

Kirklees co-ordinated schemes for school admissions for 2018/19

Determined by the Kirklees Council Cabinet on 7 February 2017

Contents

- **Kirklees Admission Authorities** **page 3**

- **Kirklees co-ordinated schemes for normal relevant year of entry admissions for 2018/19 for rising fives, junior schools, middle schools and secondary schools** **page 5**

- **Kirklees scheme for in-year admissions 2018/19** **page 12**

- **Appendix 1 : Timetable for Kirklees co-ordinated normal round admissions** **page 15**

- **Appendix 2 : The meaning of words and expressions used in this scheme** **page 16**

Kirklees schemes for school admissions 2018/19

1. Introduction and purpose

- These schemes are intended to comply with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 and the School Admissions Code 2014.
- Kirklees LA will co-ordinate normal round admission arrangements with all of the admission authorities responsible for school admissions within Kirklees and with other neighbouring local authorities.
- Some community or voluntary controlled schools in Kirklees may become an own admission authority by converting to academy status or changing category to trust or voluntary aided status during the life of these arrangements. Any school that becomes an own admission authority during the period of these schemes assumes the responsibilities of an admission authority from the date of change of status / category.
- Please consult the websites of Kirklees and other admission authorities to obtain the most up to date information.

2. Schemes

- A. Kirklees co-ordinated schemes for normal (relevant) year of entry admissions for 2018/19 for rising 5 year olds, junior schools, middle schools and secondary schools: sections 5-20
- B. Kirklees scheme for in-year admissions 2018/19 sections 21-29

3. Appendices

- Appendix 1 shows the timetables for implementing these schemes.
- Appendix 2 explains the meanings of expressions (marked *) used in these schemes.

4. Kirklees admission authorities

In Kirklees the admission authorities* for schools at the time of publication on the website are listed below.

Some Kirklees community or controlled schools may change category to academy or trust status before the 2018 admissions round. The relevant schemes in this document will apply to any school that becomes an own admission authority from the date of the change to own admission authority. Details will be updated on the Kirklees and school websites.

Kirklees Admission Authorities

(a) Kirklees local authority (LA*) is the admission authority for all Kirklees community and voluntary controlled schools.

(b) The academy trusts are the admission authorities for the academy schools

Primary

- Batley Grammar School (Free school)
- Beaumont Primary Academy
- Birdsedge First School
- Birstall Primary Academy
- Boothroyd Primary Academy
- Christ Church CE Academy
- Cowlersley Primary School
- Diamond Wood Community Academy
- Fieldhead Primary Academy
- Heaton Avenue Primary Academy
- Lindley Church of England Infant School
- Lindley Junior School
- Marsden Junior School
- Millbridge J I & N School
- Orchard Primary Academy
- Overthorpe C of E Academy
- St Aidan's CE Academy
- Scissett CE Academy
- Shelley First School
- Skelmanthorpe CE Academy
- The John Curwen Co-operative Primary Academy
- Thornhill J & I School

Middle

Kirkburton Middle School

Scissett Middle School

Secondary

- Batley Girls' High School - Visual Arts College
- Batley Grammar School (Free school)
- BBG Academy
- Castle Hall Academy: Specialising in Languages
- Colne Valley High School
- Heckmondwike Grammar School
- King James's School
- Manor Croft Academy
- Moor End Academy
- Shelley College
- Salendine Nook High School Academy
- St John Fisher Catholic Voluntary Academy
- The Mirfield Free Grammar and Sixth Form
- Thornhill Community Academy
- Upper Batley High School

(c) The governing bodies are the admission authorities for the Church of England voluntary aided (VA) schools

Primary

- All Hallow's CE (VA) I & N School
- Batley Parish CE (VA) Junior, Infant & Nursery School
- Cumberworth CE(VA) First School
- Denby CE(VA) First School
- Helme CE(VA) Junior & Infant School
- Kirkburton CE(VA) First School
- Linthwaite Ardrone CE(VA) Junior & Infant School
- St John's CE(VA) Junior & Infant School
- St Peter's CE(VA) Junior, Infant & Early Years School
- South Crosland CE (VA) Junior School

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

Primary

- Golcar J I & N School (T)
- Heckmondwike Primary School (T)
- Littletown Junior Infant and Nursery School (T)
- Royds Hall Community School (T) (Luck Lane and Beech Primary sites)

Secondary

- Honley High School (T)
- North Huddersfield Trust School (T)
- Royds Hall Community School (T)
- Spen Valley High School (T)
- Westborough High School (T)

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

Primary

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

Secondary

- All Saints Catholic College, Specialist in Humanities

³Terms marked * are explained in Appendix 2 on page 16.

A.Kirklees co-ordinated schemes for relevant year of entry admissions for 2018-19 for rising fives, junior schools, middle schools and secondary schools

<p>5. The relevant year is the normal year of admission</p>	<p><u>Rising five year old admissions</u> Children should normally enter full-time education in the school year in which their fifth birthday occurs.</p> <ul style="list-style-type: none"> • Reception class is the relevant year 	<p><u>Junior and middle school admissions</u></p> <ul style="list-style-type: none"> • Year 3 is the relevant year for transfer from infant to junior School • Year 6 is the relevant year for transfer from first to middle school in the Shelley area 	<p><u>Secondary school admissions</u></p> <ul style="list-style-type: none"> • Transfers from junior, primary or middle school to secondary school • Year 7 is the relevant year except for <ul style="list-style-type: none"> ○ Shelley College - Year 9 ○ Kirklees Creative and Media Studio School at the Netherhall Learning Campus where it is Year 10
<p>Deferred entry in Reception- children do not have to be in full-time education until the start of the term following their fifth birthday and may defer their entry to school as follows:</p> <p style="text-align: center;">Date of birth between 1.9.13 and 31.12.13 - may defer entry until start of the Spring term i.e. January 2019</p> <p style="text-align: center;">Date of birth between 1.1.14 and 31.8.14 - may defer entry until start of the Summer term i.e. April 2019</p> <p>If a child has a date of birth between 1.4.14 and 31.8.14 and the parent does not wish them to begin school until September 2019 (their latest legal starting date) they will have to give up the allocated Reception place and re-apply for a place in Year 1. Details about summer born children admissions can be found under section 5k on page 13).</p>			
<p>6. The application</p>	<ul style="list-style-type: none"> • Parents apply online for their child’s school place via the Kirklees Parent Portal. This can be accessed via the Kirklees website. • The Kirklees Parent Portal should only be used by Kirklees residents. • Parent/carers can express up to three preferences, ranked in priority order, for the school at which it is preferred that the child should be educated. • Kirklees will not disclose a parent/carer’s order of preference. • The parent/carer may name state-funded schools in Kirklees or any other LA. 		
<p>7. Supplementary Information Form</p> <p>SIF*</p>	<ul style="list-style-type: none"> • Own admission authority schools (see sections 4b-4e) may require parent/carers to complete a Supplementary Information Form (SIF). • SIFs are only used to provide the extra information required by the school’s admission criteria which is not available on the Kirklees online application. • A SIF must be returned to the school. • A SIF is required as well as the Kirklees online application. • If the Kirklees online application has been completed, but not a SIF, the preference is still valid and must be considered. If it is not possible to consider the preference fully without the supplementary information, the applicant should be ranked lower than those applicants who met the criteria fully. • Where a SIF is required, the school should follow up any that have not been received. 		

<p>8. The application process</p>	<p><u>Rising five year old admissions</u></p> <ul style="list-style-type: none"> Parents/carers of children who attend a Kirklees early years setting will receive notification of when it is time to apply for their child's school place. Kirklees will also widely publicise this information. Parents/carers in Kirklees must complete an online application via the Kirklees Parent Portal to apply for their child's school place. The Kirklees Parent Portal and website also informs parents when a SIF needs to be completed so the relevant school can assess the child's eligibility for a school place. Parents/carers will receive an email when their online application has been submitted and then when it has been downloaded. <p>Schools are asked to:-</p> <ul style="list-style-type: none"> let parents/carers know about the online application process. support parent/carers to apply online and on time for their child's school place. Schools will be asked to help Kirklees LA chase up any parents who have not applied before the deadline. advise parents of children living in other LA's to apply to their home LA for their school place. advise parents that no priority is given to children attending the school's nursery, where applicable, when allocating school places. 	<p><u>Junior and middle school admissions</u></p> <ul style="list-style-type: none"> At the start of year 2 in an infant school or year 5 in a Shelley pyramid first school Kirklees parents/carers need to apply for their child's school place via the Kirklees Parent Portal. Parents/carers will be sent details via their child's current school of when to complete the online application. The Kirklees Parent Portal and website also informs parents when a SIF needs to be completed so the relevant school can assess the child's eligibility for a school place. Parents/carers will receive an email when their online application has been submitted and then when it has been downloaded. <p>To support on time applications, the child's present school is asked to :-</p> <ul style="list-style-type: none"> let parents/carers know about the online application process and distribute correspondence from Admissions about the application process to pupils. support parent/carers to apply online and on time for their child's school place. Schools will be asked to help Kirklees LA chase up any parents who have not applied before the deadline. advise parents of children living in other LA's to apply to their home LA for their school place. 	<p><u>Secondary school admissions</u></p> <ul style="list-style-type: none"> At the start of a year 6 in a primary / junior school or year 8 in a Shelley pyramid middle school parents/carers need to apply for their child's school place via the Kirklees Parent Portal. Parents/carers will be sent details via their child's current school of when to complete the online application. The Kirklees Parent Portal and website also informs parents when a SIF needs to be completed so the relevant school can assess the child's eligibility for a school place. Parents/carers will receive an email when their online application has been submitted and then when it has been downloaded. <p>To support on time applications, the child's present school is asked to:-</p> <ul style="list-style-type: none"> let parents/carers know about the online application process and distribute correspondence from Admissions about the application process to pupils. support parent/carers to apply online and on time for their child's school place. Schools will be asked to help Kirklees LA chase up any parents who have not applied before the deadline. advise parents of children living in other LA's to apply to their home LA for their school place.
--	---	---	---

<p>9. Procedure for preferences expressed for Kirklees schools</p>	<ul style="list-style-type: none"> • The procedure applies equally to preferences for Kirklees schools received from Kirklees residents and from residents of other LAs. • For a Kirklees community or voluntary controlled school Kirklees LA will determine each application by reference to Kirklees published admissions criteria, the order of priority in which that application for the school is ranked. • For an own admission authority school (see sections 4b-4e) Kirklees LA will send details of applications to the governing body/academy trust of the school. The governing body / academy trust will determine the order of priority in which that application is ranked and provide the Kirklees LA with a list which ranks all the applications for that school.
<p>10. Provision of information to other local authorities</p>	<ul style="list-style-type: none"> • Kirklees LA will supply another LA with details about a child in a Kirklees school, who is resident in the other LA, to provide the child with the appropriate common application form. • Parents/carers resident in Kirklees who wish to express a preference for a school in another LA must name the school as one of the preferences on a Kirklees online application. • Kirklees LA will supply another LA with details of any application made by a Kirklees parent/carer for a school maintained by that other LA. • Kirklees LA will advise another LA of the eligibility of any child resident in that other LA for a place in a Kirklees school.
<p>11. Procedures for a Kirklees academy, foundation, trust or VA school</p>	<p>This scheme requires the governing body/academy trust of a school in Kirklees which is an admissions authority to:</p> <ul style="list-style-type: none"> • Follow the Kirklees application procedure. • Ensure that all applications are made via the Kirklees Parent Portal. • Be responsible for the provision, completion by applicants and retention of any SIF which the governing body/academy trust finds necessary to apply its own admission criteria. (Kirklees LA will ensure that SIFs are available on its website or paper copies can be obtained from Kirklees Pupil Admissions. A prompt will also appear on the Kirklees Parent Portal when a parent names a school that requires a SIF as one of their preferences). • Determine by reference to the school's admission criteria the order of priority in which each and every application is ranked, after they have received information from Kirklees about all the applications for the year for their school. • Notify the Kirklees LA of their decision according to the timetable in Appendix 1 . • Ensure that a decision to grant or refuse a place at that school is only communicated to the parent/carer by the Kirklees LA, on behalf of the governing body/academy trust.
<p>12. Procedures for offers of places to parents / carers</p>	<ul style="list-style-type: none"> • Where a Kirklees child qualifies for a place at one or more schools, and following any necessary liaison with other LAs, Kirklees LA will determine and offer the one school which is ranked as the parent/carer's highest preference where the child qualifies. • Where a Kirklees child does not qualify for a place at any of the parent/carer's preferences a place will be offered at the school designated by Kirklees to serve the parent/carer's address or, if no such place is available, the nearest appropriate Kirklees school where a place is available. Nearest means the shortest distance from the child's home to the school measured in a straight line. • Kirklees LA will notify the governing body/academy trust of any school in sections 4b-4e (or other LA) of a Kirklees decision to offer or refuse a place at such a school.

<p>13. Offers of places to Kirklees parents / carers and appeals</p>	<p>National offer day for rising five year old admissions is <u>16 April 2018</u></p>	<p>National offer day for junior and middle school admissions is <u>16 April 2018</u></p>	<p>National offer day for secondary school admissions is <u>1 March 2018</u></p>
<p>14. Processing online applications for the normal entry admissions round</p>	<ul style="list-style-type: none"> • On the national offer day Kirklees LA will send notification by email to Kirklees parent/carers of any Kirklees decision to offer or refuse a place at any school in Kirklees or other authority for which the parent/carer has applied. Parents will also be able to log into the Parent Portal to check the result of their application. • Offers or refusals of places will only be made by the Kirklees LA, albeit on behalf of the governing body/academy trust of a academy, foundation, trust or voluntary aided school or other authority, as appropriate. • If the child does not qualify for any of the parent/carer's preferred schools and provided the child is resident in Kirklees, a place will be offered at the school designated by Kirklees to serve the parent/carer's address or, if no such place is available, the nearest appropriate Kirklees school where a place is available. Nearest means the shortest distance from the child's home to the school measured in a straight line. • The notification will also give reasons why the child is not being offered a place at a parent/carer's higher preference school (where appropriate) and include information about the statutory right of appeal, how to accept or refuse an offer and the availability of assistance with school transport. <ul style="list-style-type: none"> • The normal entry admission round for Kirklees children is defined as any determination of online applications for the relevant year made under this coordinated scheme before the national offer date (see section13). • The processing of online applications for the normal entry admissions round will be as follows:- <ul style="list-style-type: none"> ○ The initial allocation : To assess and allocate a place for all online applications which were received on time or deemed to be on time from parents/carers resident in Kirklees and other LAs. ○ The second allocation : To assess and allocate a place (as soon as possible after the first allocation) for all online applications which were received late from parents/carers resident in Kirklees and other LAs. ○ Waiting lists : After the offer day, unsatisfied higher preferences for a school are placed on that school's waiting list which is held by the admission authority for the school as listed in section 4. Preferences which cannot be satisfied which are received after the offer day are similarly placed on a school's waiting list. 		
<p>15. Late and revised applications</p>	<p><u>Rising five year old admissions</u></p> <ul style="list-style-type: none"> • Closing date for applications 15 January 2018 • Planned allocation date 16 March 2018 	<p><u>Junior / middle admissions</u></p> <ul style="list-style-type: none"> • Closing date for applications 15 January 2018 • Planned allocation date 16 March 2018 	<p><u>Secondary school admissions</u></p> <ul style="list-style-type: none"> • Closing date for applications 31 October 2017 • Planned allocation date 18 January 2018
<ul style="list-style-type: none"> • Applications received after the closing date without significant and exceptional reasons will be treated as late. • Late applications will not be included in the initial process which will be confined to on-time applications. Late applications will be included in the second allocation process. 			

	<ul style="list-style-type: none"> • Where applications are received after the closing date, in Kirklees’ judgement for significant and exceptional reasons, for example a move into Kirklees, the Authority will endeavour to include the application in the initial allocation process. Proof of such special circumstances will be required. Proof of change of address will be accepted up to the latest reasonable date before the allocation date for school places (see 5d on page 12 for the deadlines). This exception to the closing date only applies to Kirklees schools, other Local Authorities may have their own conditions for accepting late applications. • After the closing date parents/carers will not be able to change their preferences (including a change to the order) unless there is a genuine reason for doing so, for example, a significant house move. Following the offer of places a parent/carer may request a place at a school which has not previously been considered. However, a parent/carer may not have more than three “live” preferences at any time.
<p>16. Waiting lists</p>	<ul style="list-style-type: none"> • Waiting lists for community and voluntary controlled schools are held by Kirklees LA from the offer day and close at the end of one term which is determined to be on the last school day in December. • Waiting lists for own admission authority schools (see sections 4b-4e) are held by the governing body/academy trust for a period of time determined by the admissions authority. • The names on the waiting lists for a school will be children: <ul style="list-style-type: none"> (a) whose parent/carer has expressed a preference for that school but who were offered a lower preference school or an alternative school. (b) (only at the parent/carer's written request) whose parent/carer has expressed a preference for that school but who were offered a higher preference school. • As vacancies occur, the allocation of places to children on a waiting list will be determined by the same admission authority as the initial allocation and according to that admission authority’s published admission criteria (treating on-time and late applications equally). • The offer of places from the waiting lists will only be made by the Kirklees LA. Where the offer is for a place at an academy, foundation, trust or voluntary aided school, it will be made on behalf of the governing body/academy trust of the academy, foundation, trust or voluntary aided school and following consultation with the school.
<p>17. Admissions outside normal admissions round</p>	<ul style="list-style-type: none"> • Admissions outside the normal admissions round means any admissions other than those determined under this scheme. • Applications received for any other age group, or the relevant age group made after the first school day, will be processed under the Kirklees scheme for in-year admissions. • Please see details in sections 21-29
<p>18. Appeals</p>	<p>A parent/carer who has been unsuccessful in obtaining a place at a school for which they have expressed a preference can appeal to an Independent Appeal Panel (except for a child who has been permanently excluded from two schools).</p> <ul style="list-style-type: none"> • For community and voluntary controlled schools parents/carers should contact Kirklees admissions team or look at the website for full information. • For voluntary aided schools, free schools, trust schools and academies parents/carers should contact the school to enquire about the appeal process • For schools outside Kirklees parents/carers should contact the other local authority to enquire about the appeal process.

<p>19. Changes to PAN by admission authorities</p>	<p>Governing bodies / academy trusts of Kirklees own admission authority schools must</p> <ul style="list-style-type: none"> • Notify the LA in writing of any intention to increase the school’s PAN and publish the change on the school’s website. • Following determination of the PAN, notify the LA if they intend to admit above PAN, in good time to allow the LA to deliver its coordination responsibilities effectively according to the timetable in Appendix 1.
<p>20. Schools with assessment *or testing as part of the admissions process</p>	<p>(a) Batley Grammar School - fair banding assessment for entry into Year 7</p> <ul style="list-style-type: none"> • All children applying to Year 7 at Batley Grammar School will take a fair banding assessment to ensure a comprehensive intake. • Applicants will be placed into one of four ability bands based on the score achieved in the GL Assessment Non Verbal Reasoning test, which will be taken by all applicants to Year 7 at Batley Grammar School. • Applicants will be placed in bands, such that, wherever possible, there are an equal number in each band. • Places will be allocated, as far as possible, such that, an equal number are given in each band and represent the proportion indicated in each of the identified postal code areas below. • Banding will enable Batley Grammar School to achieve an intake representative of the ability range of applicants to the school. • Children who have not taken the banding test (apart from children in care, or adopted children who have been in care, who must always be given priority) will be considered after children who sat the banding test. They will be prioritised on the basis of the oversubscription criteria. All applicants will be offered fair access to the test and will be reminded of the date, times and location available to sit the test. • To ensure that we are meeting the needs of parents in the Batley and Birstall area children will be accepted from an area which will be split into a defined inner catchment area (WF17 0--; WF17 8-- and WF17 9--; a further 45% of places will be allocated to pupils in WF17 5--, WF17 6--, and WF17 7--, whilst the remaining 10% of places will be allocated to pupils from the other postal code areas of WF12 7; WF16 9; LS27 0, BD11 1 and BD19 4. Oversubscription criteria will be applied to the bands in each of these groups. • In order to be eligible for a place parents must make the school one of their three preferences on their local authority application. In addition to the application to their home local authority, parents are required to complete the school supplementary information form and return this to Batley Grammar School. There is a strict deadline of 4.00pm on Tuesday 31 October 2017 for return of the School Registration/Supplementary Information Form to be returned to Batley Grammar School. A copy of the school registration form is in the school prospectus, available on the school and the local authority’s websites or can be obtained from the school admissions office. • Forms received by the deadline will be considered first.

(b) Heckmondwike Grammar School - ability testing

- Heckmondwike Grammar School is a selective school and admission is based on the results of an entrance test. Eleven year olds take the entrance test on a Saturday early in the Autumn term preceding the September of entry. Papers test a range of reasoning skills in a variety of contexts and they are designed to be predictors of likely future performance. The results from each paper will be standardised, age weighted and combined into a total standardised age score. The school will publish outline information about the number, length and format of the tests in the summer term preceding the test date.
- The outcome of the tests is communicated to parents in mid-October, prior to the deadline for submission of the application for a high school place to the local authority.
- Any information sent to the parents/carers of children who are successful in the testing must make clear that if more children pass the test than there are places in the grammar school, that passing the test does not constitute the offer of a place and that the parent/carer must wait until the offer day on 1 March 2018 to be notified by their home LA at which school they are to be offered a place.

B. Kirklees scheme for in-year admissions 2018-19 : sections 21-29

This scheme is written to reflect that Kirklees intends to move towards a digital by design process which means a move away from paper applications. This will be a change in the administrative process which means all applications are expected to be online by September 2017. This will support Kirklees being able to adapt to the potential requirement for in-year co-ordination.

<p>21. In-year applications</p>	<p>In-year applications are those made during the school year for the normal year of admission and those made for admission to age groups other than the normal year of admission.</p>
<p>22. The Kirklees In-year Common Application Form (ICAF)</p>	<p>All applications for an in-year admission to a Kirklees school must be made on the Kirklees In-year Common Application Form (ICAF). This includes applications from parents/carers resident outside Kirklees. The intention is to replace the paper ICAF with an online application by September 2017.</p>
<p>23. Supplementary Information Form SIF</p>	<ul style="list-style-type: none"> • Own admission authority schools (see sections 4b-4e) may require parent/carers to complete a Supplementary Information Form (SIF). • SIFs are only used to provide the extra information required by the school's admission criteria which is not available on the ICAF. • A SIF must be returned to the school. • A SIF is required as well as an ICAF. • If an ICAF has been completed, but not a SIF, the preference is still valid and must be considered. If it is not possible to consider the preference fully without the supplementary information, the applicant should be ranked lower than those applicants who meet the criteria fully. • Where a SIF is required, the school should follow up any that have not been received.
<p>24. Assessment of a parent/carer's preference for Kirklees community and voluntary controlled schools</p>	<p>The following applies equally to preferences for Kirklees schools made on the Kirklees ICAF received from Kirklees residents and residents from other LAs.</p> <p>This scheme requires the Kirklees community or voluntary controlled school to:</p> <ul style="list-style-type: none"> • Contact Kirklees admissions regularly to confirm the availability of places at the school. • Kirklees admissions will <ul style="list-style-type: none"> ○ confirm whether the school has vacancies in the year group required ○ confirm by reference to the Kirklees admission criteria the order of priority in which a parent/carer's preference is ranked in relation to other applications for that school. ○ where there are more applications than places available, determine by reference to the Kirklees LA published admission criteria the order of priority in which all applications are ranked. • The offer or refusal of a place is only communicated to the parent/carer by Kirklees LA as the Admission Authority.

<p>25. Kirklees schools where the governing body / academy trust is the admission authority</p>	<p>This scheme requires the LA to make available the details of the application received on the ICAF within 2 school days of the parent submitting the application.</p> <p>This scheme requires the governing body/academy trust to:</p> <ul style="list-style-type: none"> • Check the School Admissions Module daily for new applications. • Be responsible for the provision, completion by applicants and retention of any SIF which the governing body/academy trust finds necessary to apply its own admission criteria. The Kirklees admissions team will ensure that SIFs are available on its website or paper copies can be obtained from Kirklees Pupil Admissions. • Communicate the availability of places to the Kirklees admissions team when requested. • Where there are more applications than places available, determine by reference to the school's published admission criteria the order of priority in which all applications are ranked. • Communicate the offer or refusal of a place to the parent/carer (or the parent/carer's home LA) and notify the Kirklees admissions team of the decision according to the timetable which is detailed in section 26 below.
<p>26. Offers of places to Kirklees parents / carers and appeals</p>	<p>The relevant admissions authority (as noted in section 4) will send out to a parent/carer within 20 school days of their application being received at a school a decision to offer or refuse a place at the school. A copy of the decision should be sent to the Kirklees admissions team.</p> <p>The offer will specify a start date as agreed with the school. This should normally be the first day of the next school term where no significant house move has taken place. Where a child has moved into Kirklees and is without a school place, or has moved a significant distance within Kirklees, the offer should specify a start date no later than 10 school days from the date of the offer.</p> <p>The refusal must give reasons why the child is not being offered a place at a parent/carer's preferred school (where appropriate) and include information about :-</p> <ul style="list-style-type: none"> • the statutory right of appeal, • how to accept or refuse an offer • the availability of assistance with school transport.
<p>27. Waiting lists at academy, foundation, trust and voluntary aided schools</p>	<p>Where a parent/carer has been refused a place for their child at a preferred academy, foundation, trust or voluntary aided school, the child's name will be placed on a waiting list for that school according to the admissions policy of that school.</p>

<p>28. Waiting lists for Kirklees community and voluntary controlled schools</p>	<p>Kirklees LA will keep a waiting list for each Kirklees community and voluntary controlled school as follows:</p> <ul style="list-style-type: none"> • Where a parent/carer has been refused a place for their child at a preferred community or voluntary controlled school, the child’s name will be placed on a waiting list for that school. • The waiting list will be kept for the remainder of the term for which they have applied for a place. • The names on the waiting lists for the school will also include children from normal round admissions: <ul style="list-style-type: none"> ○ whose parent/carer had expressed a preference for that school but who were offered a lower preference school or an alternative school. ○ (only at the parent/carer's written request) whose parent/carer had expressed a preference for that school but who were offered a higher preference school. <p>The child’s name will remain on the waiting list for the remainder of the term for which they have applied for a place. As vacancies occur, the allocation of places to children on a waiting list will be determined by Kirklees LA according to the published admission criteria (taking no account of the length of time children have been on a waiting list).</p> <p>The offer of places from the waiting lists will only be made by the Kirklees LA and will be for an immediate start.</p>
<p>29. Availability of places</p>	<p>If a parent/carer is requesting a change of school because of a house move, or if a child has not been offered a place in a timely fashion, Kirklees LA will offer a place at the school designated by Kirklees to serve the parent/carer's new address, or if no such place is available, the nearest appropriate Kirklees school where a place is available. Nearest means the shortest distance from the child's home to the school measured in a straight line (see appendix 2).</p> <p>In some circumstances Kirklees LA may decide to allocate a place immediately at the nearest appropriate Kirklees School where a place is available, following an individual assessment of an application.</p>

Appendix 1 : Timetable for Kirklees coordinated normal round admissions

Process	Rising 5 year old admissions	Junior and Middle school admissions	Secondary school admissions
The online application process opens via the Kirklees Parent Portal	Week starting Friday 1 September 2017	week starting Friday 1 September 2017	week starting Friday 1 September 2017
	↓	↓	↓
			Heckmondwike Grammar School Test on 16 September 2017 Batley Grammar School • SIF deadline 4pm on Tuesday 31 October 2017
	↓	↓	↓
Closing date for online applications and SIFs	Monday 15 January 2018	Monday 15 January 2018	Tuesday 31 October 2017
	↓	↓	↓
Kirklees LA sends information about applications for schools in other LAs to those LAs	Friday 9 February 2018	Friday 9 February 2018	Monday 20 November 2017
	↓	↓	↓
Kirklees LA sends information about applications to Kirklees academy, foundation, trust and VA schools	Friday 23 February 2018	Friday 23 February 2018	Friday 8 December 2017
	↓	↓	↓
Kirklees academy, foundation, trust and VA schools <ul style="list-style-type: none"> send lists of pupils qualifying, and not qualifying, for places to Kirklees LA notify Kirklees LA of any intention to admit above PAN, and specify the PAN 	Friday 2 March 2018	Friday 2 March 2018	Friday 22 December 2017
	↓	↓	↓
Kirklees decides provisional offers including extra-district children applying for Kirklees schools and notifies other LAs	Friday 16 March 2018	Friday 16 March 2018	Thursday 18 January 2018
	↓	↓	↓
Provisional offers reviewed to take account of information from other LAs, results sent to other LAs/admission authorities	Wednesday 21 March 2018	Wednesday 21 March 2018	Monday 29 January 2018
	↓	↓	↓
Kirklees and other LAs exchange information on confirmation of offers to be made	Monday 26 March 2018	Monday 26 March 2018	Thursday 8 February 2018
	↓	↓	↓
Statutory National Offer Day	Monday 16 April 2018	Monday 16 April 2018	Thursday 1 March 2018
	↓	↓	↓
	Appeals	Appeals	Appeals

Appendix 2 : The meaning of words and expressions used in this scheme

Term	Definition
Admissions authority	The body which decides admissions to a school and which makes arrangements for its admission appeals.
ICAF	Kirklees common application form for IN-YEAR transfer to a school. It is intended that the paper ICAF will be replaced by an online application from September 2017.
In-year admission	In-year applications are those made during the school year for the normal year of admission and those made for admission to age groups other than the normal year of admission.
Distance	Distance is measured in a straight line from a child's home address to the school. Measurements are calculated using six-figure National Grid co-ordinates from the National Land and Property Gazetteer. This grid reference relates to a point that falls within the permanent building structure corresponding to the address. The boundary of the building structure for the address is from Ordnance Survey's MasterMap. For smaller, residential properties the grid reference marks a point near the centre of the building. For larger properties like schools with, for example, multiple buildings and large grounds, the grid reference relates to a point inside the main addressable building structure. The distance calculated is accurate to within 1 metre.
Kirklees	Kirklees Council or, as the context requires, its administrative area.
LA	The local authority. In Kirklees, Kirklees Council is the local authority.
Normal (relevant) admissions round	Admissions for the relevant year arising from offers made under these schemes.
Normal (relevant) year	The first age group in a school. <ul style="list-style-type: none"> ▪ Reception class at infant, first and primary schools ▪ Year 3 at junior schools ▪ Year 6 at the two middle schools in the Shelley Pyramid ▪ Year 7 at most Kirklees secondary schools ▪ Year 9 at Shelley College ▪ Year 10 at Kirklees Creative and Media Studio School, Netherhall Learning Campus.
Testing / Assessment	Batley Grammar School and Heckmondwike Grammar School are the only schools in Kirklees where determination of academic ability by testing is part of the admission procedure. <ul style="list-style-type: none"> ▪ The deadline for the Registration/Supplementary Information Form for year 7 applications to Batley Grammar School should be returned by 4.00pm on Tuesday 31 October 2017. The assessment for Batley Grammar School will take place after the 31 October 2016. The deadline for the Registration/Supplementary Information Form for primary places is 4.00pm on 15th January 2018. ▪ The examinations for Heckmondwike Grammar School are to be held on 16 September 2017.
SIF	Supplementary Information form
Trust school	A trust school is a foundation school with a charitable foundation

Pupil Admissions	Second Floor, Kirkgate Buildings, Byram Street, Huddersfield, HD1 1BY Tel 01484 225007 E-mail: pupiladmissions@kirklees.gov.uk
-------------------------	--

Disclaimer

- The information in this document is believed to be correct at the time of publication.
- Please contact Kirklees Admissions or consult the Kirklees Council website for the most up to date information.
- Please consult the websites of other Admission Authorities to obtain the most up to date information.