

Public Document Pack



**Service Director – Legal, Governance and
Commissioning**

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Monday 6 February 2023

Notice of Meeting

Dear Member

Cabinet

The **Cabinet** will meet in the **Leadership Meeting Room - 1st Floor, Civic Centre 3, Huddersfield, HD1 2TG** at **3.00 pm** on **Tuesday 14 February 2023**.

This meeting will be live webcast. To access the webcast please go to the Council's website at the time of the meeting and follow the instructions on the page.

The items which will be discussed are described in the agenda and there are reports attached which give more details.

A handwritten signature in black ink, appearing to read "Julie Muscroft", on a light-colored background.

Julie Muscroft

Service Director – Legal, Governance and Commissioning

Kirklees Council advocates openness and transparency as part of its democratic processes. Anyone wishing to record (film or audio) the public parts of the meeting should inform the Chair/Clerk of their intentions prior to the meeting.

Cabinet Members:-

Member	Responsible For:
Councillor Shabir Pandor	Leader of the Council
Councillor Paul Davies	Cabinet Member – Corporate
Councillor Eric Firth	Cabinet Member – Transport
Councillor Viv Kendrick	Cabinet Member - Children (Statutory responsibility for Children)
Councillor Musarrat Khan	Cabinet Member - Health and Social Care
Councillor Naheed Mather	Cabinet Member – Environment
Councillor Carole Pattison	Cabinet Member - Learning, Aspiration and Communities
Councillor Cathy Scott	Deputy Leader and Cabinet Member - Housing and Democracy
Councillor Will Simpson	Cabinet Member – Culture and Greener Kirklees
Councillor Graham Turner	Cabinet Member – Regeneration

Agenda

Reports or Explanatory Notes Attached

Pages

1: Membership of Cabinet

To receive apologies for absence from Cabinet Members who are unable to attend this meeting.

2: Minutes of Previous Meetings

1 - 22

To approve the Minutes of the Meetings of the Cabinet held on 21 December 2022 and 17 January 2023.

3: Declarations of Interest

23 - 24

Cabinet Members will be asked to advise if there are any items on the Agenda in which they have a Disclosable Pecuniary Interest, which would prevent them from participating in any discussion or participating in a vote upon the item, or any other interests.

4: Admission of the Public

Most agenda items will be considered in public session, however, it shall be advised whether Cabinet will consider any matters in private, by virtue of the reports containing information which falls within a category of exempt information as contained at Schedule 12A of the Local Government Act 1972.

5: Deputations/Petitions

The Cabinet will receive any petitions and hear any deputations from members of the public. A deputation is where up to five people can attend the meeting and make a presentation on some particular issue of concern. A member of the public can also hand in a petition at the meeting but that petition should relate to something on which the body has powers and responsibilities.

In accordance with Council Procedure Rule 10 (2), Members of the Public should provide at least 24 hours' notice of presenting a deputation.

6: Questions by Members of the Public

In accordance with Council Procedure Rule 11(5), the period allowed for the asking and answering of public questions shall not exceed 15 minutes.

7: Questions by Elected Members (Oral Questions)

Cabinet will receive any questions from Elected Members.

In accordance with Executive Procedure Rule 2.3 (2.3.1.6) a period of up to 30 minutes will be allocated.

8: Admission arrangements for community and voluntary controlled schools in 2024/25

25 - 72

To consider the admission arrangement for 2024/25.

Wards affected: All

Contact: Sharon Oldfield, Pupil Admissions Manager

Contact Officer: Andrea Woodside

KIRKLEES COUNCIL

CABINET

Wednesday 21st December 2022

Present: Councillor Shabir Pandor (Chair)
Councillor Paul Davies
Councillor Eric Firth
Councillor Viv Kendrick
Councillor Musarrat Khan
Councillor Naheed Mather
Councillor Carole Pattison
Councillor Cathy Scott
Councillor Will Simpson
Councillor Graham Turner

Observers: Councillor Bill Armer
Councillor John Lawson
Councillor Andrew Marchington
Councillor Mohan Sokhal
Councillor John Taylor
Councillor Lesley Warner

102 Membership of Cabinet

All Cabinet Members were present.

103 Minutes of Previous Meeting

RESOLVED – That the Minutes of the Meeting of Cabinet held on 16 November 2022 be approved as a correct record.

104 Declarations of Interest

In respect of Agenda Item 11 (i) Councillor Scott declared an ‘other’ interest on the grounds that she is an employee of Chickenley Community Centre and (ii) Councillor E Firth declared an ‘other’ interest on the grounds that he is a Board Member of the Community Interest Company. Both Members left the meeting during the consideration and determination of this item.

105 Admission of the Public

Cabinet noted the submission of exempt information, as set out at Agenda Items 24,25,26,27,28 and 29 (Minute No.s 125 to 130 refer).

106 Deputations/Petitions

No deputations or petitions were received.

107 Questions by Members of the Public

No questions were asked.

108 Questions by Elected Members (Oral Questions)

Under the provision of Executive Procedure Rule 2.3, Cabinet received the following questions;

Question from Councillor Warner

“With regards to the decision to close pools across Kirklees, the first we as Councillors were made aware was at the same time the public were informed. When these difficult decisions have to happen with regards to budget constraints, there should be the opportunity for some collaboration and discussion. Can we please have more collaboration when difficult decisions have to be made?”

A response was provided by the Cabinet Member for Corporate Services (Councillor P Davies).

Question from Councillor Warner

“What is the latest situation with the Year of Music?”

A response was provided by the Cabinet Member for Culture and Greener Kirklees (Councillor Simpson).

Question from Councillor Marchington

“With regards to Colne Valley Leisure Centre, there is a willingness from residents to cooperate. What we need from Cabinet is some mechanism for raising funds, or if there is some way of supporting the leisure centre, particularly the pool, as we have done with the libraries. There needs to be some co-ordination from Cabinet, we are willing to work with the steering group.”

A response was provided by the Cabinet Member for Corporate Services (Councillor P Davies).

Question from Councillor J Taylor

“At Council I asked for an update on progress being made to tackle the in-year projected overspend of £34m. You advised that you had put a freeze on recruitment in place, but also said that each recruitment was being reviewed, so has there been a freeze on recruitment and how many potential vacancies have we left unfilled, and how many are proceeding to recruitment?”

A response was provided by the Leader of the Council.

Question from Councillor Marchington

“With regards to Slaithwaite pool, there are benefits of having a local pool, to save travel and for health. Can we look at the benefits of having local sports facilities and their contribution to health and wellbeing and the Council’s priorities, and how KAL

deliver those? We need a better understanding of how we can secure facilities that have wider community benefits.”

A response was provided by the Leader of the Council.

Question from Councillor J Taylor

“What are the administration doing to ensure that we can engage, effectively, with communities when we are doing public consultations? We seem to be failing to reach people. What is the administration doing to improve the responses to public consultation?”

A response was provided by the Leader of the Council.

109 Housing Revenue Account (HRA) rent and service charge setting report and key housing challenges

(Under the provision of Council Procedure Rule 36(1), Cabinet received representations from Councillors J Lawson and J Taylor).

Cabinet gave consideration to a report which set out the financial context and basis for the annual setting of rents and service charges, and the Housing Revenue Account Budget, to be considered by Cabinet during February 2023. It was noted that the annual rent and service charges increases for 2023-2024 would form part of the budget proposals.

The report set out the rationale for a proposed increase of rent and service charges by 7% for the 2023/2024 financial year and provided context in terms of the key challenges for the Housing Revenue Account. An appendix to the report set out the full schedule of proposed weekly dwelling rent, service and other charge increases to Council tenants for 2023/2024.

It was noted that the increase of 7% would be applied from 3 April 2023 and that notification would be issued to tenants in accordance with the statutory four week notice period.

RESOLVED –

- 1) That approval be given to increase the rents by an average of £5.19 per week (7%) and service charges payable by between 0.03p and £1.30 per week (7%) for social housing from 3 April 2023.
- 2) That approval be given to the charges for Extra Care Services – Intensive Housing Management to increase by between £1.07 and £4.44 (7%) and Extra Care Services – Night Care Service to increase by £1.35 per week (7%) due to increases to the National Living Wage.
- 3) That the national and local financial challenges outlined within the report in preparation for the HRA budget discussions in January 2023 be noted.

110 2022/23 to 2026/27 Council Capital Plan - Proposed allocation of capital funding from the Directorate for Children's Achieve and Aspire Strategic Priorities and Basic Need funding sections of the Capital Plan.

Cabinet gave consideration to a report which provided information regarding individual school related capital projects funded from the Directorate for Children's Services Achieve and Aspire Section of the capital plan. Cabinet were asked to give consideration to a project relating to the permanent expansion of 150 places at North Huddersfield Trust School to address secondary school pressures, and also to support schemes for the expansion of SEND provision.

Paragraph 2.9 of the report set out the rationale for the expansion of North Huddersfield Trust School and advised that initial feasibility work had indicated that the package of works would be £3m. It was noted that, subject to approval, site works were expected to commence in summer 2023 prior and complete prior to the September 2024 intake.

RESOLVED –

- 1) That approval be given for the proposed £3.0M budget (consisting of £2.9M Basic Need grant capital and £100K borrowing) for the implementation of building work at North Huddersfield Trust to enable the permanent provision of 150 additional secondary school places and an interim modular build solution for September 2023.
- 2) That authority be delegated to the Service Director for Development and the Service Director for Learning and Early Support to increase or decrease the budget allocations to facilitate the delivery of the tendered schemes, providing that the total resources allocated to the programme areas is not exceeded.
- 3) That authority be delegated to the Service Director for Learning and Early Support to manage the implementation of identified works up to a maximum of £500K per year for 2023/24 and 2024/25 from the High Needs Capital Grant allocation. Delegated powers would include the authority to (i) add new urgent projects to the programme without Cabinet approval within the £500K limit per year (ii) slip or delete projects in response to operational need and reallocate the budget between projects.

111 Final report of the Ad Hoc Scrutiny Panel - Residential Housing Stock Health and Safety Compliance

(Under the provision of Council Procedure Rule 36(1), Cabinet received a representation from Councillor J Taylor).

Cabinet received the final report of the Ad Hoc Scrutiny Panel on Residential Housing Stock and Health and Safety Compliance. It was noted that the Panel had been established in March 2021 to consider health and safety compliance of the Council's residential housing stock in response to changing regulatory requirements and the transfer of management and maintenance functions back to the Council.

The report set out a list of issues and information to which the Panel had given consideration, and included an Action Plan, at Appendix 2, which summarised seventeen recommendations made by the Panel. It was noted that the Overview

Scrutiny and Management Committee would receive a progress report in 12 months in order to monitor the implementation of the actions.

RESOLVED –

- 1) That the recommendations of the Ad Hoc Scrutiny Panel – Residential Housing Stock Health and Safety Compliance be accepted subject to the amendment of recommendation 12 to reflect monthly, in place of weekly, reporting.
- 2) That approval be given to the responses included in the Action Plan, as set out at Appendix 2 of the report.

- 112 Community Asset Transfer of Ashworth Lodge, Moorlands Road, Dewsbury**
Cabinet gave consideration to a report which sought approval of the community asset transfer of Ashworth Lodge, Moorlands Road, Dewsbury, to Ashworth New Lodge Community Interest Group.

The report explained that the freehold of the site was owned by the Council, as illustrated at Appendix A to the report, and that the building was in good condition although in need of a programme of modernisation and maintenance. Cabinet were advised that the property was currently vacant, having previously been occupied by Ashworth Tenants and Residents Association.

The report proposed that the building be transferred to Ashworth New Lodge Community Interest Group (CIC) on a 125 year lease. It was noted that the CIC was a not for profit organisation that had been registered in 2021.

RESOLVED –

- 1) That authority be delegated to the Service Director Development to negotiate and agree terms for the grant of a 125 year lease of Ashworth Lodge, Moorlands Road, Dewsbury, WF13 2LD.
- 2) That authority be delegated to the Service Director - Legal, Governance and Commissioning to execute and enter into all necessary documentation in connection with the grant of a 125 year lease of Ashworth Lodge, Moorlands Road, Dewsbury to Ashworth New Lodge Community Interest Company and enter into a Polling Station Agreement.

- 113 Half Yearly Monitoring report on Treasury Management activities 2022/23 (Reference to Council)**

Cabinet gave consideration to a report which provided an overview of treasury management operational activity for the mid-year period 1 April to 30 September 2022.

The report advised that external investments, including £10m invested in the Local Authorities Pooled Investment Fund, averaged £69.7m during the period at an average rate of 0.66%, and that investments had ranged from a peak of £111.1m in August and a low of £34.7m in June.

Cabinet were advised that balances had been invested in line with the approved treasury management strategy, in instant access accounts or short term deposits, and that the treasury management budget was £26.7m. It was noted that in-year treasury management performance was in-line with the treasury management prudential indicators set for the year, as detailed at Appendix 4 of the report.

The report provided an overview of information in regards to (i) economic context (ii) investment performance (iii) borrowing performance (iv) revenue budget monitoring (v) prudential indicators and (vi) future treasury management strategy.

RESOLVED – That the half-year treasury management performance in 2022/23 be noted.

114 Establishing an Integrated Care Partnership for West Yorkshire

Cabinet gave consideration to a report which sought approval to establish a statutory West Yorkshire Integrated Care Partnership as a joint committee. The report explained that a West Yorkshire Integrated Care Partnership was now required to be established as a statutory joint committee of the West Yorkshire Integrated Care Board and the five West Yorkshire Local Authorities. It was noted that the West Yorkshire Integrated Care Partnership would be known as the West Yorkshire Health and Care Partnership Board.

The report set out an overview of the principal features of the arrangements and explained that the West Yorkshire Integrated Care Partnership would provide a forum for NHS leaders and Local Authorities to interact with stakeholders and agree shared objectives and joint challenges. It was noted that it would replace and develop upon the work of Harrogate Health and Care Partnership which had formed in 2016. The report set out the requirements for the membership of the board and explained that the main statutory function of an integrated care partnership would be to publish an integrated care strategy. The approved terms of reference of the board were set out at Appendix 1 of the report.

RESOLVED -

- 1) That approval be given to the establishment of the West Yorkshire Integrated Care Partnership as a joint committee.
- 2) That the Terms of Reference, as attached at Appendix 1, and the proposal for the West Yorkshire Integrated Care Board to act as Secretariat to the West Yorkshire Integrated Care Partnership, be endorsed.
- 3) That the authority delegated to the Service Director Legal, Governance and Commissioning, in consultation with Group Business Managers, to make the nominations to West Yorkshire Integrated Care Partnership in accordance with the terms of reference namely, the Leader of the Council and the Chair of the Health and Wellbeing Board be noted.
- 4) That it be noted that the Chief Executive will be a member of the West Yorkshire Integrated Care Partnership, and that the membership will also include one representative of Directors of Public Health, and one representative of Directors of Adult Social Care in West Yorkshire.

115 Employment West Yorkshire

Cabinet received a report which provided an update on Employment West Yorkshire and detailed proposals to utilise the Employment West Yorkshire gainshare funding that had been allocated, extending the Works Better programme when the current ESIF funding streams end in December 2023. The report also sought approval to enter into a funding agreement with West Yorkshire Combined Authority to receive funding to the value of £2.3m to deliver Employment West Yorkshire in Kirklees between April 2023 and March 2025.

It was noted that, subject to approval, the next steps would be (i) reviewing and entering into the Funding Agreement to receive Employment West Yorkshire funding from West Yorkshire Combined Authority (ii) to set up the Programme Steering Group as a subgroup of the Employment and Skills partnership (iii) commence the implementation of the programme and (iv) commission the Year 1 programme, including finalisation of project specification and commencement of related procurement activities.

The report set out information in regards to (i) the Works Better Programme and current programme performance (ii) Employment West Yorkshire (iii) Employment West Yorkshire in Kirklees and (iv) UK Shared Prosperity Fund.

RESOLVED –

- 1) That approval be given for work to commence on the implementation and delivery of the Employment West Yorkshire programme in Kirklees.
- 2) That approval be given to accept external funding of £2.3 million from the West Yorkshire Combined Authority to support delivery of the Employment West Yorkshire Programme in Kirklees, and for the Council to act as Accountable Body for the grant.
- 3) That authority be delegated to the Strategic Director Growth and Regeneration and the Service Director Legal, Governance and Commissioning to finalise and execute all necessary legal agreements with the West Yorkshire Combined Authority and the Council's project delivery partners.
- 4) That authority be delegated to the Strategic Director Growth and Regeneration to implement the Employment West Yorkshire programme in Kirklees, including the commencement and award of any related procurement exercises.
- 5) That authority be delegated to the Strategic Director Growth and Regeneration and the Service Director Finance, to submit grant claims and to undertake related project monitoring and reporting.

116 Alternative Provision (AP) Education in Kirklees

(Under the provision of Council Procedure Rule 36(1), Cabinet received representations from Councillors Marchington and J Taylor).

Cabinet gave consideration to a report which provided an overview of plans to refresh and expand 'alternative provision' education, creating additional specialist alternative provision places to support the needs of children who require an alternative education. The report provided an outline of (i) the overview of the SEND

transformation plan and safety valve agreement (ii) alternative provision definition (iii) the current context in Kirklees and (iv) proposals for the future Kirklees alternative provision offer.

Cabinet noted that the proposals in the report were intended to ensure the provision of high quality and sufficient alternative provision to meet the needs of children and young people, achieved through commissioning a wide range of clearly defined provision through a robust procurement process. The report advised that alternative provision was a fundamental element of Kirklees' strategy to improve outcomes for children, parents. The proposed changes were set out at paragraph 3.2 of the report. Cabinet were asked to give approval to the design of a procurement strategy to procure and award alternative education provision contracts, enabling statutory duties to be met, whilst creating an enhanced offer. It was noted that the contract start date was proposed as September 2023.

RESOLVED –

- 1) That approval be delegated to (i) the Strategic Director for Children's Services to design a procurement strategy to procure and award Alternative Education provision contracts for 3 years with an option to extend for a further 2 years and (ii) the Service Director for Legal Governance & Commissioning to finalise, enter into and execute any agreement where appropriate together with any ancillary documents in relation to the Alternative Provision commissions.
- 2) That approval be delegated to the Service Director for Learning and Early Support to work with partners to progress applications to the Department for Education for an Alternative Provision Free School in Kirklees.

117 Proposals for the redevelopment of Sycamore Grange and tenant engagement (Under the provision of Council Procedure Rule 36(1), Cabinet received representations from Councillors J Lawson and Marchington).

Cabinet gave consideration to a report which set out proposals for the redevelopment of Sycamore Grange, a retirement living scheme in Golcar, to address building safety issues, and to support formal engagement with tenants and stakeholders on future planning, commencing January 2023. The report advise of the proposal to demolish and redevelop the site to address identified building safety issues. It indicated that it was anticipated that it would take a period of u to 12 months to rehouse remaining tenants and that they would have the option to return to the redeveloped site.

Cabinet were advised that, subject to approval, a financial appraisal would be submitted to Cabinet by summer 2023 and that, following the demolition, a further 18 to 24 months would be required to redevelop the site. A location plan of the current two storey retirement living scheme was attached at Appendix 1 to the report.

RESOLVED –

- 1) That approval be given to demolish Sycamore Grange and redevelop the full site, within the Housing Revenue Account, and as detailed on the location plan as set out at Appendix 1.
- 2) That approval be given to enter into formal engagement with affected tenants as set out at paragraphs 2.5.1. and 2.5.2. of the report.
- 3) That authority be delegated to the Service Director (Homes and Neighbourhoods) to carefully consider responses from the formal engagement, and any resulting mitigating steps before implementing the next stage of the redevelopment proposals, namely the application of the decant plan.
- 4) That the Integrated Impact Assessment at Appendices 3 and 4 be noted, and that it also be noted that Human Rights issues have been considered.
- 5) That authority be given to officers to serve Initial Demolition Notices followed by final Demolition Notices pursuant to the Housing Act 1985, for Sycamore Grange at the appropriate time, as may be required in order to suspend Right to Buy rights.
- 6) That authority be given for officers to seek a Possession Order under the Housing Act 1985 for Sycamore Grange if required (following the grant of planning permission for redevelopment of the site).
- 7) That a further report be submitted by summer 2023, setting out the final redevelopment proposals informed by further public consultation, including a robust financial appraisal.

118 Future Management of Kirklees Stadium - Update

(Under the provision of Council Procedure Rule 36(1), Cabinet received representations from Councillors J Lawson, Marchington and J Taylor).

Cabinet gave consideration to a report which set out a review of current arrangements for the standalone stadium management and development business Kirklees Stadium Development Limited (KSDL), which manages the Stadium for the benefit of two professional sports clubs and wider the community. The report provided an overview of the changes to the operating model of the club following the identification of the need for additional investment in 2020-2021, and the subsequent development of a Community Trust operating model to deliver several objectives included financial stability over the longer term and the delivery of longer-term stadium operational investment requirements. Cabinet were advised that, whilst reasonable progress had been made, issues had arisen regarding a change in the ownership of Huddersfield Town AFC, whereby it had reverted to the control of the previous owner, and matters relating to historical liability. The report set out a solution which had been reached within the past year, to which all parties were in broad agreement.

Paragraph 2.2 of the report provided an update on the development of proposals and highlighted that the consequence of not acting on this matter would result in KSDL entering administration which could impact upon operational issues and suppliers, and incurring administration fees. Cabinet noted that KSDL had not been viable for some time, and had been in receipt of various loans from the Council.

Cabinet - 21 December 2022

Information regarding the incurred debt and other prospective liabilities was set out within the exempt appendix to the report.

The report set out five options for consideration, and emphasised the importance of the need to resolve some historical issues and create a potentially sustainable solution. It proposed the negotiation of a revised operating arrangement with Huddersfield Town AFC as the major existing stadium occupier, whereby they take on full responsibility and offer the opportunity of a continued use by Huddersfield Giants. It was noted that achieving such a solution would involve the Council, and other debtors, agreeing to write off historical liabilities. Cabinet noted that discussions on the matter had taken place at the meeting of Overview and Scrutiny Management Committee on 21 December 2022, and the Cabinet Member acknowledged the matters raised.

(Cabinet gave consideration to the exempt information at Agenda Item 24 (Minute No. 125 refers).

RESOLVED – That approval be given to the Strategic Director (Growth and Regeneration) in consultation with the Chief Executive, Service Director (Finance), Service Director (Legal, Governance and Commissioning), Cabinet Members for Regeneration and the Cabinet Member for Corporate Services to:-

- 1) Conduct negotiations with the current principal occupier- Huddersfield Town Association Football Club (HTAFC), with a view to HTAFC taking full operational control of the facility.
- 2) Conduct negotiations with other current leaseholders, etc as necessary
- 3) Agree terms that involve an element of debt write off (as detailed in the exempt appendix to the report) to facilitate such an agreement.
- 4) Enter into such any agreements on the Council's behalf necessary to give effect to such an agreement if they are satisfied with such outcomes.

119 **Station to Stadium Enterprise Corridor Masterplan**

(Under the provision of Council Procedure Rule 36(1), Cabinet received a representation from Councillor J Taylor).

Cabinet gave consideration to a report which sought endorsement of the Station to Stadium Enterprise Corridor Masterplan, and set out the rationale, long term vision and principles of the plan. The report advised that, following the appointment of a consultant team in 2021, work had been undertaken with key landowners and stakeholders in the Station to Stadium Enterprise Corridor area to develop and refine the plan, prior to a period of public consultation. The plan was attached at Appendix 1 of the report.

The report set out five principles that would support the delivery of the Station to Stadium Corridor vision which were (i) innovative and high value employment (ii) connected and integrated (iii) raised aspirations, skills and education (iv) attractive and vibrant environment and (v) sustainable and clean growth.

Cabinet were advised that the site at Gasworks Street works formed part of the masterplan area and represented a significant development opportunity in the

corridor adjacent to the University Health Innovation Campus site and that it would be integral for the plan to develop. Exempt appendices to the report set out the strategic outline business case in regards to Gasworks Street, along with details of an alternative proposal for the site.

It was noted that the public consultation exercise would commence early in 2023, and that the masterplan would then be updated if required.

(Cabinet gave consideration to the exempt information at Agenda Item 25 (Minute No. 126 refers).

RESOLVED –

- 1) That the proposals as set out at Appendix 2 (exempt) not be incorporated in the consultation draft Station to Stadium Enterprise Corridor Masterplan.
- 2) That approval be given to the Station to Stadium Enterprise Corridor Masterplan as contained in Appendix 1 of the report.
- 3) That authority be delegated to the Service Director for Skills and Regeneration to undertake a wider public consultation exercise to further inform the masterplan process.
- 4) That once consultation has been completed, the Strategic Director for Growth and Regeneration, in consultation with the Cabinet Member for Regeneration, be authorised to make all necessary changes to the masterplan and formally agree the plan.
- 5) That once finalised, the plan be published on the Council's website to form the basis for informing investment decisions in the masterplan area.
- 6) That authority be given to officers to continue to develop the masterplan, its principles and the propositions as set out in the report with a particular emphasis on the next steps set out in section 5 of the considered report.
- 7) That approval be given for officers to begin work to put in place the appropriate planning framework for the area.

120 The Arcade, Market Place Dewsbury

(Cabinet gave consideration to the exempt information at Agenda Item 26 (Minute No. 127 refers).

Cabinet gave consideration to a report which sought approval for (i) a funding package for The Arcade, Dewsbury (ii) the submission of a grant application and (iii) the acceptance of any grant offer from the Heritage Lottery Fund (iv) a revised Heads of Terms for the lease and (v) the endorsement of the proposed arrangements for delivering the project.

The report advised that the delivery of the project was dependent upon the approval of a stage 2 grant from the Heritage Lottery Fund and that, if approved, the work should commence during 2023, with completion in Autumn 2024. The report provided details on the property and the strategic context within which the refurbishment of the Arcade would enhance its historic context and maximise the opportunity for its physical and financial sustainability. It was noted that the proposed reopening of the Arcade was scheduled for October 2024.

RESOLVED -

- 1) That approval be given to the submission to the Heritage Lottery Fund of a Stage 2 application, and if it should be successful, the acceptance of any offer of grant from the Heritage Lottery Fund be delegated to the Strategic Director (Growth and Regeneration) in consultation with the Service Director (Legal, Governance and Commissioning) to agree and complete any related grant or any other associated legal agreements.
- 2) That approval be given to the granting by the Council of an agreement for lease and lease of the Arcade to the Arcade Group/Arcade Company under the Heads of Terms contained in the Appendix 3 (exempt) and that authority be delegated to the Strategic Director (Growth and Regeneration) in consultation with the Service Director (Legal, Governance and Commissioning) to agree and complete the lease once preconditions outlined in the Agreement for Lease have been met and all other legal documentation.
- 3) That approval be given to allocate £500,000 for the Arcade project from the Dewsbury Town Centre Action Plan programme part of the approved capital plan, subject to the resources being available.
- 4) That the intention to seek tenders for the project prior to all funding being confirmed be noted.
- 5) That it be noted that, subject to approval of a grant from Heritage Lottery Fund, the Strategic Director (Growth and Regeneration) in consultation with the Service Director (Legal, Governance and Commissioning) has delegated authority to let the construction works contract.

121 Homes and Neighbourhood Governance Review by David Tolson Partnerships (DTP)

(Under the provision of Council Procedure Rule 36(1), Cabinet received a representation from Councillor J Taylor).

Cabinet gave consideration to a report which set out the findings of a review undertaken by David Tolson Partnerships (DTP) on the Homes and Neighbourhoods Governance arrangements. The report sought approval to implement proposed new governance arrangements and the introduction of an Improvement Board, supported by a Tenants Voice Panel.

The report summarised that the recommendations of the findings, that (i) the current Board should be reconstituted into a Homes and Neighbourhood Improvement Board, with greater political oversight, supported by independent sector expertise and with more specific Terms of Reference and (ii) consideration be given to the establishment of a separate Tenants Voice Panel, with a more focused remit. The proposed terms of reference for both the Homes and Neighbourhood Improvement Board and Tenants Voice Panel were set out in the report.

Cabinet were advised that the DTP report had set out eight separate recommendations, broadly relating to structure and purpose, and administration, and the report provided a commentary as to potential consequential changes and next steps. In terms of timeframe, it was proposed that Cabinet determine the establishment of the Housing and Neighbourhood Improvement Board and Tenants

Cabinet - 21 December 2022

Voice Panel at the end of 2022, prior to the new governance structure coming into effect in April 2023.

The report of DTP was provided as an exempt appendix to the report.

(Cabinet gave consideration to the exempt information at Agenda Item 27 (Minute No. 128 refers).

RESOLVED –

- 1) That the recommendations of David Tolson Partnerships be noted.
- 2) That approval be given to establish a Homes and Neighbourhoods Improvement Board.
- 3) That the Terms of Reference for the Homes and Neighbourhoods Improvement Board, as set out at Appendix 2, be approved.
- 4) That approval be given to establish a new Tenants Voice Panel.
- 5) That the Terms of Reference for the Tenants Voice Panel, as set out at Appendix 3, be approved.
- 6) That the Homes and Neighbourhoods Board Member and Independent Chair role profiles, as set out at Appendices 4 and 5, be approved.
- 7) That authority be delegated to the Service Director (Homes and Neighbourhoods) to recruit and appoint non-elected members to the Homes and Neighbourhoods Improvement Board and Tenants Voice Panel.
- 8) That authority to delegate the remuneration for the Independent Chair for the Homes and Neighbourhoods Improvement Board, in conjunction with the Cabinet Member for Housing and Democracy, be given to the Service Director (Homes and Neighbourhoods).
- 9) That it be noted that the appointment of Elected Members to the Homes and Neighbourhoods Improvement Board will be in accordance with the Council's Constitution.

122 Strategic Acquisition of a property in relation to the rationalisation of Corporate Stores

Cabinet gave consideration to a report which sought approval to purchase a property. The report advised that the property was an existing warehouse facility on the outskirts of Huddersfield Town Centre which had become available and that its purchase would provide efficiency to the Council's operations and enhance its strategic landholding.

Cabinet were advised that the rationalisation of office accommodation, and changes in storage requirements, brought into focus the need to provide a long-term base for corporate storage and logistics. It was noted that the acquisition would be met from the strategic acquisition fund allocation within the capital plan. The revenue implications of the proposals were contained within the exempt appendix.

(Cabinet gave consideration to the exempt information at Agenda Item 28 (Minute No. 129 refers).

RESOLVED –

- 1) That approval be given for the strategic acquisition, as detailed in the red line boundary set out at Appendix B (exempt).
- 2) That approval be given for the required capital funding from the Strategic Acquisitions Fund as identified in the Council's Capital Plan.
- 3) That authority be delegated to the Service Director (Legal, Governance and Commissioning) to enter and execute any agreements or instruments relating to the acquisition.

123 Strategic Acquisition of a property in relation to the Huddersfield Blueprint Cultural Heart

Cabinet gave consideration to a report which set out an opportunity to acquire a strategic long leasehold asset in Huddersfield Town Centre, in line with the Huddersfield Town Centre Masterplan. The report advised that the purchase of the property would enable further control and ownership of the proposed Cultural Heart, and support the implementation of the Masterplan, in addition to previous acquisitions including the Piazza. The report proposed that the Council acquires the strategic long leasehold asset, subject to existing tenancies. An exempt appendix to the report provided information on the site red line boundary, the agreed Heads of Terms, and the valuation report.

(Cabinet gave consideration to the exempt information at Agenda Item 29 (Minute No. 130 refers).

RESOLVED –

- 1) That approval be given to the strategic acquisition, as detailed in the red line boundary set out at Appendix B (exempt), and in line with the Agreed Heads of Terms at Appendix C (exempt) for the purchase price outlined in the Valuation Report in Appendix E (exempt).
- 2) That approval be given for the required capital funding from the Strategic Acquisitions Fund for Huddersfield Town Centre as identified in the Council's Capital Plan.
- 3) That authority be delegated to the Service Director (Legal, Governance and Commissioning) to enter into and execute any agreements or instruments relating to the acquisition.
- 4) That authority be delegated to the Service Director (Development) to undertake the strategic and operational management, in conjunction with the Service Director (Legal, Governance and Commissioning) to agree relevant leases and management agreements as required.

124 Exclusion of the Public

RESOLVED – That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting during the consideration of the following items of business, on the grounds that they involve the likely disclosure of exempt information, as defined in Part 1 of Schedule 12A of the Act.

125 Future Management of Kirklees Stadium - Update

(Exempt information relating to Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006 namely that it contains information relating to the financial and business affairs of a third party. It is considered that the disclosure of the information would adversely affect KSDL and therefore the public interest in maintaining the exemption, which would protect the rights of an individual or the Authority, outweighs the public interest in disclosing the information and providing greater openness and transparency in relation to public expenditure in the Authority's decision making).

Cabinet gave consideration to the exempt information prior to the determination of Agenda Item 17 (Minute No. 118 refers), which included matters raised by the meeting of Overview and Scrutiny Management Committee at its meeting of 20 December 2022.

126 Station to Stadium Enterprise Corridor Masterplan

(Exempt information relating to Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006 namely that it contains information relating to the financial and business affairs of the Council and a third party. It is considered that the disclosure of the information would adversely affect the commercial interests of a third party and therefore the public interest in maintaining the exemption, which would protect the rights of an individual or the Authority, outweighs the public interest in disclosing the information and providing greater openness in the Authority's decision making).

Cabinet gave consideration to the exempt information prior to the determination of Agenda Item 18 (Minute No. 119 refers), which included a verbal representation from Mr K Davey.

127 The Arcade, Market Place Dewsbury

(Exempt information relating to Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006 namely that it contains information relating to the financial and business affairs of third parties (including the Authority holding that information). It is considered that the disclosure of the information would adversely affect those third parties including the Authority and therefore the public interest in maintaining the exemption, which would protect the rights of an individual or the Authority, outweighs the public interest in disclosing the information and providing greater openness and transparency in relation to public expenditure in the Authority's decision making).

Cabinet gave consideration to the exempt information prior to the determination of Agenda Item 19 (Minute No. 120 refers).

128 Homes and Neighbourhood Governance Review by David Tolson Partnerships (DTP)

(Exempt information relating to Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006 namely that it contains information relating to the financial and business affairs of third parties (including the Authority holding that information). It is considered that the disclosure of the information would adversely affect those third parties including

the Authority and therefore the public interest in maintaining the exemption, which would protect the rights of an individual or the Authority, outweighs the public interest in disclosing the information and providing greater openness and transparency in relation to public expenditure in the Authority's decision making).

Cabinet gave consideration to the exempt information prior to the determination of Agenda Item 20 (Minute No. 121 refers).

129 Strategic Acquisition of a property in relation to the rationalisation of Corporate Stores

(Exempt information relating to Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006 namely that it contains information relating to the financial and business affairs of third parties (including the Authority holding that information). It is considered that the disclosure of the information would adversely affect those third parties including the Authority and therefore the public interest in maintaining the exemption, which would protect the rights of an individual or the Authority, outweighs the public interest in disclosing the information and providing greater openness and transparency in relation to public expenditure in the Authority's decision making).

Cabinet gave consideration to the exempt information prior to the determination of Agenda Item 21 (Minute No. 122 refers).

130 Strategic acquisition of a property in relation to the Huddersfield Blueprint Cultural Heart project

(Exempt information relating to Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006 namely that it contains information relating to the financial and business affairs of third parties (including the Authority holding that information). It is considered that the disclosure of the information would adversely affect those third parties including the Authority and therefore the public interest in maintaining the exemption, which would protect the rights of an individual or the Authority, outweighs the public interest in disclosing the information and providing greater openness and transparency in relation to public expenditure in the Authority's decision making).

Cabinet gave consideration to the exempt information prior to the determination of Agenda Item 22 (Minute No. 123 refers).

Contact Officer: Andrea Woodside

KIRKLEES COUNCIL

CABINET

Tuesday 17th January 2023

Present: Councillor Shabir Pandor (Chair)
Councillor Paul Davies
Councillor Viv Kendrick
Councillor Naheed Mather
Councillor Carole Pattison
Councillor Cathy Scott
Councillor Will Simpson
Councillor Graham Turner

In attendance: Councillor Bill Armer

Apologies: Councillor Eric Firth
Councillor Musarrat Khan

131 Membership of Cabinet

Apologies for absence were received from Councillors E Firth and Khan.

132 Declarations of Interest

No interests were declared.

133 Admission of the Public

It was noted that all agenda items would be considered in public session.

134 Deputations/Petitions

No deputations or petitions were received.

135 Questions by Members of the Public

No questions were asked.

136 Questions by Elected Members (Oral Questions)

No questions were asked.

137 Fraud Prevention, Anti Bribery and Anti Corruption Policy

Cabinet gave consideration to a report which introduced an updated and revised Fraud Prevention, and Anti-Bribery and Anti Corruption Policy. The report advised that the revised report included sections on preventing and mitigating the risk of fraud with a key message that any fraud, bribery or corruption would not be tolerated, and that action would be taken in response to any such activity.

The report advised that the revised policy, based upon national advice, placed greater emphasis on the areas of culture, governance and prevention and that the

Cabinet - 17 January 2023

Cabinet Member for Corporate Services would take responsibility to act as a champion for the objectives of the updated documents. Cabinet noted that the Council faced a continuous threat of bribery and corruption and that it was vital for arrangements to be in place to prevent and mitigate attempted fraud or corrupt actions.

RESOLVED –

- 1) That approval be given to the Fraud Prevention and Anti Bribery and Anti Corruption Policy.
- 2) That the responsibilities of the Cabinet Member for Corporate Services, in their capacity as Anti-Fraud (Bribery and Corruption) Champion, be noted.
- 3) That authority be delegated to Officers to make any amendments to the overall policy, and other information associated with the implementation of this policy, subject to consultation with the Cabinet Member for Corporate Services.

138 Domestic Abuse Strategy 2022 - 2027

(Under the provision of Council Procedure Rule 36(1), Cabinet received a representation from Councillor Armer).

Cabinet received the Domestic Abuse Strategy 2022-2027 along with a report which set out an overview of the policy, including information relating to new approaches to delivery and commissioning arrangements to deliver the strategy.

Cabinet were advised that the strategy set out a commitment to (i) provide domestic abuse training to support employees to respond appropriately to people who report domestic abuse, including arrangements for routine and/or targeted enquiries and (ii) implement a domestic abuse policy and guidance for how the Council will respond to employees who are victims, survivors or perpetrators of domestic abuse. It was noted that the Domestic Abuse Strategic Partnership would monitor compliance with the commitments and was currently working to develop guidance as to how employees can be supported.

RESOLVED - That the Domestic Abuse Policy be adopted.

139 2022-23 Mid-Year Corporate Performance and Impact Report

Cabinet received the 2022-2023 Mid Year Corporate Performance and Impact Report, which provided an overview of performance in relation to the 2021-2023 Council Plan deliverables, and highlighted significant issues and challenges facing the Council and its partners.

The report set out an overview of progress made on each of the deliverables and provided information on activities undertaken, including the quality and impact of activities where data was available. It was noted that an update of headline indicators for the Council's shared outcomes was provided, along with updates on the impact of the pandemic and inequalities.

The report, which was appended to the report, demonstrated progress in relation to 95 deliverables and provided a high level overview of the impact that was being

made in the areas of (i) working with people (ii) working with partners (iii) place based working (iv) climate change and air quality (v) improving outcomes for children and (vi) financial implications for people living or working in Kirklees.

RESOLVED - That the 2022-2023 Mid Year Corporate Performance and Impact Report be noted.

140 Kirklees School Funding Arrangements for Financial Year 2023-24

Cabinet gave consideration to a report which set out the Kirklees schools funding arrangements for 2023-2024 in regards to (i) specific funding factors to be used and the relative weightings and value of the funding factors (ii) exceptions applications to the Education and Skills Funding Agency and approvals given (iii) central budget provision within the Dedicated Schools Grant Schools Block of funding, the Central School Services Block, and the Early Years Block and (iv) de-delegation arrangements for mainstream maintained schools. It was noted that consultation on the arrangements had taken place with the School Forum and constituent groups for the funding of local schools and academies for the 2023-2024 funding year.

The report advised that, based upon the ESFA funding timeline, it was expected that maintained schools would be informed of their budget shares by 28 February 2023 and that academies would be advised of their allocations by 31 March 2023.

RESOLVED –

- 1) That approval be given to the recommendations of the Schools Forum, following the consultative process undertaken, to determine the ongoing local approach to the distribution of DSG Schools Block funding 2023-2024.
- 2) That the exceptions application made to the ESFA, and subsequently approved, be noted.
- 3) That approval be given to the submission of the schools funding formula to the ESFA for 2023-2024.
- 4) That approval be given to proposals for central budgets and de-delegated budgets 2023-2024, as set out in the report.

141 Making Changes to Provision for Pupils with Special Educational Needs

Cabinet gave consideration to a report which sought approval on changes to SEN provision through the establishment of additionally resourced provision at three maintained schools on the Netherhall Learning Campus, and the removal of two other registered provisions which had not been operational for two years due to an alternative localised delivery model.

The report advised that statutory proposals had been published on 31 October 2022 to (i) establish new additionally resourced provision for complex communication and interaction needs at Netherhall St James CE (VC) Infant and Nursery School, Netherhall Learning Campus Junior School and Netherhall Learning Campus High School and (ii) remove the additionally resourced provision for five transitional places associated with physical impairment at Netherhall St James CE (VC) Infant and Nursery School and Netherhall Learning Campus Junior School. The report set out the statutory process that had been undertaken by the proposer, the rationale for the proposals and the outcome of the formal representation period. It advised

Cabinet - 17 January 2023

that, subject to approval of the recommendations, support would be given to finalise the arrangements for pupils, parents, staff and stakeholders in order to ensure effective plans are put in place to implement the proposals.

RESOLVED –

- 1) That it be noted that (i) the advice of Kirklees SOAG in regards to the proposals for Netherhall St James CE (VC) Infant and Nursery School and Netherhall Learning Campus Junior School to remove the provision of five transitional places for children with physical impairment and for newly additionally resourced provision to be established at Netherhall St James CE (VC) Infant and Nursery School, Netherhall Learning Campus Junior School and Netherhall Learning Campus High School for children with complex communication and interaction needs is valid and (ii) the required statutory processes have been carried out.
- 2) That it be agreed that the decision regarding the proposals will be taken within the statutory timeframe.
- 3) That the outcomes and recommendations of the meeting of Kirklees SOAG, held on 9 December 2022, and associated officers recommendations, be noted.
- 4) That the financial implications of approving the proposals be noted.
- 5) That it be confirmed that, in meeting the obligations of the Equality Act 2010 and Public Sector Equality Duty 2011, full regard has been given to the Equalities Impact Assessment throughout the statutory process for the proposal.
- 6) That approval be given to the establishment of a new additionally resources provision for complex communication and interaction needs at Netherhall St James CE (VC) Infant and Nursery School, Netherhall Learning Campus Junior School and Netherhall Learning Campus High School; (i) Netherhall St James CE (VC) Infant and Nursey School – up to 12 places from 17 April 2023 (ii) Netherhall Learning Campus Junior School – up to 12 places from 1 September 2023 and (iii) Netherhall Learning Campus High School – up to 20 places from 17 April 2023.
- 7) That approval be given to the removal of additionally resourced provision for five transitional places associated with physical impairment at Netherhall St James CE (VC) Infant and Nursery School, and Netherhall Learning Campus Junior School, from 31 January 2023.

142 Calculation of council tax base 2023-24 (Reference to Council)

(Cabinet were reminded of, and noted, the requirements of the Local Government and Finance Act 1992, Section 106, in relation to voting upon this matter).

Cabinet gave consideration to a report seeking approval for the various taxbases, which would apply to the Kirklees area in the financial year 2023-2024, in relation to council tax. The report provided an explanation of the council tax calculation and the need to calculate a taxbase for both the whole of Kirklees, and each town and parish council area. Paragraph 2 of the report set out the factors which were applied to the valuation bandings and the council tax calculation.

The report recommended that, in order to meet the requirements of Section 67(2) of the Local Government Finance Act 1992, Cabinet approve the council taxbase as

Cabinet - 17 January 2023

set out in the report. The report also proposed that, from 2024-2025 onwards, the council taxbase calculation be delegated to the Council's S151 Officer, in consultation with the relevant Cabinet Member.

RESOLVED –

- 1) That approval be given to the 2023/2024 taxbase for the whole Kirklees area, and the Council taxbases for the five Parish and Town Council areas as follows;
Whole of Kirklees £123,215.79
Denby Dale £6,093.41
Holme Valley £10,482.86
Kirkburton £9,229.12
Meltham £2,997.86
Mirfield £6,904.95
- 2) That the calculation of the Council taxbase for 2024/2025 onwards be delegated to the Section 151 Officer, in consultation with the relevant Cabinet Member.

143

Adults and Health's Commission for External Consultancy to support a Comprehensive Diagnostic and subsequent Change Programme

Cabinet received a report which set out a proposed approach to understanding demand and financial pressures, and opportunities to mitigate such pressures through transformative activity. The report advised that the Council was seeking to better understand the overall financial pressures facing Adult Social Care from future demand over the next five years, which presented a uncertain and volatile landscape for local authorities.

The report explained that an initial piece of research had been undertaken to learn from other local authorities undertaking similar transformation activities and an initial market testing exercise had been undertaken to test out interest in a tender opportunity and explore aspects of tender, including the appetite for a risk and reward type approach. The report provided an overview of the procurement exercise approach, which would set out a four phase approach. Cabinet were advised that, given the uncertainties around both cost pressures and the scale of the adult social care budget, it was important that the modelling phase identified future pressures, a clearly quantified set of saving opportunities and an upfront analysis of the cost of securing savings in order to enable future budgets to be set at an appropriate level and contribute to the savings programme over future years.

RESOLVED –

- 1) That the activity undertaken to date, and the proposed approach with four phases and two decision points, be noted.
- 2) That the decision to evaluate and award a call off contract following a mini competition using Lot 7 of the Crown Commercial Service Management Framework Agreement be delegated to the Strategic Director of Adults and Health, in consultation with the Strategic Director of Corporate Strategy, Commissioning and Public Health, the Section 151 Officer and Cabinet

Cabinet - 17 January 2023

Members for Health and Social Care, and Corporate Services, in order to implement Phases 1 to 3 at pace.

- 3) That, pursuant to (ii) above, the delegation shall include decisions relating to Phase 1 (modelling exercise), Phase 2 (presentation of findings) and Phase 3 (production of change programme plan).
- 4) That it be noted that a further report outlining progress will be submitted at the end of Phase 3.

KIRKLEES COUNCIL			
COUNCIL/CABINET/COMMITTEE MEETINGS ETC			
DECLARATION OF INTERESTS			
Name of Councillor			
Item in which you have an interest	Type of interest (eg a disclosable pecuniary interest or an "Other Interest")	Does the nature of the interest require you to withdraw from the meeting while the item in which you have an interest is under consideration? [Y/N]	Brief description of your interest

Signed: Dated:

NOTES

Disclosable Pecuniary Interests

If you have any of the following pecuniary interests, they are your disclosable pecuniary interests under the new national rules. Any reference to spouse or civil partner includes any person with whom you are living as husband or wife, or as if they were your civil partner.

Any employment, office, trade, profession or vocation carried on for profit or gain, which you, or your spouse or civil partner, undertakes.

Any payment or provision of any other financial benefit (other than from your council or authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses.

Any contract which is made between you, or your spouse or your civil partner (or a body in which you, or your spouse or your civil partner, has a beneficial interest) and your council or authority -

- under which goods or services are to be provided or works are to be executed; and
- which has not been fully discharged.

Any beneficial interest in land which you, or your spouse or your civil partner, have and which is within the area of your council or authority.

Any licence (alone or jointly with others) which you, or your spouse or your civil partner, holds to occupy land in the area of your council or authority for a month or longer.

Any tenancy where (to your knowledge) - the landlord is your council or authority; and the tenant is a body in which you, or your spouse or your civil partner, has a beneficial interest.

Any beneficial interest which you, or your spouse or your civil partner has in securities of a body where -

- (a) that body (to your knowledge) has a place of business or land in the area of your council or authority; and
- (b) either -

the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or

if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, or your spouse or your civil partner, has a beneficial interest exceeds one hundredth of the total issued share capital of that class.



Name of meeting: Cabinet

Date: 14 February 2023

Title of report: Admission arrangements for community and voluntary controlled schools in 2024/25

Purpose of report: Kirklees Council is the admission authority for Kirklees community and voluntary controlled schools and has a statutory responsibility to undertake an annual consultation about admissions arrangements. This report presents the results of this year’s consultation and seeks to determine admission arrangements for all Kirklees community and voluntary controlled schools for 2024/25. Arrangements must be determined by 28 February 2023 to comply with the School Admissions Code.

<p>Key Decision - Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards? Decisions having a particularly significant effect on a single ward may also be treated as if they were key decisions.</p>	<p>Yes Affects two or more wards</p>
<p>Key Decision - Is it in the <u>Council’s Forward Plan (key decisions and private reports)</u>?</p>	<p>Key Decision – Yes Private Report/Private Appendix – No</p>
<p>The Decision - Is it eligible for call in by Scrutiny?</p>	<p>Yes</p>
<p>Date signed off by <u>Strategic Director</u> & name</p> <p>Is it also signed off by the Service Director for Finance?</p> <p>Is it also signed off by the Service Director for Legal Governance and Commissioning?</p>	<p>18 January 2023, Mel Meggs – Director for Children’s Services</p> <p>3 February 2023, Eamonn Croston</p> <p>3 February 2023. Julie Muscroft</p>
<p>Cabinet member portfolio</p>	<p>Cllr Viv Kendrick - Children Cllr Carole Pattison – Learning, Aspiration and Communities</p>

Electoral wards affected: all wards

Ward councillors consulted: Yes (as part of the consultation)

Public or private: public

Has GDPR been considered? Yes

1. Summary

- Kirklees is required by law to produce admissions schemes to co-ordinate the admission of children to the first year of all schools in Kirklees.
- Kirklees Council, as the admissions authority, is responsible for determining the admission policy and admission numbers for the community and voluntary controlled schools it maintains.
- A small number of proposed changes to the admission arrangements for community and voluntary controlled schools have been consulted upon and can be found under section 2.4.

2. Information required to take a decision

2.1 The co-ordinated admission schemes

Kirklees Council is required by law to produce admission schemes to co-ordinate the admission of children to the first year of all schools in Kirklees. The schemes cover the admission of rising 5 year olds, and admissions to the first year of junior, middle and secondary schools.

The schemes cover the normal round of admissions to schools at the beginning of the 2024/25 school year in September 2024 and in-year admissions during the school year 2024/25.

The schemes comply with the requirements of the School Admissions Code which came into force in September 2021.

The schemes are attached to this report as:-

- Appendix 2A: Kirklees co-ordinated schemes for normal year of entry admissions for rising 5 year olds, junior schools, middle schools and secondary schools.
- Appendix 2B: Kirklees scheme for in-year admissions

2.2 Changes to the co-ordinated admission schemes in 2024/25

There are no proposed changes to the schemes for 2024/25.

The list of own admission authority schools has been updated to include the schools that have become own admission authorities due to conversion to academy status or a change of category to a trust or aided school and is correct as at 1 February 2023.

2.3 The admission arrangements for all Kirklees community and voluntary controlled schools for 2024/25

Kirklees Council, as the admissions authority, is responsible for determining the admission policy and admission numbers for the community and voluntary controlled schools it maintains.

As the admissions authority, the Local Authority (LA) has a statutory duty to consult with the governing bodies of those schools, the governing bodies of academy, aided, foundation and trust schools in Kirklees and neighbouring LAs on the admissions policy and proposed admission numbers for schools.

This report confirms the outcomes of this process which took place between 11 November and 23 December 2022.

Appendix 1B to this report explains how the published admission numbers are derived.

Appendix 1C gives the admission arrangements for community and voluntary controlled schools for 2024/25.

Appendix 1D lists the published admission numbers for community and voluntary controlled schools for 2024/25. The admission numbers for own admission authority schools; academies, aided, foundation and trust schools are included for information only and may be subject to change.

Where a change is made to the PAN for a particular year of entry (the relevant year), it applies to that cohort of pupils only, at admission and then will apply as an admission limit in successive years as cohorts of pupils progress through the school, unless a separate admission limit has been determined.

2.4 Changes to the admissions arrangements for community and voluntary controlled schools in 2024/25

Kirklees Council consulted on the following proposed changes:

St John's CE (C) Primary School and Westmoor Primary School

On 2 December 2021, the Office of the Schools Adjudicator (OSA) approved a change of age range at St John's CE (VC) Infant School from 4-7 years to 4-11 years in order for the school to become an all-through primary from September 2022. Linked to this OSA decision, the local authority was obliged to make an application to the OSA to request a reduction in the Published Admission Number (PAN) of St. John's CE (VC) Infant School from 60 to 30 from September 2022 in order for the school to be able to accommodate the additional Key Stage 2 year groups. This variation in PAN was approved.

Westmoor Primary School currently has a PAN of 45 at Reception and a PAN of 45 at Year 3, meaning the school can have up to 90 children in each year group in Key Stage 2. Until recently, a large majority of children leaving St John's CE (VC) Infant School at the end of Year 2 transferred to Year 3 at Westmoor Primary School. However, children now no longer need to transition from St John's CE (C) Primary School (please note the change in school name from 11 November 2022) to Westmoor Primary School at the end of Key Stage 2. This has had a significant impact on admissions to Westmoor Primary School at Key Stage 2, with the number of children being admitted to Year 3 in September 2022 falling from an average of 44 over the previous four years to just six children.

To manage the impact of the changes at St John's CE (C) Primary School and the effect on Westmoor Primary School, the local authority (LA) is proposing the following changes to admission arrangements:

St John's CE (C) Primary School

In line with the reduction in the school's PAN from 60 to 30, the maximum number of children that can be accommodated in other year groups without prejudicing the provision of efficient education or the effective use of resources is 30. This proposal will not affect pupils currently on roll at the school even if current number on roll figures exceed 30 in a year group. The proposal could have an impact on in-year movement into the school, but there are expected to be sufficient alternative places in the local area and any child refused a place at the school because a year group had reached the maximum 30 children would have the right of appeal.

It is not a requirement of the School Admissions Code to formally consult on this proposal but including it within the consultation on admission arrangements provided an open and transparent opportunity for views to be shared and considered. It is not a requirement of the admission code to delay implementation of a change to an admission limit (unlike a change of PAN which can only take effect from 2024/25). As the associated major change in circumstances has already taken place it is proposed that the new admission limit of 30 is effective from 1st March 2023.

Westmoor Primary School

To increase the PAN Reception (Key Stage 1) from 45 to 60 and to remove the point of entry in Year 3 (Key Stage 2) from 2024/25. This proposal is supported by the school's Governing Body. This would mean Westmoor Primary School would become an all-through primary school with 60 places per year group. Westmoor Primary School has already been admitting above PAN to 60 in Reception since September 2022. This proposal aims to stabilise admission arrangements at Westmoor Primary School, whilst minimising the impact on other local schools. It is not a requirement of the admission code to delay implementation of a change to an admission limit (unlike a change of PAN which can only take effect from 2024/25). As the associated major change in circumstances has already taken place it is proposed that the new admission limit of 60 is effective from 1st March 2023.

Associated with the changes described above, it is also proposed to change to the Priority Admission Area (PAA) for Westmoor Primary School. The school currently has different PAAs for Key Stage 1 and Key Stage 2. The Key Stage 2 PAA is larger and encompasses the PAA for St John's CE (C) Primary School, reflecting the fact, that before the recent changes to the age range of St John's CE (C) Primary School, most children transferred from that school to Key Stage 2 at Westmoor Primary School. A map of the current PAAs can be seen here: [Westmoor Primary School Catchment Area Map \(kirklees.gov.uk\)](https://www.kirklees.gov.uk). With the proposal to remove the point of entry at Year 3 at Westmoor Primary School, it is no longer necessary to have a different PAA for the school at Key Stage 2. It is proposed, therefore, that the current Key Stage 1 PAA for Westmoor Primary School will be the only PAA for the whole school from 2024/25.

These proposals meet two important criteria:

1. There would be sufficient places available in other schools in the Dewsbury West place planning area and in surrounding place planning areas for the normal year of entry and to accommodate in-year pupil movement.
2. The proposals will ensure the efficient provision of education and use of resources which would otherwise be compromised.

Proposals to reduce PANs in the primary phase

Kirklees Council publish a School Place Planning Document on a regular basis which provides a transparent evidence base to underpin decision-making about school organisation and planning.

The available evidence shows a period of declining child population year on year entering school at Reception. Future indications are that this decline will continue, and the following priority was declared in the 2021 School Place Planning Document relating to the primary phase:

Engage with the school system about opportunities to reduce the number of available places where there is evidence of a significant surplus

This is in line with Department for Education (DfE) guidance which says local authorities should manage the school estate efficiently by reducing or find alternative uses for surplus capacity.

There have been examples of Own Admission Authority schools in the primary phase making proposals to reduce their PAN for similar reasons.

The following proposals align with the above priority and DfE guidance:

Proposals for Oak CE (VC) Primary School

To reduce the PAN from 120 to 60 from 2024/25. This proposal is supported by the school's Interim Executive Board. 40 places were allocated in the Reception year group at the school on National Offer Day 2022 and 39 the year before. There are also vacant places in other local schools across all primary phase age groups. The local child population is expected to decline further in the next few years. Whilst there is some house building, both in progress and planned, it is not expected to have a significant impact on demand in the medium term.

The school has both a Key Stage 1 building and a Key Stage 2 building on the same site. As a result of significantly reducing rolls, the school has consolidated into one building.

In line with the proposed new PAN of 60 and the consolidation into one building, the maximum number of children that can be accommodated in other year groups without prejudicing the provision of efficient education or the effective use of resources is 60. This proposal will not affect pupils currently

on roll at the school even if current number on roll figures exceed 60 in a year group. The proposal could have an impact on in-year movement into the school, but there expected to be sufficient places in other local schools and any child refused a place at the school because a year group had reached the maximum 60 children would have the right of appeal.

It is not a requirement of the School Admissions Code to formally consult on this proposal but including it within the consultation on admission arrangements provides an open and transparent opportunity for views to be shared and considered. It is not a requirement of the admission code to delay implementation of a change to an admission limit (unlike a change of PAN which can only take effect from 2024/25). As the associated major change in circumstances has already taken place it is proposed that the new admission limit of 60 is effective from 1st March 2023.

Proposals for Netherhall St James C of E (VC) Infant and Nursery School

To reduce the PAN from 90 to 55 from 2024/25. This proposal is supported by the school's Federated Governing Body. 45 places were allocated in the Reception year group at the school on National Offer Day 2022 and 60 the year before. There are also vacant places in other local schools across all primary phase age groups. The local child population has been declining since a peak in 2015 and further decline is expected.

There are statutory proposals to establish an Additionally Resourced Provision (ARP) for Complex Communication and Interaction (CCI) from April 2023 at this school. Whilst the statutory proposals are not dependent upon the proposed reduction in PAN, they do demonstrate a good use of spare capacity.

The reason for proposing a PAN of 55 rather than 60 is to match future demand and help the school maintain its approach of having smaller class sizes than the standard 30 in order to better support the needs of its pupils.

Proposals for Netherhall Learning Campus Junior School

To reduce the PAN from 90 to 75 from 2024/25. This proposal is supported by the school's Federated Governing Body. 51 places were allocated in Year 3 at the school on National Offer Day 2022 and 56 the year before. There are also vacant places in other local schools across all primary phase age groups. The local child population has been declining since a peak in 2015 and further decline is expected, however, there is a small, localised population spike in the current Year 1 cohort (72 pupils) in Netherhall St James (VC) C of E Infant and Nursery School. There is an established pattern of all children attending the linked infant school moving to the junior school. It would not, therefore, be appropriate at this time to reduce the junior school PAN to 55 places to match the Infant School. This can be reviewed again in the future.

There are statutory proposals to establish an ARP for CCI from September 2023 at this school. Whilst the statutory proposals are not dependent upon the proposed reduction in PAN, they do demonstrate a good use of spare capacity.

Proposals for Birkby Infant & Nursery School

To reduce the PAN from 150 to 120 from 2024/25. This proposal is supported by the school's Governing Body. 111 places were allocated in the Reception year group at the school on National Offer Day 2022 and 125 the year before. There are also vacant places in other local schools across all primary phase age groups. The local child population has been declining since a peak in 2015 and, although it fluctuates a little, further decline is expected. Whilst there is house building planned, it is at the opposite end of the primary school planning area and a significant impact on demand is not expected in the medium term.

If this proposal is approved there can be consideration of the future implication for the linked junior school and any additional proposals which may be required.

Admission limit

The table on page 23 indicates the proposed PAN for each school. This is the maximum number of places that the school can offer. The School Admission Code is clear that PAN only relates to the normal year of entry, that is the age group at which pupils are or will normally be admitted to the school. In most cases the number of places in this year group will continue to apply to that cohort of pupils in successive years as the pupils progress through the school, but this cannot be referred to as PAN. Kirklees LA is suggesting the maximum number of children in year groups other than the normal year of entry be known locally as the admission limit. An admission above the PAN or agreed admission limit is usually deemed to be prejudicial to the provision of efficient education or the efficient use of resources and an admission authority may therefore refuse admission.

It would be helpful if Own Admission Authority schools in Kirklees used similar terminology to help parents navigate the local school admissions systems.

Setting a relevant area

In view of a recent determination elsewhere by the Office of the School Adjudicator, Kirklees Local Authority consulted upon setting a 'relevant area' in which admission authorities must consult on proposed admission arrangements. This is a requirement of The School Standards and Framework Act 1998, the Education (Relevant Areas for Consultation on admission arrangements) Regulations 1999 and School Admissions Code 2021. The relevant area is determined after consultation with all interested parties and requires local authorities to consult on these proposals at least every two years. Once the relevant area has been determined, any own admission authority school or academy, located in Kirklees, consulting on proposed admission arrangements, will need to consult with all other admission authorities within this area in line with the School Admissions Code 2021. Once determined this information will be published on the Kirklees website under Pupil Admissions policies and publications.

Kirklees Local Authority is proposing the relevant area for primary, infant, junior and first schools to be a two mile radius of the school, and a three mile radius for middle and secondary schools. This may include admission authorities in Kirklees and other neighbouring local authorities.

2.5 School organisation proposals

Please see 2.4 above for proposed changes to the Priority Admission Area (PAA) for Westmoor Primary. There are no further outstanding statutory processes at this time. Any impact of future statutory processes on admission arrangements will be dealt with as part of the process and determined should proposals be approved.

3. Implications for the Council

3.1 Working with People

Kirklees Council aims to secure sufficient high quality school places within a reasonable distance of the family home and supports parents/carers to make on time applications and communicates the importance of naming three preferences on their application, including their priority admission area school.

We will continue to explore opportunities to develop processes using 'Digital by Design' which builds upon the online application approach. The quality of data now held is enabling parents/carers to help themselves and allow the Pupil Admission team to focus resources on those most in need of support.

The Pupil Admission Team are available to support parents/carers as required.

3.2 Working with Partners

Reviewing and then determining admission arrangements supports the council to continue to work together with partners to ensure all children are offered a school place within a reasonable distance from their home. Continuing to develop our partnership and integrated working arrangements with Pupil Admissions, schools, early years providers, neighbouring local authorities, Community Hubs and other departments including SENDACT, Virtual School, Education Safeguarding - Attendance & Pupil Support, Children Missing Education, Early Support and Social Care to provide a range of early support services.

An intelligence led approach will allow the LA to further explore opportunities to ensure there are sufficient school places in each local area.

3.3 Place Based Working

We want Kirklees to be a place where local people have the chance to develop skills, and where communities have good employment opportunities and wages. In line with this, we are committed to making sure that there are enough high quality school places in the areas where communities and families need them and that we support children to secure a school place.

Local children for local schools is a key element of place based working in Kirklees where schools play an important role in the community beyond the provision of education. Schools are not just part of the local infrastructure but anchor institutions at the heart of the communities they serve

3.4 Climate Change and Air Quality

Whilst it is recognised that parental preference allows applications to be made for any school, Kirklees Council gives priority to school admission applications for local schools, where they are more likely to be able to walk or cycle to their preferred school. If we are unable to offer a place to the parent's preferred school because the school has reached its published admission number with applicants of a higher priority in the oversubscription criteria for the school, Kirklees Council aims to offer an alternative school place within a reasonable distance.

Choosing a school within walking distance of the family home has great health and wellbeing benefits for children and parents/carers and would contribute to the reduction of pollution and CO2 emissions, a focus of the key long-term priorities for the Council in tackling the Climate Emergency in Kirklees. It improves air quality and works towards achieving the Net Zero and Climate Ready Kirklees vision by 2038.

3.5 Improving outcomes for children

Our aim is that all children in Kirklees have equal access to, and equal opportunities in education, regardless of where they were born or their start in life and start school healthy, happy and ready to learn. We are committed to working with children and families, communities and the school system to improve the quality of education in our schools to give every child the best possible start in life and prepare all children for successful, independent lives where they have the skills they need to achieve their aspirations. In line with this we are committed to ensuring there are enough high quality school and early learning places in the areas where communities and families need them and that we support children to secure a school place. Part of the vision within Our Kirklees Futures strategy is that attendance across our education system is higher than national average, with all Kirklees learners able to access their local school, setting or college.

3.6 Financial Implications for the people living or working in Kirklees

None.

3.7 Other (eg Integrated Impact Assessment (IIA)/Legal/Financial or Human Resources) Consultees and their opinions

Determining Admission arrangement is a statutory requirement for the council. There are no direct financial or Human Resources implications for the council. An integrated impact assessment was undertaken February 2023. It is considered that there are no adverse impacts arising from the proposals under this duty.

4. Consultation

The proposed arrangements and schemes were subject to the statutory 6 week consultation between 11 November 2022 and 23 December 2022.

As part of the consultation the proposals were communicated to the following parties:-Governing Bodies and Headteachers of all Kirklees schools including own admission authority schools, Roman Catholic and Church of England Aided schools and Trust schools, Academies and Free schools, the Diocese of Leeds and the Church of England Diocese of Leeds, neighbouring Local Authorities, other own admission authorities in the relevant area and comments were invited from parents/carers and other interested parties via social media and the Kirklees website.

The annual consultation on admission arrangements for Kirklees community and voluntary controlled schools for 2024/25 was discussed with the Places Access and Inclusion Committee of the Education and Learning Partnership Board** in November 2022. The Committee were made aware of the local authority's proposed changes to the existing admission arrangements for community and voluntary controlled schools in the 2023/24 school year.

**The Education Learning and Partnership Board and its committee membership is derived from school system leaders including representative Headteachers, Governors and members of Multi-Academy Trusts.

5. Engagement

Kirklees Council received one response in support of the proposed changes at Oak CE (VC) Primary School. The response was in support of the proposed changes at Oak CE (VC) Primary School.

There were no other responses.

6. Next steps and timelines

To publish the approved arrangements on the Council's website, make copies

available on request, to inform the public that the admission arrangements have been determined and inform all consultees of the decisions.

To prepare the composite Guide for Parents to support their applications for 2024/25.

7. Officer recommendations and reasons

Based upon the outcomes of the consultation and information provided in this report it is recommended that Members approve;

- Kirklees co-ordinated admission schemes for 2024/25 including in-year admissions, as set out in Appendix 2;
- admission arrangements for Kirklees community and voluntary controlled schools as detailed in Appendix 1C;
- the PANs for each community and voluntary controlled school set out in appendix 1D which include:
 - Westmoor Primary School – PAN increase from 45 to 60 in 2024/25
 - Oak CE (VC) Primary School – PAN decrease from 120 to 60 in 2024/25.
 - Netherhall St James C of E (VC) I & N School – PAN decrease from 90 to 55 in 2024/25.
 - Netherhall Learning Campus Junior School – PAN decrease from 90 to 75 in 2024.25.
- the admission limits for community and voluntary controlled schools as noted in appendix 1D which include:
 - St John's CE (C) Primary School – admission limit of 30 from 1 March 2023 for year groups 1 to 6.
 - Westmoor Primary School – admission limit of 60 from 1 March 2023 for year groups 1 to 6.
 - Oak CE (VC) Primary – admission limit of 60 from 1 March 2023 for year groups 1 to 6.

This will help ensure we can continue to serve the best interests for children and their families, support our schools and remain compliant with the School Admissions Code.

8. Cabinet Portfolio Holder's recommendations

We, the Cabinet Members for Children and Learning, Aspiration and Communities thank all those who engaged with the consultation process.

We are committed to place based working which taps into the huge pride that the people of Kirklees have for the places in which they live, work and play, and their valuable skills, strengths and local knowledge. Local children for local schools is a key element of place based working in Kirklees where schools play an important role in their community beyond the provision of education. They are not just part of the local infrastructure but anchor institutions at the heart of the communities they serve.

Our admission arrangements continue to support this approach. We do recognise the existence of an imperfect national school admission system and regret that relatively small numbers of families face challenges as a result. We also acknowledge there is an appeal process to support families in these circumstances.

In partnership with the Kirklees family of schools, we are committed to ensuring there are the right number of school places across Kirklees in order that our children and young people can succeed.

We therefore fully support the Officer recommendations contain in this report.

9. Contact officer

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10. Background Papers and History of Decisions

[St John's CE \(VC\) Infant School governing body statutory proposal to change the upper age limit of the school – decision report, 27 July 2021](#)
[Schools Adjudicator's determination on the proposal to change the age range at St John's CE \(VC\) Infant School, 2 December 2021](#)
[Schools Adjudicator's determination on the proposed PAN variation at St John's CE \(VC\) Infant School, 21 December 2021](#)

11. Service Director responsible

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Appendix 1- Kirklees admission arrangements

- A. Introduction
- B. Published Admission Numbers (PANs) and Priority Admission Areas (PAAs)
- C. Admission arrangements for Kirklees community and voluntary controlled schools for 2024/25
- D. Published admission numbers for community and voluntary controlled schools

Appendix 2 - Kirklees admission schemes

- A. Kirklees co-ordinated schemes for normal year of entry admissions for rising 5 year olds, junior schools, middle schools and secondary schools.
- B. Kirklees scheme for in-year admissions

Appendix 3 - Timetable for Kirklees co-ordinated normal round admissions

Appendix 4 - The meaning of words and expressions used in this scheme.

Appendix 5 – Consultation response in full

A. Introduction

- These schemes are intended to comply with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012, the Education (Relevant Areas for Consultation on admission arrangements) Regulations 1999 and the School Admissions Code 2021. The School Admissions Code ('the Code') has been issued under Section 84 of the School Standards and Framework Act 1998 ('SSFA 1998'). The Code has been made following a consultation under Section 85(2) of the SSFA 1998.
- Some community or voluntary controlled schools in Kirklees may become an own admission authority by converting to academy status or changing category to trust or voluntary aided status during the life of these arrangements. Any school that becomes an own admission authority during the period of these schemes assumes the responsibilities of an admission authority from the date of change of status / category.
- Please consult the websites of Kirklees and other admission authorities to obtain the most up to date information.

B. Published Admission Numbers (PANs) and Priority Admission Areas (PAAs)

- **Published admission numbers (PANs)** for community and voluntary controlled schools in Kirklees
 - The attached table on page 22 indicates the proposed PAN for each school. This is the maximum number of places that the school can offer. The PAN relates to the normal year of entry, that is the age group at which pupils are or will normally be admitted to the school.
 - Where a change is made to the PAN for a particular year of entry (the relevant year), it applies to that cohort of pupils only, at admission and then will apply as an admission limit in successive years as cohorts of pupils progress through the school, unless a separate admission limit has been determined through a consultation process.

In order to be consistent when proposing PANs for each community and voluntary controlled school the Kirklees LA considers the following:

- **The Net Capacity Calculation**

The internal measurement of a school produces a maximum number of workplaces and a minimum number which is normally 90% of the maximum. We call this 10% spread between the maximum and minimum workplaces the 'range'.

The net capacity of a school is subsequently determined as the agreed PAN multiplied by the number of age groups at the school provided that this figure falls within the 'range' of workplaces. If a PAN is chosen which (when multiplied by the number of year groups) does not fall within that range, the Net Capacity is set as the nearer of either the maximum or the minimum number of workplaces.

Nursery space is excluded from the net capacity measurement, therefore, this age group is also excluded from the calculation.

The net capacity calculation estimates the impact of a sixth form group on the entire school and provides a proportion of a year group. For example, an 11-18 secondary school with a sixth form may have 5.42 year groups (five statutory age groups plus 0.4 equivalent full-size age groups of sixth form students).

- **Flexibility in setting PANs**

The range of workplaces calculated for each school allows Kirklees some discretion in setting the PAN to take account of a school's particular circumstances and governors' views. The Authority's expectation is that, in most cases, PANs will be set within the range with appropriate and realistic regard to the likely demand for places.

- **PANs outside the range**

Kirklees may set a PAN above the range for the following reasons:

- to accommodate all in-area children who apply on time for the first year in school
- where it has been agreed that the school should expand
- where the school accepts that they can accommodate children above the range without the need for extra accommodation.

Priority Admission Areas (PAAs)

In Kirklees each community and voluntary controlled school has an area identified as its Priority Admission Area (other LAs refer to catchment areas). A small number of schools share priority areas; these are known as shared priority admission areas. A small number of schools do not have a set geographic Priority Admission Area but rely on distance from the school as part of their oversubscription criteria. This means some families may receive a priority for more than one school. Full details of priority admission areas are available on the Kirklees Council website.

C. Admission arrangements for Kirklees community and voluntary controlled schools for 2024/25

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 Learning Campus – Netherhall St James (VC) C of E 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 (VC) 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 (VC) Junior School
- Shaw Cross I & N School and Bywell CE (VC) Junior School
- Thornhill Lees CE (VC) I & N School and Headfield CE (VC) Junior School

*admissions to Netherton I & N School only.

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/carers or in accordance with section 22 of the Childrens Act 1989. Previously Looked After refers to those children who immediately after being looked after became subject to an adoption order, (under section 46 of the Adoption and Children Act 2002), 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.
- 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 or main purpose is to benefit society. Evidence must be provided by parents of the child's adoption from public care outside England.
- 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 www.kirklees.gov.uk/admissions
- Children in priority 1 above may be admitted above the PAN.
- If we cannot agree to requests for admission in priorities 2 to 5 above without exceeding the PAN, we will give priority up to the PAN to children living nearest the school.
- Distance is measured in a straight line from a child's home address to the school. Measurements are calculated using six-figure National Grid Co-ordinates from the National Land and Property Gazetteer. This grid reference relates to a point that falls within the permanent building structure corresponding to the address. The boundary of the building structure for the address is from Ordnance Survey's MasterMap. For smaller, residential properties the grid reference marks a point near the centre of the building. For larger properties like schools with, for example, multiple buildings and large grounds, the grid reference relates to a

point inside the main addressable building structure. The distance calculated is accurate to within 1 metre.

- For all-through schools located on two different sites, Kirklees LA will calculate the distance in a straight line from the applicant's home address to both sites and the shortest distance will be used for admission purposes for applications for all year groups. The year group the application is for and where that year group is taught is not part of the consideration, as this is an operational decision down to Headteacher / Governing Body discretion and could change outside of the admission arrangements consultation and determination process.
- 'Live' means the child's permanent home at the date when applications close or, if a significant house move is involved, the latest reasonable date before the final allocation of places (see page 15). The LA reserves the right to ask parents for proof of their address and will investigate where there is a discrepancy between the address on the application and its records. It is the parents' responsibility to provide information to prove the child's permanent home address, as requested by the LA. If an admission authority finds that a false address has been given the allocated school place may be withdrawn.
- Where a child's parents live at different addresses and the child spends time at each address we will consider a number of factors when deciding on the address that will be used for admissions purposes, including:
 - the amount of time spent at each address
 - which parent has parental responsibility for the child
 - who receives child benefit for the child
 - where the child is registered for medical and dental care
 - any residency or custody orders made by the courts.We will ask for documentary evidence to support information given about the above points.
- For children transferring from first or middle schools, we will give preference in priorities 2-5 above (up to the PAN) to children attending a first or middle school in the middle or secondary school PAA.
- A PAA means a geographical area determined by Kirklees in consultation with the governing body of the school. It is called this because children living there normally have priority for admission over children who live elsewhere. It is also referred to as the catchment area.
- Children with Education Health and Care Plans are admitted to mainstream schools, special units and special schools separately from the general admission policies, but we do ask families to complete the online application if they would like to name a mainstream school as one of their preferences.
- **It is important to note that attending a school nursery or pre-school setting on a school site does not give any priority for a place in that primary/infant school and there is no automatic transfer.**

Application procedures

Transfer to secondary school

- Kirklees residents will apply for a secondary school place by using the online Parent Portal on the Kirklees website. The application period will run from the week beginning **1 September 2023. The closing date for applications will be 31 October 2023.**

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 the week beginning **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 the week beginning **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 year 7 and year 9 applications - It is expected the allocation process will take place on 15 January 2024. The latest reasonable date for evidence of a significant house move will be 30 November 2023.
- For Reception, year 3 and year 6 - It is expected that the allocation process will take place on 11 March 2024. The latest reasonable date for evidence of a significant house move will be 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, eg, Year 7 at secondary 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, eg, blocks of flats, the place will be decided by drawing lots, the first name drawn out of the bag will be offered the place.

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 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 service personnel and crown servants returning from overseas to live within Kirklees, will be allocated a school place (as long as one is available) in advance of their arrival. The application must be accompanied by an official letter declaring the relocation date and postal address. The allocation will be based upon the address at which the child will live when applying oversubscription criteria, as long as parents provide some evidence of their intended address.

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

- The majority of parents apply and take up a reception place in the school year in which their child will reach the age of five (rising fives). All children are entitled to a full time place in the September following their fourth birthday. However, the legal starting age for full time education is the start of the term following the child's fifth birthday and parents may request that their child's entry is deferred until later in the same school year or until the term in which the child reaches compulsory school age.
- Kirklees Council receives a small number of enquiries from parents (whose children are 'summer born') to delay their entry to school until the September following their fifth birthday.
- In many of these cases where a request is made for a delayed entry of a 'summer born' child, a place would be offered in Year 1 as this enables the child to remain within their chronological age group, however, non-statutory Department for Education (DfE) Guidance states;
- **School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school at this point.

- **School admission authorities are responsible for making the decision on which year group a child should be admitted to but are required to make a decision based on the circumstances of the case.
- There is no statutory barrier to children being admitted outside their normal year group.
- All requests for such transfers will be explored with the parent/carer on an individual basis.

['Advice on the Admission of Summer Born Children' \(DfE, September 2020\)](#)

Parents should still apply online in the normal admission round for 2023, and also email Pupil Admissions to make their request. The request will be considered by a panel of education experts after the relevant closing date for applications and the individual case will be considered. The panel will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

** Kirklees Council is the admission authority for community and voluntary controlled schools. The governing body is the admission authority for foundation and voluntary aided schools and the academy trust is the admission authority for academies and free schools.

Admission of children outside normal age group

- It is the general view of Kirklees Council that all children and young people will complete their primary and secondary education in school year groups according to their normal age group. It is also the general view of the Local Authority that moving pupils into older or younger year groups is usually not in their best educational, social or emotional interests. This includes either early or late admission to primary school or early or late transfer to secondary school.
- The National Curriculum sets out a clear, full and statutory entitlement to learning for all pupils. In addition, schools in Kirklees deliver an offer which supports access to high quality differentiated education. This should ensure that a pupil's curricular needs are met without either early or delayed transfer to the next phase of schooling being necessary other than in exceptional circumstances. A request may be made for a child to be admitted outside of their normal age group, for example if the child is gifted and talented, has experienced problems such as ill health or has already been taught out of chronological age.
- Parents should still apply online in the normal admission round for 2023, and also write to or email Pupil Admissions to make their request. The request will be considered by a panel of education experts after the relevant closing date for applications and the individual case will be considered. The panel will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.
- There is no statutory barrier to children being educated out of their chronological year group however, there is no duty either for an admission authority to agree such a request and a parent/carer cannot insist their child is educated out of their normal year group. The admission authority for the school** ultimately has responsibility for making the decision. All requests for such transfers will be explored with the parent/carer on an individual basis.

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D. Table of Proposed published admission numbers (PANs)

Secondary and middle provision

Secondary Schools	Category	PUBLISHED ADMISSION NUMBER 2023-2024	PROPOSED PUBLISHED ADMISSION NUMBER 2024-2025	Notes	Year 8 (yr 7 in 23/24)	Year 9 (yr 7 in 22/23)	Year 10 (yr 7 in 21/22)	Year 11 (yr 7 in 20/21)	Net cap range
All Saints Catholic College	VA	180	180	Own AA school.	180	180	180	180	814-905
Batley Girls High School	Academy	243	233	Information only. Own AA school. School made a temporary increase in the PAN for 2 years to 243 and consulted on returning to PAN for 2024/25	243	243	233	233	-
Batley Grammar School	Free School (Academy)	130	130	Information only. Own AA school. Assuming all 30 pupils in the primary phase year 6 transfer to the secondary phase, there will be 130 places available. If less should transfer then further places will be offered accordingly.	130	130	130	130	-
BBG Academy	Academy	210	210	Information only. Own AA school.	210	210	200	200	-
Castle Hall Academy	Academy	180	180	Information only. Own AA school.	180	180 *(195)	180	180	-
Colne Valley High School	Academy	287	260	Information only. Own AA school. Consulted on a reduction in PAN	287	287	287	287	-
Heckmondwike Grammar School	Academy	180	180	Information only. Own AA school. No proposed change to PAN *Admission over PAN	180	180 *(210)	180 *(210)	180 *(210)	-
Holmfirth High School	Community	264	264		264	264	264	264	1320-1467
Honley High School	Academy	255	255	Information only. Own AA school.	255	255	255	255	-
King James's School	Academy	186	186	Information only. Own AA school. *Admitted over PAN.	186	186	186 *(210)	186 *(210)	-
Kirklees Creative & Media Studio School (part of Netherhall Learning Campus)	Community	60	60				60	60	120
Manor Croft Academy	Academy	180	180	Information only. Own AA school. *Admitted over PAN	180	180 *(210)	180 *(210)	180 *(210)	-
Moor End Academy	Academy	210	210	Information only. Own AA school.	210	210	210	200	-

Secondary Schools	Category	PUBLISHED ADMISSION NUMBER 2023-2024	PROPOSED PUBLISHED ADMISSION NUMBER 2024-2025	Notes	Year 8 (yr 7 in 23/24)	Year 9 (yr 7 in 22/23)	Year 10 (yr 7 in 21/22)	Year 11 (yr 7 in 20/21)	Net cap range
Netherhall Learning Campus - High School	Community	145	145	*Admitted over-PAN.	145	145	131 *(145)	131 *(155)	626-709
Newsome Academy	Academy	180	180		180	183	183 *(203)	183	828-920
North Huddersfield Trust School	Trust	180	180	Information only. Own AA school. * Admitted over-PAN	180	180 *(210)	180 *(210)	180 *(210)	918-1020
Royds Hall, A SHARE Academy	Academy	172	172	Information only. Own AA school.	172	172	172	172	-
Salendine Nook High School Academy	Academy	275	275	Information only. Own AA school.	275	275	275	275	-
Shelley College, A SHARE Academy	Academy	360	360	Information only. Own AA school.			360	360	-
Spen Valley High School	Trust	190	190	Information only. Own AA school.	190	190 *(200)	190	190	966-1074
St John Fisher Catholic Voluntary Academy	Academy	198	198	Information only. Own AA school.	198	198	198	198	-
Thornhill Community Academy, A SHARE Academy	Academy	180	180	Information only. Own AA school. *Admitted over PAN	180	180 *(210)	180 *(200)	180 *(200)	-
The Mirfield Free Grammar	Academy	221	221	Information only. Own AA school. *Admitted over PAN	221	221 *(250)	221 *(250)	221	-
Upper Batley High School	Academy	160	150	Information only. Own AA school. School made a temporary increase in the PAN for 2 years to 160 and consulted on returning to PAN for 2024/25	160	160	150	150	-
Westborough High School	Trust	180	180	Information only. Own AA school. *Admitted over PAN	180	180 *(200)	180	180 *(200)	991-1102
Whitcliffe Mount, A SHARE Academy	Academy	250	250		250	250	250	250	-
Middle Schools	Category	PUBLISHED ADMISSION NUMBER 2023/2024	PROPOSED PUBLISHED ADMISSION NUMBER 2024/2025	Notes	Year 7	Year 8			
Kirkburton Middle School	Academy	167	173	Information only. Own AA school. Consulted on an increase in PAN	167	167	-	-	
Scissett Middle School	Academy	200	200	Information only. Own AA school.	200	195 *(200)	-	-	

Primary provision

Primary School	Category	PUBLISHED ADMISSION NUMBER 2023-2024	PROPOSED PUBLISHED ADMISSION NUMBER 2024-2025	Notes	Year 1 (Rec in 23/24)	Year 2 (Rec in 22/23)	Year 3 (Rec in 21/22)	Year 4 (Rec in 20/21)	Year 5 (Rec in 19/20)	Year 6 (Rec in 18/19)	Net cap range	Indicative PAN range
All Hallows' Primary CE (VA) School	VA	30	30	Information only. Own AA school	30	30	30	30	30	30	157-207	22-29
Ashbrow School	Community	60	60		60	60	60	60	60	60		
Batley Grammar School	Free School (Academy)	27	27	Information only. Own AA school.	27	27	27	27	26	26	-	-
Batley Parish CE (A) J I & N School	VA	30	30	Information only. Own AA school.	30	30	30	30	30	30	210-240	30-34
Battleyford CE (VC) Primary School	VC	KS1 60 KS2 62	KS1 60 KS2 62		60	60	62	62	62	62	400-445	57-63
Beaumont Primary Academy	Academy	90	90	Information only. Own AA school.	90	90	90	90	90	90	-	-
Berry Brow I & N School	Community	60	60		60	60					180-201	60-67
Birdsedge First School	Academy	15	15	Information only. Own AA school.	15	15	15	15	15		-	-
Birkby I & N School	Community	150	120	Consulted on a reduction in PAN from 150 to 120	150	150					423-471	141-157
Birkby Junior School	Community	150	150					150	150	150		
Birkenshaw CE (VC) Primary School	VC	60	60		60	60	60	60	60	60	378-420	54-60
Birstall Primary Academy	Academy	30	30	Information only. Own AA school.	30	30	30	30	30	30	-	-
Boothroyd Primary Academy	Academy	90	90	Information only. Own AA school.	90	90	90	90	90	90	-	-
Brambles Primary Academy	Academy	60	60	Information only. Own AA school.	60	60	60	60	60	60	-	-
Brockholes CE (VC) J & I School	VC	30	30		30	30	30	30	30	30	189-210	27-30
Bywell CE (VC) Junior School	VC	97	97					97	97	97	351-390	87-97
Carlinghow Academy	Academy	50	50	Information only. Own AA school.	50	50	50	50	50	50	-	-
Carlton J & I School	Community	KS1 30 KS2 33	KS1 30 KS2 33		30	30	33	33	33	33	214-238	30-34
Christ Church CE Academy	Academy	30	30	Information only. Own AA school.	30	30	30	30	30	30	-	-
Clough Head J & I School	Community	12	12		12	12	12	12	12	12	52-90	7-12
Co-op Academy Smithies Moor	Academy	30	30	Information only. Own AA school.	30	60	60	60	60	60	-	-
Crossley Fields J & I School	Community	89	89		89	89	89	89	89	89	565-628	80-89
Crow Lane J I & N School	Trust	30	30	Information only. Own AA school.	30	30	30	30	30	30	210-236	30-33
Crowlees CE (VC) J & I School	VC	60	60		60	60	60	60	60	60	367-418	52-59

Primary School	Category	PUBLISHED ADMISSION NUMBER 2023-2024	PROPOSED PUBLISHED ADMISSION NUMBER 2024-2025	Notes	Year 1 (Rec in 23/24)	Year 2 (Rec in 22/23)	Year 3 (Rec in 21/22)	Year 4 (Rec in 20/21)	Year 5 (Rec in 19/20)	Year 6 (Rec in 18/19)	Net cap range	Indicative PAN range
Cumberworth CE (A) First School	VA	20	20	Information only. Own AA school.	20	20	20	20	20		90-120	15-20
Dalton (J I & N) School	Community	70	70		70	70	70	70	70	70	420-470	60-67
Denby CE (A) First School	VA	10	10	Information only. Own AA school.	10	10	10	10	10		45-60	7-10
Denby Dale F & N School	Community	KS1 30 KS2 33	KS1 30 KS2 33		30	30	33	33	33		141-180	23-30
Diamond Wood Community Academy	Academy	120	120	Information only. Own AA school	120	120					-	-
Earlsheaton Infant School	Community	40	40		40	40					108-120	36-40
East Bierley CE(VC) Primary School	VC	30	30		30	30	30	30	30	30	210	30
Eastborough J I & N School	Community	30	30		30	30	30	30	30	30	189-210	27-30
Emley First School	Community	25	25		25	25	25	25	25		135-150	22-25
Farnley Tyas CE (VC) First School	VC	10	10		10	10	10	10	10		45-63	7-10
Field Lane J I & N School	Academy	30	30	Information only. Own AA school.	30	30	30	30	30	30	-	-
Fieldhead Primary Academy	Academy	30	30	Information only. Own AA school.	30	30	30	30	30	30	-	-
Fixby J & I School	Community	45	45		45	45	45	45	45	45	290-323	41-46
Flockton CE (VC) First School	VC	15	15		15	15	15	15	15		90-117	15-19
Golcar J I & N School	Trust	60	60	Information only. Own AA school.	60	60	60	60	60	60	375-420	53-60
Gomersal Primary School	Community	60	60		60	60	60	60	60	60	378-420	54-60
Gomersal St Mary's CE (VC) Primary School	VC	30	30		30	30	30	30	30	30	157-206	22-29
Grange Moor Primary School	Community	15	15		15	15	15	15	15	15	105-120	15-17
Hade Edge J & I School	Community	14	14		14	14	14	12	12	12	52-90	7-12
Hanging Heaton CE (VC) J & I School	VC	20	20		20	20	20	20	20	20	105-141	15-20
Hartshhead J & I School	Community	12	12		12	12	12	12	12	12	52-90	7-12
Headfield CE (VC) Junior School	VC	150	150					150	150	150	567-630	141-157
Headlands CE (VC) J I & N School	VC	60	60		60	60	60	60	60	60	367-414	52-59
Healey J I & N School	Academy	55	55	Information only. Own AA school.	55	55	55	55	55	55	-	-
Heaton Avenue, A SHARE Primary Academy	Academy	60	60	Information only. Own AA school	60	60	60	60	60	60	-	-

Primary School	Category	PUBLISHED ADMISSION NUMBER 2023-2024	PROPOSED PUBLISHED ADMISSION NUMBER 2024-2025	Notes	Year 1 (Rec in 23/24)	Year 2 (Rec in 22/23)	Year 3 (Rec in 21/22)	Year 4 (Rec in 20/21)	Year 5 (Rec in 19/20)	Year 6 (Rec in 18/19)	Net cap range	Indicative PAN range
Heckmondwike Primary School	Trust	60	60	Information only. Own AA school.	60	60	60	60	60	60	378-420	54-60
Helme CE (VA) J & I School	Academy	20	20	Information only. Own AA school.	20	20	20	20	20	20	-	-
Hepworth J & I School	Community	16	16		16	16	16	16	16	16	105-117	15-16
High Bank J I & N School	Community	20	20		20	20	20	20	20	20	105-143	15-20
Highburton CE (VC) First School	VC	30	30		30	30	30	30	30		162-180	27-30
Hightown J I & N School	Community	30	30		30	30	30	30	30	30	210	30
Hillside Primary School	Academy	45	45	Information only. Own AA school.	45	45 *(60)	45	45	45	45	-	-
Hill View Academy	Academy	30	30	Information only. Own AA school.	30	30	30	30	30	30	-	-
Hinchliffe Mill J & I School	Community	16	16		16	16	16	16	16	16	103-115	15-16
Holme J & I School	Community	6	6		6	6	6	6	5	5	0-42	0-6
Holmfirth J I & N School	Community	KS1 30 KS2 34	KS1 30 KS2 34		30	30	34	34	34	34	203-226	29-32
Holy Spirit Catholic Primary Academy	Academy	30	30	Information only. Own AA school.	30	30	30	30	30	30	-	-
Honley CE (VC) J I & N School	VC	66	KS1 66 KS2 68		66	66	68	68	68	68	470	66/68
Hopton Primary School	Community	45	45		45	45	45	45	45	45	346-385	49-55
Howard Park Community School	Community	30	30		30	30	30	30	30	30	210-240	30-34
Hyrstmount Junior School	Community	90	90					90	90	90	329-366	82-91
Kaye's F & N School	Academy	KS1 30 KS2 32	KS1 30 KS2 32		30	30	32	32	32	32	135-177	22-29
Kirkburton CE (A) First School	VA	24	24	Information only. Own AA school.	24	24	24	24	24		135-168	22-28
Kirkheaton Primary School	Academy	60	60		60	60	60	60	60	60	-	-
Lepton CofE Primary Academy	Academy	KS1 30 KS2 33	KS1 30 KS2 33	Information only. Own AA school.	30	30	33	33	33	33	-	-
Lindley CE Infant School	Academy	120	120	Information only. Own AA school.	120	120					-	-
Lindley Junior School	Academy	120 *(124)	120	Information only. Own AA school.				120 *(124)	120 *(124)	120 *(124)	-	-
Linthwaite Ardron CE (A) J & I School	VA	30	30	Information only. Own AA school.	30	30	30	30	30	30	157-203	22-29
Linthwaite Clough J I & E Y School	Community	45	45		45	45	45	45	45	45	262-297	37-42
Littletown J I & N School	Trust	25	25	Information only. Own AA school.	25	25	25	25	25	25	157-177	22-25
Lowerhouses CE(VC) J I & E School	VC	30	30		30	30	30	29	29	29	207-231	29-33
Pydgate J & I School	Community	45	45		45	45	45	45	45	45	295-328	42-46

Primary School	Category	PUBLISHED ADMISSION NUMBER 2023-2024	PROPOSED PUBLISHED ADMISSION NUMBER 2024-2025	Notes	Year 1 (Rec in 23/24)	Year 2 (Rec in 22/23)	Year 3 (Rec in 21/22)	Year 4 (Rec in 20/21)	Year 5 (Rec in 19/20)	Year 6 (Rec in 18/19)	Net cap range	Indicative PAN range
Manorfield I & N School	Academy	90	90		90	90					252-281	84-93
Marsden I & N School	Community	60	60		60	60					162-180	54-60
Marsden Junior School	Academy	60	60	Information only. Own AA school				60	60	60	-	-
Meltham CE (VC) Primary School	VC	60	60		60	60	60	60	60	60	398-443	56-63
Meltham Moor Primary School	Academy	30	30	Information only. Own AA school.	30	30	30	30	30	30	-	-
Mill Lane J I & E Y School	Community	25	25		25	25	25	25	25	25	157-194	22-27
Millbridge, A SHARE Primary Academy	Academy	47	45	Information only. Own AA school. Consulted on a reduction in PAN	47	47	47	47	47	47	-	-
Moldgreen Community Primary School	Community	60	60	**Determined increase in PAN from 50 to 60	60	50	50	50	50	50	315-360	45-51
Moorlands Primary School	Community	90	90		90	90	90	90	90	90	567-630	81-90
Mount Pleasant Primary School	Community	90	90		90	90	90	90	90	90	596-663	85-94
Netherhall Learning Campus Junior School	Community	90	75	Consulted on a reduction in PAN from 90 to 75				90	90	90	315-350	78-87
Netherhall St James CofE (VC) I&N School	VC	90	55	Consulted on a reduction in PAN from 90 to 55.	90	90					221-246	73-82
Netherthong Primary School	Community	KS1 30 KS2 32	KS1 30 KS2 32		30	30	32	32	32	32	199-222	28-32
Netherton I & N School	Academy	60	60	Information only. Own AA school.	60	60					-	-
Newsome Junior School	Community	60	60					60	60	60	216-240	54-60
New Mill Infant School	Academy	60	60	Information only. Own AA school.	60	60					-	-
New Mill Junior School	Academy	60	60	Information only. Own AA school.				60	60	60	-	-
Nields J I & N School	Community	30	30		30	30	30	30	30	30	157-196	22-28
Norrishorpe J & I School	Community	60	60		60	60	60	60	60	60	367-419	52-59
Oak CE(VC) Primary School	VC	120	60	Consulted on a reduction in PAN from 120 to 60 for 2024/25 and admission limit of 60 for year 1 – 6 from 1 March 2023	60	60	60	60	60	60		
Old Bank Academy	Academy	25	25	Information only. Own AA school.	25	25	25	25	25	25	-	-
Orchard Primary Academy School	Academy	50	50	Information only. Own AA school	50	50	52	52	52	52	-	-
Our Lady Of Lourdes Catholic Primary Academy	Academy	30	30	Information only. Own AA school.	30	30	30	30	30	30	-	-
Overthorpe C of E Academy	Academy	42	30	Information only. Own AA school. Consulting on a reduction in PAN	42	42	42	42	42	42	-	-
Paddock J I & N School	Trust	50	50	Information only. Own AA school.	50	50	50	50	50	50	298-332	42-47
Park Road J I & N School	Community	30	30		30	30	30	30	30	30	198-220	28-31

Primary School	Category	PUBLISHED ADMISSION NUMBER 2023-2024	PROPOSED PUBLISHED ADMISSION NUMBER 2024-2025	Notes	Year 1 (Rec in 23/24)	Year 2 (Rec in 22/23)	Year 3 (Rec in 21/22)	Year 4 (Rec in 20/21)	Year 5 (Rec in 19/20)	Year 6 (Rec in 18/19)	Net cap range	Indicative PAN range
Pentland I & N School	Community	49	49		49	49					146-163	49-54
Purlwell I & N School	Community	90	90		90	90					243-270	81-90
Ravensthorpe CE(VC) Junior School	VC	108	108					108	108	108	392-436	98-109
Reinwood Community Junior School	Community	90	90					90	90	90	324-360	81-90
Reinwood I & N School	Community	90	90		90	90					297-330	99-110
Roberttown CE (VC) J & I School	VC	34	34		34	34	34	34	34	34	210-240	30-34
Rowley Lane J I & N School	Community	KS1 60 KS2 66	KS1 60 KS2 66		60	60	66	66	66	66	420-470	60-67
Royds Hall, A SHARE Academy – Luck Lane, A SHARE Primary Academy	Academy	60	60	Information only. Own AA school	60	60	60	60	60	60	-	-
Savile Town CE (C) I & N School	VC	60	60		60	60					169-188	56-63
Scapegoat Hill J & I School	Community	12	12		12	12	12	12	12	12	52-90	7-12
Scholes J & I School	Community	KS1 30 KS2 33	KS1 30 KS2 33		30	30	33	33	33	33	201-224	28-32
Scholes Village Primary School	Community	30	30		30	30	30	30	30	30	189-210	27-30
Scissett CE Academy	Academy	30	30	Information only. Own AA school.	30	30	32	32	32		-	-
Shaw Cross I & N School	Community	60	60		60	60					162-180	54-60
Shelley First School	Academy	34	30	Information only. Own AA school. Consulted on a reduction in PAN	34	34	34	34	34		-	-
Shepley First School	Community	30	30		30	30	30	30	30		170-189	28-31
Skelmanthorpe Academy	Academy	30	30	Information only. Own AA school.	30	30	30	30	30		-	-
Slaithwaite CE (VC) J & I School	VC	23	23		23	23	23	23	23	23	154-172	22-24
South Crosland CE (A) Junior School	VA	60	60	Information only. Own AA school.				60	60	60	210-234	52-58
Spring Grove J I & N School	Community	30	30		30	30	30	30	30	30	209-233	29-33
St Aidan's CE Academy	Academy	30	30	Information only. Own AA school.	30	30	30	30	30		-	-
St John's CE (A) J & I School	VA	30	30	Information only. Own AA school.	30	30	30	30	30	30	199-222	28-31
St John's CE(C) Primary School	VC	30	30	Consulted on setting an 'admission limit' for all year groups of 30 – if agreed to be implemented from 1 March 2023.	30	30	30	30	30		162-180	54-60

Primary School	Category	PUBLISHED ADMISSION NUMBER 2023-2024	PROPOSED PUBLISHED ADMISSION NUMBER 2024-2025	Notes	Year 1 (Rec in 23/24)	Year 2 (Rec in 22/23)	Year 3 (Rec in 21/22)	Year 4 (Rec in 20/21)	Year 5 (Rec in 19/20)	Year 6 (Rec in 18/19)	Net cap range	Indicative PAN range
St Joseph's Catholic Academy (Dewsbury)	Academy	KS1 30 KS2 32	KS1 30 KS2 32	Information only. Own AA school.	30	30	32	32	32	32	-	-
St Joseph's Catholic Academy (Huddersfield)	Academy	50	50	Information only. Own AA school.	50	50	45	45	45	50	-	-
St Mary's Catholic Primary Academy	Academy	45	45	Information only. Own AA school.	45	45	45	45	45	45	-	-
St Patrick's Catholic Primary Academy (Batley)	Academy	35	35	Information only. Own AA school.	35	35	35	35	35	35	-	-
St Patrick's Catholic Primary Academy (Huddersfield)	Academy	60	60	Information only. Own AA school.	60	60	60	60	60	60	-	-
St Paulinus Catholic Primary Academy	Academy	60	60	Information only. Own AA school.	60	60	60	60	60	60	-	-
St Peter's CE (A) J I & N School	VA	30	30	Information only. Own AA school.	30	30	30	30	30	30	189-210	27-30
St Thomas CE(VC) Primary School	VC	60	60		60	60	60	60	60	60	378-420	54-60
Staincliffe CE (VC) Junior School	VC	90	90					90	90	90	322-358	80-89
Thornhill J & I School	Academy	60	60	Information only. Own AA school.	60	60	60	60	60	60	-	-
Thornhill Lees CE(VC) I & N School	VC	90	90		90	90					243-270	81-90
Thurstonland Endowed (VC) First School	VC	12	12		12	12	12	12	12		45-77	7-12
Upperthong J & I School	Community	KS1 30 KS2 32	KS1 30 KS2 32		30	30	32	32	32	32	189-210	27-30
Warwick Road J I & N School	Community	48	48		48	48	48	48	48	48	312-347	44-49
Wellhouse J & I School	Community	12	12		12	12	12	12	12	12	52-90	7-12
Westmoor Primary School	Community	KS1 45 KS2 90	60	Consulted on an increase in PAN from 45 to 60, removal of KS2 entry point from 2024/25 and setting admission limit of 60 for year 1 – 6 from 1 March 2023.	60	60	60	60	60	60	450-500	
Whitechapel Church of England Primary School	VC	60	60		60	60	60	60	60	60	420	60
Wilberlee J & I School	Community	12	12		12	12	12	12	12	12	52-84	7-12
Windmill CE (VC) Primary school	VC	60	60		60	60	60	60	60	60	378-420	54-60
Woodside Green, A SHARE Academy	Academy	50	50	Information only. Own AA school.	50	50	50	50	50	50	-	-

2.Kirklees schemes for school admissions in 2024/25

Introduction and purpose

- These schemes are intended to comply with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012, the Education (Relevant Areas for Consultation on admission arrangements) Regulations 1999 and the School Admissions Code 2021.
- Kirklees LA will co-ordinate normal round admission arrangements with all of the admission authorities responsible for school admissions within Kirklees and with other neighbouring local authorities.
- All Kirklees own admission authorities must participate in the Kirklees co-ordinated scheme as per the School Admissions Code 2021.
- Some community or voluntary controlled schools in Kirklees may become an own admission authority by converting to academy status or changing category to trust or voluntary aided status during the life of these arrangements. Any school that becomes an own admission authority during the period of these schemes assumes the responsibilities of an admission authority from the date of change of status / category.
- Please consult the websites of Kirklees and other admission authorities to obtain the most up to date information.

Schemes

- A. Kirklees co-ordinated schemes for normal (relevant) year of entry admissions for 2024/25 for rising 5 year olds, junior schools, middle schools and secondary schools: page 35-42.
- B. Kirklees scheme for in-year admissions 2024/25 page 42-44.

Page 45 and 46 show the timetables for implementing these schemes.

Page 47 explains the meanings of expressions (marked *) used in these schemes.

Kirklees admission authorities

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

Some Kirklees community or voluntary controlled schools may have changed category to academy or trust status before the 2024 admissions round. The relevant schemes in this document will apply to any school that becomes an own admission authority from the date of the change to own admission authority. Details will be updated on the Kirklees and school websites.

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

Community schools

Primary

- 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
- Denby Dale F & N 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 J I & N School
- Wellhouse J & I School
- Westmoor Primary School

- Wilberlee J & I School

Secondary

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

Voluntary controlled schools

Primary

- Battyeford CE(VC) Primary School
- Birkenshaw CE(VC) 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(VC) Primary School
- Hanging Heaton CE(VC) J & I School
- Headfield CE(VC) Junior School
- Headlands CE(VC) J I & N School
- Highburton CE(VC) First School
- Honley CE(VC) Junior, Infant & Nursery School
- Lowerhouses CE(VC) J I & EY School
- Meltham CE(VC) Primary School
- Netherhall Learning Campus - Rawthorpe St James CE(VC) I & N School
- Oak CE (VC) 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(C) 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 C of E Primary School
- Windmill CE(VC) Primary School

(b)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

Primary

- 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
- Hillside Primary School
- Hill View Academy
- Kaye's F & N School
- Kirkheaton Primary School
- Lepton CofE Primary Academy
- Lindley CE Infant School
- Lindley Junior School
- Luck Lane Primary, a SHARE Primary Academy (part of Royds Hall – a SHARE Academy)
- Manorfield I & N School
- Marsden Junior School
- Meltham Moor Primary School
- Millbridge Junior Infant & Nursery School, A SHARE Primary Academy
- Netherton I & N School
- New Mill Infant School
- New Mill Junior School (formerly Wooldale Junior School)
- Old Bank Academy
- Orchard Primary Academy
- Our Lady of Lourdes Catholic Primary Academy
- Overthorpe CofE Academy
- Scissett CE Academy
- Shelley First School
- Skelmanthorpe Academy
- St Aidan's CE Academy
- St Joseph's Catholic Academy, Dalton
- St Joseph's Catholic Primary Academy, Dewsbury
- St Patrick's Catholic Primary Academy, Huddersfield
- Thornhill J & I School
- Woodside Green, A SHARE Primary Academy

Middle

- Kirkburton Middle School
- Scissett Middle School

Secondary

- Batley Girls' High School
- Batley Grammar School
- BBG Academy
- Castle Hall Academy
- Colne Valley High School
- Heckmondwike Grammar School

- Honley High School
- King James's School
- Manor Croft Academy
- Moor End Academy
- Newsome Academy
- Royds Hall, A SHARE Academy
- Salendine Nook High School Academy
- Shelley College, A SHARE Academy
- St John Fisher Catholic Voluntary Academy
- The Mirfield Free Grammar School
- Thornhill Community Academy, A SHARE Academy
- Upper Batley High School
- Whitcliffe Mount – A SHARE Academy

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

Primary

- Crow Lane Primary & Foundation Stage School
- Golcar J I & N School
- Heckmondwike Primary School
- Littleton Junior Infant and Nursery School
- Paddock J I & N School

Secondary

- North Huddersfield Trust School
- Spen Valley High School
- Westborough High School

(d) The governing body are the admission authorities for the Roman Catholic voluntary aided (VA) schools

Primary

- Holy Spirit Catholic Primary School
- St Mary's Catholic Primary School
- St Patrick's Catholic Primary School, Birstall
- St Paulinus Catholic Primary School

Secondary

- All Saints Catholic College, Specialist in Humanities

2A. Kirklees co-ordinated schemes for relevant year of entry admissions for 2024/25 for rising fives, junior schools, middle schools and secondary schools

The relevant year is the normal year of admission

Rising five year old admissions

Children should normally enter full-time education in the school year in which their fifth birthday occurs.

- Reception class is the relevant year.

Junior and middle school admissions

- Year 3 is the relevant year for transfer from infant to junior school
- Year 6 is the relevant year for transfer from first to middle school in the Shelley area.

Secondary school admissions

Transfers from junior, primary or middle school to secondary school.

- Year 7 is the relevant year except for;
 - Shelley College – year 9

Deferred entry in Reception

Children do not have to be in full-time education until the start of the term following their fifth birthday and may defer their entry to school as follows:-

Date of birth between 1.9.19 and 31.12.19 – may defer entry until start of the Spring term i.e. January 2025.

Date of birth between 1.1.20 and 31.8.20 – may defer entry until start of the Summer term i.e. April 2025.

If a child has a date of birth between **1.4.20 and 31.8.20** and the parent does not wish them to begin school until **September 2025** (their latest legal starting date) **they will have to give up the allocated Reception place** and re-apply for a place in Year 1. Details about summer born children admissions can be found on page 20).

The application

- Parents apply online for their child's school place via the Kirklees Parent Portal. This can be accessed via the Kirklees website.
- The Kirklees Parent Portal should only be used by Kirklees residents.
- Parent/carers can express up to three preferences, ranked in priority order, for the school at which it is preferred that the child should be educated.
- Kirklees LA will not disclose a parent/carer's order of preference during the allocation process, prior to offer day.
- The parent/carer may name state-funded schools in Kirklees or any other LA.

Supplementary information form (SIF)*

- Own admission authority schools (see page 33 - 35) may require parent/carers to complete a Supplementary Information Form (SIF).
- SIFs are only used to provide the extra information required by the school's admission criteria which is not available on the Kirklees online application.
- A SIF must be returned to the school.
- A SIF is required as well as the Kirklees online application.
- If the Kirklees online application has been completed, but not a SIF, the preference is still valid and must be considered. If it is not possible to consider the preference fully without the supplementary information, the applicant should be ranked lower than those applicants who met the criteria fully.
- Where a SIF is required, the school should follow up any that have not been received.
- 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 www.kirklees.gov.uk/admissions

The application process

Rising five year old admissions

- Parents/carers of children who attend a Kirklees early years setting will receive notification of when it is time to apply for their child's school place. Kirklees will also widely publicise this information.
- Parents/carers in Kirklees must complete an online application via the Kirklees Parent Portal to apply for their child's school place. The Kirklees Parent Portal and website also informs parents when a SIF needs to be completed so the relevant school can assess the child's eligibility for a school place.
- Parents/carers will receive an email when their online application has been submitted and then when it has been downloaded.

Schools are asked to:-

- let parents/carers know about the online application process.
- support parent/carers to apply online and on time for their child's school place. Schools will be asked to help Kirklees LA chase up any parents who have not applied before the deadline.
- advise parents of children living in other LA's to apply to their home LA for their school place.
- advise parents that no priority is given to children attending the school's nursery, where applicable, when allocating school places.

Junior and middle school admissions

- At the start of **year 2** in an infant school or **year 5** in a Shelley area first school Kirklees parents/carers need to apply for their child's school place via the Kirklees Parent Portal.
- Parents/carers will be sent details via their child's current school of when to complete the online application. The Kirklees Parent Portal and website also informs parents when a SIF needs to be completed so the relevant school can assess the child's eligibility for a school place.
- Parents/carers will receive an email when their online application has been submitted and then when it has been downloaded.

To support on time applications, the child's present school is asked to :-

- let parents/carers know about the online application process and distribute correspondence from Admissions about the application process to pupils.
- support parent/carers to apply online and on time for their child's school place. Schools will be asked to help Kirklees LA chase up any parents who have not applied before the deadline.
- advise parents of children living in other LA's to apply to their home LA for their school place.

Secondary school admissions

- At the start of a **year 6** in a primary / junior school or **year 8** in a Shelley area middle school parents/carers need to apply for their child's school place via the Kirklees Parent Portal.
- Parents/carers will be sent details via their child's current school of when to complete the online application. The Kirklees Parent Portal and website also informs parents when a SIF needs to be completed so the relevant school can assess the child's eligibility for a school place.
- Parents/carers will receive an email when their online application has been submitted and then when it has been downloaded.

To support on time applications, the child's present school is asked to:-

- let parents/carers know about the online application process and distribute correspondence from Admissions about the application process to pupils.

- support parent/carers to apply online and on time for their child's school place. Schools will be asked to help Kirklees LA chase up any parents who have not applied before the deadline.
- advise parents of children living in other LA's to apply to their home LA for their school place.

Procedure for preferences expressed for Kirklees schools

- The procedure applies equally to preferences for Kirklees schools received from Kirklees residents and from residents of other LAs.
- For a **Kirklees community or voluntary controlled school** Kirklees LA will determine each application by reference to Kirklees published admissions criteria, the order of priority in which that application for the school is ranked.
- For an **own admission authority school** (see pages 33 - 35) Kirklees LA will send details of applications to the governing body/academy trust of the school. The governing body / academy trust will determine the order of priority in which that application is ranked and provide the Kirklees LA with a list which ranks all the applications for that school.

Provision of information to other local authorities

- Kirklees LA will supply another LA with details about a child in a Kirklees school, who is resident in the other LA, to provide the child with the appropriate common application form.
- Parents/carers resident in Kirklees who wish to express a preference for a school in another LA must name the school as one of the preferences on a Kirklees online application.
- Kirklees LA will supply another LA with details of any application made by a Kirklees parent/carer for a school maintained by that other LA.
- Kirklees LA will advise another LA of the eligibility of any child resident in that other LA for a place in a Kirklees school.

Procedures for a Kirklees academy, foundation, trust or VA school

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

- Follow the Kirklees application procedure.
- Ensure that all applications are made via the Kirklees Parent Portal.
- Be responsible for the provision, completion by applicants and retention of any SIF which the governing body/academy trust finds necessary to apply its own admission criteria. (Kirklees LA will ensure that SIFs are available on its website or paper copies can be obtained from Kirklees Pupil Admissions. A prompt will also appear on the Kirklees Parent Portal when a parent names a school that requires a SIF as one of their preferences).
- Determine by reference to the school's admission criteria the order of priority in which each and every application is ranked, after they have received information from Kirklees about all the applications for the year for their school.
- Notify the Kirklees LA of their decision according to the timetable on page 45 and 46.
- Ensure that a decision to grant or refuse a place at that school is only communicated to the parent/carer by the Kirklees LA, on behalf of the governing body/academy trust.

Procedure for offers of places to parents/carers

- Where a Kirklees child qualifies for a place at one or more schools, and following any necessary liaison with other LAs, Kirklees LA will determine and offer the one school which is ranked as the parent/carer's highest preference where the child qualifies.
- Where a Kirklees child does not qualify for a place at any of the parent/carer's preferences a place will be offered at the school designated by Kirklees to serve the parent/carer's address or, if no such place is available, the nearest appropriate Kirklees school where a place is available. Nearest means the shortest distance from the child's home to the school measured in a straight line.

- Kirklees LA will notify the governing body/academy trust of any school on page 31 – 35 (or other LA) of a Kirklees decision to offer or refuse a place at such a school.

Offers of places to Kirklees parents/carers and appeals

- National offer day for rising five year old admissions is **16 April 2024**
- National offer day for junior and middle school admissions is **16 April 2024**
- National offer day for secondary school admissions is **1 March 2024**
- On the national offer day Kirklees LA will send notification to Kirklees parent/carers of any Kirklees decision to offer or refuse a place at any school in Kirklees or other authority for which the parent/carer has applied.
- Offers or refusals of places will only be made by the Kirklees LA, albeit on behalf of the governing body/academy trust of an academy, foundation, trust or voluntary aided school or other authority, as appropriate.
- If the child does not qualify for any of the parent/carer's preferred schools and provided the child is resident in Kirklees, a place will be offered at the school designated by Kirklees to serve the parent/carer's address or, if no such place is available, the nearest appropriate Kirklees school where a place is available. Nearest means the shortest distance from the child's home to the school measured in a straight line.
- The notification will also give reasons why the child is not being offered a place at a parent/carer's higher preference school (where appropriate) and include information about the statutory right of appeal and how to accept or refuse an offer.

Processing online applications for the normal entry admissions round

- The normal entry admission round for Kirklees children is defined as any determination of online applications for the relevant year made under this coordinated scheme before the national offer date (see above).
- The processing of online applications for the normal entry admissions round will be as follows:-
 - **The initial allocation** : To assess and allocate a place for all online applications which were received on time or deemed to be on time from parents/carers resident in Kirklees and other LAs.
 - **The second allocation** : To assess and allocate a place (as soon as possible after the first allocation) for all online applications which were received late from parents/carers resident in Kirklees and other LAs.
 - **Waiting lists** : After the offer day, unsatisfied higher preferences for a school are placed on that school's waiting list which is held by the admission authority for the school as listed on page 31 – 35. Preferences which cannot be satisfied which are received after the offer day are similarly placed on a school's waiting list.

Late and revised applications

Rising five year old admissions

- Closing date for applications **15 January 2024**
- Planned allocation date **11 March 2024**

Junior/middle admissions

- Closing date for applications **15 January 2024**
- Planned allocation date **11 March 2024**

Secondary school admissions

- Closing date for applications **31 October 2023**

- **Planned allocation date 15 January 2024**

- Applications received after the closing date without significant and exceptional reasons will be treated as late.
- Late applications will not be included in the initial process which will be confined to on-time applications. Late applications will be included in the second allocation process.
- Where applications are received after the closing date, in Kirklees' judgement for significant and exceptional reasons, for example a move into Kirklees, the LA will endeavour to include the application in the initial allocation process. Proof of such special circumstances will be required. Proof of change of address will be accepted up to the latest reasonable date before the allocation date for school places (see page 9 for the deadlines). This exception to the closing date only applies to Kirklees schools, other Local Authorities may have their own conditions for accepting late applications.
- After the closing date parents/carers will not be able to change their preferences (including a change to the order) unless there is a genuine reason for doing so, for example, a significant house move. Following the offer of places a parent/carer may request a place at a school which has not previously been considered. However, a parent/carer may not have more than three "live" preferences at any time.

Waiting lists

- Waiting lists for community and voluntary controlled schools are held by Kirklees LA from the offer day and close at the end of one term which is determined to be on the last day in December.
- Waiting lists for own admission authority schools (see pages 33 - 35) are held by the governing body/academy trust for a period of time determined by the admissions authority.
- The names on the waiting lists for a school will be children:
 - (a) whose parent/carer has expressed a preference for that school but who were offered a lower preference school or an alternative school.
 - (b) (only at the parent/carer's written request) whose parent/carer has expressed a preference for that school but who were offered a higher preference school.
- As vacancies occur, the allocation of places to children on a waiting list will be determined by the same admission authority as the initial allocation and according to that admission authority's published admission criteria (treating on-time and late applications equally).
- The offer of places from the waiting lists will only be made by the Kirklees LA. Where the offer is for a place at an academy, foundation, trust or voluntary aided school, it will be made on behalf of the governing body/academy trust of the academy, foundation, trust or voluntary aided school and following consultation with the school.

Admissions outside normal admissions round

- Admissions outside the normal admissions round means any admissions other than those determined under this scheme.
- Applications received for any other age group, or the relevant age group made after the first school day, will be processed under the Kirklees scheme for in-year admissions.
- Please see details on pages 42 – 44.

Appeals

A parent/carer who has been unsuccessful in obtaining a place at a school for which they have expressed a preference can appeal to an Independent Appeal Panel (except for a child who has been permanently excluded from two schools).

- For community and voluntary controlled schools parents/carers should contact Kirklees admissions team or look at the website for full information.
- For voluntary aided schools, free schools, trust schools and academies parents/carers should contact the school to enquire about the appeal process
- For schools outside Kirklees parents/carers should contact the other local authority to enquire about the appeal process.

Changes to the PAN by admission authorities

Governing bodies / academy trusts of Kirklees own admission authority schools **must**

- Notify the LA in writing of any intention to increase the school's PAN and publish the change on the school's website.
- Following determination of the PAN, notify the LA if they intend to admit above PAN, in good time to allow the LA to deliver its coordination responsibilities effectively according to the timetable on page 45 and 46.

Schools with assessment* or testing as part of the admission process

(a) Batley Grammar School – fair banding assessment for entry into Year 7

- All children applying to Year 7 at Batley Grammar School will take a fair banding assessment to ensure a comprehensive intake. This is **not** a selective entrance test.
- Applicants will be placed into one of four ability bands based on the score achieved in the GL Assessment Non Verbal Reasoning test, which will be taken by all applicants to Year 7 at Batley Grammar School.
- Applicants will be placed in bands, such that, wherever possible, there are an equal number in each band.
- Places will be allocated, as far as possible, such that, an equal number are given in each band and represent the proportion indicated in each of the identified postal code areas below.
- Banding will enable Batley Grammar School to achieve an intake representative of the ability range of applicants to the school.
- Children who have not taken the banding test (apart from children in care, or adopted children who have been in care, who must always be given priority) will be considered after children who sat the banding test. They will be prioritised on the basis of the oversubscription criteria. All applicants will be offered fair access to the test and will be reminded of the date, times and location available to sit the test.
- To ensure that we are meeting the needs of parents in the Batley and Birstall area children will be accepted from an area which will be split into a defined inner catchment area (WF17) and an outer catchment area (all other postal codes). 45% of places will be allocated to pupils in WF17 0--; WF17 8-- and WF17 9--; a further 45% of places will be allocated to WF17 5--, WF17 6--, and WF17 7--, whilst the remaining 10% of places will be allocated to pupils from the other postal code areas with preference given to those living in WF12 7; WF13 4; WF16 9; LS27 0, BD11 1 and BD19 4. Oversubscription criteria will be applied to the bands in each of these groups.
- In order to be eligible for a place parents must make the school one of their three preferences on their local authority application. In addition to the application to their home local authority, parents are required to complete the school supplementary information form and return this to Batley Grammar School. There is a strict deadline of 3.00pm on Monday 31 October 2023 for return of the School Registration/Supplementary Information Form to be returned to Batley Grammar School. A copy of the school registration form is available on the school and the local authority's websites or can be obtained from the school office.
- Forms received by the deadline will be considered first.

(b) Heckmondwike Grammar School – ability testing

- Heckmondwike Grammar School is a selective school and admission is based on the results of an entrance test. Eleven year olds take the entrance test in the Autumn term preceding the September of entry. Papers test a range of reasoning skills in a variety of contexts and they are designed to be predictors of likely future performance. A selection of familiarisation questions will be placed on the school website late in the summer term preceding each test.
- The outcome of the test is communicated to parents by a date in October 2023 to be confirmed, prior to the deadline for submission of the application for a high school place to the local authority.
- Parent/carers should note that passing the test does not constitute the offer of a place and that the parent/carer must wait until the offer day on 1 March 2024 to be notified by their home LA at which school they are to be offered a place.
- Parents are required to register online for their child's entrance test. Please see the school's website for more information.

2B. Kirklees scheme for in-year admissions 2024/25

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

In-year admissions

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

The Kirklees in-year common application form (ICAF)

All applications for an in-year admission to a Kirklees school **can** be made on the Kirklees **In-year Common Application Form (ICAF)**. This includes applications from parents/carers resident outside Kirklees.

Supplementary Information Form (SIF)

- Own admission authority schools (see pages 33 - 35) may require parent/carers to complete a Supplementary Information Form (SIF).
- SIFs are only used to provide the extra information required by the school's admission criteria which is not available on the ICAF.
- A SIF must be returned to the school.
- A SIF is required **as well** as an ICAF.
- If an ICAF has been completed, but not a SIF, the preference is still valid and must be considered. If it is not possible to consider the preference fully without the supplementary information, the applicant should be ranked lower than those applicants who meet the criteria fully.
- Where a SIF is required, the school should follow up any that have not been received.
- 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 www.kirklees.gov.uk/admissions

Assessment of a parent/carer's preference for Kirklees community and voluntary controlled schools

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

This scheme requires the Kirklees community or voluntary controlled school to:

- Contact Kirklees pupil admissions regularly to confirm the availability of places at the school.
- Kirklees admissions will
 - confirm whether the school has vacancies in the year group required
 - confirm by reference to the Kirklees oversubscription criteria the order of priority in which a parent/carer's preference is ranked in relation to other applications for that school.
 - where there are more applications than places available, determine by reference to the Kirklees LA published admission criteria the order of priority in which all applications are ranked.

The offer or refusal of a place is only communicated to the parent/carer by Kirklees LA as the Admission Authority.

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

This scheme requires the admission authority to forward a copy of the ICAF to the LA within 2 school days of the parent submitting the application.

This scheme requires the governing body/academy trust to:

- Check the School Access Module daily for new applications.
- Be responsible for the provision, completion by applicants and retention of any SIF which the governing body/academy trust finds necessary to apply its own admission criteria. The Kirklees pupil admissions team will ensure that SIFs are available on its website or paper copies can be obtained from Kirklees Pupil Admissions.
- Communicate the availability of places within 2 school days to the Kirklees pupil admissions team when requested.
- Where there are more applications than places available, determine by reference to the school's published admission criteria the order of priority in which all applications are ranked.
- Inform the Local Authority by 1 August whether they intend to be part of the local authority's in-year co-ordination scheme (where this is offered)
- To set out on the school's website by 31 August 2024 how in-year applications will be dealt with
- Communicate the offer or refusal of a place to the parent/carer (or the parent/carer's home LA) and notify the Kirklees pupil admissions team of the application and its outcome as soon as reasonably practicable but should aim to do so within 2 school days.

Offers of places to Kirklees parents/carers and appeals

The relevant admissions authority (as noted on pages 31 - 35) will send out to a parent/carer in writing a decision to offer or refuse a place at the school. They should aim to do this within 10 school days but they must do this within **15 school days** of the application being received at the school. A copy of the decision should be sent to the Kirklees Pupil admissions team.

The offer will specify a start date as agreed with the school. This should normally be the first day of the next school term where no significant house move has taken place. Where a child has moved into Kirklees and is without a school place, or has moved a significant distance within Kirklees, the offer should specify a start date as soon as possible.

The refusal must give reasons why the child is not being offered a place at a parent/carer's preferred school (where appropriate) and include information about :-

- the statutory right of appeal,
- how to accept or refuse an offer
- the availability of assistance with school transport.

Waiting lists at academy, foundation, trust and voluntary aided schools

Where a parent/carer has been refused a place for their child at a preferred academy, foundation, trust or voluntary aided school, the child's name will be placed on a waiting list for that school according to the admissions policy of that school and the family will be given the right of appeal.

Waiting lists for Kirklees community and voluntary controlled schools

Kirklees LA will keep a waiting list for each Kirklees community and voluntary controlled school as follows:

- Where a parent/carer has been refused a place for their child at a preferred community or voluntary controlled school, the child's name will be placed on a waiting list for that school.
- The waiting list will be kept for the remainder of the term for which they have applied for a place.
- The names on the waiting lists for the school will also include children from normal round admissions:
 - whose parent/carer had expressed a preference for that school but who were offered a lower preference school or an alternative school.
 - (only at the parent/carer's written request) whose parent/carer had expressed a preference for that school but who were offered a higher preference school.

The child's name will remain on the waiting list for the remainder of the term for which they have applied for a place. As vacancies occur, the allocation of places to children on a waiting list will be determined by Kirklees LA according to the published admission criteria (taking no account of the length of time children have been on a waiting list).

The offer of places from the waiting lists will only be made by the Kirklees LA and will be for an immediate start.

Availability of places

If a parent/carer is requesting a change of school because of a house move, or if a child has not been offered a place in a timely fashion, Kirklees LA will offer a place at the school designated by Kirklees to serve the parent/carer's new address, or if no such place is available, the nearest appropriate Kirklees school where a place is available. Nearest means the shortest distance from the child's home to the school measured in a straight line (see page 17).

In some circumstances Kirklees LA may decide to allocate a place immediately at the nearest appropriate Kirklees School where a place is available, following an individual assessment of an application.

3. Timetables for Kirklees co-ordinated normal round admissions

Rising 5 year old, junior and middle school admissions

The online application process opens via the Kirklees Parent Portal	Friday 1 September 2023
Batley Grammar School SIF deadline (applicable for rising 5 year old applications)	4pm Monday 15 January 2024 to be confirmed
Closing date for online applications and SIF's	Monday 15 January 2024
Kirklees LA sends information about applications for schools in other LAs to those LAs	Monday 5 February 2024
Kirklees LA sends information about applications to Kirklees academy, foundation, trust and VA schools	Wednesday 21 February 2024
Kirklees academy, foundation, trust and VA schools <ul style="list-style-type: none"> send lists of pupils qualifying, and not qualifying, for places to Kirklees LA notify Kirklees LA of any intention to admit above PAN, and specify the PAN 	Wednesday 28 February 2024
Kirklees decides provisional offers including extra-district children applying for Kirklees schools and notifies other LAs	Wednesday 13 March 2024
Provisional offers reviewed to take account of information from other LAs, results sent to other LAs/admission authorities	Friday 15 March 2024
Kirklees and other LAs exchange information on confirmation of offers to be made	Friday 22 March 2024
Statutory National Offer Day	Tuesday 16 April 2024
Appeals	June 2024 onwards

Secondary school admissions

The online application process opens via the Kirklees Parent Portal	Friday 1 September 2023
Batley Grammar School SIF deadline	3pm Tuesday 31 October 2023
Closing date for online applications and SIF's	Tuesday 31 October 2023
Kirklees LA sends information about applications for schools in other LAs to those LAs	Friday 17 November 2023
House move	Thursday 30 November 2023
Kirklees LA sends information about applications to Kirklees academy, foundation, trust and VA schools	Wednesday 6 December 2023
Kirklees academy, foundation, trust and VA schools <ul style="list-style-type: none"> • send lists of pupils qualifying, and not qualifying, for places to Kirklees LA • notify Kirklees LA of any intention to admit above PAN, and specify the PAN 	Friday 15 December 2023
Kirklees decides provisional offers including extra-district children applying for Kirklees schools and notifies other LAs	Monday 15 January 2024
Provisional offers reviewed to take account of information from other LAs, results sent to other LAs/admission authorities	Monday 29 January 2024
Kirklees and other LAs exchange information on confirmation of offers to be made	Friday 16 February 2024
Statutory National Offer Day	Friday 1 March 2024
Appeals	May 2024 onwards

4. Table of words and expressions used in this scheme

Term	Definition
Admissions authority (AA)	The body which decides admissions to a school and which makes arrangements for its admission appeals.
ICAF	Kirklees common application form for in-year transfer to a school
In-year admission	In-year applications are those made during the school year for the normal year of admission and those made for admission to age groups other than the normal year of admission.
Distance	Distance is measured in a straight line from a child's home address to the school. Measurements are calculated using six-figure National Grid co-ordinates from the National Land and Property Gazetteer. This grid reference relates to a point that falls within the permanent building structure corresponding to the address. The boundary of the building structure for the address is from Ordnance Survey's MasterMap. For smaller, residential properties the grid reference marks a point near the centre of the building. For larger properties like schools with, for example, multiple buildings and large grounds, the grid reference relates to a point inside the main addressable building structure. The distance calculated is accurate to within 1 metre.
Kirklees	Kirklees Council or, as the context requires, its administrative area.
LA	The local authority. In Kirklees, Kirklees Council is the local authority.
Normal (relevant) admissions round	Admissions for the relevant year arising from offers made under these schemes.
Normal (relevant) year	The first age group in a school. <ul style="list-style-type: none"> ▪ Reception class at infant, first and primary schools ▪ Year 3 at junior schools ▪ Year 6 at the two middle schools in the Shelley area ▪ Year 7 at most Kirklees secondary schools ▪ Year 9 at Shelley College
Relevant area	The area determined by the local authority in accordance with the School Admissions Code 2021 in which all own admission authorities must consult on any proposed changes to their admission arrangements for the year of entry to school.
Testing / Assessment	Determination of academic ability by testing is part of the admission procedure for Heckmondwike Grammar School. Batley Grammar School's assessment is used to ensure students from a range of abilities are offered a place through the fair banding system, this is not the same as the assessment procedures for Heckmondwike Grammar School. <ul style="list-style-type: none"> • The deadline for the Registration/Supplementary Information Form for year 7 applications to Batley Grammar School should be returned by 3.00pm on Tuesday 31 October 2023. The deadline for the Registration/Supplementary Information Form for primary places is 4.00pm on Monday 15 January 2024. Parents are required to register their child for the entrance exam to Heckmondwike Grammar School. The date for the entrance exam and the date you will be notified of the entrance exam result are to be confirmed. Please see the school's website for more information.
SIF	Supplementary Information form
Trust school	A trust school is a foundation school with a charitable foundation
Pupil Admissions	Tel 01484 225007 E-mail: pupiladmissions@kirklees.gov.uk Website: www.kirklees.gov.uk/admissions

5. Consultation response in full

I write on behalf of the Interim Executive Board (IEB) of Oak CE (VC) Primary School to welcome the proposals included in the Admissions Consultation for our school.