

Starting secondary school in 2022

Guide for parents

- Apply online, apply on time
- Name three preferences
- Include your catchment school

Online only applications from 1 September 2021

Deadline for applications is 31 October 2021

www.kirklees.gov.uk/admissions

Contents

Starting secondary school in 2022.....	1
A message from Jo-Anne Sanders, Service Director for Learning and Early Support.....	1
Starting secondary school in September 2022 – Information.....	2
Important dates for starting a new Secondary School in September 2022.....	2
Summary.....	3
Step 1 – Preparing to make an application.....	4
1(a) Which secondary schools are there in Kirklees?.....	4
1(b) What are the different types of schools in Kirklees?.....	4
State schools that are independent of the local authority.....	4
The governing body or academy trust is responsible for deciding who is given a place.....	4
Community and voluntary controlled schools.....	4
Trust schools.....	4
Voluntary aided schools.....	4
1c) What is the Published Admission Number (PAN)?.....	4
1d) How do I know which schools are in my Priority Admission Area or ‘catchment’ area?.....	4
1e) What changes to schools are proposed for 2022?.....	5
1f) Who can help me with the process?.....	5
1g) All through Schools.....	5
Step 2 – Finding out more about the schools.....	6
2a) When are the school open days/open evenings?.....	6
Step 3 – Deciding your preferences.....	6
3a) Can I choose which secondary school my child will go to?.....	6
3b) Do I have to name three schools?.....	6
3c) Is the order of preference important?.....	6
3d) Do I have to include my Priority Admission Area (PAA) or “catchment” school in my preferences?.....	6
3e) Are there disadvantages in applying for a school outside the Priority Admission Area?.....	6
3f) What are realistic preferences?.....	6
Step 4 – Making an application to start secondary school in September 2022.....	7
4a) Applying online is quick, secure and easy.....	7
4b) There are three stages on the Kirklees Parent Portal.....	7
4c) Responsibilities.....	7
Step 5 – Completing your online application.....	8
5a) Which schools require extra information as well as my Kirklees Parent Portal application?.....	8
5b) How do I apply for a school outside Kirklees?.....	8
5c) What do I do if I live outside Kirklees but would like my child to attend a Kirklees school?.....	8
5d) What do I do if I want my child to attend an independent (fee paying) school?.....	9
5e) What is considered to be a child’s permanent home address?.....	9
5f) Which parent/carer should apply?.....	9

5g) What should I do if my child has special educational needs (SEN)?.....	9
5h) What happens if I apply after the deadline of 31 October 2021?.....	9
5i) Can my child transfer outside their chronological age group?	9
5j) Fraudulent applications	10
Step 6 After the application	10
6a) Can I change my mind after I have completed my application form?.....	10
6b) What happens if I move house before places are allocated?	10
What evidence is required of a house move?.....	10
Step 7 What happens to the applications?	11
7a) Who administers the applications?	11
7b) How does the admissions authority decide which children are allocated places?	11
7c) Does the school my child currently attends affect which secondary school will be allocated?.....	12
7d) How are parents/carers preferences taken into account?	12
7e) When will parents/carers find out which secondary school their child has been allocated?.....	12
7f) What happens if a parent/carer moves house after places have been allocated?.....	13
7g) Can places be withdrawn?	13
7h) Can a child be educated at home?	13
Step 8 What if I am not happy with the place I am offered?	13
8a) What happens if a child does not qualify for a place at any of the preferred schools?	13
8b) Can my child be placed on a school’s waiting list?	13
8c) Are other places available?.....	13
8d) Can I change the schools I named as a preference after offer day?.....	13
8e) How do I make a change of school preference after national offer day?	14
8f) Can I appeal to obtain a place at a preferred school?.....	14
Step 9 How does an admissions appeal work?	14
9a) The notice of admissions appeal	14
9b) The appeal hearing.....	14
9c) Appeal decisions.....	14
Step 10 Can my child change schools during the school year?	15
10a) A school transfer during the school year is known as an in-year admission.....	15
10b) The Kirklees In-Year Fair Access Protocol	15
11 Other information.....	15
11a) Atypical admissions.....	15
11b) Choices at 16 and participation to 18+.....	16
11c) Support with travel/bus passes and home-to-school transport.....	16
11e) Special educational needs and disabilities in schools	17
What is a special educational need (SEND).....	17
What you should do if you suspect your child has a special educational need or disability (SEND).....	17
Meeting special educational needs and disabilities in schools and settings (SEND)	17
Moving up through school	18

What is a SENCO?	18
Education, Health and Care (EHC) Plans	18
11f) Terms used in this guide	18
12 Useful addresses and contact information	20
12a) The Advisory Centre for Education	20
12b) OFSTED reports and school performance table information.....	20
12c) Kirklees SEND Information, Advice and Support Service	20
12d) Contact details for neighbouring local authorities.....	20
13 Kirklees schools providing secondary education	21
13b) Middle schools & the Shelley 3-tier system.....	24
13c) Special schools with provision for secondary aged children and young people	25
13d) Specialist provision in Kirklees secondary schools	26
14 Admission arrangements 2022-23 for Kirklees schools providing secondary education	27
Kirklees admission policy for community and controlled schools 2022	28

Starting secondary school in 2022

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. Our aim is to develop young people that will have the skills needed for their future success.

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

We are exceptionally proud of the quality of education that our schools in Kirklees offer. This reflects students' 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 also the skills which create an environment for business growth in Kirklees, therefore improving the economy of our local area.

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

A tremendous amount of hard work goes into our local education and learning partnership, from people who work in schools, our governors, and from staff across the local authority. These partnerships work well because of our shared commitment to helping 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 31 October 2021, 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. Usually all our schools hold [open days](#) and evenings to allow prospective parents/carers to visit the school and talk to staff and we would encourage you to visit schools before you express your preferences. Please check individual [school websites](#) for details about visiting, including open days.

We hope your daughter or son 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 2022.

Starting secondary school in September 2022 – Information

The information in this guide is for the school year starting in September 2022.

It is correct on 31st August 2021, but there may be changes before or after September 2022 and we aim to update the website to reflect any changes.

This Guide for Parents – Starting a New Secondary School in 2022 is available to download as a pdf file or a paper copy may be obtained on request from:

[Kirklees Pupil Admissions](#)

Telephone: 01484 225007

[Email Kirklees Pupil Admissions](#)

Important dates for starting a new Secondary School in September 2022

1 September 2021

You can [apply online](#)

From Week Commencing Monday 6 September 2021

An information leaflet is distributed to parents/carers by primary schools or posted for Kirklees children attending a primary school in another local authority.

September and October 2021

Open evenings are held for most secondary schools in Kirklees. Further details are on the [Kirklees website](#).

31 October 2021

The closing date for applications. Remember - a late application can severely reduce your chances of obtaining a place at your preferred school.

30 November 2021

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

1 March 2022

Email offers are sent to applicants

29 March 2022

The last day for requesting an appeal for starting community and voluntary controlled schools in September 2022. Academies, free schools, trust schools and voluntary aided schools may have different closing dates for appeals. You must contact them directly.

April 2022 onwards

Appeal hearings take place.

31 December 2022

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 organises admissions for young people starting secondary school in September 2022, so that parents/carers only have to make one application to apply for a place at any secondary school in Kirklees and/or any other local authority.

Applications must be made online via the Kirklees Parent Portal by the closing date of **Sunday 31 October 2021**.

Kirklees residents must apply [online](#).

Kirklees Council will email all parents/carers a single offer of a secondary school place on the **National Offer Day – 1 March 2022**. 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.

Parents/carers who live in other council areas and not in Kirklees must apply through their local council. A contact list for neighbouring local authorities is included on [page 20](#).

Step 1 – Preparing to make an application

1(a) Which secondary schools are there in Kirklees?

See the full list on [page 21](#).

1(b) What are the different types of schools in Kirklees?

State schools that are independent of the local authority

The governing body or academy trust is responsible for deciding who is given a place

Batley Girls' High School Visual Arts College

Batley Grammar School

BBG Academy

Castle Hall Academy

Colne Valley High School

Heckmondwike Grammar School

Honley High School

King James's School

Manor Croft Academy

Moor End Academy

Newsome Academy

Royds Hall, A SHARE Academy

Salendine Nook High School Academy

Shelley College, A SHARE Academy

St John Fisher Catholic Voluntary Academy

The Mirfield Free Grammar School

Thornhill Community, A SHARE Academy

Upper Batley High School

Community and voluntary controlled schools

Kirklees Council is responsible for deciding who gets a place.

Holmfirth High School

Netherhall Learning Campus High School

The Kirklees Creative and Media Studio School

Whitcliffe Mount School

Trust schools

Foundation schools supported by a charitable trust. The governing body is responsible for deciding who is given a place.

North Huddersfield Trust School

Spenn Valley High School

Westborough High School

Voluntary aided schools

The governing body is responsible for deciding who is given a place.

All Saints Catholic College, Specialist in Humanities

1c) What is the Published Admission Number (PAN)?

The PAN is the number of pupils admitted to the normal year of entry in a school. The PANs for Kirklees schools are shown in the list of schools from [page 21](#).

1d) How do I know which schools are in my Priority Admission Area or 'catchment' area?

All community and 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?](#) This will show all schools in your location. You can also check [here](#) or contact Kirklees Pupil Admissions.

If you do not live in Kirklees, you will not be in the catchment area of any Kirklees school.

1e) What changes to schools are proposed for 2022?

Changes can happen throughout the year and for the most up to date information please visit the school organisation section of the [Kirklees website](#).

1f) Who can help me with the process?

You can ask your local Kirklees school for help.

Kirklees [Customer Service Centres](#). (Subject to Covid-19 restrictions)

Your local [Library and Information Centre](#) (LIC). (Subject to Covid-19 restrictions)

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

1g) All through Schools

An 'all through' school has year groups from Reception through to Y11 and offer educational provision across Key Stage 1, Key Stage 2, Key Stage 3 and Key Stage 4.

Once a child is on roll a separate application is not needed to transfer at high school stage if you would like your child to remain at the school and continue to the secondary phase of the school. Your child is guaranteed a place.

However, it is important to note that children who secure a Year 6 place at an all through school after 31 December cannot be guaranteed a secondary phase place. This is because the allocation of secondary school places starts after this date.

There are two 'all through' school in Kirklees:

Batley Grammar School

If your child is in year 6 in September 2021, and remains at the school until the end of year 6 at Batley Grammar School, they are guaranteed a place in year 7 in September 2022 at the school so you do not need to apply. If your child is offered a place in year 6 at Batley Grammar School after 1 January 2022 you will need to speak to Kirklees Pupil Admissions for advice about how to apply for the secondary phase.

Royds Hall, A Share Academy

Royds Hall Community School has two primary provision sites.

Luck Lane¹ – A SHARE Primary Academy

Lily Park² – A SHARE Primary Academy

If your child is on roll in year 6 in September 2021, and remains at the school until the end of year 6 at either Luck Lane – A SHARE Primary Academy or Lily Park – A SHARE Primary Academy, they are guaranteed a place in year 7 in September 2022 at Royds Hall – A SHARE Academy, so you do not need to apply. If your child is offered a place in year 6 at Luck Lane – A SHARE Primary Academy or Lily Park – A SHARE Primary Academy after 1 January 2022 you will need to speak to Kirklees Pupil Admissions for advice about how to apply for the secondary phase.

If Kirklees families wish to explore secondary phase provision at a different school an online application should be completed by the closing date of 31 October 2021. Please do not include your child's current school as one of your

¹ SHARE MAT have been considering some changes to how the primary phase of Royds Hall all-through school is organised. Please see Lily Park's [website](#) for further information.

² SHARE MAT have been considering some changes to how the primary phase of Royds Hall all-through school is organised. Please see Lily Park's [website](#) for further information.

three preferences. If the family home address is in another local authority you MUST apply for a Kirklees school by contacting your own home local authority and follow their admissions process.

Step 2 – Finding out more about the 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 free from the school.

All secondary schools usually have [open days/evenings](#) when you can look around the school and talk to pupils and staff. Please also check the individual school website. If you are unable to attend a school's [open day/evening](#) you may contact the school to request an individual appointment.

2a) When are the school open days/open evenings?

A full list of the [open evenings](#) can be found on the [Kirklees website](#)

Step 3 – Deciding your preferences

3a) Can I choose which secondary school my child will go to?

The law on admissions gives parents/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 Local Authority does try to meet as many preferences as possible.

For September 2021 transfers, 95.4% of pupils were allocated places at one of their preferred Kirklees secondary schools and 84.5% were allocated their first preference.

3b) Do I have to name three schools?

Parents/carers are **very strongly advised** to name a second and third preference school in case a place is not available at the first preference.

If you name one school more than once it is treated as a **single** preference.

All your preferences are assessed equally to decide if your child qualifies for a place.

If your child qualifies at more than one school, you will be offered a place at the highest preference school for which your child qualifies.

3c) 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.

3d) Do I have to include my Priority Admission Area (PAA) or “catchment” school in my preferences?

Yes, you are **very strongly advised to**.

If you do not name your PAA school, it may not be available as an alternative later on if a place is not available at any of your preferred schools. Your PAA school may fill with children who named it as a preference. You would then be offered a place at the nearest available school which could be some distance from your home.

3e) Are there disadvantages in applying for a school outside the Priority Admission 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.

3f) What are realistic preferences?

The 2022-23 admission arrangements for Kirklees schools providing secondary education can be found on our [Kirklees website](#).

You can find the admission arrangements for own admission authority schools on the individual school/academy website.

The number of preferences from the previous year; see from [page 21](#) 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 from where you live may well be less than at a school nearer your home.

A breakdown of how places were allocated in previous years can be found in the Admissions statistics on the [Kirklees website](#).

Step 4 – Making an application to start secondary school in September 2022

Kirklees parents/carers must make an application online **between 1 September 2021 and 31 October 2021**.

4a) Applying online is quick, secure and easy

- Apply online on the [Kirklees website](#).
- Access the website using your smartphone, tablet or computer.
- Access the website at a [Kirklees library](#) and Information Centre (LIC) or [Kirklees Customer Service Centre](#) (Subject to Covid-19 restrictions)
- You will need an active email address, if you don't have an active email address, maybe a friend or family member can help you or visit a Kirklees Customer Service Centre. **Caution!** An email address can only be used once for each account that is created on the Kirklees Parent Portal.
- Applications can be made online at any time from 1 September 2021 to 31 October 2021.
- 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 offer is sent on 1 March 2022 (national offer day) – you will also be able to view your offer by logging into your Kirklees Parent Portal account from 08:30 am on this date.

4b) 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/carer, 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 (if you have not already added them in a previous year).
- **Stage 3**
Add your three preference schools. Check the application and then submit the application.

4c) Responsibilities

Kirklees Local Authority will:

- Ensure the information parents/carers need to apply, is in this guide for parents/carers and that the guide for parents/carers 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 for Community and Voluntary Controlled Schools. (For own admission authority schools the governing body is responsible for processing the applications in line with their published admission arrangements – [see 1b in this guide](#) for the different types of schools in Kirklees).
- Be available to contact by email or by telephone during office hours (Mon-Fri 9am – 5pm) to provide help, advice and support.

Kirklees parents/carers are responsible for:

- Reading and understanding the guide for parents/carers. **You must contact Kirklees Pupil Admissions if you do not understand something or have any questions.**
- Applying on time (before the closing date of 31 October 2021 for secondary school and 15 January 2022 for primary school.)
- Completing all 3 stages of applying online on the parent portal – [see 4b in this guide](#)
- Providing correct information on their application – [see section 5j](#) – Fraudulent Applications
- Keeping Pupil Admissions informed of any changes in circumstances, such as a change of address

Step 5 – Completing your online application

5a) Which schools require extra information as well as my Kirklees Parent Portal application?

Academy/Free Schools

School	Information	Where is the form?	Return Date
Batley Grammar School	Registration form for Fair Banding Assessments	School prospectus on school website	Return directly to school by 3:00 pm on 29 October 2021
St John Fisher Catholic Voluntary Academy	Supplementary Information Form	Download from the school website	Return directly to school by 31 October 2021
Heckmondwike Grammar School	Register for entrance test	Register online via the school website or telephone the school admissions secretary.	Registration closed midday 28 June 2021

Catholic Voluntary Aided schools

School	Information	Where is the form?	Return Date
All Saints Catholic College	Supplementary Information Form	Download from the school website	Return directly to the school by 31 October 2021

Remember! a school must be named on the Kirklees application for a child to be considered for a place at that school

5b) How do I apply for a school outside Kirklees?

You must make the school one of your three preferences.

If the school you want to name as a preference is not listed on the Kirklees Parent Portal, please contact [Pupil Admissions](#).

Information about the school's admission criteria will be available on the school website (see [page 20](#) for a contact list of neighbouring local authorities). For example, if you wish to apply for a school in Halifax you should refer to the Calderdale authority website.

If you name a school outside Kirklees the details of your request will be passed to the local authority which maintains the school.

5c) What do I do if I live outside Kirklees but would like my child to attend a Kirklees school?

You must make the Kirklees school one of your preferences on the application form issued by the council where you live. Your local council will pass details of your application to Kirklees Pupil Admissions.

5d) 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.

5e) What is considered to be a child's permanent home address?

A child is normally regarded as living with a parent or carer and the parent/carer's address will be used for admissions purposes. The parent/carer's address is the one you live in.

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 admissions 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.

5f) Which parent/carer should apply?

It doesn't matter which parent/carer applies however, the parent/carer who does apply must have legal parental responsibility for the child and it must be agreed which parent/carer will apply as you can only submit one application for each child. If more than one application is submitted this may reduce your chances of getting your preferred school. If it cannot be agreed which parent/carer will apply you may need to seek legal advice. The allocation of a school place MUST be based on the child's permanent address. [Please see section 5e](#) – What is considered to be a child's permanent home address?

5g) What should I do if my child has special educational needs (SEN)?

You cannot request a place online at a special school or request an SEN 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 SEN caseworker.

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 Special Educational Needs Disability Assessment & Commissioning Team](#) will assess whether the school is suitable to meet your child's needs.

If your child has special educational needs 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.

5h) What happens if I apply after the deadline of 31 October 2021?

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.

5i) Can my child transfer outside their chronological age group?

You can request a place for your child outside their normal chronological age group, for example, if your child has already been educated outside their chronological age at Primary/Middle School, if your child is a [Summer born](#) child, if your child is gifted and talented or your child has experienced problems such as ill health.

A request for a child to transfer to High School and be educated outside their chronological age group should be discussed with your child's current school and Kirklees Pupil Admissions as soon as possible between 1 September 2021 and before 31 October 2021.

All requests are considered individually, however it is the view of Kirklees local authority that wherever possible, children should be educated with their chronological peers.

For [Summer born](#) children, if you feel that your [Summer born](#) child's needs are such that they would benefit from starting or transferring school a year later please refer to the [DfE guidance](#), [apply online](#) in the normal admission round for 2022, and also email [Pupil Admissions](#) to make your request. The request will be considered by the Admission Authority of the school/s you are applying for after the relevant closing date for applications. The Admission Authority will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting information provided by the parent. An agreement to a request does not mean that your child can automatically be allocated a place at one of your preferred school as all admissions must be dealt with according to the published admission arrangements and oversubscription criteria for the school/academy.

5j) Fraudulent applications

Where Kirklees Council has made an offer of a place at a secondary 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/carers will be offered an alternative school place and told of the right to appeal to an independent appeal panel.

Step 6 After the application

6a) Can I change my mind after I have completed my application form?

Up to the closing date of 31 October 2021, you may change your preferences in the parent portal if you have not received an email to say Kirklees local authority has downloaded your application

If you have received an email to say the local authority has downloaded your application you can only change your school preferences by sending your changes in an email to pupiladmissions@kirklees.gov.uk

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 a reason to allow you to change your preference.

6b) 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. 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 the allocation process will take place on 17 January 2022 which means that the latest reasonable date for evidence of a significant house move will be **30 November 2021**.

If you move between this date and national offer day (1 March) you must inform Pupil Admissions. **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 fraudulent or intentionally misleading.

What evidence is required of a house move?

Written evidence is required to confirm that:

- a parent/carer has moved to a new address
- 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.

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

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 (for example 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. If property has been rented out then evidence would be required showing the end of 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 resident.

A copy of child benefit annual statement can be obtained by contacting the Child Benefit Enquiry Line on 0300 200 3100

OR

Confirmation of child benefit can be obtained from HMRC- using the [Child Benefit online service](#)

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

Step 7 What happens to the applications?

7a) Who administers the applications?

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

Preferences for community and voluntary controlled schools are assessed by the Kirklees local authority, which is the admission authority for these schools.

Preferences for academies, free schools, trust schools and voluntary aided schools are assessed by the schools' governing bodies or the academy trusts, which are the admission authorities for these schools. Kirklees Pupil Admissions sends details of all applications to the school's governing body/academy trust.

[All Saints Catholic College](#) and [St John Fisher Catholic Voluntary Academy](#) also ask parents/carers to complete a Supplementary Information Form (SIF) to provide the additional information used by the governing body to apply the school admission criteria.

Kirklees Pupil Admissions does not disclose parents'/carers' order of preference to academies, free schools, trust schools and voluntary aided schools. The governing body/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.

Preferences for schools in other local authorities are assessed by the admission authorities for these schools. Kirklees Pupil Admissions will send details of all applications to the maintaining local authority for the school. The maintaining local authority assesses which children qualify for a place at the school.

7b) 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. Full details of the admission criteria for Kirklees Community and Voluntary Controlled schools can be found on [pages 27 to 30](#).

See [here](#) for the list of Kirklees schools providing secondary education.

In Kirklees the admission criteria for community and voluntary controlled schools are:

Priority 1³ children in public care (looked after children) and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be as a result of being adopted;

Priority 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);

Priority 3 children who live in the school's PAA;

Priority 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);

Priority 5 children who live outside the school's PAA.

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

Full details of the Kirklees admission criteria for community and voluntary controlled schools are on pages [28 to 30](#).

7c) Does the school my child currently attends affect which secondary school will be allocated?

No. The allocation of places at Kirklees schools that use the admission criteria outlined above is based on the child's permanent home address and whether they will have any siblings attending the school at the date of their admission. The only exceptions to this are in the Shelley area where higher priority is given under each admission criterion (up to the PAN) to children attending a middle school in the secondary school's PAA, and Westborough High School where higher priority is given under each admission criterion (up to the PAN) to children who attend one of the primary schools named in their oversubscription criteria. (See [Admission Arrangements](#) on the [Kirklees website](#)).

7d) 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 PAA school if places are available, or the next nearest available school (this is why you are **strongly recommended** to name your catchment school as one of your three preference schools).

7e) When will parents/carers find out which secondary school their child has been allocated?

Applicants will receive an email offer on 1 March 2022 and will also be able to view the offer online on this date. Kirklees Pupil Admissions cannot tell parents/carers over the telephone which school has been allocated.

After National Offer Day children are automatically placed on waiting lists for any higher preference Kirklees community or voluntary controlled schools where they have been refused a place. This does not include Batley Grammar School or Heckmondwike Grammar School and you should contact the schools directly to enquire about their waiting list procedure. Other local authorities may also have different waiting list procedures.

³ A "looked after child" is defined as a child who, at the time of making the application is: in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) A "previously looked after child" is defined as a child: who was previously looked after but ceased to be so because they were adopted or became subject to a Special Guardianship order or a Child Arrangements order, or who has been in state care outside of England and ceased to be so as a result of being adopted

If you are making an application under the priority for a previously looked after child, you will need to complete a Previously looked after child Supplementary Information Form (PLAC) SIF available online under Section 7 Guidelines for applying. This should be submitted, with a copy of the court order, so the Local Authority can verify this priority.

7f) 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 to get information about schools with vacancies in the new area.

7g) Can places be withdrawn?

Once a place has been allocated it is not usually withdrawn. However, occasionally it becomes clear that a mistake was made during the allocation process, which has resulted in a child being allocated a place to the detriment of other children of a higher priority. In such circumstances it may be necessary for the place to be withdrawn. A place would not normally be withdrawn for this reason if the child had started at the school. The resulting vacancy would be reallocated to the child who should have qualified for the place, had the mistake not been made. This may not necessarily be the child who is at the top of the school's waiting list at the point when the place is withdrawn.

7h) Can a child be educated at home?

The law allows parents/carers to educate a child at home. However, the law states that parents/carers must make sure the child gets 'sufficient full-time education suitable to their age, ability and aptitude and to any special educational needs they may have'. If a parent/carer wishes to educate a child at home Kirklees **must** be informed as the local authority has a duty to ensure that a child is receiving efficient education. For more information please see; [Elective Home Education](#). Please contact Kirklees Pupil Admissions.

Step 8 What if I am not happy with the place I am offered?

8a) What happens if a child does not qualify for a place at any of the 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 catchment school if places are available. If a place is not available at the catchment school, a place will be allocated at the nearest school where places are available (this is why you are **strongly recommended** to name your catchment school as one of your three preference schools.)

8b) 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 will be kept open until **31 December 2022**.

Waiting lists for the first year at secondary school are made up of 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.

The academies, free schools, trust schools and voluntary aided schools in Kirklees and schools in other local authorities may have different procedures for their waiting lists. You should obtain this information direct from the school or the local authority.

8c) 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 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.

8d) Can I change the schools I named as a preference after offer day?

After national offer day there is a 'two-week window' where Kirklees parents/carers can write to Kirklees Pupil Admissions and change the school preference(s). We call this the re-allocation period.

If you do not live in Kirklees but would like to change your school preferences to include a Kirklees school you will need to contact your home local authority (the one you live in) for advice.

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/carers 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'.

8e) How do I make a change of school preference after national offer day?

Changes of school preferences should be made in writing to Kirklees Pupil Admissions (by email or letter). 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. In Kirklees you can name three preference schools. 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.

8f) 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.

Community and voluntary controlled schools - Details of how to appeal can be found on this link [appeal online](#). If all three preferences have been refused, it is possible to appeal for each of them. There would be a separate hearing for each school that you were appealing.

Academies, free schools, trust schools and voluntary aided schools - contact the school to enquire about the appeal process.

Schools outside Kirklees - contact the other [local authority](#) to enquire about the appeal process.

Step 9 How does an admissions appeal work?

9a) 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. You must [appeal online](#). The Kirklees Legal and Governance Team will arrange the appeal. 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.

9b) The appeal hearing

The clerk of the appeal panel will write to 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/carer of a registered pupil at a school.

Appeal hearings will take place from April 2022 onwards.

9c) Appeal decisions

The clerk of the appeal panel will write to 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/carer. 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.

Step 10 Can my child change schools during the school year?

10a) 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, (for example **not over 3 miles**), but would like their child to change school. However, transferring a pupil from one secondary school to another can be unsettling for friendship groups and can disrupt examination courses, particularly where schools have differing curriculum provision.

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

All applications for Kirklees schools, including those from parent/carers living outside Kirklees, must be made on the [Kirklees In-Year Common Application Form \(ICAF\)](#). If you wish to make an application to more than one school, you will need to complete a separate ICAF for each school. The completed ICAF should be returned directly to the school/academy you name on the form.

The ICAF and guidance notes can be obtained:

- from schools in Kirklees
- from the [Kirklees Council website](#)
- by calling Kirklees Pupil Admissions on 01484 225007

10b) The Kirklees In-Year Fair Access Protocol

All local authorities 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 participate in the [Fair Access Protocol](#) which provides a safety net for those children for whom the normal admission arrangements are not appropriate.

11 Other information

11a) Atypical admissions

Kirklees Council work in partnership with C&K Careers to ensure that all young people and parents/carers have access to careers information and Post 16 opportunities. Visit [C&K Careers website](#).

All schools have a statutory duty to secure impartial careers guidance for all Year 8 to Year 13 students to inspire young people to fulfil their potential and to make them aware of all opportunities open to them. We strongly recommend that your child discuss the options available to them with a careers professional at their school.

Whilst the majority of young people will find that continuing their statutory education is best served within their current school, we are taking this opportunity to let you know about other opportunities you have access to in Kirklees and about University Technical Colleges (UTCs) in a travel to learn radius.

UTCs are set up by universities and businesses and specialise in one or two technical subjects. At GCSE they offer a similar curriculum to a typical 11 – 18 secondary school, including the basics of English and Maths, as well as their specialist subject.

Below is a list of UTCs that may be considered to be within a reasonable travelling distance and you may wish to consider whether your child would want to apply for a place in September 2022. You are advised to also look at the GCSE curriculum at your child's current school, to help consider what the best option is for the next two years of your child's education.

- **Leeds University Technical College (UTC Leeds)** - Specialism: Engineering & Manufacturing, Location: Leeds
- **UTC Sheffield Olympic Legacy Park** - Specialism: Healthcare and Sports Science/Computing, Location: Sheffield
- **UTC Sheffield City Centre** - Specialism: Engineering | Creative and digital media, Location: Sheffield

If you decide that you would like more information about UTCs you should contact the UTC directly. The details of the UTC's listed above and other UTCs can be found [here](#).

You may also be interested to note the Creative and Media Studio School in Kirklees. Visit their website [here](#).

There are other providers within a travel to learn distance that offer an Atypical admission and these include;

Bradford College Visit [Bradford College website](#)
Leeds City College [Visit Leeds City College website](#)

11b) Choices at 16 and participation to 18+

Young people are required to continue to participate in education or training **until at least their 18th birthday**. There are choices about how they participate in post-16, which could be through:

- full-time education at school, college or with a training provider;
- an Apprenticeship or Traineeship. [Further information can be found at Gov.UK](#)
- part-time education or training if they are employed, self-employed or volunteering for 20 hours or more a week

There are **six schools in Kirklees with post-16 provision**:

- Batley Girls' High School - Visual Arts College
- Heckmondwike Grammar School
- Shelley College, A SHARE Academy
- St John Fisher Catholic Voluntary Academy
- The Mirfield Free Grammar School
- The Kirklees Creative and Media Studio School (at Netherhall Learning Campus)

There are no plans to provide post-16 courses at secondary schools that do not currently run courses after Year 11.

There are **three colleges in Kirklees** with post-16 provision:

- Greenhead College
- Huddersfield New College
- Kirklees College (which has centres in Dewsbury and Huddersfield)

There are a range of **training providers** in Kirklees.

There are other schools, colleges and providers outside Kirklees. For more information please contact secondary school careers/personal adviser.

Alternatively for further information about options after year 11 please visit the C&K Careers [website](#).

Support for students over 16. The 16-19 Bursary Fund may be available for 16-19 year olds who might struggle with the costs for full-time education or training. For further details, please visit the [C&k Careers website](#)

11c) Support with travel/bus passes and home-to-school transport

Following a consultation process, Kirklees Council's Cabinet agreed in January 2018 to develop a new Home to School Transport policy which reverts the service to statutory provision only. Work is now underway to scope out further engagement and actions that the Council want to undertake to develop that new policy.

To make sure there is enough time to undertake the more detailed work, the new School Transport policy will not be in place immediately. This means that the **existing** travel policy will continue to apply for all parents and carers making decisions about school preferences this Autumn, for admissions in September 2022. Children and Young People will receive subsidised travel assessed under the existing criteria, and will continue to do so even when the new policy is subsequently introduced, unless:

- they change address
- they change schools
- or, if their pass is based on their financial circumstances, where there is a relevant change of circumstances

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 [Kirklees Council website](#).

11d) Special educational needs and disabilities in schools

What is 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.

Travel Assessment Unit contact details are: [email travel assessment](#) tel: 01484 221000 Ext. 70449 or 07891 432867

- Bus passes – [visit the school transport website](#)
- Transport for pupils with special educational needs and disabilities – [visit the school transport website](#)

11e) Special educational needs and disabilities in schools

What is a special educational need (SEND)

Children and young people with special educational needs or disabilities (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.

What you should do if you suspect your child has a special educational 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.

If your child is pre-school, there is Early Years support for children from birth to age 7 with special educational needs provided by the [Educational Psychology and Early Years Team](#). You can contact them via [email Educational Psychology and Early Years Team](#) or telephone 01924 483744.

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 the [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 at [Kirklees Local Offer](#) (*special educational needs 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 SEN. All education settings should use their 'best endeavours' to meet the needs of children and young people with special educational needs.

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. Secondary schools can be big and you may have concerns about this so 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).

What is a 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 do 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 SEND Assessment and Commissioning Team (SENDACT) will work with you on this. You can contact the SEND Assessment and Commissioning Team (SENDACT) by [emailing SENDACT](#) or telephone: 01484 221000 asking for SENDACT.

11f) 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/carer 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.

Community and voluntary controlled school – Funded by Kirklees Council. The council sets the admission policy and offers places.

Foundation school – funded by Kirklees Council. The governing body of the school decides its admission policy and has responsibility for deciding who is given a place at the school. Places at the school are offered by Kirklees on behalf of the governing body.

Free school – A free school is an academy – an independent school funded by the government. The governing body/academy trust of the free school decides its admission policy and has responsibility for deciding who is given a place at the school. Places at the school are offered by Kirklees on behalf of the governing body/academy trust.

In-Year Common Application Form (ICAF) – The form is to be completed when applying for a Kirklees school during the school year. The ICAF is available from all Kirklees schools or from Kirklees Pupil Admissions.

Maintaining authority – The local authority in which a school is located and which has responsibility for it.

National Offer Day – The day each year when an authority's single offer of a secondary school place is sent to parents/carers. For children transferring to secondary school in September 2022, National Offer Day is Tuesday 1 March 2022.

Net capacity – The total number of pupil places available in a school based on the physical capacity of the building.

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/carers 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/carers 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 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.

Studio school – a new type of 14-19 year old educational provision. Typically a small school with around 300 pupils, delivering mainstream qualifications through project-based learning. Students work with local employers and a personal coach. They follow a curriculum designed to give them employability skills and qualifications they need in work or to take up further education. Kirklees Council is the admission authority for the [Kirklees Creative & Media Studio School](#).

Summer born child – child born between 1 April and 31 August.

Supplementary Information Form (SIF) – All parents/carers must list their preferred schools on the local authority's application form to make a valid application. A SIF is an additional form that [All Saints Catholic College](#) and [St John](#)

[Fisher Catholic Voluntary Academy](#) require to enable the governing body to apply the school's admission criteria. SIFs can be downloaded from the schools' websites.

Trust school – Funded by Kirklees Council. A trust school is a foundation school supported by a charitable trust. The governing body of the trust school decides its own admission policy and has responsibility for deciding who is given a place at the school. Places at the school are offered by Kirklees on behalf of the governing body.

Voluntary aided school – Jointly funded by Kirklees Council and a voluntary organisation, usually a church diocesan board. The governing body of the school decides its own admission policy and has responsibility for deciding who is given a place at the school. Kirklees offer places at the school on behalf of the governing body.

12 Useful addresses and contact information

12a) The Advisory Centre for Education

Provides free independent advice on the admissions process and education issues including bullying, exclusion, Special Educational Needs (SEN) and attendance.

For advice, call free on 0300 0115 142 Mon-Wed 10.00am-1.00pm term time only or [Email ACE](#). For further information visit [ACE Education](#).

12b) OFSTED reports and school performance table information

[Access OFSTED reports at gov.uk](#) 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.

12c) 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. [email SENDACT](#) or telephone: 01484 225422

12d) Contact details for neighbouring local authorities

Barnsley Metropolitan Borough Council, School Admissions, Directorate for Children, Young People and Families, PO Box 634, Barnsley S70 9GG

[Visit Barnsley Metropolitan Borough Council, School Admissions](#)

[Email Barnsley Metropolitan Borough Council, School Admissions](#) or telephone 01226 773677

City of Bradford Metropolitan District Council, School Admissions, Margaret McMillan Tower, Princes Way, Bradford BD1 1NN

[Visit City of Bradford Metropolitan District Council, School Admissions](#)

[Email City of Bradford Metropolitan District Council, School Admissions](#) or telephone: 01274 439200

Calderdale Council, Admissions Team, Admissions Team, Calderdale MBC, Town Hall, Halifax HX1 1UJ

[Visit Calderdale Council, Admissions Team](#)

[Email Calderdale Council, Admissions Team](#) or telephone 01422 392617

Leeds City Council, School Admissions, PO box 837 Leeds LS1 9PZ

[Visit Leeds City Council, School Admissions](#)

[Email Leeds City Council, School Admissions](#) or telephone: Tel: 0113 222 4414

Oldham Council, School Admissions, Level 8, Civic Centre, West Street, Oldham. OL1 1XJ

[Visit Oldham Council, School Admissions](#)

[Email Oldham Council, School Admissions](#) or telephone: 0161 770 4213

Wakefield Council, School Admissions, Room 42 County Hall, Bond Street, Wakefield, WF1 2QL

[Visit Wakefield Council, School Admissions](#)

[Email Wakefield Council, School Admissions](#) or telephone: 01924 306 052

13 Kirklees schools providing secondary education

13a) Secondary and all-through schools⁴ Key: (S) studio school (A) academy (T) trust school (C) community school (VC) voluntary controlled school (F) free school (VA) voluntary aided school	Admission policy	Estimated roll September 2021 (not including 6 th form)	Year 7 PAN	Number of on time first preference applications 2021	September 2021 allocation of places for Year 7 applications ⁵
All Saints Catholic College, Specialist in Humanities (VA) Bradley Bar, Huddersfield, HD2 2JT Headteacher: Ms K Colligan Age range: 11-16 01484 426466	AS	894	180	156	Over-subscribed
Batley Girls' High School (A) Windmill Lane, Batley, WF17 0LD Co-Headteachers: Ms J. Haigh, Mr D. Cooper Age range: 11-18 (for girls only) 01924 350080	BG	1,119	233	189	Over-subscribed
Batley Grammar School (F) Carlinghow Hill, Batley, WF17 0AD Headteacher: Mr G C Kibble Age range: 3-18 01924 474980	BGS	796	130	135	Over-subscribed
BBG Academy (A) Bradford Road, Gomersal, Cleckheaton, BD19 4BE Headteacher: Ms S Luffman Age range: 11 - 16 01274 871225	BBG	1,009	200	201	Over-subscribed
Castle Hall Academy (A) Richard Thorpe Avenue, Mirfield, WF14 9PH Headteacher: Mr P Brook Age range: 11-16 01924 520500	CH	679	180	69	All 2021 Applicants Were Allocated places
Colne Valley High School (A) Gillroyd Lane, Linthwaite, Huddersfield HD7 5SP Headteacher: Mr J Christian Age range: 11-16 01484 848680	CV	1,389	287	277	Over-subscribed
Heckmondwike Grammar School (A) High St, Heckmondwike, WF16 0AH Headteacher: Mr P Roberts Age range: 11-18 01924 402202	HGS	1,051	180	202	Over-subscribed
Holmfirth High School (C) Heys Road, Holmfirth, HD9 7SE Headteacher: Mr B Stitchman Age range: 11-16 01484 691460	HHS	1,305	264	242	All 2021 Applicants Were Allocated places

⁴ Further information on Kirklees schools, including the catchment area map (for those schools with a catchment area) can be found on our [website](#).

⁵ A breakdown of how places were allocated by school can be found on our [website](#)

13a) Secondary and all-through schools⁴ Key: (S) studio school (A) academy (T) trust school (C) community school (VC) voluntary controlled school (F) free school (VA) voluntary aided school	Admission policy	Estimated roll September 2021 (not including 6 th form)	Year 7 PAN	Number of on time first preference applications 2021	September 2021 allocation of places for Year 7 applications ⁵
Honley High School (A) Station Road, Honley, HD9 6QJ Headteacher: Mr P Greenhough Age range: 11-16 01484 506484	HH	1,275	255	250	Over-subscribed
King James's School (A) St Helen's Gate, Almondbury Huddersfield HD4 6SG Headteacher: Mr I Rimmer Age range: 11-16 01484 412990	KJ	1,043	186	199	Over-subscribed
Kirklees Creative & Media Studio School (S) Netherhall Learning Campus, Rawthorpe, Huddersfield, HD5 9PG Headteacher: Mr M Kent Age range: 14-18 01484 382140			60		Admissions to Year 10
Manor Croft Academy (A) Old Bank Road, Dewsbury, WF12 7DW Executive Principal: Mr D Hewitt Age range: 11-16 01924 325230	MCA	953	180	201	Over-subscribed
Moor End Academy (A) Dryclough Road, Crosland Moor, Huddersfield HD4 5JA Principal: Mr K Rafiq Age range: 11-16 01484 222230	MEA	1,027	200	193	All 2021 Applicants Were Allocated places
Netherhall Learning Campus High School (C) Nether Hall Ave, Rawthorpe, Huddersfield, HD5 9PG Headteacher: Mr M Kent Age range: 11-19 01484 382140	NLC	731	145	129	Over-subscribed
Newsome Academy (A) Castle Avenue, Newsome, Huddersfield HD4 6JN Headteacher: Mr D Watkin Age range: 11-16 01484 516712	NHS	661	183	87	All 2021 Applicants Were Allocated places
North Huddersfield Trust School (T) Woodhouse Hall Road, Fartown, Huddersfield HD2 1DJ Headteacher: Mr A Fell Age range: 11-16 01484 452100	NHTS	906	180	128	All 2021 Applicants Were Allocated places
Royds Hall, a SHARE Academy (A) Luck Lane, Paddock, Huddersfield HD3 4HA Headteacher: Mrs J Carr Age range: 4-16 01484 463366	RH	991	172	118	All 2021 Applicants Were Allocated places
Salendine Nook High School Academy (A) New Hey Road, Salendine Nook, Huddersfield HD3 4GN Headteacher: Mr D Christian Age range: 11-16 01484 657541	SN	1,384	275	259	Over-subscribed

13a) Secondary and all-through schools⁴ Key: (S) studio school (A) academy (T) trust school (C) community school (VC) voluntary controlled school (F) free school (VA) voluntary aided school	Admission policy	Estimated roll September 2021 (not including 6 th form)	Year 7 PAN	Number of on time first preference applications 2021	September 2021 allocation of places for Year 7 applications ⁵
Shelley College, a SHARE Academy (A) Huddersfield Road, Shelley, Huddersfield HD8 8NL Principal: Mr D Wadsworth Age range: 13-18 01484 868777	SC	1,089	360	358	Over-subscribed
Spenn Valley High School (T) Roberttown Lane, Liversedge, WF15 7LX Headteacher: Ms H Clacy Age range: 11-16 01924 405451	SV	957	180	154	Over-subscribed
St John Fisher Catholic Voluntary Academy (A) Oxford Road, Dewsbury, WF13 4LL Headteacher: Ms Sarah Wilkinson Age range: 11-19 01924 527000	SJF	945	198	111	All 2021 Applicants Were Allocated places
The Mirfield Free Grammar School (A) Kitson Hill Road, Mirfield, WF14 9EZ Interim Head Teacher: Ms Sarah Berry Age range: 11-18 01924 483660	MFG	1,148	221	233	Over-subscribed
Thornhill Community, A SHARE Academy (A) Valley Drive, Thornhill, WF12 0HE Headteacher: Mr. M. Burton Age range: 11-16 01924 324890	TCA	893	180	163	All 2021 Applicants Were Allocated places
Upper Batley High School (A) Field Hill, Batley, WF17 0BJ Headteacher: Ms S Vickers Age range: 11-16 (for boys only) 01924 326343	UB	754	160	94	All 2021 Applicants Were Allocated places
Westborough High School (T) Stockhill Street, Dewsbury, WF13 2JE Headteacher: Ms J Napper Age range: 11-16 01924 469549		918	180	159	Over-subscribed
Whitcliffe Mount Secondary School (C) Turnsteeds Ave, Cleckheaton, BD19 3AQ Headteacher: Ms J Templar, Ms R Hesmondhalgh Age range: 11-16 01274 851152	WM	1,254	250	211	Over-subscribed

13b) Middle schools & the Shelley 3-tier system

There are 2 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.

For admission into a middle school, see the **Guide for parents/carers: starting primary school**

The table below shows information about admission to Year 6 in 2020

As Year 7 is not the normal year of entry to middle schools, the number of available places is likely to be very limited

Middle Schools Key: (A) academy	Admission policy	Estimated on roll	Year 6 PAN	Number of on time first preference applications 2021	September 2021 allocation of places for Year 6 applications
Kirkburton Middle School (A) Turnshaws Avenue, Kirkburton HD8 0TJ Headteacher: Mr C Taylor Age range: 10-13 01484 222737	KM	503	167	158	All 2021 applicants were allocated places
Scissett Middle School (A) Wakefield Road, Scissett HD8 9JX Headteacher: Ms A Large Age range: 10-13 01484 865444	SM	617	195	225	Oversubscribed

13c) Special schools with provision for secondary aged children and young people

Places in special schools are reserved for children and young people with an Education, Health & Care Plan (EHCP). Admission to a special school follows consultation and agreement between parents/carers, an education psychologist, the head teacher of the school and the Kirklees SEND Disability Assessment & Commissioning Team (SENDACT). Contact the [SENDACT](#) for further information
Tel: 01484 221000 By [email SENDACT](#)

SEN provision	School
Specialist school for children and young people with autism	<p>Woodley School Dog Kennel Bank, Huddersfield HD5 8JE Head teacher: Mrs A. Lawton Age range: 5-19 Tel: 01484 223937 Visit Woodley School Website</p>
for children and young people with complex needs	<p>Southgate School - Southfield Road, Almondbury, Huddersfield, HD5 8TJ Acting Head teacher: Mr P Evans Age range: 5-16 Tel: 01484 504544 Visit Southgate School Website</p>
for children and young people with complex needs	<p>Ravenshall School - Ravensthorpe Road, Dewsbury WF12 9EE Head teacher: Mrs J. Tate Age range: 5-19 Tel: 01924 456811 Visit Ravenshall School Website</p>
for children and young people with severe and profound needs	<p>Castle Hill School - a Specialist College for Communication & Interaction Newsome Road South, Newsome, Huddersfield HD4 6JL Head teacher: Mr S Perren Age range: 3-19 Tel: 01484 544558 Visit Castle Hill School Website</p>
for children and young people with severe and profound needs	<p>Fairfield School - White Lee Road, Batley, WF17 8AS Acting Head teacher: Mr John Page Age range: 3-19 Tel: 01924 326103 Visit Fairfield School Website</p>
for children and young people with behavioural, emotional and social needs	<p>Joseph Norton Academy – Busker Lane, Scissett, HD8 9JU Head teacher: Ms T Southward Age range: 7-16 Tel: 01484 868218 Visit Joseph Norton Academy Website</p>
for children and young people with behavioural, emotional and social needs	<p>ETHOS College/ETHOS Academy Trust (formerly KS4 Pupil Referral Service) Knowles Hill Road, Dewsbury Moor Dewsbury WF13 4QS Assistant Head teacher: Ms Rebecca Smith Age range: 14-16 Tel: 01924 469170 Visit ETHOS College Website</p>
for children and young people with behavioural, emotional and social needs	<p>REACH Academy/ETHOS Academy Trust (formerly KS3 Pupil Referral Service) Field Hill Centre, Batley Field Hill, Batley, WF17 0BQ Head teacher: Ms H. Lord Age range: 11-14 Tel. 01924 478482 Visit REACH Academy Website</p>

13d) Specialist provision in Kirklees secondary schools

Some Kirklees secondary schools have specialist provision for children and young people with an Education, Health & Care Plan (EHCP).

Admission to a specialist provision follows consultation and agreement between parents/carers, an education psychologist, the head teacher of the school and the Kirklees SEND Disability Assessment & Commissioning Team (SENDACT).

Contact the [SENDACT team](#) for further information

Tel: 01484 221000 By [email SENDACT](#)

Specialist provision for young people with	Secondary school
Autism	Honley High School
Autism	Thornhill Community, A SHARE Academy
Hearing impairment	Newsome Academy
Physical disability	Newsome Academy
Complex communication and interaction needs	Royds Hall, A SHARE Academy
Visual impairment	Moor End Academy

14 Admission arrangements 2022-23 for Kirklees schools providing secondary education

The 2022-23 admission arrangements for Kirklees schools providing secondary education can be found on the [Kirklees website](#).

For the following own admission authority schools, you can find their admission arrangements on the individual school/academy website.

[All Saints Catholic College \(VA\)](#) – applications also require a completed [SIF \(Supplementary Information Form\)](#)

[Batley Girls' High School - Visual Arts College \(A\)](#)

[Batley Grammar School \(F\)](#) – applications also require an extra [registration form](#)

[BBG Academy \(A\)](#)

[Castle Hall Academy Trust \(A\)](#)

[Colne Valley High School \(A\)](#)

[Heckmondwike Grammar School \(A\)](#) – applications also require an [online registration](#)

[Honley High School \(A\)](#)

[King James's School \(A\)](#)

[Kirklees Creative & Media Studio School \(S\)](#)

[Manor Croft Academy \(A\)](#)

[The Mirfield Free Grammar School \(A\)](#)

[Moor End Academy \(A\)](#)

[Newsome Academy \(A\)](#)

[North Huddersfield Trust School \(T\)](#)

[Royds Hall, A SHARE Academy \(A\)](#)

[Salendine Nook High School Academy \(A\)](#)

[Shelley College, A SHARE Academy \(A\)](#)

[Spenn Valley High School \(T\)](#)

[St John Fisher Catholic Voluntary Academy \(A\)](#) – applications also require a completed [SIF \(Supplementary Information Form\)](#)

[Thornhill Community, A SHARE Academy \(A\)](#)

[Upper Batley High School \(A\)](#)

[Westborough High School \(T\)](#)

Note: Special Educational Needs Disability and Education Health and Care Plans

The Children & Families Act (2014) came into force on 1st September 2014. An assessment for special educational needs could now lead to a young person having an **Education Health and Care Plan** which is the replacement for a statement of special educational needs ([see section 11e on page 17](#)). Previous statements have now been replaced by **Education Health and Care Plans**.

In all the above admission policies, the term **Statement of Special Educational Needs** should be read as **Education Health and Care Plan**

Kirklees admission policy for community and controlled schools 2022

This admission policy applies to the community and controlled schools listed below which make some educational provision for secondary age young people:

- Holmfirth High School
- Kirklees Creative and Media Studio School
- Netherhall Learning Campus High School
- Whitcliffe Mount School

Honley High School is a Trust school but chooses to mirror the Kirklees admission policy.

Newsome Academy is an Academy Trust school but chooses to mirror the Kirklees admission policy.

Admission Criteria

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

Priority 1⁶ children in public care (looked after children) and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be as a result of being adopted;

Priority 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);

Priority 3 children who live in the school's PAA;

Priority 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);

Priority 5 children who live outside the school's PAA.

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

Notes

- The definition of a 'looked after child' in England is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children Act 1989. Previously Looked After refers to those children who immediately after being looked after became subject to an adoption order, (under section 46 of the Adoption and Children Act 2002), Child Care Arrangement Order (under Section 8 of the Children Act 1989), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded. If a request for admission to school is made under the previously looked after (PLAC) criteria, an online supplementary information form (SIF) will need to be completed on the Kirklees [Pupil Admissions website](#).
- Children in priority 1 above may be admitted above the PAN.

⁶ A "looked after child" is defined as a child who, at the time of making the application is: in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) A "previously looked after child" is defined as a child: who was previously looked after but ceased to be so because they were adopted or became subject to a Special Guardianship order or a Child Arrangements order, or who has been in state care outside of England and ceased to be so as a result of being adopted

If you are making an application under the priority for a previously looked after child, you will need to complete a Previously looked after child (PLAC) SIF available online under Section 7 Guidelines for applying. This should be submitted, with a copy of the court order, so the Local Authority can verify this priority.

- A child is regarded as having been in 'state care outside of England' if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Evidence must be provided by parents of the child's adoption from state care outside England.
- If we cannot agree to requests for admission in priorities 2 to 5 above without exceeding the PAN, we will give priority up to the PAN to children living nearest the school.
- Distance is measured in a straight line from a child's home address to the school. Measurements are calculated using six-figure National Grid Co-ordinates from the [National Land and Property Gazetteer](#). This grid reference relates to a point that falls within the permanent building structure corresponding to the address. The boundary of the building structure for the address is from Ordnance Survey's MasterMap. For smaller, residential properties the grid reference marks a point near the centre of the building. For larger properties like schools with, for example, multiple buildings and large grounds, the grid reference relates to a point inside the main addressable building structure. The distance calculated is accurate to within 1 metre.
- For all-through schools located on two different sites, Kirklees LA will calculate the distance in a straight line from the applicant's home address to both sites and the shortest distance will be used for admission purposes for applications for all year groups. The year group the application is for and where that year group is taught is not part of the consideration, as this is an operational decision down to Headteacher / Governing Body discretion and could change outside of the admission arrangements consultation and determination process.
- 'Live' means the child's permanent home at the date when applications close or, if a significant house move is involved, the latest reasonable date before the final allocation of places (see [page 2](#)).
- Where a child's parents live at different addresses and the child spends time at each address we will consider the following when deciding on the address that will be used for admissions purposes:
 - the amount of time spent at each address
 - which parent has parental responsibility for the child
 - who receives child benefit for the child
 - where the child is registered for medical and dental care
 - any residency or custody orders made by the courts.

We will ask for documentary evidence to support information given about the above points.

- For children transferring from first or middle schools, we will give preference in priorities 2-5 above (up to the PAN) to children attending a first or middle school in the middle or secondary school PAA.
- A PAA means a geographical area determined by Kirklees in consultation with the governing body of the school. It is called this because children living there normally have priority for admission over children who live elsewhere. It is also referred to as the catchment area.
- Children with Education Health and Care Plans are admitted to mainstream schools, special units and special schools separately from the general admission policies, but we do ask 6 families to complete the online application if they would like to name a mainstream school as one of their preferences.
- It is important to note that attending a school nursery or pre-school setting on a school site does not give any priority for a place in that primary/infant school and there is no automatic transfer.

Application Procedures

Transfer to secondary school

Kirklees residents will apply for a secondary school place by using the online Parent Portal on the [Kirklees website](#). The application period will run from the week beginning **1 September 2021**. **The closing date for applications will be 31 October 2021.**

Late applications

Applications received after the appropriate closing date will be regarded as late unless, in Kirklees' judgment, there are significant and exceptional reasons for the lateness. Proof of special circumstances will be required. Late applications are not considered until all on-time applicants have been allocated places. Forms submitted after the closing date due to a significant house move will be regarded as on time provided that documentary evidence to confirm the move is provided by the following deadlines in time for the allocation process. **The latest reasonable date for evidence of a significant house move will therefore be 30 November 2021.**

Waiting lists

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

The waiting lists will be held in admission criteria order and will close on 31 December 2022.

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

In-year admissions

Kirklees residents who wish to apply for a place in the first year at a school after the first school day in September 2022, or to any other age group at any time, will apply on the In-year Common Application Form (ICAF).

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.

Children of UK Service Personnel and Crown Servants

Kirklees Council is signed up to the armed forces Community Covenant, which is a pledge made by the government to ensure that the armed forces and their families are not disadvantaged as a result of their service. As part of the co-ordinated process, applications from armed forces families are reviewed on an individual basis to ensure they are not disadvantaged and, Kirklees LA may ask schools to consider admission over PAN if this is felt to be necessary.

Children of UK service personnel and crown servants returning from overseas to live within Kirklees, will be allocated a school place in advance of their arrival (as long as one is available) provided that the application is accompanied by an official letter that declares a relocation date. The address at which the child will live will be used when applying oversubscription criteria, as long as the parents provide some evidence of their intended address. A Unit or quartering address will be used as the child's home address when considering the application against oversubscription criteria, where a parent requests this.