

Directorate for Children & Young People
School Admissions
Ground Floor, Civic Centre 1
High Street, Huddersfield
HD1 2NF
Tel: 01484 221919
E-mail: schooladmissions@kirklees.gov.uk

Kirklees Council : Directorate for Children & Young People Schemes for School Admissions for 2013-14

A. Co-ordinated Scheme for Secondary School Admissions	page 1
B. Co-ordinated Scheme for Primary School – Rising Fives Admissions	page 10
C. Co-ordinated Scheme for Primary – Junior / Middle School Admissions	page 18
D. Scheme for In-year School Admissions	page 25

The Kirklees Admission Policy for Community and Controlled schools for 2013-14

Oversubscription criteria for admissions from September 2012	page 31
--	---------

Kirklees Council : Directorate for Children & Young People

A.Kirklees Co-ordinated Scheme for Secondary School Admissions for 2013-14

Disclaimer

The information in this document is believed to be correct at the time of publication.

The information gives regard to the 2012 School Admissions Code which came into force on 1st February 2012. Please contact the Admissions Service or consult the Kirklees Council website for the most up to date information.

Please also note that many schools in Kirklees have converted or are converting to academy status and this may have an impact on the information contained within this document.

Kirklees Council accepts no liability for any loss, damage or inconvenience caused as a result of any reliance on information contained within this document.

Please contact or consult the websites of other Admission Authorities to obtain the most up to date information.

These arrangements were subject to the annual statutory consultation on admission arrangements with the governing bodies of community, voluntary controlled, trust, and voluntary aided schools, academies, neighbouring LAs and parents/carers between January and March 2012.

A1. Appendices

Appendix A1 is the timetable for implementation of this scheme.

Appendix A2 is the meaning of expressions (marked *) used in this scheme.

A2. Purpose

This scheme is made to comply with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012

This scheme requires inter-authority co-ordination between Kirklees and other local authorities.

A3. Kirklees admission authorities

In Kirklees^{*1} the admission authorities* for secondary schools at the time of determination by the cabinet on 10 April 2012 are:

- (a) The governing body/academy trust for the following schools : -
academy (A), foundation (F), trust* (T), voluntary aided (VA)

All Saints Catholic College, Specialist in Humanities	(VA)
Batley Girls' High School - Visual Arts College	(A)
Batley Grammar School	(A)
Castle Hall Academy: Specialising in Languages	(A)
Heckmondwike Grammar School	(A)
Moor End Academy	(A)
North Huddersfield Trust School	(T)
Royds Hall High School	(T)
Shelley College - a Specialist Centre for Science	(A)
St John Fisher Catholic High School	(VA)
Salendine Nook High School	(A)
The Mirfield Free Grammar and Sixth Form	(A)
Westborough High School	(T)

¹ Terms marked * are explained in Appendix A2 on page 8.

(b) The Kirklees local authority (LA*) for all other Kirklees secondary schools.

Some Kirklees Community secondary schools may have changed category to academy or trust status before the 2013 admissions round. Details will be updated on the Kirklees website.

A4. The relevant* year

The relevant year for Kirklees secondary schools is Year 7 except for

- Shelley College - a Specialist Centre for Science where it is Year 9
- Whitcliffe Mount Business & Enterprise College where it is Year 7 (and 9 for pupils at Birkenshaw Middle School)
- Kirklees Creative and Media Studio School at the Netherhall Learning Campus where it is Year 10

A5. The Kirklees Secondary Common Application Form (SCAF)

The SCAF* asks a Kirklees parent/carer to express up to three preferences, ranked in priority order, for the school at which it is preferred that the child should be educated. The parent/carer may write reasons for each preference on the back of the form. Kirklees will not disclose a parent/carer's order of preference. For Kirklees children in Kirklees schools, parents/carers are asked to return the completed SCAF to their child's primary or middle school so that the school can check details and ensure a maximum return of forms.

If the Kirklees child is not in a Kirklees school the form is to be returned to the Kirklees LA School Admissions Office at Civic Centre 1, Huddersfield (address in Appendix 2). Residents of other LAs must not use the Kirklees SCAF.

An online application facility will be available and actively promoted during the application period.

A6. Supplementary Information Form

All Saints Catholic College, Batley Grammar School and St John Fisher Catholic High School require a parent/carer who names that school as one of their preferences to complete that school's own Supplementary Information Form (SIF). SIFs must only be used if the school's admission criteria require information which is not available on the SCAF. The SIF and the SCAF will state that the SIF must be returned to the school. The SIF cannot replace the SCAF. If a SCAF 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.

Heckmondwike Grammar School requests applicants to complete the school's own form by 19th September 2012 to register for the entrance test, so that necessary preparations can be made.

A7. Schools with testing and assessment as part of the admissions process - Batley Grammar School and Heckmondwike Grammar School

(a) Fair Banding assessment for entry into Year 7 at Batley Grammar School

- All children applying to Batley Grammar School will take a fair banding assessment to ensure a comprehensive intake.

- Applicants will be placed into one of five 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.
- 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 criteria in paragraph 4 of the school's admissions policy. 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.

(b) Ability testing* for Heckmondwike Grammar School

Heckmondwike Grammar School will only test applicants for inclusion in this scheme whose parents/carers have expressed a preference for the grammar school under this scheme. To enable the grammar school to make necessary preparations, applicants will be requested to complete the school's own form by 19th September 2012 to register for the test. This form cannot replace the SCAF and any applicant who has named the school as one of their preferences on the common application form **must** be allowed to sit the test.

Any information sent to the parents/carers of children who are successful in the testing must make clear that more children pass the test than there are places in the grammar school, that passing the test does not constitute the offer of a place and that the parent/carer must wait until the offer day on 1 March 2013 to be notified by their home LA at which school they are to be offered a place.

A8. Role of the child's present Kirklees school

At the start of a Kirklees child's final year at a Kirklees middle, junior or primary school, the school will send home by "pupil post" written details of how parents/carers can access the online version or a paper copy of the booklet "Secondary School Guide for Parents/Carers", which contains the SCAF, SIF for Batley Grammar School and the Catholic High Schools and the registration form for the Heckmondwike Grammar School test.

The school should subsequently:-

- encourage parents/carers to use the online system for making applications
- offer advice if parents/carers have misunderstood any aspect of the procedure
- gather in any completed paper forms (with any supporting information from the parent/carer attached).
 - check them for factual detail.
 - send the forms in a batch to the Kirklees LA together with a written explanation of SCAs issued but not returned.
- ensure that a child joining the final year after the SCAs have been issued is not left out of the transfer procedure.

Such a Kirklees school has little role in the transfer of a child from another LA except to advise the parent/carer to contact that LA if the parent/carer has had no approach from that LA at the time when Kirklees families are involved in the transfer procedures.

A9. Assessment of parents/carers' preferences for Kirklees schools

The following applies equally to preferences on the Kirklees SCAF and preferences received for Kirklees schools from other LAs for their residents.

- For a school in section 3(a), the Kirklees LA will send details of any application (together with any supporting information provided by the parent/carer) to the governing body/academy trust of that 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.
- For a school in section 3(b), the Kirklees LA will determine by reference to the Kirklees published admissions criteria, the order of priority in which each of a parent/carer's preferences is ranked in relation to the other applications for that school.

A10. Kirklees schools where the governing body/academy trust is the admission authority

This Scheme requires the governing body/academy trust to:

- Notify the Kirklees LA of any application which is made to the school direct (regardless of whether or not the parent/carer lives in the Kirklees area).
- Be responsible for the provision, completion by applicants and retention of any Supplementary Information Form which the governing body finds necessary to apply its own admission criteria. The Kirklees LA will ensure that SIFs are available on its website, in the Guide for Parents/carers booklet and at the School Admission offices.
- Determine by reference to the school's published admission criteria the order of priority in which all applications are ranked.
- Notify the Kirklees LA of their decision according to the timetable which is Appendix A1 to this Scheme.
- Ensure that the offer or refusal of a place is only communicated to the parent/carer (or the parent/carer's home LA) by the Kirklees LA, albeit on behalf of the governing body/academy trust.

A11. Provision of information

The Kirklees LA will supply another LA with the details about a child in a Kirklees school who is resident in the area of that other LA where it appears necessary for providing the child with the appropriate common application form.

The Kirklees LA will supply another LA with details of any application (together with any supporting information provided by the parent/carer) made by a Kirklees parent/carer for a school maintained by that other LA.

The Kirklees LA will advise another LA in writing of the eligibility of any child resident in the area of that other LA for a place at a Kirklees school.

A12. Procedures for offers of places to parents/carers

Where a Kirklees child qualifies for a place at one or more schools and, following liaison as necessary, with any other LA, the 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 the Kirklees LA will determine an offer on the basis of the second paragraph of section 13 below.

The Kirklees LA will notify the governing body/academy trust of any school in section 3(a) or other LA concerned of any Kirklees decision to offer or refuse a place at such a school.

A13. Offers of places to Kirklees parents/carers and appeals

The Kirklees LA will send out to a Kirklees parent/carer on 1 March 2013 notice of any Kirklees school's decision to offer or refuse a place at any secondary school in Kirklees or the other authorities 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 LA, as appropriate.

If the child does not qualify for any of the parent/carer's preferred schools, 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 offer letter will also give reasons why the child is not being offered a place at a parent/carer's higher preference school (where appropriate) and include information about the statutory right of appeal, how to accept or refuse an offer and the availability of assistance with school transport.

A14. Late and revised applications

The closing date for applications is 31 October 2012. Where applications are received late, 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 final allocation of school places. It is anticipated the allocation process will take place on 23 January 2013. This exception to the closing date only applies to Kirklees schools, other LAs may have their own conditions for accepting late applications.

Initial applications received after the closing date of 31 October 2012 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.

After the closing date of 31 October 2012 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. Not succeeding in the testing for Heckmondwike Grammar School will not be considered sufficient reason for a change of preferences. Following the offer of places on 1 March 2013 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.

A15. Processing applications

The normal admissions round for Kirklees schools is defined as any determination of applications for the relevant year made under this co-ordinated scheme before the offer date of 1 March 2013.

The processing of applications for the normal admissions round will be as follows:-

The initial allocation

To assess and allocate a place for all 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 applications which were received late from parents/carers resident in Kirklees and other LAs.

Waiting lists

After the offer day, unsatisfied higher preferences for a school are placed on that school's waiting list, which is held by the admission authority for the school as listed in section A3. Preferences which cannot be satisfied which are received after the offer day are similarly placed on a school's waiting list.

A16. Waiting lists for Kirklees schools

The waiting list for each Kirklees secondary school is held by the admission authority for the school (as listed in section A3) and operates as follows:

The waiting lists will be open from the offer day and close on the final school day of the 2013/14 school year.

The names on the waiting lists for the school will comprise children:

- (a) whose parent/carer had 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 had 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 on an equal footing).

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 and following consultation with the school.

A17. Admissions outside the normal admissions round

Applications for any Kirklees secondary school for the relevant year made after the first school day in September 2013, or to any other age group at any time, will be processed under the Kirklees scheme for in-year admissions.

A18. 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.

A19. Changes to PAN by admission authorities

This Scheme requires Kirklees schools where the governing body/academy trust is the admission authority to

- Notify Kirklees LA of any intention to increase the school's PAN and refer to the change on the school's website.
- Following determination of the PAN, notify Kirklees LA if they intend to admit above their PAN, in good time to allow the LA to deliver its coordination responsibilities effectively according to the timetable which is Appendix A1 to this Scheme.

Appendix A1 : Kirklees timetable for secondary co-ordinated admissions

Issue of application forms Week starting 3 September 2012
↓
Heckmondwike Grammar School testing School Registration Form completed by 19th September Entrance Test Saturday 29th September
↓
Closing date for applications and SIFs 31 October 2012
↓
Kirklees LA sends information about applications for Kirklees academy, foundation, trust and voluntary aided schools to those schools by 26 November 2012
↓
Kirklees academy, foundation, trust and voluntary aided schools send lists of pupils qualifying, and not eligible, for places to Kirklees LA
Kirklees academy, foundation, trust and voluntary aided schools notify Kirklees LA of any intention to admit above PAN, and specify the PAN 21 December 2012
↓
Kirklees decides provisional offers including extra-district children applying for Kirklees schools and notifies other LAs 23 January 2013
↓
Provisional offers reviewed to take account of information from other LAs, results sent to other LAs/admission authorities 1 February 2013
↓
Kirklees and other LAs exchange information on confirmation of offers to be made 8 February 2013
Statutory National Offer Day 1 March 2013
↓
Appeals

Appendix A2 : The meaning of words and expressions used in this scheme

Admissions authority	The body which decides admissions to a school and which makes arrangements for its admission appeals.
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 admissions round	Admissions for the relevant year arising from offers made under this scheme.
Relevant year	The first age group in a school. <ul style="list-style-type: none"> ▪ Year 7 at most Kirklees secondary schools ▪ Year 9 at Shelley College - a Specialist Centre for Science ▪ Year 7 (and Year 9 for pupils transferring from Birkenshaw Middle School) at Whitcliffe Mount Business & Enterprise College ▪ Year 10 at Kirklees Creative and Media Studio School, Netherhall Learning Campus.
SCAF	Kirklees Secondary Common Application Form.
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 assessment for Batley Grammar School will take place after the 31st October ▪ The examinations for Heckmondwike Grammar School are to be held on September 29th 2012.
Trust School	A Trust School is a Foundation School with a charitable Foundation
School Admissions	Ground Floor North, Civic Centre 1, High Street, Huddersfield, HD1 2NF Tel 01484 225007 E-mail: schooladmissions@kirklees.gov.uk

Kirklees Council : Directorate for Children & Young People**B.Kirklees Co-ordinated Scheme for Primary School – Rising Fives Admissions for 2013-14****Disclaimer**

The information in this document is believed to be correct at the time of publication.

The information gives regard to the 2012 School Admissions Code which came into force on 1st February 2012. Please contact the Admissions Service or consult the Kirklees Council website for the most up to date information.

Please also note that many schools in Kirklees have converted or are converting to academy status and this may have an impact on the information contained within this document.

Kirklees Council accepts no liability for any loss, damage or inconvenience caused as a result of any reliance on information contained within this document.

Please contact or consult the websites of other Admission Authorities to obtain the most up to date information.

These arrangements were subject to the annual statutory consultation on admission arrangements with the governing bodies of community, voluntary controlled, trust, and voluntary aided schools, academies, neighbouring LAs and parents/carers between January and March 2012.

B: Rising Five Admissions

A rising five means a child who normally enters full-time education in the school year in which his or her fifth birthday occurs. A rising five school means a school which admits such children.

B1. Appendices to this scheme

Appendix B1 is the timetable for implementation of the scheme.

Appendix B2 is the list of academy, foundation, trust and voluntary aided rising five schools in Kirklees for which the governing body/academy trust is the admission authority.

Appendix B3 is the meaning of expressions (marked *) used in Part A of this scheme.

B2. Purpose

This scheme is made to comply with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012

This scheme requires inter-authority co-ordination between Kirklees and other local authorities.

B3. Kirklees admission authorities

In Kirklees^{*1} the admission authorities* for rising five schools at the time of publication are:

- (a) The Kirklees local authority (LA*) for all Kirklees community and voluntary controlled primary schools, and
- (b) The governing bodies/academy trust of the Academy, Catholic voluntary aided schools and the Church of England voluntary aided schools shown in Appendix A2.

NOTE : Some Kirklees schools may have changed category to academy, foundation or trust status before the 2013 admissions round. Details will be updated on the Kirklees website.

¹ Terms marked * in Appendix B are explained in Appendix B3 on page 8.

B4. The Primary Common Application Form (PCAF*)

The Kirklees PCAF can only be used by parents/carers resident in Kirklees. The PCAF asks a parent/carer to express up to three preferences, ranked in priority order, for the school at which it is preferred that the child should be educated. The parent/carer may write reasons for each preference on the back of the form. Kirklees will not disclose a parent/carer's order of preference. The parent/carer may name Kirklees schools or schools maintained by any other LA.

An online application facility will be available and actively promoted during the application period.

B5. Supplementary Information Form

Each of the schools mentioned in Appendix B2 requires a parent/carer who names that school as one of their preferences to complete that school's own Supplementary Information Form (SIF).

SIFs must only be used if the school's admission criteria require information which is not available on the PCAF. The SIF and the PCAF will state that the SIF must be returned to the school. The SIF cannot replace the PCAF. If a PCAF 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.

B6. The application process

Parents/carers are encouraged to make an online application to Kirklees, but they can obtain a paper PCAF at any rising five school or from the School Admissions Office. Parents/carers will be asked to return the completed form to their first preference school.

Because parents/carers often apply one or more years in advance of the time of admission and rising five class sizes are limited to 30 pupils, claims of lost applications are difficult to resolve. Parents/carers will be issued with a receipt for a completed PCAF and be strongly advised not to leave the school without a receipt and then to keep it in a safe place.

The school should:-

- gather in the completed forms,
- check them for accuracy of factual detail,
- offer advice to the parent/carer if it appears that the parent/carer may have misunderstood some aspect of the procedure,
- send the forms in a batch to the Kirklees LA.

B7. Procedure for preferences expressed for Kirklees schools

The following applies equally to preferences on the Kirklees PCAF and preferences received for Kirklees schools from other LAs for their residents.

For a school mentioned in section B3(a), the Kirklees LA will determine any application by reference to Kirklees published admissions criteria, the order of priority in which that application for the school is ranked.

For a school mentioned in section B3(b), the Kirklees LA will send details of any application (together with any supporting information provided by the parent/carer) to the governing body/academy trust of that 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.

B8. Provision of information to other local authorities

Kirklees parents/carers who wish to express a preference for a school in the area of another LA must name the school as one of the preferences on the Kirklees PCAF.

The Kirklees LA will supply another LA with details of any application (together with any supporting information provided by the parent/carer) made by a Kirklees parent/carer for a school maintained by that other LA.

The Kirklees LA will advise another LA in writing of the eligibility of any child resident in the area of that other LA for a place in a Kirklees school.

B9. Procedures for a Kirklees academy, foundation, trust or voluntary aided rising five school

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

- Follow the Kirklees rising five application procedure.
- Act promptly to ensure that all applications are on the Kirklees PCAF. Be responsible for the provision, completion by applicants and retention of any Supplementary Information Form which the governing body/academy trust finds necessary to apply its own admission criteria. The Kirklees LA will ensure that SIFs are available on its website, in the Guide for Parents/carers booklet and at the School Admission offices.
- 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 which is Appendix B1 to this scheme.
- Ensure that determination 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.

B10. Procedures for offers of places to parents/carers

Where a Kirklees child qualifies for a place at one or more schools, and following liaison as necessary with any of the other LAs, the 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 the Kirklees LA will determine an offer on the basis of the second paragraph of section A11 below.

The Kirklees LA will notify the governing body/academy trust of any school in section 3(b) or other LA concerned of any Kirklees decision to offer or refuse a place at such a school.

B11. Offers of places to Kirklees parents/carers and appeals

The Kirklees LA will send out on 16 April 2013 notice to a Kirklees parent/carer of any Kirklees decision to offer or refuse a place at any rising five school in Kirklees or other authority for which the parent/carer has applied. Offers or refusals of places will only be made by the Kirklees LA, albeit on behalf of the governing body/academy trust of a academy, foundation, trust or voluntary aided school or other authority, as appropriate.

If the child does not qualify for any of the parent/carer's preferred schools and provided the child is resident in Kirklees, a place will be offered at the school designated by Kirklees to serve the parent/carer's address or, if no such place is available, the nearest appropriate Kirklees school where a place is available. Nearest means the shortest

distance from the child's home to the school measured in a straight line.

The offer letter will also give reasons why the child is not being offered a place at a parent/carer's higher preference school (where appropriate) and include information about the statutory right of appeal, how to accept or refuse an offer and the availability of assistance with school transport.

B12. Processing applications for the normal admissions round

The normal admission round for Kirklees rising five schools is defined as any determination of applications for the relevant year* made under this co-ordinated scheme before the offer date of 16 April 2013.

The processing of applications for the normal admissions round will be as follows:-

The initial allocation

To assess and allocate a place for all 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 applications which were received late from parents/carers resident in Kirklees and other LAs.

Waiting lists

After the offer day, unsatisfied higher preferences for a school are placed on that school's waiting list which is held by the admission authority for the school as listed in section B3. Preferences which cannot be satisfied which are received after the offer day are similarly placed on a school's waiting list .

B13. Late and revised applications

The closing date for applications is 15 January 2013. Where applications are received late, in Kirklees' judgement for significant and exceptional reasons, for example a move into Kirklees, the Authority will endeavour to include the application in the initial allocation process. Proof of such special circumstances will be required. Proof of change of address will be accepted up to the latest reasonable date before the final allocation of school places. It is anticipated the allocation process will take place on 18 March 2013. This exception to the closing date only applies to Kirklees schools, other Local Authorities may have their own conditions for accepting late applications.

Initial applications received after the closing date of 15 January 2013 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.

After the closing date of 15 January 2013 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.

B14. Waiting lists for rising fives

Waiting lists for each rising five school are held by the admission authority for the school (as listed in section B3). The waiting lists will be open from the offer day and close on the final school day of the 2013/14 school year.

The names on the waiting lists for a school will comprise 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 on an equal footing).

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.

B15. Admissions of rising fives outside the normal admissions round

Admissions outside the normal admissions round means any rising five admission other than those determined under section B12 of this scheme.

Applications received for any other age group, or the rising five age group made after the first school day, will be processed under the Kirklees co-ordinated scheme for in-year admissions.

B16. 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.

B17. Changes to PAN by admission authorities

This Scheme requires Kirklees schools where the governing body/academy trust is the admission authority to

- Notify Kirklees LA of any intention to increase the school's PAN and refer to the change on the school's website.
- Following determination of the PAN, notify Kirklees LA if they intend to admit above their PAN, in good time to allow the LA to deliver its coordination responsibilities effectively according to the timetable which is Appendix B1 to this Scheme.

Appendix B1: Kirklees timetable for primary co-ordinated admissions for rising fives

Application from the age of three years onwards
↓
Closing date for applications 15 January 2013
↓
Kirklees LA sends information about applications for schools in other LAs to those LAs 1 February 2013
↓
Kirklees LA sends information about applications for Kirklees academy, foundation, trust and voluntary aided schools to those schools by 4 February 2013
↓
Kirklees academy, foundation, trust and voluntary aided primary schools send lists of pupils qualifying, and not qualifying, for places to Kirklees LA
Kirklees academy, foundation, trust and voluntary aided schools notify Kirklees LA of any intention to admit above PAN, and specify the PAN by 22 February 2013
↓
Kirklees decides provisional offers including extra-district children applying for Kirklees schools and notifies other LAs by 18 March 2013
↓
Provisional offers reviewed to take account of information from other LAs, results sent to other LAs/admission authorities by 25 March 2013
↓
Kirklees and other LAs exchange information on confirmation of offers to be made by 1 April 2013
↓
Kirklees Rising Five Offer Day 16 April 2013
↓
Appeals

Appendix B2 : Kirklees admission authorities for rising five schools

NOTE : Some Kirklees schools may have changed category to academy or trust status before the 2013 admissions round. Details will be updated on the Kirklees website.

Kirklees admission authorities for rising five schools at the time of publication are:

Kirklees Academies

Batley Grammar School

Kirklees Catholic voluntary aided primary schools

Holy Spirit Catholic Primary School
Our Lady of Lourdes Catholic Primary School
St Joseph's Catholic Primary School, Dalton
St Joseph's Catholic Primary School, Dewsbury
St Mary's Catholic Primary School
St Patrick's Catholic Primary School, Birstall
St Patrick's Catholic Primary School, Huddersfield
St Paulinus Catholic Primary School

Kirklees Church of England voluntary aided primary schools

Almondbury CE (VA) Infant and Nursery School
Batley Parish CE (VA) Junior, Infant & Nursery School
Christ Church Woodhouse CE(VA) Junior, Infant and Early Years School
Cumberworth CE(VA) First School
Denby CE(VA) First School
Gomersal St Mary's CE(VA) First & Nursery School
Helme CE(VA) Junior & Infant School
Kirkburton CE(VA) First School
Lindley CE(VA) Infant School
Linthwaite Ardron CE(VA) Junior & Infant School
St Aidan's CE(VA) First School
St John's CE(VA) Junior & Infant School
St Peter's CE(VA) Junior, Infant & Early Years School
Scissett CE(VA) First School

Appendix B3 : The meaning of expressions used in this scheme

Admission authority	The body which decides admissions to a school and which makes arrangements for its admission appeals.
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.
PCAF	Kirklees Primary Common Application Form.
Relevant year	The first full time age group in a school. That is, in Part A of this scheme, the Reception age group.
School Admissions	Ground Floor North, Civic Centre 1, High Street, Huddersfield, HD1 2NF Tel 01484 225007 E-mail: schooladmissions@kirklees.gov.uk

Kirklees Council : Directorate for Children & Young People**C. Kirklees Co-ordinated Scheme for Primary – Junior / Middle School Admissions for 2013-14****Disclaimer**

The information in this document is believed to be correct at the time of publication.

The information gives regard to the 2012 School Admissions Code which came into force on 1st February 2012. Please contact the Admissions Service or consult the Kirklees Council website for the most up to date information.

Please also note that many schools in Kirklees have converted or are converting to academy status and this may have an impact on the information contained within this document.

Kirklees Council accepts no liability for any loss, damage or inconvenience caused as a result of any reliance on information contained within this document.

Please contact or consult the websites of other Admission Authorities to obtain the most up to date information.

These arrangements were subject to the annual statutory consultation on admission arrangements with the governing bodies of community, voluntary controlled, trust, and voluntary aided schools, academies, neighbouring LAs and parents/carers between January and March 2012.

C1. Appendices to this scheme

Appendix C1 is the timetable for implementation of the scheme.

Appendix C2 is the meaning of expressions (marked*) used in Part C of this scheme.

C2. Purpose

This scheme is made to comply with The School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008.

This scheme requires inter-authority co-ordination between Kirklees and other local authorities.

C3. Kirklees admission authorities

In Kirklees^{*1} the admission authorities* for junior and middle schools at the time of publication are:

- (a) The Kirklees local authority (LA*) for all Kirklees community and voluntary controlled Junior and Middle schools, and
- (b) The governing body for South Crosland CE(A) Junior School and the Academy Trust for Lindley Junior School

NOTE : Some Kirklees schools may have changed category to academy or trust status before the 2013 admissions round. Details will be updated on the Kirklees website.

C4. The Common Application Form for Transfer to Junior/Middle School (TCAF*)

The Kirklees TCAF can only be used by parents/carers resident in Kirklees. The TCAF asks a parent/carer to express up to three preferences, ranked in priority order, for the school at which it is preferred that the child should be educated. The parent/carer may write reasons for each preference on the back of the form. Kirklees will not disclose a parent/carer's order of preference. The parent/carer may name Kirklees schools or schools maintained by any other LA.

An online application facility will be available and promoted during the application period.

¹ Terms marked * in Part C are explained in Appendix C2 on page 7.

C5. Supplementary Information Form

Each of the schools mentioned in Section C3(b) above may require a parent/carer who names that school as one of their preferences to complete that school's own Supplementary Information Form (SIF). SIFs must only be used if the school's admission criteria require information which is not available on the TCAF. The SIF and the TCAF will state that the SIF must be returned to the school. The SIF cannot replace the TCAF. If a TCAF 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.

C6. Role of the child's present Kirklees school

At the start of a Kirklees child's final year at an infant or first school, the school will send home by "pupil post" the booklet "Primary School Guide for Parents/carers" which contains the TCAF and any SIFs for academy, foundation, trust or voluntary aided schools.

The school should:-

- gather in the completed forms,
- check them for accuracy of factual detail,
- offer advice to the parent/carer if it appears that the parent/carer may have misunderstood some aspect of the procedure,
- send the forms in a batch to the Kirklees LA together with a written explanation of TCAFs issued but not returned.
- take prompt action to ensure that a child joining the final year after the TCAFs have been issued is not left out of the transfer procedure.
- Encourage parents/carers to use the online application process

C7. Procedure for preferences expressed for Kirklees schools

The following applies equally to preferences on the Kirklees TCAF and preferences received for Kirklees schools from other LAs for their residents.

For a school mentioned in section C3(a), the Kirklees LA will determine any preference by reference to Kirklees published admissions criteria, the order of priority in which that preference for the school is ranked.

For a school mentioned in section C3(b), the Kirklees LA will send details of any application (together with any supporting information provided by the parent/carer) to the governing body/academy trust of that school. The governing body/academy trust will determine the order of priority in which that preference for the school is ranked.

C8. Provision of information to other local authorities

The Kirklees LA will supply another LA with the details about a child in a Kirklees school who is resident in the area of that other LA where it appears necessary for providing the child with the appropriate common application form.

Parents/carers resident in Kirklees who wish to express a preference for a school in the area of another LA must name the school as one of the preferences on the Kirklees TCAF.

The Kirklees LA will supply another LA with details of any application (together with any supporting information provided by the parent/carer) made by a Kirklees parent/carer for a school maintained by that other LA.

The Kirklees LA will advise another LA in writing of the eligibility of any child resident in the area of that other LA for a place in a Kirklees school.

C9. Procedures for a Kirklees academy, foundation, trust or voluntary aided junior / middle school

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

- Follow the Kirklees transfer application procedure.
- Act promptly to ensure that all applications are on the Kirklees TCAF. Be responsible for the provision, completion by applicants and retention of any Supplementary Information Form which the governing body/academy trust finds necessary to apply its own admission criteria. The Kirklees LA will ensure that SIFs are available on its website, in the Guide for Parents/carers booklet and at the School Admission offices.
- 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 which is Appendix C1 to this scheme.
- Ensure that determination 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.

C10. Procedures for offers of places to parents/carers

Where a Kirklees child qualifies for a place at one or more schools, and following liaison as necessary with any other LAs, the 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 the Kirklees LA will determine an offer on the basis of the second paragraph of section C11 below.

The Kirklees LA will notify the governing body/academy trust of any school in section 3(b) or other LA concerned of any Kirklees decision to offer or refuse a place at such a school.

C11. Offers of places to parents/carers and appeals

The Kirklees LA will send out on 16 April 2013 notice to a Kirklees parent/carer of any Kirklees decision to offer or refuse a place at any junior or middle school in Kirklees or other authority for which the parent/carer has applied. Offers or refusals of places shall 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 and has completed a TCAF, 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 offer letter will also give reasons why the child is not being offered a place at a parent/carer's higher preference school (where appropriate) and include information about the statutory right of appeal, how to accept or refuse an offer and the availability of assistance with school transport.

C12. Processing applications for the normal admissions round.

The normal admission round for Kirklees middle or junior schools is defined as any determination of applications for the relevant year made under this co-ordinated scheme for offers of places before the national offer date of 16 April 2013.

The processing of applications for the normal admissions round will be as follows:-

The initial allocation

To assess and allocate a place for all 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 applications which were received late from parents/carers resident in Kirklees and other LAs.

Waiting lists

After the offer day, unsatisfied higher preferences for a school are placed on that school's waiting list which is held by the admission authority for the school as listed in section C3. Preferences which cannot be satisfied which are received after the offer day are similarly placed on a school's waiting list.

C13. Late and revised applications

The closing date for applications is 15 January 2013. Where applications are received late, in Kirklees' judgement for significant and exceptional reasons, for example a move into Kirklees, the Authority will endeavour to include the application in the initial allocation process. Proof of such special circumstances will be required. Proof of change of address will be accepted up to the latest reasonable date before the final allocation of school places. It is anticipated the allocation process will take place on 8 March 2013. This exception to the closing date only applies to Kirklees schools, other Local Authorities may have their own conditions for accepting late applications.

Initial applications received after the closing date of 15 January 2013, 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.

After the closing date of 15 January 2013 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.

C14. Waiting lists

The waiting list for each junior or middle school is held by the admission authority for the school (as listed in section C3). The waiting lists will be open from the offer day and close on the final school day of the 2013/14 school year.

The names on the waiting list for the school will comprise 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 parents/carers written request) whose parent/carer has expressed a preference for that school but 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 applicants on an equal footing).

If 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.

C15. Admissions outside the normal admissions round

Admissions outside the normal admissions round means any admission to the first year at a junior or middle school other than those determined under section B12 of this scheme.

Applications for these age groups received after the first school day in September 2013 and any other age group at any time will be processed under the Kirklees co-ordinated scheme for in-year admissions.

C16. 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.

C17. Changes to PAN by admission authorities

This Scheme requires Kirklees schools where the governing body/academy trust is the admission authority to

- Notify Kirklees LA of any intention to increase the school's PAN and refer to the change on the school's website.
- Following determination of the PAN, notify Kirklees LA if they intend to admit above their PAN, in good time to allow the LA to deliver its coordination responsibilities effectively according to the timetable which is Appendix C1 to this Scheme.

Appendix C1 : Kirklees timetable for co-ordinated admissions for junior and middle schools

Issue of applications forms Week starting 5 November 2012
↓
Closing date for applications 15 January 2013
↓
Kirklees LA sends information about applications for schools in other LAs to those LAs 21 January 2013
↓
Kirklees LA sends information about applications for Kirklees academy, foundation, trust and voluntary aided schools to those schools by 25 January 2013
↓
Kirklees academy, foundation, trust and voluntary aided primary schools send lists of pupils qualifying, and not qualifying, for places to Kirklees LA Kirklees academy, foundation, trust and voluntary aided schools notify Kirklees LA of any intention to admit above PAN, and specify the PAN by 8 February 2013
↓
Kirklees decides provisional offers including extra-district children applying for Kirklees schools and notifies other LAs by 8 March 2013
↓
Provisional offers reviewed to take account of information from other LAs, results sent to other LAs/admission authorities by 15 March 2013
↓
Kirklees and other LAs exchange information on confirmation of offers to be made by 22 March 2013
↓
Kirklees Junior/Middle Offer Day 16 April 2012
↓
Appeals

Appendix C2 : The meaning of expressions used in This scheme

Admission authority	The body which decides admissions to a school and which makes arrangements for its admission appeals.
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 admissions round	Admissions for the relevant year arising from offers made under this scheme.
Relevant year	The first age group in a school. That is, in Part B of this scheme, Year 3 in a junior school and Year 6 in a middle school in the Shelley area.
TCAF	Kirklees Common Application Form for Transfer to Junior/Middle School.
School Admissions	Ground Floor North, Civic Centre 1, High Street, Huddersfield, HD1 2NF Tel 01484 225007 E-mail: schooladmissions@kirklees.gov.uk

Kirklees Council : Directorate for Children & Young People

D. Kirklees Scheme for In-year School Admissions 2013-14

Disclaimer

The information in this document is believed to be correct at the time of publication. The information gives regard to the 2012 School Admissions Code which came into force on 1st February 2012. Please contact the Admissions Service or consult the Kirklees Council website for the most up to date information.

Please also note that many schools in Kirklees have converted or are converting to academy status and this may have an impact on the information contained within this document.

Kirklees Council accepts no liability for any loss, damage or inconvenience caused as a result of any reliance on information contained within this document.

Please contact or consult the websites of other Admission Authorities to obtain the most up to date information.

These arrangements were subject to the annual statutory consultation on admission arrangements with the governing bodies of community, voluntary controlled, trust, and voluntary aided schools, academies, neighbouring LAs and parents/carers between January and March 2012.

D1. Appendices

Appendix D1 is a list of the academy, foundation, trust and voluntary aided schools in Kirklees.

Appendix D2 is the meaning of expressions (marked *) used in this scheme.

D2. Purpose

This scheme is made to comply with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012

D3. Kirklees admission authorities

In Kirklees^{*1} the admission authorities* for schools at the time of publication are:

- (a) The Kirklees local authority (LA*) for all Kirklees community and voluntary controlled schools, and
- (b) The governing bodies/academy trusts of the academy, foundation, trust and voluntary aided schools shown in Appendix D2.

NOTE : Some Kirklees schools may have changed category to academy or trust status before the 2013 admissions round. Details will be updated on the Kirklees website.

D4. In-year applications

In-year applications are those made during the school year for the normal year of admission and those made for admission to age groups other than the normal year of admission.

D5. The Kirklees In-year Common Application Form (ICAF)

- All applications for an in-year admission to a school **must** be made on the Kirklees **In-year Common Application Form (ICAF)**. This includes applications

¹ Terms marked * are explained in Appendix D2 on page 6.

from parents/carers resident outside Kirklees

- The ICAF asks a Kirklees parent/carer wishing to change their child's school to complete **a separate form for each school** to which they prefer their child to transfer.
- Where a change of school is requested for reasons other than a significant change of address, the child's current head teacher must complete the relevant section of the ICAF.
- Parents/carers should return the completed ICAF to the school to which they prefer their child to transfer.

D6. Supplementary Information Form

Each of the schools listed in Appendix D1 may request that a parent/carer who names that school as their preference should complete that school's own Supplementary Information Form (SIF). SIFs must only be used if, in order to apply the school's admission criteria, the admission authority for the school requires information which is not available on the ICAF. The SIF and the ICAF will state that the SIF must be returned to the school. The SIF cannot replace the 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 met the criteria fully. Where a SIF is requested, the school should follow up any that have not been received.

D7. Assessment of a parent/carer's preference for Kirklees Community and Voluntary Controlled schools (in section 3(a) above).

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:

- Notify Kirklees school admissions with an electronic copy of the full details of any application that is made to the school (regardless of whether or not the parent/carer lives in the Kirklees area) within 2 school days of receipt of the application
- Contact Kirklees school admissions to confirm the availability of places at the school to the Kirklees LA regularly.
- Contact Kirklees school admissions to consult within 2 school days to
 - confirm whether or not the school has vacancies in the year group required
 - confirm by reference to the Kirklees admission criteria the order of priority in which a parent/carer's preference is ranked in relation to other applications for that school.
 - where there are more applications than places available, determine by reference to the Kirklees LA published admission criteria the order of priority in which all applications are ranked.
- **Ensure that the offer or refusal of a place is only communicated to the parent/carer by the Kirklees LA as the Admission Authority.**

D8. Kirklees schools where the governing body/academy trust is the admission authority (see Appendix D1)

This scheme requires the governing body/academy trust to:

- Notify the Kirklees LA Admissions Team of the full details any application that is made to the school (regardless of whether or not the parent/carer lives in the

Kirklees area) within 2 school days of receipt.

- Be responsible for the provision, completion by applicants and retention of any supplementary information form which the governing body/academy trust finds necessary to apply its own admission criteria. The Kirklees LA Admissions Team will ensure that SIFs are available on its website, in the Guide for Parent/carers booklet and at the School Admissions office.
- Communicate the availability of places to the Kirklees LA Admissions Team when requested.
- Where there are more applications than places available, determine by reference to the school's published admission criteria the order of priority in which all applications are ranked.
- Communicate the offer or refusal of a place to the parent/carer (or the parent/carer's home LA) and notify the Kirklees LA Admissions Team of the decision according to the timetable which is detailed in section 9 below.

D9. Offers of places to Kirklees parents/carers and appeals

The relevant Admissions Authority (as noted in section 3) will send out to a parent/carer within 20 school days of their application being received at a school a decision to offer or refuse a place at the school.

The offer letter 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 letter should specify a start date no later than 10 school days from the date of the offer letter.

The offer letter 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.

D10. 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.

D11. 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 open for all year groups for the duration of the 2013/14 school year.
- The names on the waiting lists for the school will also include children from normal round admissions:
 - (a) whose parent/carer had 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 had expressed a preference for that school but who were offered a higher preference school.

The child will remain on the waiting list for the remainder of the school year for which the in-year application was made. 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.

D12. Availability of places

If a child has not been offered a place at 3 or more schools and the parent/carer is requesting a change of school because of a house move, 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.

Appendix D1 Kirklees Academy, Foundation, Trust and Voluntary Aided Schools

Note: This list is accurate at the time of publication. Some Kirklees schools may have changed category to academy or trust status before the 2013 admissions round. Details will be updated on the Kirklees website.

Kirklees Academies

Batley Girls' High School - Visual Arts College
 Batley Grammar School
 Castle Hall Academy: Specialising in Languages
 Heckmondwike Grammar School
 Moor End Academy
 Salendine Nook High School
 Shelley College - a Specialist Centre for Science
 The Mirfield Free Grammar and Sixth Form
 Lindley Junior School

Kirklees Foundation Schools (none)**Kirklees Catholic Voluntary Aided Schools**

All Saints Catholic College, Specialist in Humanities
 Holy Spirit Catholic Primary School
 Our Lady of Lourdes Catholic Primary School
 St John Fisher Catholic High School
 St Joseph's Catholic Primary School, Dalton
 St Joseph's Catholic Primary School, Dewsbury
 St Mary's Catholic Primary School
 St Patrick's Catholic Primary School, Birstall
 St Patrick's Catholic Primary School, Huddersfield
 St Paulinus Catholic Primary School

Kirklees Church of England Voluntary Aided Schools

Almondbury CE(VA) Infant and Nursery School
 Batley Parish CE (VA) Junior, Infant & Nursery School
 Christ Church Woodhouse CE(VA) Junior, Infant and Early Years School
 Cumberworth CE(VA) First School
 Denby CE(VA) First School
 Gomersal St Mary's CE(VA) First & Nursery School
 Helme CE(VA) Junior & Infant School
 Kirkburton CE(VA) First School
 Lindley CE(VA) Infant School
 Linthwaite Ardron CE(VA) Junior & Infant School
 St Aidan's CE(VA) First School
 St John's CE(VA) Junior & Infant School
 St Peter's CE(VA) Junior, Infant & Early Years School
 Scissett CE(VA) First School
 South Crosland CE (A) Junior School

Kirklees Trust Schools

North Huddersfield Trust School
 Royds Hall High School
 Westborough High School

Appendix D2 : The Meaning of Words and Expressions used in this Scheme

Admissions authority	The body which decides admissions to a school and which makes arrangements for its admission appeals.
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.
ICAF	Kirklees In-Year Common Application Form.
Kirklees	Kirklees Council or, as the context requires, its administrative area.
LA	The local authority. In Kirklees, Kirklees Council is the local Authority.
Normal admissions round	Admissions for the relevant year arising from offers made under the Kirklees co-ordinated admission schemes for primary and secondary schools.
Relevant year	The first age group in a school.
School Admissions	Ground Floor North, Civic Centre 1, High Street, Huddersfield, HD1 2NF Tel 01484 225007 E-mail: schooladmissions@kirklees.gov.uk

Kirklees Council : Directorate for Children and Young People

Admission Arrangements for Kirklees Community and Voluntary Controlled Schools for the School Year 2013-2014

The information in this document is believed to be correct at the time of publication.

The information gives regard to the 2012 School Admissions Code which came into force on 1st February 2012. Please contact the Admissions Service or consult the Kirklees Council website for the most up to date information.

Please also note that many schools in Kirklees have converted or are converting to academy status and this may have an impact on the information contained within this document. Please contact or consult the websites of other Admission Authorities to obtain the most up to date information.

Kirklees Council accepts no liability for any loss, damage or inconvenience caused as a result of any reliance on information contained within this document.

Published Admission Numbers for Community and Voluntary Controlled schools in Kirklees

2013/14 SECONDARY SCHOOLS

Secondary School	Category	ADMISSION NUMBER 2013-2014
Almondbury High School and Language College	Community	206
Batley Business & Enterprise College	Community	178
Colne Valley Specialist Arts College	Community	287
Earlsheaton Technology College	Community	Y7/8 210 Y9 240 Y10/11=180
Holmfirth High School	Community	260
Honley High School	Community	264
King James's School *(proposed to become an Academy)	Community*	180
Kirklees Creative and Media Studio School (part of Netherhall Learning Campus)	Community	Y10/11 60
Netherhall Learning Campus High School	Community	131
Newsome High School and Sports College	Community*	180
Spenn Valley Sports College *(proposed to become a Trust School)	Community*	180
The Community Science College @ Thornhill *(proposed to become an Academy)	Community*	Y7/8 208 Y9 240 Y10/11 180
Whitcliffe Mount Business and Enterprise College (C)	VC	Y7/8 300 Y9/10 360 Y11 370

2013/14 MIDDLE SCHOOLS

Middle School	Category	ADMISSION NUMBER 2013-2014
Birkenshaw Middle School *(proposed to become an Academy)	Community*	95
Kirkburton Middle School	Community	167
Scissett Middle School	Community	189

2013/14 PRIMARY SCHOOLS

Primary School	Category	ADMISSION NUMBER 2013-2014
Almondbury Junior School	Community	95
Ashbrow I & N School	Community	45
Ashbrow Junior School	Community	45
Battysford CE (VC) Primary School	VC	KS1 60 KS2 62
Beech E Y I & J School	Community	30
Berry Brow I & N School	Community	60
Birdsedge First School	Community	15
Birkby I & N School	Community	150
Birkby Junior School	Community	90
Birkenshaw CE (VC) F & N School	VC	60
Birstall Primary School	Community	30
Boothroyd J & I School	Community	60
Brockholes CE (VC) J & I School	VC	30
Brownhill Infant School	Community	60
Brownhill St Saviour's CE(VC) Junior School	VC	64
Bywell CE (VC) Junior School	VC	97
Carlinghow Princess Royal JI&N School	Community	50
Carlton J & I School	Community	KS1 30 KS2 33
Cawley Lane J I & N School *(proposed to become a Trust School)	Community*	60
Chickenley Community J I & N School	Community	52
Clough Head J & I School	Community	12
Cowlersley Primary School	Community	50
Crosland Moor Junior School	Community	Y3/4 150 Y5/6 120
Crossley Fields J & I School	Community	89
Crow Lane J I & N School	Community	33

Primary School	Category	ADMISSION NUMBER 2013-2014
Crowlees CE (VC) J & I School	VC	60
Dalton School (J I & N) School	Community	70
Dryclough CE(VC) Infant School	Community	R/Y1 140 Y2 110
Earlsheaton Infant School	Community	40
East Bierley CE (VC) First School	VC	30
Eastborough J I & N School	Community	30
Emley First School	Community	25
Farnley Tyas CE (VC) First School	VC	8
Field Lane J I & N School	Community	30
Fieldhead J I & N School	Community	30
Fixby J & I School	Community	45
Flockton CE (VC) First School	VC	15
Gilthwaites First School	Community	KS1 30 KS2 33
Golcar J I & N School	Community	60
Gomersal Primary School	Community	60
Grange Moor Primary School	Community	15
Greenside I & N School	Community	60
Hade Edge J & I School	Community	12
Hanging Heaton CE (VC) J & I School	VC	20
Hartshead J & I School	Community	13
Headfield CE (VC) Junior School	VC	146
Headlands CE (VC) J I & N School	VC	55
Healey J I & N School	Community	55
Heaton Avenue First & Nursery School	Community	40
Hepworth J & I School	Community	16
High Bank J I & N School	Community	20
Highburton CE (VC) First School	VC	30
Hightown School	Community	30
Hillside Primary School	Community	45
Hinchliffe Mill J & I School	Community	16
Holme J & I School	Community	5
Holmfirth J I & N School	Community	KS1 30 KS2 34
Honley CE (VC) I & N School	VC	66
Honley CE (VC) Junior School	VC	68
Hopton J I & N School	Community	40
Howard Park Community School	Community	30
Hyrstmount Junior School	Community	90

Primary School	Category	ADMISSION NUMBER 2013-2014
Kaye's F & N School	Community	KS1 30 KS2 32
Kirkheaton Primary School	Community	60
Kirkroyds Infant School	Community	60
Knowles Hill I & N School	Community	40
Leeside J I & N School *(proposed to become a Trust School)	Community*	45
Lepton CE (VC) J I & N School	VC	KS1 30 KS2 33
Linthwaite Clough J I & E Y School	Community	45
Littletown J I & N School *(proposed to become a Trust School)	Community*	25
Lowerhouses CE(VC) J I & E Y School	VC	29
Lydgate J & I School	Community	45
Manorfield I & N School	Community	90
Marsden I & N School	Community	52
Marsden Junior School	Community	52
Meltham CE (VC) Primary School	VC	60
Meltham Moor Primary School	Community	30
Mill Lane J I & E Y School	Community	25
Millbridge J I & N School	Community	47
Moldgreen Community Primary School	Community	50
Moorlands Primary School	Community	90
Mount Pleasant J I & N School	Community	90
Netherhall Learning Campus - Rawthorpe Junior School	Community	90
Netherhall Learning Campus - Rawthorpe St James CE(VC) I&N School	VC	90
Netherthong Primary School	Community	KS1 30 KS2 32
Netherton I & N School	Community	60
Newsome Junior School	Community	60
Nields J I & N School	Community	30
Norristhorpe J & I School	Community	60
Old Bank J I & N School	Community	25
Overthorpe CE(VC) J I & N School	VC	42
Paddock J I & N School	Community	50
Park Road J I & N School	Community	30
Pentland I & N School	Community	49
Purlwell I & N School	Community	90
Ravensthorpe CE(VC) Junior School	VC	108
Ravensthorpe I & N School	Community	108
Reinwood Community Junior School	Community	90

Primary School	Category	ADMISSION NUMBER 2013-2014
Reinwood I & N School	Community	90
Roberttown CE (VC) J & I School	VC	34
Rowley Lane J I & N School	Community	KS1 60 KS2 66
Savile Town CE (C) I & N School	VC	60
Scapegoat Hill J & I School	Community	12
Scholes J & I School	Community	KS1 30 KS2 33
Scholes Village Primary School	Community	30
Shaw Cross I & N School	Community	60
Shelley First School	Community	34
Shepley First School	Community	30
Skelmanthorpe F & N School	Community	30
Slaithwaite CE (VC) J & I School	VC	23
Spring Grove J I & N School	Community	30
St John's CE (C) Infant School	VC	60
St Thomas CE(VC) Primary School	VC	60
Staincliffe CE (VC) Junior School	VC	90
Thornhill J & I School	Community	60
Thornhill Lees CE(VC) I & N School	VC	90
Thurstonland Endowed (VC) First School	VC	10
Uppershong J & I School	Community	KS1 30 KS2 32
Warwick Road J I & N School	Community	45
Wellhouse J & I School	Community	12
Westmoor Junior School	Community	90
Whitechapel Church of England Primary School	VC	60
Wilberlee J & I School	Community	11
Wooldale Junior School	Community	60

Kirklees Admission Arrangements for Community and Controlled Schools for 2013/14

1 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 are:

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

Community and controlled schools will admit a child with a Statement of Special Educational Needs where the school is named on the statement.

2 Notes

- a) The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the 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), residence order (under Section 8 of the Children Act 1989), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded
- b) Children in priority 1 above may be admitted above the PAN.
- c) 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.
- d) 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.
- e) '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.
- f) For children transferring from first or middle schools, we will give preference in priorities 2-5 above (up to the PAN) to children attending a first or middle school in the middle or high school PAA.
- g) 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.

- h) Children with Statements of Special Educational Needs are admitted to mainstream schools, special units and special schools separately from the general admission policies.
- i) **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.**

3 Proposed Kirklees Admission Arrangements for Reinwood Infant and Reinwood Junior Schools (Community Schools) - Pilot for 2013/14

The pilot admission criteria for :

1. children in public care (looked after children) or a child who was previously looked after;
2. children who live in the Reinwood Infant/Junior School PAA who have an older brother or sister **attending either school** from the same address at the date of admission;
3. children who live in the school's PAA;
4. children who live outside the school's PAA who have an older brother or sister **attending either school** from the same address at the date of admission;
5. children who live outside the school's PAA.

Reinwood Infant and Reinwood Junior Schools will admit a child with a Statement of Special Educational Needs where the school is named on the statement.

4 Notes

- a) The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Childrens Act 1989. Previously Looked After refers to those children who immediately after being looked after became subject to an adoption order, (under section 46 of the Adoption and Children Act 2002), residence order (under Section 8 of the Children Act 1989), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded
- b) Children in priority 1 above may be admitted above the PAN.
- c) 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.
- d) 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.
- e) '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.
- f) **For children transferring from Reinwood Infant School to Reinwood Junior School, we will give preference in priorities 2-5 above (up to the PAN) .**
- g) 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.
- h) Children with Statements of Special Educational Needs are admitted to mainstream schools, special units and special schools separately from the general admission policies.

- i) **It is important to note that attending the Reinwood Infant & Nursery School nursery does not give any priority for a place at Reinwood Infant & Nursery School.**

5 Application Procedures

a) Transfer to High School

Kirklees residents will apply for a high school place by completing the Secondary Common Application Form (SCAF) or using the online facility. The application period will run from the week beginning 3 September 2012 to 31 October 2012.

b) Transfer to Junior/Middle School

Kirklees residents will apply for a junior or middle school place by completing the common application form (TCAF) or by using the online facility. The application period will run from the week beginning 5 November 2012 to 15 January 2013.

c) Admission to Full-time School (Rising Fives)

Kirklees residents will apply for admission to full-time school (rising fives) by completing the primary common application form (PCAF) or by using the online facility which will be available from early September 2012. The closing date for application in paper or online will be 15 January 2013.

d) Late Applications

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

Late applications are not considered until all on-time applicants have been allocated places. Forms submitted after the closing date due to a significant house move will be regarded as on-time provided that documentary evidence to confirm the move is provided and the allocation process has not begun.

e) Waiting Lists

A child's name will automatically be placed on the waiting list for any Kirklees community school where they have been refused a place in the school's normal year of entry, eg, Year 7 at high school.

The waiting lists will be held in admission criteria order and will close on the final day of the 2013/14 school year.

f) 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 2013, or to any other age group at any time, will apply on the common application form.

g) Twins / Multiple Births

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

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.

h) 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.

i) **Rising Fives**

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

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

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