

# Starting Primary School in 2024

## Guide for Parents

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

Online only applications from 1 September 2023  
Deadline for applications is 15 January 2024

[www.kirklees.gov.uk/admissions](http://www.kirklees.gov.uk/admissions)

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## Starting a new primary school in September 2024

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

Dear Parent/Carer

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

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

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

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

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

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

Don't forget, all applications for school places will need to be completed online using the Kirklees Parent Portal on our [website](#), the process is quick, easy and secure and please do remember to make your application before the deadline on 15 January 2024, it's **really** important to get it in on time.

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

**We hope your child will enjoy a happy and successful education here in Kirklees and we look forward to welcoming your child to one of our schools in September 2024.**

# Starting a new primary school in September 2024 – Information

The information in this guide is for the school year starting in September 2024.

It is correct on 31st August 2023, but there may be changes before or after September 2024 and we aim to update the website to reflect any changes.

This Guide for Parents – starting a new primary school in 2024 is available to download as a pdf file or a paper copy may be obtained on request from:

[Kirklees Pupil Admissions](#)

Telephone 01484 225007 or [Email Kirklees Pupil Admissions](mailto:pupiladmissions@kirklees.gov.uk) pupiladmissions@kirklees.gov.uk

## Key dates for starting a new Primary School/transferring to Junior/Middle School in September 2024

### 1 September 2023

You can [apply online via the Kirklees Parent Portal](#)

### 15 January 2024

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

### 15 February 2024

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

### 16 April 2024

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

### 15 May 2024

The last day for requesting an appeal for starting community and voluntary controlled schools in September 2024. Academies, free schools, trust schools and voluntary aided schools may have different closing dates for appeals. You must contact them directly.

### June 2024 onwards

Appeal hearings take place.

### 31 December 2024

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 a primary school for the first time in September 2024, so that Kirklees parents/carers only need to make one application to apply for a place at any primary school in Kirklees and/or any other local authority.

Applications must be made [online](#) to Kirklees Pupil Admissions by the closing date of **15 January 2024**.

Kirklees residents must [apply online](#).

Kirklees Council will send all Kirklees parents/carers an offer of one school place on National Offer Day – 16 April 2024. 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 35](#).

### **Important – is your child at a school nursery?**

A place in a school nursery, early years or foundation stage unit does not automatically give you a place in the Reception class at a school.

Children who attend the school's nursery do not receive guaranteed places or have a higher priority for places in the school unless the admission policy includes this in the school's oversubscription criteria.

You must make a separate application for a place in a reception class.

## **1 – Preparing to make an application**

### ***1(a) Which schools provide primary education in Kirklees?***

See the full list on [page 36](#)

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

**Academies and free schools** – 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 Grammar School  
Beaumont Primary Academy  
Birdsedge First School  
Birstall Primary Academy  
Boothroyd Primary Academy  
Brambles Primary Academy  
Carlinghow Academy  
Christ Church CE Academy  
Co-op Academy Smithies Moor  
Diamond Wood Community Academy  
Fieldhead Primary Academy  
Field Lane J I & N School  
Healey J I & N School  
Heaton Avenue, A SHARE Primary Academy  
Helme Church of England Academy  
Highburton CE First Academy  
Hillside Primary School  
Hill View Academy – part of Impact Education Multi Academy Trust  
Holy Spirit Catholic Primary Academy – part of Blessed Peter Snow Catholic Academy Trust  
Kaye’s Academy  
Kirkburton Middle School  
Kirkheaton Primary School – part of South Pennine Academies  
Lepton CofE Primary Academy  
Lindley CE Infant School  
Lindley Junior School  
Luck Lane, A SHARE Primary Academy  
Manorfield I & N School  
Marsden Junior School  
Meltham Moor Primary School  
Millbridge, A SHARE Primary Academy  
Netherton I & N School  
New Mill Infant School  
New Mill Junior School  
Old Bank Academy  
Orchard Primary Academy  
Our Lady of Lourdes Catholic Primary Academy – part of Blessed Peter Snow Catholic Academy Trust  
Overthorpe CofE Academy  
Scissett CE Academy  
Scissett Middle School  
Shelley First School  
Skelmanthorpe Academy

St Aidan's CE Academy

St Joseph's Catholic Primary Academy (Dewsbury) – part of Blessed Peter Snow Catholic Academy Trust

St Joseph's Catholic Primary Academy (Huddersfield) – part of Blessed Peter Snow Catholic Academy Trust

St Mary's Catholic Primary Academy – part of Blessed Peter Snow Catholic Academy Trust

St Patrick's Catholic Primary Academy (Birstall) – part of Blessed Peter Snow Catholic Academy Trust

St Patrick's Catholic Primary Academy (Huddersfield) – part of Blessed Peter Snow Catholic Academy Trust

St Paulinus Catholic Primary Academy – part of Blessed Peter Snow Catholic Academy Trust

Thornhill J & I School

Woodside Green, A SHARE Primary Academy

**Community schools** – Kirklees Council is responsible for deciding who is given a place

Ashbrow School

Berry Brow I & N School

Birkby I & N School

Birkby Junior School

Carlton J & I School

Clough Head J & I School

Crossley Fields J & I School

Dalton School Junior Infant and Nursery

Denby Dale First & Nursery School

Earlsheaton Infant School

Eastborough J I & N School

Emley First School

Fixby J & I School

Gomersal Primary School

Grange Moor Primary School

Hade Edge J & I School

Hartshead J & I School

Hepworth J & I School

High Bank J I & N School

Hightown J I & N School

Hinchliffe Mill J & I School

Holme J & I School

Holmfirth J I & N School

Hopton Primary School

Howard Park Community School

Hyrstmount Junior School

Linthwaite Clough J I & EY School

Lydgate J & I School

Marsden I & N School

Mill Lane Primary School

Moldgreen Community Primary School

Moorlands Primary School

Mount Pleasant Primary School

Netherhall Learning Campus Junior School

Netherthong Primary School

Newsome Junior School

Nields J I & N School

Norristhorpe J & I School

Park Road J I & N School  
Pentland I & N School  
Purlwell I & N School  
Reinwood Community Junior School  
Reinwood I & N School  
Rowley Lane J I & N School  
Scapegoat Hill J & I School  
Scholes J & I School (Holmfirth)  
Scholes Village Primary School  
Shaw Cross I & N School  
Shepley First School  
Spring Grove J I & N School  
Upperthong J & I School  
Warwick Road Primary School  
Wellhouse J & I School  
Westmoor Primary School  
Wilberlee J & I School

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

Crow Lane Primary & Foundation Stage School  
Golcar J I & N School  
Heckmondwike Primary School  
Littleton J I & N School  
Paddock J I & N School

**Voluntary aided schools** – the governing body is responsible for deciding who is given a place

All Hallows' CE (VA) Primary School  
Batley Parish CE (VA) J I & N School  
Cumberworth CE (VA) First School  
Denby CE (VA) First School  
Kirkburton CE (VA) First School  
Linthwaite Ardron CE(VA) J & I School  
South Crosland CE (VA) Junior School  
St John's CE (VA) J & I School  
St Peter's CE (VA) J I & EY School

**Voluntary controlled schools** – Kirklees Council is responsible for deciding who gets a place.

Battleyford CE (VC) Primary School  
Birkenshaw CE (C) Primary School  
Brockholes CE (VC) J & I School  
Bywell CE (VC) Junior School  
Crowlees CE (VC) J & I School  
East Bierley CE (VC) Primary School  
Farnley Tyas CE (VC) First School  
Flockton CE (VC) First School  
Gomersal St Mary's CE (C) Primary School  
Hanging Heaton CE (VC) J & I School

Headfield CE (C) Junior School  
Headlands CE (VC) J I & N School  
Honley CE (VC) Junior, Infant & Nursery School  
Lowerhouses CE (VC) J I & EY School  
Meltham CE (VC) Primary School  
Netherhall St James CofE (VC) Infant & Nursery School  
Oak CofE Primary School  
Ravensthorpe CE (VC) Junior School  
Roberttown CE (VC) J & I School  
Savile Town CE (VC) I & N School  
Slaithwaite CE (VC) J & I School  
St John's CE (VC) Primary School  
St Thomas CE (VC) Primary School  
Staincliffe CE (VC) Junior School  
Thornhill Lees CE (VC) I & N School  
Thurstonland Endowed (VC) First School  
Whitechapel Church of England Primary School  
Windmill CE (VC) Primary School

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

The PAN is the number of pupils admitted to the normal years of entry in a school. The PANs for Kirklees schools are shown in the [list](#) of schools in this document.

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

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

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

### **1(e) How can I find out more about Kirklees schools?**

Visit school websites for up-to-date information.

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

### **1(f) Which junior schools are the infant schools linked to?**

Every separate infant school in Kirklees is linked to a junior phase school. These are shown in the list below. The majority of children transfer from the infant school to the linked junior school. In order to strengthen the continuity for children to a level comparable to that in an all-through primary school there is an admission criterion for children at linked infant and junior schools – see [section 7\(c\)](#).

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

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

### **1(g) Which middle schools are first schools linked to?**

The schools in the Denby Dale, Kirkburton and Shelley area of Kirklees are organised in a “3-tier” system of first, middle and high schools with transfers between schools at ages 10 and 13. The first schools are linked to the two middle schools, as shown in the table below. Almost all children transfer from a first school to a middle school at age 10. As this age of transfer only applies to the schools in the Denby Dale, Kirkburton and Shelley area of Kirklees, and to maintain continuity for children in the system, there is an additional admission criterion specifically for children attending first schools – see [section 7\(c\)](#).

Kirkburton Middle School	Scissett Middle School
Emley First School	Birdsedge First School
Farnley Tyas CE (VC) First School	Cumberworth CE (VA) First School
Highburton CE First Academy	Denby CE (VA) First School
Kirkburton CE (VA) First School	Denby Dale First & Nursery School
Shelley First School	Flockton CE (VC) First School
Shepley First School	Kaye's First & Nursery School
Thurstonland Endowed (VC) First School	Scissett CE Academy
	Skelmanthorpe Academy
	St Aidan's CE Academy

### **1(h) What changes to schools are proposed for 2024?**

No changes are proposed at this time, but changes can happen throughout the year, so for the most up to date information please visit the School Organisation section of the [Kirklees website](#).

### **1(i) Who can help me with the process?**

- You can ask your local Kirklees school for help
- Kirklees Customer Service Centres at either [Huddersfield](#) or [Dewsbury](#)
- Your local [Library and Information Centre \(LIC\)](#).

- During office hours (8:00 - 18:00) Monday to Friday, you can select the Live Chat link on the Kirklees [Parent Portal](#)
- Contact Kirklees Pupil Admissions (9:00 - 17:00) Monday to Friday, on 01484 225007

## 2 – When can my child start full-time school?

All children can start school in the September following their fourth birthday.

This means that children born between 1 September 2019 and 31 August 2020 can start full-time school in September 2024.

Children can start school later in the school year, or request to attend part-time, until they reach “statutory school age” which is the beginning of the term following their fifth birthday. This is detailed below.

Children born between 1 Sep 2019 & 31 Dec 2019	Can wait to start full time school or request to attend part time until the start of the Spring term on 6 January 2025
Children born between 1 Jan 2020 & 31 Mar 2020	Can wait to start full time school or request to attend part time until the start of the Summer term on 22 April 2025

Children born between 1 Apr 2020 & 31 Aug 2020 known as <a href="#">Summer born</a> :-	Can wait to start full time school or request to attend part time until the start of the Summer term on 25 April 2025	or:- Can wait to start full time school until the start of the Autumn term in September 2025 – BUT the allocated place for Reception in 2024-25 is not kept open and parents have to re-apply for a place in year 1 or Reception for September 2025
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You must [apply online](#) for a reception place **by 15 January 2024**, no matter when your child will start reception during the 2024-25 school year.

Once your child has been offered a place, the school must hold the place for your child during the same school year and not offer it to another child.

Parents should contact their child’s allocated school after places have been allocated to discuss any requests to start later in the year or to attend on a part time basis.

**For [Summer born](#) children**, if you are the parent of a summer born child, you may if you wish delay your child’s school start date until the September following their 5<sup>th</sup> birthday. Before deciding to delay your child’s school start, you are advised to talk to the schools you might like them to attend to discuss any concerns you have about your child’s readiness to start school.

The government agrees that, in general, children should be educated in their normal age group, with the curriculum differentiated as appropriate, and that they should only be educated outside their normal age group in very limited circumstances, however for summer born children, you may if you wish make a separate request (a formal application) for your child to be admitted to school outside of their normal age group when they start school (to start in Reception rather than Year 1 in September 2025). More information about this can be found in the [DfE guidance for parents](#). You will still need to apply online for a school place in the normal admission round for 2024, and you should also email [Pupil Admissions](#) to

make your initial request. Pupil Admissions will then provide further advice about who you should contact to make your formal application.

Requests are considered by the admission authority of the school you are applying on an individual case by case basis and in line with the [School Admissions Code](#) and [DfE Guidance](#) and the final decision about your request will be made by the school's admission authority.

The admission authority for the school will depend on what type of school it is.

<b><u>Type of School</u></b>	<b><u>Admission Authority</u></b>
Community School	Local Authority
Voluntary Controlled School	Local Authority
Voluntary Aided School	Governing Body
Foundation School	Governing Body
Academy (including free schools)	Academy Trust

It is reasonable for admission authorities to ask you to provide information in support of your request so that a decision can be made on the individual circumstances of your request, this should demonstrate why it would be in your child's interests to be admitted to reception rather than year 1.

It is important to note that an agreement to a request does not mean that your child can automatically be allocated a place in Reception in September 2025 at one of the schools you name as your preferences (unless an Education Health and Care Plan (EHCP) is in place which names the school) as all admissions must be dealt with according to the published admission arrangements and oversubscription criteria for the school/academy.

If your child's delayed school start is agreed, when they reach transition points e.g. transfer to Junior, Middle or High School, a decision by one admissions authority does not bind other admissions authorities. So if you wish for your child to remain outside of their age group when they transfer to a new school, you will need to make a request again for them to be educated outside their normal year group alongside an application for a school place when your child's normal year group are making applications for a school place.

**Important** - is your child at a school nursery?

A place in a school nursery, early years or foundation stage unit does not give you a place in the Reception class at a school.

Children who attend the school's nursery do not receive guaranteed places or have a higher priority for places in the school unless the admission policy includes this in the school's oversubscription criteria.

You must make a separate application for a place in a reception class.

## **3 – Deciding your preferences**

### ***3(a) Can I choose which school my child will go to?***

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

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

For September 2023, 99% of local families were allocated places at one of their preferred primary schools. 93% were allocated their first preference for Reception. For transfers to junior school 94% were allocated their first preference, and for transfers to middle school 100% were allocated their first preference.

### ***3(b) 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.

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 your higher preference school.

### ***3(c) Will my child transfer automatically from the nursery, early years or foundation stage unit in a primary school to the reception year?***

No. There is no automatic right of transfer. Application procedures for part-time early education are completely separate from those for full-time school.

Parents of children who are admitted for nursery provision must apply for a place at the school if they want their child to transfer to the reception class; attendance at a nursery or co-located children's centre does not guarantee admission to the school.

### ***3(d) 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.

### ***3(e) Do I have to include my Priority Admission Area (PAA) or "catchment" school in my preferences?***

You are strongly advised to.

If you do not name your PAA school, it may not be available as an alternative later 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.

### **3(f) Do I have to include the linked junior or middle school in my preferences?**

No – see section [1\(f\) and 1\(g\)](#), but your child may have a higher priority at the linked school – see [section 7\(c\)](#).

### **3(g) Are there disadvantages in applying for a school outside the Priority Admission (catchment) Area?**

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

### **3(h) The admission policies for all Kirklees schools**

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

The 2024-25 admission arrangements for Kirklees schools providing primary education can be found at [Kirklees admission policy for community and controlled schools 2024-25](#).

[See Step 14 for information on Admission arrangements 2024-25 for own admission authority schools.](#)

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

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

## 4 - Making an application to start a new primary school in September 2024

Kirklees parents/carers must make an application online between **1 September 2023 and 15 January 2024**

### 4(a) 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 your local [Library and Information Centre \(LIC\)](#).
- or by visiting a Kirklees Customer Service Centre at either [Huddersfield](#) or [Dewsbury](#)
- you will need an active email address. If you don't have an active email address, maybe a friend or a family member can help you or visit a Kirklees Customer Service Centre at either [Huddersfield](#) or [Dewsbury](#).

**Caution!** An email address can only be used once for each account that is created on the Kirklees [Parent Portal](#)

- applications can be made to Kirklees Pupil Admissions at any time from **1 September 2023 to 15 January 2024**
- an email confirmation of receipt is sent for your records when the application is submitted
- the system guides applicants through the process and checks for errors before you submit your application
- unfinished applications can be saved and completed later
- an email is sent on **16 April 2024** (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

### 4(b) There are three stages on the Kirklees Parent Portal

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

#### Stage 1

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

#### Stage 2

Add your child's details

#### Stage 3

Add your three preference schools. Check the application and then submit the application.

### 4(c) Responsibilities

#### Kirklees LA will:

- ensure the information parents need to apply, is in this guide for parents and that the guide for parents is available on the Kirklees website
- ensure that the [Parent Portal](#) is set up and working from 1 September for the relevant years for applications.
- ensure that applications are processed in line with the published admission arrangements for Community and Voluntary Controlled Schools. (For own admission authority schools the governing body are responsible for processing the applications in line with their published admission arrangements – [see 1\(b\) in this guide](#) for the different types of schools in Kirklees)
- be available to contact by email or telephone during office hours (Mon-Fri 9am – 5pm) to provide help, advice and support

**Kirklees parents are responsible for:**

- reading and understanding the guide for parents. You must contact [Kirklees Pupil Admissions](#) if you do not understand something or have any questions
- applying on time (before the closing date of 15 January 2024)
- completing all 3 stages of the online application on the [Parent Portal – please see section 4\(b\)](#)
- providing correct information on their application – [please see section 5\(j\)](#) – ‘Fraudulent applications’
- keeping pupil admissions informed of any changes in circumstances, such as a change of address

## 5 - Completing the online school application

### 5(a) Which schools require extra information as well as the Kirklees Parent Portal application?

School	Information	Where is the form?	Return Date
Batley Grammar School	<a href="#">Registration Form</a>	In school prospectus, on <a href="#">school website</a> or from the school office	return directly to the school by 3:00 pm on 15.01.24
Christ Church CE Academy Lindley CE Infant School Our Lady of Lourdes Catholic Primary Academy Scissett CE Academy St Aidan's CE Academy St Patrick's Catholic Primary Academy (Huddersfield) Holy Spirit Catholic Primary Academy St Joseph's Catholic Primary Academy (Dewsbury) St Joseph's Catholic Primary Academy (Huddersfield) St Mary's Catholic Primary Academy St Patrick's Catholic Primary Academy (Birstall) St Paulinus Catholic Primary School	<a href="#">School Supplementary Information Form</a>	obtain from the school	return to the school by 15.01.24
All Hallows' CE (VA) Primary School Batley Parish CE(VA) J I & N School Cumberworth CE(VA) First School Denby CE(VA) First School Helme Church of England Academy Kirkburton CE(VA) First School Linthwaite Ardron CE(VA) J & I School St John's CE(VA) J & I School St Peter's CE(VA) J I & EY School South Crosland CE(VA) Junior School	<a href="#">Supplementary Information Form for Admission to a Voluntary Aided Church of England School</a>	obtain from the school	return to the school by 15.01.24

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

### 5(b) 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 [Kirklees Pupil Admissions](#).

Information about the school's admission criteria will be available on the school website (see [page 36](#) 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.

***5(c) 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 to the council where you live. Your local council will pass details of your application to Kirklees Pupil Admissions.

***5(d) 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.

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

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

The allocation of a school place will be made using the child's permanent home address as of 15<sup>th</sup> February 2023.

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

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

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

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

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

***5(f) Which parent/carer should apply?***

Only one parent can submit a school application. The allocation of a school place MUST be based on the child's permanent address. Please see section 5e.

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

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

### **5(g) Fraudulent applications**

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

### **5(h) What should I do if my child has special educational needs (SEN) or disability?**

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

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

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

If your child has an Education Health & Care plan it is very important that you state this on your application. The [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 or disability but does not have a plan your application will be considered in the same way as all other applications and the admission criteria will apply in the normal way.

### **5(i) What happens if I apply after the deadline of 15 January 2024?**

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.

### **5(j) What if I want my child to be educated outside their chronological age group**

The government agrees that, in general, children should be educated in their normal age group, with the curriculum differentiated as appropriate, and that they should only be educated outside their normal age group in very limited circumstances, however, you can request a place for your child outside their normal

chronological age group, for example, if your child is gifted and talented or your child has experienced problems such as ill health.

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

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

A request for a child to be educated outside their chronological age group should be discussed with Kirklees Pupil Admissions as soon as possible between 1 September 2023 and before 15 January 2024

## 6 - After the application – can I change my preferences?

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

Up to the closing date of 15 January 2024, you may change your preferences on the [parent portal](#) if you **have not received an email** to say Kirklees local authority has downloaded your application, by logging into your user account.

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

After the closing date you cannot change your preferences without a genuine reason for doing so, such as a significant change of address. We will require proof of a change of circumstances. Learning that your child is suitable or not suitable for a selective school will not be considered reason to allow you to change your preference. See [section 8\(d\)](#) for details of how to change school preferences after national offer day.

### ***6(b) 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 that the allocation process for children transferring to junior or middle school and for the reception year group will take place on 11 March 2024 which means that the latest reasonable date for evidence of a significant house move will be **15 February 2024**.

If you move between this date and the National Offer Day (16 April) you must inform [Kirklees 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 intentionally misleading or fraudulent.

#### **What evidence is required of a house move?**

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

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

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

**If the move involved returning to live in a property that is already owned** - suitable written evidence of the date that the parent/carer has resumed living in the property and that they intend to remain living there for the foreseeable future is required. If the property has been rented out then evidence will be required to show the end of the tenancy agreement.

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

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

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

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

## 7 - What happens to the applications?

### **7(a) Who administers the applications?**

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

Preferences for 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.

Some schools also ask parents to complete a [School Supplementary Information Form](#) to provide the additional information used by the governing body to apply the school admission criteria. Batley Grammar School requires parents to complete a [Registration Form](#). [See section 5\(a\) above](#).

Kirklees Pupil Admissions does not disclose a 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 relevant local authority for the school. The relevant local authority assesses which children qualify for a place at the school.

### **7(b) 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. Please follow this link for full details of the admission criteria for [Kirklees admission policy for community and controlled schools 2024-25](#).

Follow this [link](#) for the list of schools providing primary education in Kirklees.

The [Kirklees admission policy for community and controlled schools 2024-25](#) are:

- **Priority 1**<sup>1</sup> 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;

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<sup>1</sup> 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.

- **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 children with Special Educational Needs where the school is named on the Education Health and Care plan.

### ***7(c) Does the school a child currently attends affect which school will be allocated?***

In most cases 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 **two exceptions** to this are:

In the Denby Dale - Shelley area where higher priority is given under each admission criterion 2-5 listed above (up to the PAN) to children attending a first school in the middle school's PAA – [see section \(1\)g](#) above and [Admission Arrangements](#) on the Kirklees website.

For linked infant and junior schools – see [section 1\(f\)](#) above.

The Kirklees admission criteria for linked infant and junior, community and voluntary controlled schools:

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

Schools will admit children with an Education, Health and Care plan where the plan names the school.

If one child is due to start full time school in September 2023 and a sibling is due to transfer to junior school in September 2023, allocations are run first for the transfer to junior school.

### ***7(d) 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 (catchment) 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).

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

Applicants will receive an email on 16 April 2024 and will also be able to view the offer online on their [parent portal](#) account on this date.

Kirklees Pupil Admissions cannot tell parents/carers over the telephone which school has been allocated. 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 – [see section 8\(b\)](#).

***7(f) 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.

***7(g) 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.

***7(h) Can a child be educated at home?***

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

## **8 - What if I am not happy with the place I am offered?**

### ***8(a) What happens if my child does not qualify for a place at any of my preferred schools?***

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

### ***8(b) 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 for Kirklees community or voluntary controlled schools will be kept open until 31 December 2024.

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

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

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 directly from the school or the local authorities.

### ***8(c) 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.

### ***8(d) Can I change the schools I named a preference for after national offer day?***

After national offer day there is a 'two week window' where Kirklees parents can 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 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'.

***8(e) 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.

***8(f) 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 at [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.

## 9 - How does an admissions appeal work?

### ***9(a) 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 hearing and will write to you approximately two weeks ahead of your appeal to advise of the date and time of your hearing.

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

### ***9(b) 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 of a registered pupil at a school.

Appeal hearings will take place from June 2024 onwards. Further information about the appeal hearing can be found on the [Kirklees website](#).

### ***9(c) 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. It is not possible to have a second appeal for the same school in the same year unless there has been a significant and material change in circumstances since the original appeal.

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

### ***9(d) How does infant class size affect the allocation of places and admission appeals?***

Government legislation rules that no infant child can be taught in a class of more than 30 children with a single qualified teacher. The number of places available for each school (the PAN) is determined to ensure that infant class sizes do not exceed 30 children.

The infant class size limit may affect how an appeal against refusal of admission to a school might be considered.

If you would like further information about the infant class size legislation please refer to [our pupil admission appeals process](#) or the [Department of Education website](#).

## 10 - Can my child change schools during the school year?

### **10(a) A school transfer during the school year is known as an in-year admission**

There are two different types of in-year admission:

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

*Key Stage 1: Reception, Year 1 and Year 2*

*Key Stage 2: Years 3 to 6*

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

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

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

All applications for Kirklees schools, including those from parents/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 and the ICAF and guidance notes can be posted to you

### **10(b) The Kirklees In-Year Fair Access Protocol**

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

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

## 11 - Other information

### **11(a) Support with travel/bus passes and home-to-school transport**

To support parents and carers making decisions about school preferences this Autumn, for admissions in September 2024, the current Home to School Travel Policy will apply. Children and Young People will receive subsidised travel assessed under the criteria set out in the Policy. Pupils are reassessed if their circumstances change, including, for example when there is a change of address or school, or a change in financial circumstances (if eligibility is assessed under low income criteria).

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

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

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

### **11b) 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](#)

### **11(c) Special educational needs and disabilities in schools**

#### **What is a special educational needs or disabilities (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 in pre-school, a private day nursery or school nursery, there is Early Years support for children from birth to Reception with special educational needs provided by the **Educational Psychology and Early Years Team**. You can [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 [Kirklees Local Offer](#).

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

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

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

### **Moving up through school**

Choosing a school can be difficult. It is important that you find out all you can before you make your choice. Your local school could be an Academy, a Free school, a Trust school or a Church school. Whatever kind of school it is, it will have a Special Educational Needs Coordinator (SENCO).

### **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 provide one) and also make a visit in person.

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

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

### **Education, Health and Care (EHC) Plans**

If your child has an Education Health and Care Plan, the process of applying for a school place happens through the legal EHC needs assessment, planning and review process rather than through the normal admissions process. Your Casework Officer from the SEND Assessment and Commissioning Team (SENDACT) will work with you on this. You can contact the SEND Assessment and Commissioning Team (SENDACT) by [email SENDACT](#) or telephone: 01484 221000 asking for SENDACT.

## **11(d) Terms used in this guide**

**Academy** – An independent school funded by the government. The governing body/academy trust of an academy decides its own policy on admissions and has responsibility for deciding who is given a place. Places at the school are offered by the local authority on behalf of the governing body/academy trust.

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

**Admission criteria** - The rules which govern who should and should not be offered a place at an oversubscribed school.

**Admission authority** - The body responsible for determining the admission arrangements for a school. This can be the local authority (LA) or the governing body/academy trust of a school.

**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 primary school place is sent to parents. For children starting in a reception class, or transferring to a junior or middle school in September 2024, National Offer Day is **16 April 2024**.

**Net capacity** -The total number of pupil places available in a school.

**Notice of appeal** - The form to be completed by a parent/carer and submitted to the authority to request an independent appeal for a school at which they have not been offered a place.

**Order of preference** - The order in which parents have to list up to three preferences to enable the local authority to determine the single offer of a school place.

**Oversubscribed** - Where the number of applications for the year group exceeds the PAN.

**PAN** - Published Admission Number. A PAN is determined in consultation with each school based on the net capacity. This is the number of pupils that must be admitted to a school if sufficient applications are received.

**Preferences** - The schools which parents indicate to the local authority they would wish their child to attend above all others.

**Qualify for a school place** – When a child can be offered a place at a school either because; the number of applications for the school is below the 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.

**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 online application to make a valid application. A SIF is an additional form that some schools require to enable the governing body to apply the school’s admission criteria. SIFs can be obtained from the schools.

**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.

11(e) Other information available for parents on the Kirklees website

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

## 12 - Useful addresses and contact information

### **12(a) The Advisory Centre for Education**

Provides free independent advice on the admissions process and education issues including bullying, exclusion, Special Educational Needs and Disabilities (SEND) and attendance. For advice, call free on 0300 0115 142 Mon-Wed 10.00am-1.00pm term time only for further information visit [ACE](#)

### **12b) OFSTED reports and school performance table information**

Access OFSTED reports at [Ofsted - 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 or a disability. Visit their [website](#) or telephone 0300 330 1504.

### **12d) Contact details for neighbouring local authorities**

**Barnsley Metropolitan Borough Council**, School Admissions, PO Box 634, Barnsley S70 9GG

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

[Email Barnsley Metropolitan Borough Council, School Admissions](#) [admissions@barnsley.gov.uk](mailto:admissions@barnsley.gov.uk) 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](#) [primaryadmissions@bradford.gov.uk](mailto:primaryadmissions@bradford.gov.uk) 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](#) [cyps.admissions@calderdale.gov.uk](mailto:cyps.admissions@calderdale.gov.uk) 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](#) [startingprimary@leeds.gov.uk](mailto:startingprimary@leeds.gov.uk) 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](#) [ecs.pupils@oldham.gov.uk](mailto:ecs.pupils@oldham.gov.uk) or telephone: 0161 770 4213

**Wakefield Council, School Admissions**, PO Box 700, Burton Street, Wakefield, WF1 2EB

[Visit Wakefield Council, School Admissions](#)

[Email Wakefield Council, School Admissions](#) [admissions@wakefield.gov.uk](mailto:admissions@wakefield.gov.uk) or telephone: 01924 306 052

## 13 - Kirklees schools providing primary education

### 13(a) primary and middle schools

Primary & Middle schools	Head Teacher	Age Range	Estimated on Roll September 2023 (not including nursery)	Published Admission Number (PAN)	On-time First Preference Applications September 2023
<b>All Hallows' Primary CE (VA) School (VA)</b> Longcroft, Almondbury, Huddersfield HD5 8XW 01484 431700	Mrs V Wyatt	3 – 9	198	30	22
<b>Ashbrow School (C)</b> Ash Meadow Close, Sheepridge, Huddersfield HD2 1EX 01484 452128	Ms Louise Kent	3-11	397	60	53
<b>Batley Grammar School (Primary Phase) (F)</b> Carlinghow Hill, Batley, WF17 0AD 01924 474980	Mr G C Kibble	3-18	204	27	33
<b>Batley Parish CE (VA) J I &amp; N School (VA)</b> Stocks Lane, Batley WF17 8PA 01924 326361	Mr P Sunter	3-11	189	30	22
<b>Battysford CE(VC) Primary School (VC)</b> Nab Lane, Mirfield, WF14 9QH 01924 495518	Miss R Batty	3-11	405	KS1 60 KS2 62	47
<b>Beaumont Primary Academy (A)</b> Dryclough Road, Crosland Moor, Huddersfield, HD4 5JA 01484 503111	Ms D Kelly	4-11	635	90	94
<b>Berry Brow I &amp; N School (C)</b> Birch Road, Berry Brow, Huddersfield HD4 7LP 01484 663965	Ms J Fraser	3-7	135	60	41
<b>Birdsedge First School (A)</b> Penistone Road, Birdsedge HD8 8XR 01484 605441	Ms D Waddington	4-10	46	15	11
<b>Birkby I &amp; N School (C)</b> Blacker Road, Birkby, Huddersfield HD1 5HQ 01484 223969	Mrs D Wilson	3-7	394	120	106
<b>Birkby Junior School (C)</b> Mead Street, Fartown, Huddersfield HD1 6HE 01484 223975	Mrs S Davis	7-11	587	150	114
<b>Birkenshaw CE(C) Primary School (VC)</b> Station Lane, Birkenshaw, BD11 2JE 01274 651232	Mrs R Martin	3-11	421	60	56
<b>Birstall Primary Academy (A)</b> Chapel Lane, Birstall, Batley WF17 9EJ 01924 471372	Ms N Sweryt-Hannam	4-11	189	30	31
<b>Boothroyd Primary Academy (A)</b> Temple Road, Dewsbury WF13 3QE 01924 450289	Mr M Birkett	4-11	542	90	68
<b>Brambles Primary Academy (A)</b> Cemetery Road, Huddersfield HD4 5JA 01484 240338	Ms A Inns	4-7	326	60	45
<b>Brockholes CE(VC) J &amp; I School (VC)</b> Brockholes Lane, Brockholes, Holmfirth HD9 7EB 01484 222807	Miss C Thomas	4-11	208	30	37
<b>Bywell CE(VC) Junior School (VC)</b> Bendigo Road, Dewsbury WF12 7LX 01924 460666	Ms Z Adam	7-11	378	97	85

<b>Primary &amp; Middle schools</b>	<b>Head Teacher</b>	<b>Age Range</b>	<b>Estimated on Roll September 2023 (not including nursery)</b>	<b>Published Admission Number (PAN)</b>	<b>On-time First Preference Applications September 2023</b>
<b>Carlinghow Academy (A)</b> Ealand Road, Carlinghow, Batley WF17 8HT 01924 326371	D Worthington	3-11	260	50	20
<b>Carlton J &amp; I School (C)</b> Off Upper Rd, Batley Carr, Dewsbury, WF13 2DQ 01924 325265	Ms R Mahmood	3-11	215	KS1 30 KS2 33	42
<b>Christ Church CE Academy (A)</b> Deighton Road, Deighton, Huddersfield HD2 1JP 01484 226595	Ms N Summers	3-11	204	30	30
<b>Clough Head J &amp; I School (C)</b> Bolster Moor Rd, Golcar, HD7 4NW 01484 222217	Mrs C Kenworthy	4-11	80	12	9
<b>Co-op Academy Smithies Moor (A)</b> Leeds Old Road, Heckmondwike WF16 9BB 01924 326708	Mrs C Brackenbury	3-11	195	30	17
<b>Crossley Fields J &amp; I School (C)</b> Wellhouse Lane, Mirfield, WF14 0BE 01924 499608	Mr N Long	4-11	524	89	44
<b>Crow Lane Primary and Foundation Stage School (T)</b> Crow Lane, Milnsbridge, Huddersfield HD3 4QT 01484 646422	Mr M Vayro	3-11	194	30	29
<b>Crowlees CE(VC) J &amp; I School (VC)</b> Springfield Park, off Parker Lane, Mirfield, WF14 9PD 01924 494970	Ms K Woods	4-11	418	60	74
<b>Cumberworth CE (VA) First School (VA)</b> Cumberworth Lane, Upper Cumberworth HD8 8NU 01484 609818	Ms D Davies	4-10	118	20	16
<b>Dalton School (C)</b> Mayfield Avenue, Dalton, Huddersfield HD5 9HN 01484 538729	Mr I Richardson	3-11	467	70	58
<b>Denby CE (VA) First School (VA)</b> Goose Green, Upper Denby HD8 8UN 01484 866511	Ms L Wagstaff	4-10	56	10	10
<b>Denby Dale First &amp; Nursery School (C)</b> Gilthwaites Lane, Denby Dale HD8 8SG 01484 866071	Mr G Billing	3-10	98	KS1 30 KS2 33	18
<b>Diamond Wood Community Academy (A)</b> North Road, Ravensthorpe, Dewsbury WF13 3AD 01924 325308	Ms S Titherington	3-7	305	120	99
<b>Earlsheaton Infant School (C)</b> Commercial Street, Earlsheaton, Dewsbury WF12 8JF 01924 460969	Mrs W Kelly	4-7	108	40	27
<b>East Bierley CE (VC) Primary School (VC)</b> South View Road, East Bierley. BD4 6PH 01274 681235	Ms L Hammond	4-11	206	30	28
<b>Eastborough J I &amp; N School (C)</b> Rockley Street, Dewsbury WF13 1NS 01924 430960	Mrs T Mahmood	3-11	194	30	28
<b>Emley First School (C)</b> School Lane, Emley HD8 9RT 01924 326802	Ms H Cameron	4-10	128	25	17

<b>Primary &amp; Middle schools</b>	<b>Head Teacher</b>	<b>Age Range</b>	<b>Estimated on Roll September 2023 (not including nursery)</b>	<b>Published Admission Number (PAN)</b>	<b>On-time First Preference Applications September 2023</b>
<b>Farnley Tyas CE(VC) First School (VC)</b> Butts Road, Farnley Tyas HD4 6TZ 01484 666714	Ms L Wagstaff	4-10	56	10	9
<b>Field Lane J I &amp; N School (A)</b> Albion St, Batley WF17 5AH 01924 326378	Ms H Towers-Islam	3-11	210	30	45
<b>Fieldhead Primary Academy (A)</b> Charlotte Close, Birstall, Batley, WF17 9BX 01924 473016	Ms D Popek	3-11	156	30	15
<b>Fixby J &amp; I School (C)</b> Lightridge Road, Fixby, Huddersfield HD2 2HB 01484 226650	Mrs C Allen	4-11	314	45	52
<b>Flockton CE(VC) First School (VC)</b> Barnsley Road, Flockton WF4 4DH 01924 326800	Ms E Bulmer	4-10	80	15	12
<b>Golcar J I &amp; N School (T)</b> Manor Road, Golcar HD7 4QE 01484 652954	Ms S Gallant	3-11	398	60	49
<b>Gomersal Primary School (C)</b> Oxford Road, Gomersal, BD19 4JR 01274 879313	Ms M Cox	3-11	399	60	45
<b>Gomersal St Mary's CE (C) Primary School (VC)</b> Shirley Ave, Gomersal, BD19 4NA 01274 874550	Ms J Barker	3-11	151	30	14
<b>Grange Moor Primary School (C)</b> Liley Lane, Grange Moor, WF4 4EW 01924 840748	Mr M Rodgers	4-11	83	15	11
<b>Hade Edge J &amp; I School (C)</b> Greave Road, Hade Edge HD9 2DF 01484 682782	Ms G Koltuk	4-11	82	14	9
<b>Hanging Heaton CE(VC) J &amp; I School (VC)</b> High Street, Hanging Heaton, Batley WF17 6DW 01924 463035	Ms J Potter	4-11	133	20	24
<b>Hartshead J &amp; I School (C)</b> School Lane, Hartshead, Liversedge WF15 8AW 01274 879700	Ms S Shaw	4-11	83	12	18
<b>Headfield CE (C) Junior School (VC)</b> Vicarage Road, Thornhill Lees Dewsbury WF12 9PD 01924 463193	Ms L Brown	7-11	541	150	114
<b>Headlands CE(VC) J I &amp; N School (VC)</b> Headlands Rd, Liversedge WF15 6PR 01924 767066	Ms A Dunn	3-11	377	60	52
<b>Healey J I &amp; N School (A)</b> Healey Lane, Batley WF17 8BN 01924 326386	Ms L Lang	3-11	344	55	37
<b>Heaton Avenue, A SHARE Primary Academy (A)</b> South Parade, Cleckheaton, BD19 3AE 01274 335228	Ms J Jenkinson	3-11	371	60	37
<b>Heckmondwike Primary School (T)</b> Cawley Lane, Heckmondwike WF16 0AN 01924 325690	Mr S Mark	3-11	419	60	66

<b>Primary &amp; Middle schools</b>	<b>Head Teacher</b>	<b>Age Range</b>	<b>Estimated on Roll September 2023 (not including nursery)</b>	<b>Published Admission Number (PAN)</b>	<b>On-time First Preference Applications September 2023</b>
<b>Helme Church of England Academy (A)</b> Helme, Meltham HD9 5RW 01484 854524	Ms G Spooner	4-11	130	20	18
<b>Hepworth J &amp; I School (C)</b> Main Gate, Hepworth HD9 1TJ 01484 685450	Mr M Crouch	4-11	114	16	13
<b>High Bank J I &amp; N School (C)</b> Eighth Avenue, Liversedge, WF15 8LD 01274 875330	Ms K Chubb	3-11	120	20	21
<b>Highburton CE First Academy (A)</b> Northfield Lane, Highburton HD8 0QT 01484 506526	Ms G Leadbeater	4-10	174	30	23
<b>Hightown J I &amp; N School (C)</b> Hightown Road, Liversedge, WF15 8BL 01274 865745	Mr R Ingleby	3-11	197	30	20
<b>Hillside Primary School (A)</b> Headfield Road, Newsome, Huddersfield HD4 6LU 01484 226834	Mrs N Ismail	3-11	347	45	47
<b>Hill View Academy (A)</b> Fernside Avenue, Almondbury Huddersfield HD5 8PQ 01484 426666	Mr B Normington	3-11	192	30	19
<b>Hinchliffe Mill J &amp; I School (C)</b> Waterside Lane, Holmbridge HD9 2PF 01484 689692	Mrs R Townsend	4-11	64	16	6
<b>Holme J &amp; I School (C)</b> Meal Hill Rd, Holme HD9 2QQ 01484 687362	Mr D Bond	4-11	32	6	9
<b>Holmfirth J I &amp; N School (C)</b> Cartworth Rd, Holmfirth, HD9 2RG 01484 687565	Mr J Rose	3-11	192	KS1 30 KS2 34	25
<b>Holy Spirit Catholic Primary Academy (A)</b> Bath Road, Heckmondwike, WF16 9EA 01924 400820	Mrs C Bass	4-11	207	30	33
<b>Honley CE(VC) Junior, Infant &amp; Nursery School (VC)</b> School Street, Honley HD9 6AU 01484 508001	Miss L Goodall	4-11	404	66	32
<b>Hopton Primary School (C)</b> Woodend Road, Lower Hopton, Mirfield, WF14 8PR 01924 489736	Mr A Blakeley	3-11	309	45	34
<b>Howard Park Community School (C)</b> St. Peg Lane, Cleckheaton, BD19 3SD 01274 864972	Mr J Pickles	3-11	209	30	51
<b>Hyrstmount Junior School (C)</b> Highcliffe Road, Batley WF17 7NS 01924 326700	Mr M Leach	7-11	258	90	56
<b>Kaye's Academy (A)</b> Holmfield, Clayton West HD8 9LZ 01484 222918	Ms J Dearnley	3-10	165	KS1 30 KS2 32	25
<b>Kirkburton CE (VA) First School (VA)</b> School Hill, Kirkburton HD8 0SG 01484 609190	Mr W Adams	4-10	120	24	15

<b>Primary &amp; Middle schools</b>	<b>Head Teacher</b>	<b>Age Range</b>	<b>Estimated on Roll September 2023 (not including nursery)</b>	<b>Published Admission Number (PAN)</b>	<b>On-time First Preference Applications September 2023</b>
<b>Kirkburton Middle School (A)</b> Turnshaws Avenue, Kirkburton HD8 0TJ 01484 222737	Mr C Taylor	10-13	498	167	162
<b>Kirkheaton Primary School (A)</b> New Road, Kirkheaton, HD5 0HR 01484 548049	Mr R Coates	3-11	335	60	43
<b>Lepton CofE Primary Academy (A)</b> Station Road, Lepton, HD8 0DE 01484 600384	Mr T Burns	3-11	182	KS1 30 KS2 33	34
<b>Lindley CE Infant School (A)</b> East Street, Lindley, Huddersfield HD3 3NE 01484 646888	Ms K Dilworth	4-7	358	120	141
<b>Lindley Junior School (A)</b> George Street, Lindley, Huddersfield HD3 3LY 01484 654650	Ms E McKenna	7-11	496	120	143
<b>Linthwaite Ardron CE (VA) J &amp; I School (VA)</b> Church Lane, Linthwaite. HD7 5TA 01484 845544	Mrs J Travis	4-11	191	30	33
<b>Linthwaite Clough J I &amp; EY School (C)</b> Chapel Hill, Linthwaite. HD7 5NJ 01484 222576	Ms N Barker	3-11	272	45	29
<b>Littletown J I &amp; N School (T)</b> Bradford Road, Liversedge. WF15 6LP 01274 878136	Mrs F Cullivan-Ward	3-11	174	25	19
<b>Lowerhouses CE(VC) J I &amp; EY School (VC)</b> Lowerhouses Lane, Almondbury, Huddersfield HD5 8JY 01484 226672	Ms R Shaw	3-11	202	30	36
<b>Luck Lane, A SHARE Primary Academy (A)</b> Luck Lane, Paddock, Huddersfield, HD3 4HA 01484 463366	Ms L McCaffrey	4-11	410	60	30
<b>Lydgate J &amp; I School (C)</b> Lydgate Road, Soothill, Batley WF17 6EY 01924 476218	Mrs A Kishore	4-11	273	43	33
<b>Manorfield I &amp; N School (A)</b> Manor Way, Staincliffe, Batley. WF17 7DQ 01924 326718	Ms K Bradshaw	3-7	185	60	52
<b>Marsden I &amp; N School (C)</b> Brougham Rd, Marsden. HD7 6BL 01484 845124	Mrs F Swallow	3-7	117	60	25
<b>Marsden Junior School (A)</b> Manchester Rd, Marsden. HD7 6EP 01484 843588	Ms S Mansell	7-11	175	60	33
<b>Meltham CE (VC) Primary School (VC)</b> Holmfirth Road, Meltham. HD9 4DA 01484 850671	Mr P Gibbons	4-11	416	60	53
<b>Meltham Moor Primary School (A)</b> Birmingham Lane, Meltham. HD9 5LH 01484 859032	Mrs E Woodfield	3-11	187	30	27
<b>Mill Lane J I &amp; EY School (C)</b> Mill Lane, Batley, WF17 6EG 01924 477544	Ms C Barlow	3-11	156	25	15

<b>Primary &amp; Middle schools</b>	<b>Head Teacher</b>	<b>Age Range</b>	<b>Estimated on Roll September 2023 (not including nursery)</b>	<b>Published Admission Number (PAN)</b>	<b>On-time First Preference Applications September 2023</b>
<b>Millbridge, A SHARE Primary Academy (A)</b> Vernon Rd, Liversedge, WF15 6HU 01924 668836	Ms L McCaffrey	3-11	260	47	17
<b>Moldgreen Community Primary School (C)</b> The Avenue, Moldgreen, Huddersfield, HD5 8AE 01484 226681	Ms H Pearson	3-11	348	60	39
<b>Moorlands Primary School (C)</b> Moorlands Road, Mount, Huddersfield, HD3 3UH 01484 655800	Mrs A Denney	4-11	625	90	104
<b>Mount Pleasant Primary School (C)</b> Lockwood Road, Lockwood, Huddersfield, HD1 3QR 01484 223198	Mr N Nazir	3-11	615	90	78
<b>Netherhall St James CofE (VC) I &amp; N School (VC)</b> Rawthorpe Lane, Rawthorpe, Huddersfield, HD5 9NT 01484 226601	Ms K McGrath	3-7	181	55	33
<b>Netherhall Learning Campus Junior School</b> Rawthorpe Lane, Rawthorpe, Huddersfield HD5 9NT 01484 300080	Ms Z Lowe	7-11	274	75	51
<b>Netherthong Primary School (C)</b> School Street, Netherthong, HD9 3EB 01484 681950	Miss R Kelly	4-11	215	KS1 30 KS2 32	30
<b>Netherton I &amp; N School (A)</b> Netherton Moor Road, Netherton, HD4 7JE 01484 661832	Ms E Barker	3-7	161	60	53
<b>New Mill Infant School (A)</b> Kirkroyds Lane, New Mill, Holmfirth HD9 1LS 01484 955820	Ms E Barrow	4-7	62	60	19
<b>New Mill Junior School (A)</b> Royds Avenue, New Mill, HD9 1LJ 01484 686252	Ms E Barrow	7-11	147	60	31
<b>Newsome Junior School (C)</b> Castle Avenue, Newsome, Huddersfield, HD4 6JN 01484 955820	Ms J Fraser	7-11	202	60	31
<b>Nields J I &amp; N School (C)</b> Nields Rd, Slaithwaite, HD7 5HT 01484 842154	Mrs J Wyrill	3-11	172	30	13
<b>Norristhorpe J &amp; I School (C)</b> School Street, Norristhorpe, Liversedge, WF15 7AW 01924 325720	Mrs C Lyles	4-11	418	60	58
<b>Oak CofE (VC) Primary School (VC)</b> Dryclough Road, Crosland Moor, HD4 5HX 01484 977211	Mrs M Garlick	7-11	390	60	33
<b>Old Bank Academy (A)</b> Taylor Hall Lane, Mirfield, WF14 0HW 01924 495790	Ms J Wood	3-11	92	25	13
<b>Orchard Primary Academy (A)</b> Princess Rd, Chickenley, Dewsbury WF12 8QT 01924 469578	Mr M Carbutt	3-11	353	50	38
<b>Our Lady of Lourdes Catholic Primary Academy (A)</b> Bradley Boulevard, Huddersfield, HD2 1EA 01484 310700	Ms K Gait	3-11	208	30	31

<b>Primary &amp; Middle schools</b>	<b>Head Teacher</b>	<b>Age Range</b>	<b>Estimated on Roll September 2023 (not including nursery)</b>	<b>Published Admission Number (PAN)</b>	<b>On-time First Preference Applications September 2023</b>
<b>Overthorpe CofE Academy (A)</b> Edge Top Road, Thornhill, Dewsbury, WF12 0BH 01924 325300	Ms S Walker	3-11	220	30	23
<b>Paddock J I &amp; N School (T)</b> Heaton Road, Paddock, Huddersfield, HD1 4JJ 01484 515954	Ms K Pearson	3-11	333	50	29
<b>Park Road J I &amp; N School (C)</b> Park Road, Batley, WF17 5LP 01924 326728	Ms J Hampson	3-11	196	30	20
<b>Pentland I &amp; N School (C)</b> Pentland Road, Dewsbury WF12 9JR 01924 451631	Ms F Farooq	3-7	118	49	29
<b>Purlwell I &amp; N School (C)</b> Purlwell Lane, Batley, WF17 7PE 01924 326734/3	Ms S Nazam	3-7	187	90	48
<b>Ravensthorpe CE(VC) Junior School (VC)</b> Myrtle Rd, Ravensthorpe, Dewsbury, WF13 3AS 01924 907082	Mr J Alderson	7-11	435	108	113
<b>Reinwood Community Junior School (C)</b> Burfitts Road, Oakes, Huddersfield, HD3 4YL 01484 647925	Ms E Eastwood	7-11	356	90	88
<b>Reinwood I &amp; N School (C)</b> Burfitts Road, Oakes, Huddersfield HD3 4YL 01484 651103	Ms M Symonds	3-7	269	90	88
<b>Roberttown CE(VC) J &amp; I School (VC)</b> Church Rd, Roberttown, Liversedge, WF15 8BE 01924 403532	Mrs S J Laycock-Smith	4-11	238	34	39
<b>Rowley Lane J I &amp; N School (C)</b> Rowley Lane, Lepton, HD8 0JD 01484 222745	Ms J Shore	3-11	421	KS1 60 KS2 66	64
<b>Savile Town CE(VC) I &amp; N School (VC)</b> Warren St, Savile Town, Dewsbury, WF12 9LY 01924 469455	Ms D Douglas	3-7	81	60	25
<b>Scapegoat Hill J &amp; I School (C)</b> School Rd, Scapegoat Hill, Golcar, HD7 4NU 01484 647008	Ms N Barker	4-11	81	12	10
<b>Scholes (Holmfirth) J &amp; I School (C)</b> Wadman Road, Scholes, HD9 1SZ 01484 682190	Mr A Hancox	4-11	178	KS1 30 KS2 33	19
<b>Scholes Village Primary School (C)</b> Old Popplewell Lane, Scholes, Cleckheaton BD19 6DN 01274 679541	Ms K Burman	3-11	211	30	36
<b>Scissett CE Academy (A)</b> Wakefield Road, Scissett, HD8 9HR 01484 841488	Mr B Cunningham	4-10	164	30	23
<b>Scissett Middle School (A)</b> Wakefield Road, Scissett, HD8 9JX 01484 865444	Mr C Taylor	10-13	616	200	199
<b>Shaw Cross I &amp; N School (C)</b> Leeds Rd, Shaw Cross, Dewsbury, WF12 7HP 01924 325319	Ms A Pickup	3-7	179	60	64

<b>Primary &amp; Middle schools</b>	<b>Head Teacher</b>	<b>Age Range</b>	<b>Estimated on Roll September 2023 (not including nursery)</b>	<b>Published Admission Number (PAN)</b>	<b>On-time First Preference Applications September 2023</b>
<b>Shelley First School (A)</b> School Terrace, Shelley HD8 8HU 01484 604484	Ms I Akhtar	4-10	182	34	30
<b>Shepley First School (C)</b> Firth Street, Shepley HD8 8DD 01484 603230	Ms B Adams	4-10	172	30	35
<b>Skelmanthorpe Academy (A)</b> Elm Street, Skelmanthorpe HD8 9DZ 01484 863306	Ms S Senior	3-10	135	30	13
<b>Slaithwaite CE(VC) J &amp; I School (VC)</b> Holme Lane, Slaithwaite HD7 5UG 01484 506463	Ms C Fowler	4-11	165	23	42
<b>South Crosland CE (VA) Junior School (VA)</b> Moor Lane, Netherton, Huddersfield HD4 7HF 01484 667075	Miss C Brewster	7-11	217	53	61
<b>Spring Grove J I &amp; N School (C)</b> Water Street, Huddersfield, HD1 4BJ 01484 517998	Ms S Azhar	3-11	204	30	29
<b>St Aidan's CE Academy (A)</b> Smithy Close, Skelmanthorpe HD8 9DQ 01484 862142	Ms L Willimott	4-10	160	30	19
<b>St John's CE (VA) J &amp; I School (VA)</b> Fieldhead, off Leymoor Rd, Golcar, HD7 4QQ 01484 644444	Ms J Grindley	4-11	201	30	31
<b>St John's CE (C) Primary School (VC)</b> Boothroyd Lane, Dewsbury, WF13 2LP 01924 325323	Mr A Blackburn	4-9	199	30	30
<b>St Joseph's Catholic Primary Academy, Dewsbury (A)</b> Healds Road, Dewsbury, WF13 4HY 01924 462053	Mr J Cooper	4-11	210	KS1 30 KS2 32	38
<b>St Joseph's Catholic Primary Academy, Huddersfield (A)</b> Grosvenor Road, Dalton, Huddersfield, HD5 9HU 01484 531669	Mr D Williams	3-11	288	50	35
<b>St Mary's Catholic Primary Academy (A)</b> Upton St, Batley, WF17 8PH 01924 472273	Mr P Glover	3-11	282	45	39
<b>St Patrick's Catholic Primary Academy, Birstall (A)</b> Nova Lane, Birstall, Batley, WF17 9LQ 01924 423220	Ms C Moulding	3-11	231	35	22
<b>St Patrick's Catholic Primary Academy, Huddersfield (A)</b> George Avenue, Birkby, Huddersfield HD2 2BJ 01484 300800	Ms R Holmes	4-11	400	60	35
<b>St Paulinus Catholic Primary Academy (A)</b> Temple Road, Dewsbury, WF13 3QE 01924 488282	Ms S Hayes	3-11	361	60	48
<b>St Peter's CE (VA) J I &amp; E Y School (VA)</b> Fieldhead Lane, Birstall, Batley, WF17 9HN 01924 326750	Mr L Evans	3-11	197	30	29
<b>St Thomas CE(VC) Primary School (VC)</b> Sherwood Ave, Bradley, Huddersfield HD2 1RQ 01484 226557	Ms K Meade	3-11	411	60	47

<b>Primary &amp; Middle schools</b>	<b>Head Teacher</b>	<b>Age Range</b>	<b>Estimated on Roll September 2023 (not including nursery)</b>	<b>Published Admission Number (PAN)</b>	<b>On-time First Preference Applications September 2023</b>
<b>Staincliffe CE(VC) Junior School (VC)</b> Staincliffe Hall Road, Batley, WF17 7QX 01924 326756	Mr P Dixon	7-11	330	90	72
<b>Thornhill J &amp; I School (A)</b> Edge Lane, Thornhill, Dewsbury WF12 0QT 01924 485638	Ms F Gardiner	4-11	351	60	47
<b>Thornhill Lees CE(VC) I &amp; N School (VC)</b> Slaithwaite Rd, Thornhill Lees, Dewsbury, WF12 9DL 01924 430548	Ms D Douglas	3-7	226	90	61
<b>Thurstonland Endowed (VC) First School (VC)</b> Marsh Hall Lane, Thurstonland HD4 6XD 01484 666480	Ms L Wagstaff	4-10	61	12	8
<b>Upperthong J &amp; I School (C)</b> Burnlee Road, Holmfirth, HD9 2LE 01484 683176	Mrs C Littlewood	4-11	205	KS1 30 KS2 32	33
<b>Warwick Road Primary School (C)</b> Warwick Road, Batley WF17 6BS 01924 455593	Mrs S Qureshi	3-11	346	48	48
<b>Wellhouse J &amp; I School (C)</b> Lower Wellhouse, Golcar, HD7 4ES 01484 222255	Mrs C Kenworthy	4-11	75	12	11
<b>Westmoor Primary School (C)</b> Church Lane, Dewsbury, WF13 4EW 01924 485982	Mrs K Lonnergan	3-11	412	60	43
<b>Whitechapel Church of England Primary School (VC)</b> Whitechapel Road, Cleckheaton, BD19 6HR 01274 876461	Ms J Burden	4-11	411	60	55
<b>Wilberlee J &amp; I School (C)</b> Heys Lane, Wilberlee, Slaithwaite, HD7 5UX 01484 222588	Mrs C Kenworthy	4-11	83	12	13
<b>Windmill CE(VC) Primary School (C)</b> Upper Batley Lane, Batley, WF17 ONP 01924 470555	Mr D Foulke	4-11	418	60	74
<b>Woodside Green, A SHARE Primary Academy (A)</b> Main Avenue, Cowlersley, Huddersfield HD4 5US 01484 508170	Mr A Quinn	3-11	134	50	16

### **13(b) special schools with provision for primary 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 the same Special School Admissions process as detailed in 5 (h). Contact the SENDACT team for further information telephone 01484 221000 or [Email SENDACT](#)

SEN Provision	School
Specialist school for children and young people with autism	<p><b>Woodley School</b> Dog Kennel Bank, Huddersfield HD5 8JE Head teacher: Mr A Sugden Age range: 5-19 Tel: 01484 223937 <a href="#">Visit Woodley School Website</a></p>
For children and young people with complex needs	<p><b>Southgate School</b> Southfield Road, Almondbury, Huddersfield, HD5 8TJ Head teacher: Mr P Evans Age range: 5-16 Tel: 01484 504544 <a href="#">Visit Southgate School Website</a></p> <p><b>Ravenshall School</b> Ravensthorpe Road, Dewsbury WF12 9EE Head teacher: Mr Robinson Age range: 5-19 Tel: 01924 456811 <a href="#">Visit Ravenshall School Website</a></p>
For children and young people with severe and profound needs	<p><b>Castle Hill School</b> Newsome Road South, Newsome, Huddersfield HD4 6JL Head teacher: Mr S Perren Age range: 3-19 Tel: 01484 544558 <a href="#">Visit Castle Hill School Website</a></p> <p><b>Fairfield School</b> White Lee Road, Batley, WF17 8AS Head teacher: Mr J Page Age range: 3-19 Tel: 01924 326103 <a href="#">Visit Fairfield School Website</a></p>
For children and young people with behavioural, emotional and social needs	<p><b>Joseph Norton Academy</b> Busker Lane, Scissett, HD8 9JU Head teacher: Ms S Wilson Age range: 7-16 Tel: 01484 868218 <a href="#">Visit Joseph Norton Academy Website</a></p> <p><b>Engage Academy/ETHOS Academy Trust</b> Park Road, Batley WF17 5LP Age range: 4-11 Tel: 01924 478482 Head teacher: Ms A Ward <a href="#">Pupil Referral Service Website</a></p>

### **13(c) Additionally Resourced Provision in Kirklees primary schools**

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

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

Contact the SENDACT team for further information telephone 01484 221000 or [Email SENDACT](#)

<b>Additionally Resourced Provision</b>	<b>Primary School</b>
<b>Complex communication and interaction needs</b>	Windmill CofE Primary School, Batley Netherhall St James CE (VC) Infant & Nursery School, Huddersfield
<b>Sensory Impairment</b>	Dalton School Junior Infant & Nursery, Huddersfield Lowerhouses CE (VC) J I & EY School, Huddersfield
<b>Cognition and Learning</b>	Old Bank Academy, Mirfield
<b>Social, Emotional and Mental Health Needs</b>	Beaumont Primary Academy, Huddersfield Carlinghow Academy, Batley

## 14 - Admission arrangements 2024-25 for Kirklees schools providing primary education

The 2024-25 admission arrangements for Kirklees schools providing primary 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.

**Academies and free schools** – 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 Grammar School](#)

[Beaumont Primary Academy](#)

[Birdsedge First School](#)

[Birstall Primary Academy](#)

[Boothroyd Primary Academy](#)

[Brambles Primary Academy](#)

[Carlinghow Academy](#)

[Christ Church CE Academy](#)

[Co-op Academy Smithies Moor](#)

[Diamond Wood Community Academy](#)

[Fieldhead Primary Academy](#)

[Field Lane J I & N School](#)

[Healey J I & N School](#)

[Heaton Avenue, A SHARE Primary Academy](#)

[Helme Church of England Academy](#)

[Highburton CE First Academy](#)

[Hillside Primary School](#)

[Holy Spirit Catholic Primary Academy](#)

[Kirkburton Middle School](#)

[Kirkheaton Primary School](#)

[Lepton CofE Primary Academy](#)

[Lindley CE Infant School](#)

[Lindley Junior School](#)

[Luck Lane Primary A SHARE Primary Academy](#)

[Manorfield I & N School](#)

[Marsden Junior School](#)

[Meltham Moor Primary School](#)

[Millbridge, A SHARE Primary Academy](#)

[Netherton I & N School](#)

[New Mill Infant School](#)

[New Mill Junior School](#)

[Old Bank Academy](#)

[Orchard Primary Academy](#)

[Our Lady of Lourdes Catholic Primary Academy - part of Blessed Peter Snow Catholic Academy Trust](#)

[Overthorpe CofE Academy](#)

[Scissett CE Academy](#)

[Scissett Middle School](#)

[Shelley First School](#)

[Skelmanthorpe Academy](#)

[St Aidan's CE Academy](#)

[St Joseph's Catholic Primary Academy \(Dewsbury\)](#)  
[St Joseph's Catholic Primary Academy \(Huddersfield\)](#)  
[St Mary's Catholic Primary Academy](#)  
[St Patrick's Catholic Primary Academy \(Huddersfield\)](#)  
[St Patrick's Catholic Primary Academy \(Birstall\)](#)  
[St Paulinus Catholic Primary Academy](#)  
[Thornhill J & I School](#)  
[Woodside Green, A SHARE Primary Academy](#)

**Trust schools** – foundation schools supported by a charitable trust. The governing body is responsible for deciding who is given a place

[Crow Lane Primary & Foundation Stage School](#)  
[Golcar J I & N School](#)  
[Heckmondwike Primary School](#)  
[Littletown J I & N School](#)  
[Paddock J I & N School](#)

**Voluntary aided schools** – the governing body is responsible for deciding who is given a place

[All Hallows' CE \(VA\) Primary School](#)  
[Batley Parish CE\(VA\) J I & N School](#)  
[Cumberworth CE\(VA\) First School](#)  
[Denby CE\(VA\) First School](#)  
[Kirkburton CE\(VA\) First School](#)  
[Linthwaite Ardron CE\(VA\) J & I School](#)  
[South Crosland CE\(VA\) Junior School](#)  
[St John's CE\(VA\) J & I School](#)  
[St Peter's CE\(VA\) J I & EY School](#)

## ***Kirklees admission policy for community and controlled schools 2024-25***

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 School and Newsome Junior School
- 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 5](#)).
- 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 2023. The closing date for applications will be 15 January 2024.**

### 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 2023. The closing date for applications will be 15 January 2024.**

### 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 2024.**

### 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 2024.

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 2024, or to any other age group at any time, will apply on the In-year Common Application Form (ICAF).

### 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

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

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

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

### **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.