Further information about the application process, admission criteria for community and voluntary controlled schools, schooladmissionappeals, transport, freeschool meals and many other topics can be found on our website at: www.kirklees.gov.uk/admissions

If you cannot access the internet at home, it is available to use in Kirklees Libraries and Information Centres and Kirklees Customer Service Centres. If you cannot access the internet and require more information, please contact Pupil Admissions and we will print this information for you to collect from the Kirklees Customer Service Centre.

Kirklees Customer Service Centre (Huddersfield) Civic Centre 3 Market Street Huddersfield HDI ITG Kirklees Customer Service Centre (Dewsbury) The Walsh Building Town Hall Way Dewsbury WF128EE

## In-Year Common Application Form (ICAF)

- Before completing this form please read the leaflet 'In-Year Admissions' •
- This form is only to be used for applying for schools/academies in Kirklees
- Please complete **BOTH** sides of this form in BLOCK CAPITALS/BLACK INK and sign it on the back.
- THE FORM SHOULD BE RETURNED TO THE SCHOOL NAMED IN SECTION 7.

#### Section I: Does your child have an Education Health and Care Plan?

Yes 🗆 No 🗆 If you answered yes **do not** continue to complete this form. Contact your child's SEN caseworker.

Section 2: Child's deta	ails								į	
Child's legal last name			Child's name	Child's 'known as' last name <i>(if applicable)</i>						
Child's first name				Child'	s middle na	mes(s)				
Child's date of birth	day	month	year	Child' (pleas	s sex e circle)		Male	e l	Female	
Child's current										
permanent address										
Post code										
Section 3: Parent/car	er detai	ls		·						
Parent/carer last name	nt/carer last name			Paren	Parent/carer first name					
Relationship to child (please	e circle)			Other	Other					
Mother Father Ca	her Father Carer			(please	(please specify)					
Telephone numbers	daytime e			evening	rening			mobile		
Email address										
Section 4: Siblings										
If your child's siblings (bro children living with the sam give details below. Please n	ne family a	at the san	ne addi	r <b>ess</b> ) atten	d the school			•		
			Sibling's first name			Si	Sibling's date of birth			
						da	y	month	year	
Section 5: Moving hou	use									
Please fill in this section	if you w	vill be mo	ving ho	use						
New address										
Post code					Moving Date	day		month	year	
Section 6: Additional	informa	ation								
Is your child in public care (a looked after child)? Yes D No D					, 🗆					
Has your child previously	been in p	oublic care	(a prev	iously look	ed after chil	d) or				
in state care outside of En	igland and	d ceased to	o be as a	a result of I	peing adopte	ed				
(an internationally adopted previously looked after child)?				hild)?			Yes 🛛	No		

(an internationally adopted previously looked after child)? Yes 🛛

If you answered yes to any of the above questions, please state which local authority/country your child is/was in the care of?

#### **Section 7: School preference**

Please write the full name of your preferred school or academy in the box below. To apply for a Church of England or Catholic voluntary aided school you should also complete the school's own supplementary information form. The supplementary information form should be returned to the school.

Name of school /	e of school /	ame of school /
Academy	emy	ademy

#### Section 8: Your child's current (or last) school

Name	of sc	hool
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Leaving date if no longer attending	day	month	year

In Kirklees a child usually starts at a new school at the beginning of a term. If you have recently moved to the area or are otherwise without a school place please indicate that this is the case so when a school place is allocated that school can arrange a more suitable start date.

Additional space for further notes...... (if you use extra sheets please attach securely to this form).

#### **Section 9: Declaration**

I have read and understood the accompanying leaflet (In-Year Admissions) before completing this form and I confirm that:

- the information I have given on this form is correct
- I understand that inaccurate or misleading information may lead to the withdrawal of the school place allocated
- I have parental responsibility for this child
- I can confirm my child has the right to be educated in the UK at a state funded school.

#### Signature of parent/carer\_

Date

The information you provide will be used in order to allocate your child a school place in accordance with the relevant published admission criteria and any subsequent appeal. It will be stored securely and will not be disclosed to any other person or agency, apart from relevant schools, admission authorities and services but only in connection to any admission or appeal related process. The information may be cross-checked with data held in other Kirklees Council departments such as Council Tax. For more information about how we store your data please see http://www.kirklees.gov.uk/privacy

The completed ICAF must be returned to the school/academy named in section 7

Office use only.	<b>Place offered</b>	Place not offered	
Date informed LA:			Receipt Number