

## **Kirklees admissions policy for community and controlled schools 2025-26**

This admission policy applies to the community and controlled schools which make some educational provision for primary age children and young people.

### **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:

1. 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;
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);
3. children who live in the school's PAA;
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);
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.

### **Linked infant and junior schools**

There are several combinations of infant and junior schools in Kirklees. These are shown in the list below. The majority of children transfer from the infant school to the linked junior school. It is included to strengthen the admissions criteria for linked infant and junior schools to increase the continuity for children to a level comparable to that in an all-through primary school

- Berry Brow I & N Academy\* and Newsome Junior Academy\*
- Birkby I & N School and Birkby Junior School
- Diamond Wood Community Academy\* and Ravensthorpe CE(VC) Junior School
- Earlsheaton Infant School and Bywell CE(VC) Junior School
- New Mill Infant School\* and New Mill Junior School\*
- Lindley CE Infant School\* and Lindley Junior School\*
- Manorfield I & N School and Staincliffe CE(VC) Junior School
- Netherhall St James CofE (VC) Infant and Nursery School and Netherhall Learning Campus Junior School
- Netherton I & N School\* and South Crosland CE(VA) Junior School\*
- Pentland I & N School and Headfield CE(C) Junior School
- Purlwell I & N School and Hyrstmount Junior School
- Reinwood I & N School and Reinwood Community Junior School
- Savile Town CE(VC) I & N School and Headfield CE(C) Junior School
- Shaw Cross I & N School and Bywell CE(VC) Junior School
- Thornhill Lees CE(VC) I & N School and Headfield CE(C) Junior School

[\\* See the admission policy for each academy and CE \(VA\) school on our website](#)

## Admission criteria for linked infant and junior schools

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 linked infant and junior, community and voluntary controlled schools are:

1. 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;
2. children who live in the school's Priority Admission Area (PAA) who have a brother or sister attending either school from the same address at the date of admission (the sibling rule);
3. children who attend a listed infant school (with priority for the linked junior school)
4. children who live in the school's PAA;
5. children who live outside the school's PAA who have a brother or sister attending either school from the same address at the date of admission (the sibling rule);
6. 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.
- 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 6 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 6](#)).
- 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 2-6 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 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 junior or middle school

Kirklees residents will apply for a junior or middle school place by using the online Parent Portal on the Kirklees website. The application period will run from **1 September 2024. The closing date for applications will be 15 January 2025.**

### Admission to full-time school for rising five year old children

Kirklees residents will apply for admission to full-time school (rising five year old children) by using the online Parent Portal on the [Kirklees website](#). The application period will run from **1 September 2024. The closing date for applications will be 15 January 2025.**

### 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. For Reception, year 3 and year 6 – **the latest reasonable date for evidence of a significant house move is 15 February 2025.**

### 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, e.g. Reception at primary school.

The waiting lists will be held in admission criteria order and will close on 31 December 2025. For in-year admissions, the waiting list will be held for the remainder of the term for which they have applied for a place.

**Admission appeal** - Where a parent is not offered a place at a school for which they have expressed a preference, they have a legal right for their preference to be further considered by an independent appeal panel.

### In-year admissions

Parents/carers who wish to apply for a place at a Kirklees School, in the first year at the school after the first school day in September 2025, or to any other age group at any time, will apply on the Kirklees Parent Portal.

### Twins / multiple births

A twin or sibling from a multiple birth can be admitted as an excepted pupil into an infant class, where admission of more than one of the siblings would exceed the infant class size limit of 30 pupils, such cases would be examined on an individual basis.

### Flats

In the event of two or more children living equidistant from the school, e.g. blocks of flats, the place will be decided by drawing lots, the first name drawn out of the bag will be offered the place.

### Rising five year old children

All children are entitled to a full time place in the September following their fourth birthday. However, the legal starting age for full time education is the start of the term following the child's fifth birthday and parents may request their child's entry is deferred until later in the same school year or until the term after which the child reaches compulsory school age. The allocated place

will be held for the child until the beginning of the term following the child's fifth birthday, but not beyond the beginning of the summer term. Summer born children who do not take up their allocated place in Reception by the beginning of the summer term will have their place withdrawn and will need to reapply for a place in year 1 for September.

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

### **Summer born children (children born between 1 April and 31 August)**

The majority of parents apply and take up a reception place in the school year in which their child will reach the age of five (rising fives). All children are entitled to a full time place in the September following their fourth birthday. However, the legal starting age for full time education is the start of the term following the child's fifth birthday and parents may request that their child's entry is deferred until later in the same school year or until the term in which the child reaches compulsory school age.

Parents should still apply online in the normal admission round for 2025, and also email Pupil Admissions to make their request. The request will be considered by a panel of education experts after the relevant closing date for applications and the individual case will be considered. The panel 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 evidence provided by the parent.

### **Admission of children outside normal age group**

It is the general view of Kirklees Council that all children and young people will complete their primary and secondary education in school year groups according to their normal age group. It is also the general view of the Local Authority that moving pupils into older or younger year groups is usually not in their best educational, social or emotional interests. This includes either early or late admission to primary school or early or late transfer to secondary school.

The National Curriculum sets out a clear, full and statutory entitlement to learning for all pupils. In addition, schools in Kirklees deliver an offer which supports access to high quality differentiated education. This should ensure that a pupil's curricular needs are met without either early or delayed transfer to the next phase of schooling being necessary other than in exceptional circumstances. A request may be made for a child to be admitted outside of their normal age group, for example if the child is gifted and talented, has experienced problems such as ill health or has already been taught out of chronological age.

Parents should still apply online in the normal admission round for 2025, and also write to or email Pupil Admissions to make their request. The request will be considered by a panel of education experts after the relevant closing date for applications and the individual case will be considered. The panel 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 evidence provided by the parent.

### **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.