

Starting Middle School in 2026 – a guide for parents

Apply online, apply on time

**Online only applications from 1 September 2025
Deadline for applications is 15 January 2026**

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Introduction

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

Dear Parent/Carer

We are pleased that you are considering a place in one of our schools for your child. Kirklees is a great place to grow up, live and learn. We want every child to fulfil their unique potential and to secure the best possible education, both in and beyond the classroom which is why we have developed Our Kirklees Futures – the Learning Strategy for our local area. Our aim is to develop young people that will have the skills needed for a successful future. You can view more information about this using [Kirklees Futures](#)

You will find in this booklet all the information you need about admissions to primary schools in Kirklees.

We are exceptionally proud of the quality of education that our schools in Kirklees offer. This reflects children and young people's own commitment and talent as well as the hard work of staff, and the support from parents and carers.

These levels of achievement mean that our young people are well placed to acquire the skills to take the next big step in their life, more education, an apprenticeship, training or employment with training. A rich educational offer gives young people the best chance of good employment and the skills which create an environment for business growth in Kirklees, therefore improving the economy of our local area.

We appreciate how important your child's learning is and we want to work in partnership with you to ensure that your child has access to the highest possible standards of education, care and wider learning opportunities within our school system.

A tremendous amount of hard work goes into our local Education and Learning Partnership, from those who work in schools, our governors, and from staff across the local authority. These partnerships work well because of our shared commitment to help young people to do their very best.

Don't forget, all applications for school places will need to be completed online using the Kirklees Parent Portal on our website, the process is quick, easy and secure and please do remember to make your application before the deadline on 15 January 2026, it's really important to get it in on time.

We hope this guide provides you with clear and useful information to help you apply for a school place in Kirklees. We have included information about transfer and admissions procedures, but there is so much more information available from individual schools. All schools are different and we hope that you will find time to arrange a visit to some of them or to send for a prospectus from any schools that interest you. All our schools make opportunities available to allow prospective parents to visit the school and talk to staff and we would encourage you to find out as much information as you can before you make your preferences.

We hope your child will enjoy a happy and successful education here in Kirklees and we look forward to welcoming your child to one of our schools in September 2026.

Starting middle school in September 2026 Information

The information in this guide is for the school year starting in September 2026.

It is correct on 31st August 2025, but there may be changes before or after September 2026 and we aim to update the website to reflect any changes.

This Guide for Parents – starting middle school in 2026 is available to download as a pdf file.

[Kirklees Pupil Admissions](#)

Telephone 01484 225007 or Email pupiladmissions@kirklees.gov.uk

Key dates for starting a middle school in September 2026

1 September 2025

You can apply online via the Kirklees Parent Portal

15 January 2026

The closing date for applications.

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

15 February 2026

The latest reasonable date for evidence of a significant house move.

16 April 2026

National Offer Day - Emails are sent to applicants and offers can be viewed in the Parent Portal.

15 May 2026

The last day for requesting an appeal for starting community and voluntary controlled schools in September 2026. Academies, free schools, trust schools and voluntary aided schools may have different closing dates for appeals. You must contact them directly.

June 2026 onwards

Appeal hearings take place.

31 December 2026

Waiting lists close for community and voluntary controlled schools. Academies, free schools, trust schools and voluntary aided schools may have different closing dates for waiting lists. Please contact them directly.

Summary

Kirklees Pupil Admissions co-ordinate admissions for young people starting middle school in September 2026, so that Kirklees parents/carers only need to make one application to apply for a place at a middle school.

Kirklees residents must apply online. Applications must be made online to Kirklees Pupil Admissions by the closing date of 15 January 2026. [Apply for a primary or middle school place](#)

Kirklees Pupil Admissions will send Kirklees parents/carers an offer of one school place on National Offer Day – 16 April 2026. If the place offered is at an academy, free school, trust school or voluntary aided school or at a school in another local authority, Kirklees makes the offer on behalf of the admission authority for that school.

1 Preparing to make an application

1.1 Middle schools and the Shelley 3-tier system

There are two middle schools in Kirklees providing education for 10-13 year old pupils in the Denby Dale and Shelley area. The normal entry into these middle schools is into Year 6 from the first schools in the area. Most pupils transfer from the middle schools to Shelley College, A SHARE Academy at the end of Year 8, aged 13, to complete their secondary education.

1.2 Which middle schools are in Kirklees?

There are two middle schools in Kirklees.

- Kirkburton Middle School
- Scissett Middle School

1.3 Which middle schools are the first schools linked to (feeder schools)?

The schools in the Denby Dale, Kirkburton and Shelley area of Kirklees are organised in a “3-tier” system of first, middle and high schools with transfers between schools at ages 10 and 13. The first schools are linked to the two middle schools. Almost all children transfer from a first school to a middle school at age 10. As this age of transfer only applies to the schools in the Denby Dale, Kirkburton and Shelley area of Kirklees, and to maintain continuity for children in the system, there is an additional admission criterion specifically for children attending first schools – [Kirklees middle schools & Admission arrangements 2026-27](#)

Kirkburton Middle School

- Emley First School
- Farnley Tyas CE (VC) First School
- Highburton CE First Academy
- Kirkburton CE (VA) First School
- Shelley First School
- Shepley First School
- Thurstonland Endowed (VC) First School

Scissett Middle School

- Birdsedge First School
- Cumberworth CE (VA) First School
- Denby CE (VA) First School
- Denby Dale First & Nursery School
- Flockton CE (VC) First School
- Kaye's First & Nursery School
- Scissett CE Academy
- Skelmanthorpe Academy
- St Aidan's CE Academy

1.4 What is the Published Admission Number (PAN)?

The PAN is the number of pupils admitted to the normal years of entry in a school. For Year 6 2026/24 admissions:

Kirkburton Middle School PAN is 167

Scissett Middle School PAN is 200

1.5 How do I know which schools are in my Priority Admission Area or 'catchment' area?

All community and voluntary controlled schools have a Priority Admission Area (PAA). It has this name because children living there normally have priority for admission over children who live elsewhere. Some people refer to it as the 'catchment' area.

Academies, free schools, trust schools, voluntary aided schools have their own admissions policy which is made by the governing body of each school. Their policy may or may not include a PAA. You can view these schools using [Where's my nearest?](#) which will show all schools in your location. You can also check [schools and priority admission areas](#) or contact Kirklees Pupil Admissions. If you do not live in Kirklees, you will not be in the Priority Admission Area of any Kirklees school.

1.6 How can I find out more about Kirklees schools?

Visit school websites for up-to-date information.

Schools produce a prospectus, which includes information about the school including the school's aims, organisation and facilities. Copies of the prospectus are available from the school. You may wish to visit a school. Please contact the school to request an appointment.

1.7 What changes to schools are proposed for 2026?

No changes are proposed at this time, but changes can happen throughout the year, so for the most up to date information please see [School Organisation and planning](#)

1.8 Who can help me with the process?

- You can ask your local Kirklees school for help
- Your local [Library and Information Centre \(LIC\)](#).
- During office hours (8:00 - 18:00) Monday to Friday, you can select the Live Chat link on the Kirklees [Parent Portal](#)
- Contact Kirklees Pupil Admissions (9:00 - 17:00) Monday to Friday, on 01484 225007

2 Deciding your preferences

2.1 Can I choose which school my child will go to?

The law on admissions gives parents and carers the right to express a preference for the school they wish their child to attend. Parents/carers can choose which schools to put on their application and the order of preference.

Naming a school does not guarantee that a child will be allocated a place there, although the council does try to meet as many preferences as possible.

For September 2025, 99% of families were allocated places their first preference middle school.

2.2 Will my child transfer automatically from first school to the linked middle school?

No. There is no automatic right of transfer. You must complete a Year 6 2026/27 application.

2.3 Do I have to include the linked middle school in my preferences?

No, but your child may have a higher priority at the linked school – [Which middle schools are the first schools linked to \(feeder schools\)?](#)

2.4 Can I apply for a primary school or junior school?

You can only apply for a middle school on your Year 6 2026/27 application, as year 6 is the normal year of entry to a middle school.

Year 6 is not the normal year of entry at primary schools or junior schools. To apply for a Year 6 place at a primary school or a junior school for September 2026, you will need to complete an [In Year Application](#). You can apply one term in advance, so can apply from Monday 13 April 2026 for September 2026 admission to a primary or junior school.

2.5 Is the order of preference important?

Yes, it is very important. When a child qualifies for a place at more than one of the schools named, they will be offered a place at the highest preference school.

You should name the school that you would most like your child to attend as your first preference.

A higher preference does not give a higher priority for a place. Places at schools are allocated according to the admission criteria for the school.

2.6 Are there disadvantages in applying for a school outside the Priority Admission (catchment) Area?

Your child will potentially be of lower priority for a place, as will any younger brothers or sisters who wish to follow in future years.

2.7 The admission policies for all Kirklees schools

The [admission policies for all Kirklees schools](#) and the number of preferences from the previous year can be viewed at [Admissions statistics](#) which will help you to judge if your application is likely to be successful.

The chances of obtaining a place at a school a long way away from where you live may well be less than at a school nearer to your home.

3 Making an application to start middle school in September 2026

Kirklees parents/carers must make an application online between **1 September 2025 and 15 January 2026**

3.1 Applying online is quick, secure and easy

- [Apply for a primary or middle school place](#)
- access the website using your smartphone, tablet or computer
- access the website at your local [Library and Information Centre \(LIC\)](#).
- you will need an active email address. If you don't have an active email address, maybe a friend or a family member can help you.
- **Caution!** An email address can only be used once for each account that is created on the Kirklees [Parent Portal](#)
- applications can be made to Kirklees Pupil Admissions at any time from **1 September 2025 to 15 January 2026**
- an email confirmation of receipt is sent for your records when the application is submitted
- the system guides applicants through the process and checks for errors before you submit your application
- unfinished applications can be saved and completed later
- an email is sent on **16 April 2026** (national offer day) – you will be able to view your offer by logging into your Kirklees [Parent Portal](#) account from 08:30 am on this date

3.2 There are three stages on the Kirklees Parent Portal

If you do not complete all three stages, your application is not complete and cannot be processed.

Stage 1

Create an account (if you have not already created one in a previous year). If you are the legal parent/guardian, enter your details and follow the link that will be sent to the email address you have used. The process will verify your account and provide you with a link that will take you to the login page of the Kirklees [Parent Portal](#).

Stage 2

Add your child's details

Stage 3

Add your preference school/s. Check the application and then submit the application.

3.3 Responsibilities

Kirklees Local Authority will:

- ensure the information parents need to apply, is in this guide for parents and that the guide for parents is available on the Kirklees website
- ensure that the [Parent Portal](#) is set up and working from 1 September for the relevant years for applications.
- ensure that applications are processed in line with the published admission arrangements.
- be available to contact by email or telephone during office hours (Mon-Fri 9am – 5pm) to provide help, advice and support.

Kirklees parents are responsible for:

- reading and understanding the guide for parents. If you do not understand something or have any questions you must contact Pupil Admissions: Telephone 01484 225007 or Email pupiladmissions@kirklees.gov.uk
- applying on time (before the closing date of 15 January 2026)
- completing [all 3 stages](#) of the online application on the [Parent Portal](#)
- providing correct information on their application - '[Fraudulent applications](#)'
- keeping pupil admissions informed of any changes in circumstances, such as a change of address

4 Completing the online school application

4.1 Which schools can I apply for?

The Year 6 2026/27 application allows you to apply for middle schools, as year 6 is the year of entry. You cannot apply for any other schools on Year 6 2026/27 application. [Which middle schools are in Kirklees?](#)

4.2 What do I do if I want my child to attend an independent (fee paying) school?

You will need to make your own arrangements. Kirklees does not provide help with fees, transport or other costs. Do not include independent schools among your preferences.

4.3 What is considered a child's permanent home address?

A child's permanent home address is defined as being the main or only residence where the child usually lives with their parent/carer. The allocation of a school place MUST be based on the child's permanent address.

The allocation of a school place will be made using the child's permanent home address as of 15th February 2026.

A child cannot be 'lodged' with a friend or relation to gain a place at a school.

Under the Kirklees admission policy, only one address can be used as a child's permanent address.

Where a child's parents/carers live at different addresses and the child spends time at each address we will consider the following when deciding which address should be used for admission purposes:

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

Documentary evidence will be requested to support information given about the above.

4.4 Which parent/carer should apply?

Only one parent can submit a school application. The allocation of a school place MUST be based on the child's permanent address.

The parent/carer who applies must have legal parental responsibility for the child. It must be agreed which parent/carer will apply. When you apply, you are confirming that you have the consent of all those with parental responsibility for the child.

If more than one application is submitted both applications will be placed on hold. If it cannot be agreed which parent/carer will apply you may need to seek legal advice. Pupil Admissions cannot resolve disputes between parents.

4.5 Fraudulent applications

Where Kirklees Council has made an offer of a place at a school based on intentionally misleading or fraudulent information, which has effectively denied a place to a child with a higher right of admission, the offer of a place will be withdrawn. If the authority does withdraw an offer of a place, parents will be offered an alternative school place and told of the right to appeal to an independent appeal panel.

4.6 What should I do if my child has special educational needs (SEN) or disability?

You cannot request a place online at a special school or request a place at a specialist provision at a mainstream school. If your child has an Education Health & Care plan and you want to request a place at a special school or specialist provision at a mainstream school you will need to contact your child's SEND caseworker and ensure there is an annual review scheduled the year prior to transition (i.e. Year 5, Year 10) where your school preference can be noted and actioned to support compliance with the statutory timescales around securing a school setting by 15th February the year prior to transition.

Requests for admission to special schools, specialist provisions, alternative provision and out of authority independent special schools are managed under one Specialist Admissions Process. The Extended Special Educational Needs (SEN) Provision & Resource Group meets during January of each year, to collectively consider all requests for specialist placement, including pupils required to undertake transition as well as pupils in all other year groups. This enables the Local Authority to ensure fair and equitable consideration of ALL specialist placement requests, ensuring the right provision and support for our most vulnerable children and young people, irrespective of education phase or year group.

If you are requesting a place at a mainstream school (and not a special school) you should complete the online form naming your preferred school(s).

If your child has an Education Health & Care plan it is very important that you state this on your application. The EHCP team will assess whether the school is suitable to meet your child's needs.

If your child has special educational needs or disability but does not have a plan your application will be considered in the same way as all other applications and the admission criteria will apply in the normal way.

The EHCP Team can be contacted on [01484 456888](tel:01484456888) or EHCP.Team@kirklees.gov.uk

4.7 What happens if I apply after the deadline of 15 January 2026?

Applications submitted to Kirklees Pupil Admissions after the closing date will be considered as a late application unless, in Kirklees' judgement, there are significant and exceptional reasons for it not being received on time. We would need proof of such special circumstances.

Late applications are not considered until all on-time applicants have been allocated school places. This severely reduces the chances of obtaining a place at any preferred schools as popular schools may already be full.

4.8 What if I want my child to be educated outside their chronological age group

The government agrees that, in general, children should be educated in their normal age group, with the curriculum differentiated as appropriate, and that they should only be educated outside their normal age group in very limited circumstances, however, you can request a place for your child outside their normal chronological age group, for example, if your child is gifted and talented or your child has experienced problems such as ill health.

You should email [Kirklees Pupil Admissions](#) to make your initial request. Pupil Admissions will then provide advice about how you can make a formal request. Requests are considered by the admission authority of the school you are applying for on an individual case by case basis and in line with the School Admissions Code. The final decision about your request will be made by the school's admission authority.

It is reasonable for admission authorities to ask you to provide information in support of your request so that a decision can be made on the individual circumstances of your request, this should demonstrate why it would be in your child's interests to be educated in a different year group.

A request for a child to be educated outside their chronological age group should be discussed with Kirklees Pupil Admissions as soon as possible between 1 September 2025 and before 15 January 2026.

5 After the application – can I change my preferences?

5.1 Can I change my mind after I have completed my application form?

Up to the closing date of 15 January 2026, you may change your preferences on the [Parent Portal](#) **if you have not received an email** to say Kirklees local authority has downloaded your application, by logging into your user account.

If you have received an email to say that Kirklees local authority **has downloaded** your application you can only change your school preferences by sending your changes in an email to [Kirklees Pupil Admissions](#).

After the closing date you cannot change your preferences without a genuine reason for doing so, such as a significant change of address. We will require proof of a change of circumstances. Learning that your child is suitable or not suitable for a selective school will not be considered reason to allow you to change your preference. [Can I change the schools I named a preference for after national offer day?](#)

5.2 What happens if I move house before places are allocated?

If you are due to move house during the period when people are making applications, you must seek advice from Kirklees Pupil Admissions as a change of address may affect your offer of a school place. Telephone [01484 225007](tel:01484 225007) or Email pupiladmissions@kirklees.gov.uk

You will be required to provide written proof of your child's home address or the reasons for a change in a child's permanent home address.

Proof of change of address will be accepted until the latest reasonable date before the final allocation of school places. It is expected that the allocation process for children transferring to junior or middle school and for the reception year group will take place on 10 March 2026 which means that the latest reasonable date for evidence of a significant house move will be **15 February 2026**.

If you move between this date and the National Offer Day (16 April) you must inform Kirklees pupil admissions. Telephone [01484 225007](tel:01484 225007) or Email pupiladmissions@kirklees.gov.uk. **Your new address can only be used for correspondence purposes until after National Offer Day.**

We will withdraw school places offered based on an address later found to be intentionally misleading or fraudulent.

What evidence is required of a house move?

Written evidence is required to confirm that a parent/carer has moved to a new address (please see below for examples of written evidence), all ties to a previous property have been given up, for example the property has been sold, or that the tenancy has expired. If the property is still owned it would no longer be available if it is rented to another tenant.

If the move involved the sale and purchase of properties

suitable written evidence would be a letter from solicitors, which details the exchange of contracts on both properties and the actual completion date. A letter of intent to buy is not enough.

If the move involved renting a property

suitable independent written evidence (e.g. from an estate agent or solicitor) would be the signed tenancy agreement or lease including the start and end date. A letter from a solicitor or estate agent would also be required to confirm either the sale of an existing property or the ending of a previous tenancy.

If the move involved returning to live in a property that is already owned

suitable written evidence of the date that the parent/carer has resumed living in the property and that they intend to remain living there for the foreseeable future is required. If the property has been rented out, then evidence will be required to show the end of the tenancy agreement.

If the move was to live with a member of the family

evidence of child benefit is required, showing the child is resident at the relevant address. If a child has moved to live with a parent/carer at an existing address, then evidence of child benefit is required showing where the child is now residing.

A copy of child benefit annual statement can be obtained by contacting [the Child Benefit Enquiry Line](#) on 0300 200 3100 in the UK or +44 161 210 3086 outside the UK OR confirmation of child benefit can be obtained from HMRC – using the [Child Benefit online service](#)

Kirklees Pupil Admissions may ask a Kirklees officer to visit you to verify that you are resident at the address you state as your home address on your application.

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

6 What happens to the applications?

6.1 Who administers the applications?

All the preferences named on the application will be assessed to decide which schools a child qualifies for a place at, according to the admission criteria for the school.

Preferences for academies are assessed by the academy trusts, which is the admission authority for these schools. Kirklees Pupil Admissions sends details of all applications to the school's academy trust.

Kirklees Pupil Admissions does not disclose a parents'/carers' order of preference to academies. The academy trust will determine the order of priority each application is ranked, according to the school's oversubscription criteria and provide Kirklees Pupil Admissions with a list, which ranks all the applications for that school.

6.2 How does the admissions authority decide which children are allocated places?

If there are fewer applicants than there are places available, everyone who applies will be offered a place.

When there are more applicants than there are places available children are offered places by using the admission criteria which are considered in order. These criteria can also be called oversubscription criteria. [Middle school admission arrangements 2026-27](#)

6.3 Does the school a child currently attends affect which school will be allocated?

For the two middle schools, higher priority is given under each admission criterion 2-5 to children attending a first school in the middle school's PAA.

[Oversubscription criteria for Kirkburton Middle School & Scissett Middle School](#)

6.4 How are parents'/carers' preferences taken into account?

If a child qualifies for a place at only one of their preferred schools, parents/carers will be offered a place at that school.

If a child qualifies for a place at more than one of their preferred schools, parents/carers will be offered a place at the highest preference school where the child qualifies.

If a child does not qualify for a place at any of the preferred schools and they live in Kirklees, parents/carers will be offered a place at the Priority Admission Area/catchment school if places are available, or the next nearest available school.

6.5 When will parents/carers find out which school their child has been allocated?

Applicants will receive an email on 16 April 2026 and will also be able to view the offer online on their [Parent Portal](#) account on this date.

Kirklees Pupil Admissions cannot tell parents/carers over the telephone which school has been allocated.

6.6 What happens if a parent/carer moves house after places have been allocated?

If a parent/carer changes address after the offer of a school place then they can retain the place which has been allocated. If the school offered is no longer suitable parents/carers should contact Kirklees Pupil Admissions; Telephone [01484 225007](tel:01484 225007) or Email pupiladmissions@kirklees.gov.uk to get information about schools with vacancies in the new area.

6.7 Can places be withdrawn?

Once a place has been allocated it is not usually withdrawn. However, occasionally it may become apparent that a mistake has been made during the allocation process, which has resulted in a place being offered to the wrong child. If a child has been disadvantaged by a mistake, it will be rectified. For example, if a child of a higher priority based on the oversubscription criteria for the school has not qualified for a place at a particular school but should have done, the mistake will be rectified, and a place will be offered to that child. This

may not necessarily be the child who is top of the school's waiting list at that point – it would be offered to the child who should have qualified for the place had the mistake not occurred. It may also be necessary to withdraw the allocated place from the child who should not have qualified for that place based on the oversubscription criteria for the school. The School Admissions Codes states a place may be withdrawn if it has been offered in error. A place would not be withdrawn for this reason if the child has started at the school. If the authority does withdraw an offer of a place, parents will be offered an alternative school place and advised of the right to appeal to an independent appeal panel.

6.8 Can a child be educated at home?

Yes, parents can elect to educate their child at home. The law states that parents/carers must make sure the child receives a 'sufficient full-time education suitable to their age, ability and aptitude and to any special educational needs they may have'. Kirklees Council has a duty to ensure that every child is receiving an efficient education and will contact families who have chosen to home educate. For more information please see; [Elective Home Education](#).

7 What if I am not happy with the place I am offered?

7.1 What happens if my child does not qualify for a place at any of my preferred schools?

If your child does not qualify for a place at any of the schools you have named as a preference and you live in Kirklees, you will be allocated a place at the Priority Admission Area (PAA)/catchment school if places are available. If a place is not available at the PAA/catchment school, a place will be allocated at the nearest school where places are available.

7.2 Can my child be placed on a school's waiting list?

Your child's name will automatically be placed on the waiting list for any Kirklees community or voluntary controlled school where they have been refused a place.

Waiting lists include on time and late applicants, in strict priority order according to the school's published admission criteria and not according to when their application was received.

Kirklees Pupil Admissions will contact you if a place becomes available for your child. We will ask you to complete and return a reply slip within 10 days to confirm whether you wish to accept the place offered. If you do not return your reply slip within 10 days, we will assume that you wish to accept the place offered and we will withdraw the school place previously allocated.

7.3 Are other places available?

If you are not happy with the school allocated and want to ask for an alternative, please contact Kirklees Pupil Admissions; Telephone [01484 225007](tel:01484225007) or Email pupiladmissions@kirklees.gov.uk for details of schools with vacancies.

You are strongly advised not to decline the school place allocated without first securing a place at an alternative school.

7.4 Can I change the schools I named a preference for after national offer day?

After national offer day there is a 'two week window' where Kirklees parents can email pupiladmissions@kirklees.gov.uk and change the middle school preference(s). We call this the re-allocation period.

After the two weeks have passed all the changes of school preference received during the two weeks are processed together in one 'batch' so that any places that may have become available at a school are offered to the child(ren) that qualify against the published admissions criteria for the school.

Kirklees Pupil Admissions will write to parents with the outcome of their change of preference. The process can take several weeks depending on the number of changes of preference received.

Change of preferences or late applications received after the first two weeks are then processed in 'weekly batches'.

7.5 Can I name a primary school or junior school as a new preference?

Year 6 is not the normal year of entry at primary or junior schools. To apply for a Year 6 place at a primary or junior school for September 2026, you will need to complete an [In Year Application](#). You can apply one term in advance so can apply from Monday 13 April 2026.

7.6 How do I make a change of school preference after national offer day?

Changes of middle school preferences should be made in writing by email to Kirklees Pupil Admissions pupiladmissions@kirklees.gov.uk

You should include your child's initials, your child's date of birth, your child's address, what your original school preferences were and in what preference order, and what you are changing your preference schools to, and in what preference order you want them to be considered.

We advise that the allocated school remains one of your preferences as we strongly advise against declining the school place offered without first securing a place at an alternative school.

If the school offered was not one of your original preferred schools, you do not need to make this school one of your change of preference schools.

If your change of preference no longer includes a school for which you have lodged an appeal, the appeal will be considered withdrawn.

7.7 Can I appeal to obtain a place at a preferred school?

You can appeal to an independent appeal panel to try to secure a place at any school you were refused.

Details of how to appeal for a middle school can be found at [appeal online](#).

8 How does an admissions appeal work?

8.1 The notice of admissions appeal

If you miss the last date to ask for an appeal, it may result in a delay in hearing your appeal. For dates see [Kirklees Council about admission appeals](#).

You must [appeal online](#).

The Kirklees Governance and Commissioning Team will arrange the appeal hearing and will write to you approximately two weeks ahead of your appeal to advise of the date and time of your hearing.

It is very important for you to stay within any timetable given for your appeal process and that you state all the information on which your appeal is based in your written statement of appeal.

8.2 The appeal hearing

The clerk of the appeal panel will email you about the appeal hearing and explain the procedures. An independent appeal panel hears appeals. It is made up of three people, including: at least one 'lay' member (a member of the public with no specialist education experience) and at least one 'independent' person who has experience in education and who is familiar with educational conditions in our area or who is a parent of a registered pupil at a school.

Appeal hearings will take place from June 2026 onwards. Further information about the appeal hearing can be found on the [Kirklees Council about admission appeals](#).

8.3 Appeal decisions

The clerk of the appeal panel will email you to tell you the decision. The independent appeal panel's decision is final and binding on the admission authority, the school and the parent. It is not possible to have a second appeal for the same school in the same year unless there has been a significant and material change in circumstances since the original appeal.

Kirklees Pupil Admissions cannot tell parents/carers the outcome of appeals over the telephone.

9 Can my child change schools during the school year?

9.1 A school transfer during the school year is known as an in-year admission

There are two different types of in-year admission:

- When parents/carers are moving house and want their child to move to a school closer to their new home.
- When parents/carers are not moving house, or whose change of address is not a significant one, (i.e. over 2 miles for Key Stage 1 or 3 miles for Key Stage 2 and above), but would like their child to change school.
- Key Stage 1: Reception, Year 1 and Year 2
- Key Stage 2: Years 3 to 6

Transferring a pupil from one primary school to another can be unsettling for friendship groups, can disrupt attendance and can break the continuity of learning as schools are likely to have differing curriculum patterns.

An application for an in-year admission can be made at any time during the school year, but no earlier than one school term in advance of when the school place is required.

A child usually starts at a new school at the beginning of a term unless their home address has changed significantly/they are new to Kirklees.

All in-year applications for Kirklees schools, including those from parents/carers living outside Kirklees, must be made online; [Changing school during the school year](#).

9.2 The Kirklees In-Year Fair Access Protocol

All local authorities must have a Fair Access Protocol, which exists to ensure that unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible.

All Kirklees Schools must participate in the [Kirklees Fair Access protocol](#) which is intended to act as a safety net for the most vulnerable children who are having difficulty in securing a school place through the normal in-year admission process. Fair Access may only be used to place the described categories of children as shown in the protocol and where a child is having difficulty in securing a school place in-year, and it can be demonstrated that reasonable measures have been taken to secure a place through the in-year admissions process.

10 Other information

10.1 Support with travel/bus passes and home-to-school transport

To support parents and carers making decisions about school preferences this Autumn, for admissions in September 2026, the current Home to School Travel Policy will apply. Children and Young People will receive subsidised travel assessed under the criteria set out in the Policy. Pupils are reassessed if their circumstances change, including, for example when there is a change of address or school, or a change in financial circumstances (if eligibility is assessed under low-income criteria).

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

Bus passes contact: [email School Bus Pass Team](#) or telephone 01484 221000 (ask for School Bus Pass Team).

For further information please refer to the Kirklees Home to School Transport Policy which can be accessed on the [School transport](#) page.

10.2 Special educational needs and disabilities in schools

What are special educational needs or disabilities (SEND)

Children and young people with SEND all have learning difficulties or disabilities that make it harder for them to learn than most children and young people of the same age. These children and young people may need extra or different help from that given to others. In recognition of this, the Council has created a new unit, "Travel Assessment Unit" where the team will work closely with families and other departments to assess, plan and provide safe, efficient and effective travel solutions to improve outcomes for our most vulnerable children and young people. See [Education Health and Care Needs Assessments - EHCNA \(including how to apply\)](#)

Travel Assessment Unit contact details are: travel.assessment@kirklees.gov.uk tel: 01484 221000

Bus passes – [School transport](#)

Transport for pupils with special educational needs and disabilities – [School transport](#)

What you should do if you suspect your child has a special education need or disability (SEND)

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

Parents/carers can also access independent information, advice and support by contacting [Kirklees Information Advice and Support Service \(KIAS\)](#).

For further information about the support and services that children and young people aged 0-25, who have special educational needs and disabilities and their families can get, please visit [Kirklees Local Offer](#).

Meeting special educational needs and disabilities in schools and settings (SEND)

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

Schools must involve the student and their parents or carers to agree how the young person's needs will be met, draw up a plan of what is expected and of the support that the school and any other relevant agencies will give and review progress at least once a term.

Moving up through school

Choosing a school can be difficult. It is important that you find out all you can before you make your choice. Your local school could be an Academy, a Free school, a Trust school or a Church school. Whatever kind of school it is, it will have a Special Educational Needs Coordinator (SENCO). The SENCO is responsible for making sure that all pupils with special educational needs and disabilities (SEND) have the provision they need in order to thrive and make progress.

Discovery

Find out more about the school you have in mind for your child to see if what they offer meets you and your child's needs. You can visit the school website, request a prospectus (if they provide one) and also make a visit in person.

Talk to the Head Teacher or SENCO about any particular questions you may have. You could ask them about how they will support your child in their learning, how much knowledge of SEND the staff have, how many subjects your child would take, or the after school clubs that are available.

It will also give you the chance to look around the classrooms, meet the staff, and think about how your child would travel there each day. When you have decided upon a school you would like, you must apply for a place there.

Education, Health and Care (EHC) Plans

If your child has an Education Health and Care Plan, the process of applying for a school place happens through the legal EHC needs assessment, planning and review process rather than through the normal admissions process. Your Casework Officer from the EHCP Team will work with you on this. You can contact the EHCP team: EHCP.Team@kirklees.gov.uk or telephone: 01484 2456888.

10.3 Other information available for parents on the Kirklees website

- [Bus passes](#)
- [Complaints and compliments](#)
- [Employment of school children and entertainment licences](#)
- [Governors and governing bodies](#)
- [Health and the school health team](#)
- [Meals at school and free school meals](#)
- [Free Milk](#)
- [Re-organisation of schools](#)
- [Special educational needs and disabilities](#)
- [Transport for pupils with special educational needs and disabilities](#)

11 Terms used in this guide

- **Academy** – An independent school funded by the government. The governing body/academy trust of an academy decides its own policy on admissions and has responsibility for deciding who is given a place. Places at the school are offered by the local authority on behalf of the governing body/academy trust.
- **Admission appeal** - Where a parent is not offered a place at a school for which they have expressed a preference, they have a legal right for their preference to be further considered by an independent appeal panel.
- **Admission criteria** - The rules which govern who should and should not be offered a place at an oversubscribed school.

- **Admission authority** - The body responsible for determining the admission arrangements for a school. This can be the local authority (LA) or the governing body/academy trust of a school.
- **In-Year Common Application Form (ICAF)** The online form to be completed when applying for a Kirklees school during the school year.
- **National Offer Day** The day each year when an authority's single offer of a primary school place is sent to parents. For children starting in a reception class or transferring to a junior or middle school in September 2026, National Offer Day is **16 April 2026**.
- **Net capacity** -The total number of pupil places available in a school.
- **Notice of appeal** - The form to be completed by a parent/carer and submitted to the authority to request an independent appeal for a school at which they have not been offered a place.
- **Order of preference** - The order in which parents have to list up to three preferences to enable the local authority to determine the single offer of a school place.
- **Oversubscribed** - Where the number of applications for the year group exceeds the PAN.
- **PAN** - Published Admission Number. A PAN is determined in consultation with each school based on the net capacity. This is the number of pupils that must be admitted to a school if sufficient applications are received.
- **Preferences** - The schools which parents indicate to the local authority they would wish their child to attend above all others.
- **Qualify for a school place** – When a child can be offered a place at a school either because; the number of applications for the school is below the published admission number or it is oversubscribed but the child has priority under the admission criteria.
- **Sibling** - a sibling is your child's brother or sister (including half-brothers and sisters, stepbrothers and sisters, adoptive brothers and sisters and fostered children living with the same family at the same address). Please note that cousins do not count as siblings.
- **Single offer of a school place** - The one offer of a school place at the highest preference school where the child qualifies.

12 Useful addresses and contact information

12.1 OFSTED reports and school performance table information

Access OFSTED reports at [Ofsted - GOV.UK](https://www.gov.uk/government/organisations/education-funding-equality-office) or directly from the school concerned. School and college achievement and attainment tables are available on the DfE website Individual schools will also provide information about their own results.

12.2 Kirklees SEND Information, Advice and Support Service

A free, independent and totally confidential service supporting parents/carers of children and young people who have already been identified as having special educational needs or a disability. Visit the [Kirklees SEND Information, Advice and Support Service](#) or telephone 0300 330 1504.

13 Kirklees middle schools & Admission arrangements 2026-27

13.1 Middle schools – Year 6 entry (Age range 10-13)

Table 1 Kirklees Middle Schools

| School name | Executive Head Teacher | Estimated on Roll September 2025 | Published Admission Number (PAN) | On-time First Preference Applications September 2025 | September 2025 allocation of places for Year 6 applications |
|---|------------------------|----------------------------------|----------------------------------|--|---|
| Kirkburton Middle School (Academy) Turnshaws Avenue, Kirkburton HD8 0TJ 01484 222737 | Mr C Taylor | 503 | 167 | 189 | Over-subscribed |
| Scissett Middle School (Academy) Wakefield Road, Scissett HD8 9JX 01484 865444 | Mr C Taylor | 591 | 200 | 202 | Over-subscribed |

13.2 Middle school admission arrangements 2026-27

Academy - state schools that are independent of the local authority. The academy trust is responsible for deciding who is given a place.

- [Kirkburton Middle School](#)
- [Scissett Middle School](#)

Oversubscription criteria for Kirkburton Middle School & Scissett Middle School

Criteria 1: children in public care (looked after children) or a child who was previously looked after

Criteria 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)

A. Attending a feeder school

B. Not attending a feeder school

Criteria 3: children who live in the school's PAA

A. Attending a feeder school

B. Not attending a feeder school

Criteria 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)

A. Attending a feeder school

B. Not attending a feeder school

Criteria 5: children who live outside the school's PAA

A. Attending a feeder school

B. Not attending a feeder school

We will admit a child with an Education Health Care Plan where the school is named on the plan

[Which middle school are the first schools linked to \(feeder schools\)?](#)

