

Name of meeting: Cabinet

Date: 16 February 2021

Title of report: Determination of school admission arrangements for 2022/23

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 2022/23. Arrangements must be determined by 28 February 2021 to comply with the School Admissions Code.

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?	Yes Effects two or more wards
Key Decision - Is it in the <u>Council's Forward Plan (key decisions and private reports)</u>?	Key Decision – Yes Private Report/Private Appendix – No
The Decision - Is it eligible for call in by Scrutiny?	Yes
Date signed off by <u>Strategic Director</u> & name	Mel Meggs - 2.02.21
Is it also signed off by the Service Director for Finance?	Eamonn Croston - 8.02.21
Is it also signed off by the Service Director for Legal Governance and Commissioning?	Julie Muscroft - 4.02.21
Cabinet member portfolio	Cllr Viv Kendrick - Children Cllr Carole Pattison – Learning, Aspiration and Communities

Electoral wards affected: All wards

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

Public or private: Public

Has GDPR been considered? Yes

1. Summary

- 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.
- 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.
- Kirklees Council consulted on increasing the published admission number of Netherhall Learning Campus High School from 131 to 145, to formalise arrangements which have been in place since 20/21 following the decision to remove the secondary provision at Almondbury Community School.
- Kirklees Council consulted on changes to the published admission number for one maintained school at the request of the governing body; Moldgreen Primary School.
- Kirklees Council proposed no major changes to the admission arrangements for community and voluntary controlled schools except a minor amendment to the deadline for submitting evidence to support a change of circumstances in relation to high school applications.
- Kirklees Council invited feedback on the current oversubscription/admissions criteria, and whether priority should be given to all siblings above those that live in the priority admission area (PAA) for a school.

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 2022/23 school year in September 2022 and in-year admissions during the school year 2022/23.
- The schemes comply with the requirements of the School Admissions Code which came into force in December 2014.
- 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 2022/23

- There are no major changes to the schemes for 2022/23. They are very similar to those determined for use in 2021/22.
- As in 2021/22 the timetable for co-ordination for 2022/23 has been amended to take account of the increased number of own admission authority preferences that have to be processed before lists of pupils can be sent to own admission authority schools for ranking. The date for accepting evidence of a significant change in circumstances e.g. a house move has also been adjusted for high school applications in connection with this.

- 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 16 February 2021.

2.3 The admission arrangements for all Kirklees community and voluntary controlled schools for 2022/23

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 30 November 2020 and 10 January 2021.

- 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 2022/23.
- Appendix 1D lists the published admission numbers for community and voluntary controlled schools for 2022/23. 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.

2.4 Changes to the admissions arrangements for community and voluntary controlled schools in 2022/23

Kirklees Council consulted on a proposed change to the date by which parents are able to make a change to their child's high school application when there has been a significant change in circumstances e.g. a house move once the closing date has passed.

The statutory closing date for applications is 31 October for secondary applications and 15 January for primary/junior/middle applications every year, as per the School Admissions Code. This means after these closing dates have passed, changes cannot be made to applications until after Offer Day. However, Kirklees LA recognise that circumstances can change therefore we set an additional closing date for accepting evidence to support a significant change in circumstances e.g. a house move. The secondary date is usually approximately 2 months after the statutory closing date of 31 October. This is considerably later than the date by which own admission authority high schools need to assign criteria and rank their applications, which means these lists always need to be revisited after the deadline. The primary date is usually approximately 1 month after the statutory closing date of 15 January. Both deadlines are set each year when the admission arrangements are determined. We proposed to set a consistent date of 1 month after the closing date for both secondary and primary applications because immediately after this date the allocation process begins.

Illustration of the impact of this change (exact dates will be determined and published in the guide for parents each year).

	Statutory closing date for applications	Current cut-off for significant changes	Proposed cut-off for significant changes
Primary/Junior/Middle	15 th Jan	15 th Feb	15 th Feb
Secondary	31 st Oct	31 st Dec	30 November

This proposed change of date will provide consistency to parents each year for both primary and secondary applications and enable Kirklees Council, neighbouring local authorities and other admission authorities to carry out their statutory co-ordination duties more efficiently.

Following correspondence exchanges from a small number of parents earlier in 2020 officers wanted to provide the opportunity for all parents to express their view within the this year's annual admission consultation on the current oversubscription/admissions criteria, and whether priority should be given to families with siblings already attending a school above those that live in the priority admission area (PAA) for a school.

2.5 School organisation proposals

There are no 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.

2.6 Published Admission Numbers (PAN) for community and voluntary controlled schools in Kirklees

The table in Appendix 1D indicates the PAN for each year in a 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 in successive years as the pupils progress through the school.

- Kirklees Council consulted on the increase in the published admission number for Netherhall Learning Campus High School from 131 to 145. This increase will help to ensure there remain sufficient secondary school places to meet local demand (basic need). Subject to approval this increase will formalise arrangements which have been in place to admit over the published admission number, introduced in 2020/21. This is linked to the decisions already taken to remove Almondbury Community School secondary provisional and expand the Priority Admission Area of Netherhall Learning Campus High School.
- The governing body of the following school requested an increase in their PAN. There is no basic need evidence to support this request which would normally lead to the local authority not including such proposals on the basis of the negative impact on other local schools. However, the schools provided evidence of engagement with their local schools and no objections to their proposals. In these circumstances the local authority agreed to include proposals in the consultation of admission arrangements. Pre-engagement with local schools does not replace the formal admission consultation process and the local authority invited formal consultation responses from local schools and other interested parties to inform the determination of admission arrangements.
 - The governing body of **Moldgreen Primary School** would like to increase their published admission number from 50 to 60.

3. Implications for the Council

It is important that we are evidencing the fact that, as a matter of routine, we are considering the way proposals will contribute to the Council's strategic priorities. In all reports, authors need to provide information on the anticipated impact the outcomes arising from the implementation of your report will have in the following areas:

- **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 catchment school.

There are further 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 and to help ensure that no children fall through the gap.

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

- **Working with Partners**

Reviewing and then determining admission arrangements supports the Pupil Admissions Team 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 schools, early years providers, neighbouring local authorities, Community Hubs and other departments including SENDACT, Virtual School, Education Safeguarding - Attendance & Pupil Support, Children Missing Education and Early Years to provide better targeted services to support early intervention.

An intelligence led approach will allow the LA to further explore opportunities to reduce unfilled places in a creative and innovative way. This will be integral to sufficiency planning and to taking a proactive approach in assessing need from the Local Plan.

- **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.

- **Climate Change and Air Quality**

Whilst parental preference allows applications to be made for any school, Kirklees Council gives priority to school admission applications for children living in the priority admission area, where they are able to walk/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 and would contribute to the reduction of pollution and CO2 emissions, a focus of the key long-term priorities for the Council in tackling climate change and improving air quality.

- **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. We are committed to improve the quality of education in our schools to give every child the best possible start. 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.

- **Other (eg Legal/Financial or Human Resources)**

This is a statutory requirement for the council. There are no financial or Human Resources implications for the council.

Do you need an Integrated Impact Assessment (IIA)? **No**

4. Consultees and their opinions

The proposed arrangements and schemes were subject to the statutory 6 week consultation between 30 November 2020 and 10 January 2021.

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, elected members, neighbouring Local Authorities, and comments were invited from parents and other interested parties via social media, Involve and the Kirklees website.

Consultation responses and officer recommendations were discussed with the Places Access and Inclusion Committee of the Education and Learning Partnership Board ** on 21st January 2021. This included an in-depth discussion about oversubscription criteria and sibling priority. A majority vote of the committee concluded support for the officer recommendations contained within this report.

** 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.

Responses to consultation

The Council received 5 responses to this consultation. All responses are included in full in Appendix 5. The types of stakeholders responding to the consultation are detailed in the table below. The consultation was included as on the Autumn term agenda for governing body meetings. Governing bodies were asked to consider the contents on the document and forward any formal responses to Kirklees Pupil Admissions. Extracts from governing body meeting minutes show the consultation was discussed, published admission numbers were noted and one formal response was received.

Responses received broken down by stakeholder	
Type of respondent	Number received
Parent	3 (1 parent not resident in Kirklees)
Governor	1
Other local authority	1
Total	5

Key themes from the Consultation responses

The two responses received from a Governor and another local authority were either neutral or positive responses. They acknowledged the request to consider the contents of the consultation and provided no specific feedback on the proposed changes to the admission arrangements or published admission number for Netherhall Learning Campus High School or Moldgreen Community Primary School.

The three responses received from parents have been analysed to identify key themes and these have been summarised along with an officer commentary below:

For full transparency the complete response from each parent is included in appendix 5 with identifying information removed for data protection reasons.

Key theme: oversubscription criteria disproportionately impacts on families in HD3	
Summary response	Officer commentary
Two of the parents who responded to the consultation felt that the current oversubscription criteria disproportionately impacts upon families living in the HD3 area.	<p>On National Offer Day for 20/21 admissions all Kirklees children whose parents submitted an on-time application were allocated a place at either one of their preferred schools, their priority admission area school or a school within a reasonable distance.</p> <p>90 places were allocated at Moorlands Primary School on National Offer Day to children with a HD3 postcode. This is as expected as some HD3 addresses sit within the priority admission area for the school.</p> <p>It should be recognised that priority admission and local authority boundaries do not however align with post code areas so there are some areas of HD3 which are outside the Moorland Primary School PAA and Kirklees. (see the section below which recognises an impact of housing developments on out of area children)</p> <p>Nine children who have a sibling on roll at Moorlands Primary School and live outside of the PAA were placed on a waiting list at Moorlands Primary School and were given the right of appeal; eight of these children live in HD3. Four of these children were later allocated a place at Moorlands Primary</p>

	<p>School either through the reallocation process or through a successful appeal.</p> <p>A deep review of the Kirklees admissions arrangements was carried out in 2017. One part of the review investigated the impact of changing the oversubscription criteria for Kirklees schools. A modelling exercise was carried out with existing admissions data to determine the impact of;</p> <ol style="list-style-type: none"> 1. Removing priority admission areas (catchment areas) 2. Giving siblings priority over children living in the priority admission area 3. Giving children living in the priority admission area priority over siblings. <p>The findings demonstrated that overall changing the oversubscription criteria had an impact on a very small number of applicants, and any changes would have a positive impact for some applicants but also a negative impact for other applicants, with some children not being allocated the school local to them.</p> <p>The importance of retaining priority admission areas was highlighted, particularly in the rural areas of Kirklees, where they are vital to ensure children are allocated a school within a reasonable distance. Giving priority to siblings over priority admission area saw an increase in the average distance of the allocated schools for both primary and secondary allocations, and an increase in the number of children allocated schools that are considered to be an 'unreasonable distance' (over 2 miles for key stage 1 children or 3 miles for key stage 2 children and above).</p>
Key theme: Housing developments	
Summary response	Officer commentary
<p>Concern was expressed about the significant building within the (Lindley) area over the last three years and the related impact on school places.</p> <p>Two of the parents feel this will get worse due to planning permission continuing to be granted for new housing developments in the area.</p>	<p>Up until recent years there was significant pupil movement into the schools located in Lindley from children living outside their priority admission areas. Following a period of significant population growth in a much wider area three new primary schools were established. The introduction of new school places and localised house building are all factors which impact on the supply and demand for school places. These changes</p>

	<p>over time effect the dynamic of pupil movement. House building and the associated change in the child population in Lindley will mean that Lindley schools will have a greater proportion of children living in their priority admission areas than in the past and less parents living outside the area will have the opportunity to secure a place in these schools. This is creating the relatively localised pressure on sibling links. (There were 9 out of area families with siblings at Moorlands Primary School who were unsuccessful in securing a place on National Offer Day 2020 out of 22 primary school applicants in the whole of Kirklees). It is also likely to be a short to medium term pressure as the more local children secure a place at a school in Lindley the less chance there are of future out of area sibling links. It has to be recognised that there will always be small numbers of families in similar situations across Kirklees caused by circumstances such as house moves or opportunities created by localised short term dips in cohort sizes.</p> <p>There remains sufficient school places for every child to be able to secure a school place within a reasonable distance from their home.</p>
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Key theme: siblings at different schools and the impact of families unable to secure their preferred school

Summary response	Officer commentary
<p>All three parent respondents raised concerns about their younger child(children) not qualifying for a place at the preferred school where an older sibling is on roll and being allocated a different school and the impact they felt this had on their children and family. Each response acknowledges they do not live within the priority admission area for the school. The parents believe the oversubscription criteria should be changed and priority given to all siblings (regardless of where they live) above those that live in the priority admission area.</p> <p>Each parent made reference to the emotional, financial, logistical and/or environmental impact upon children and</p>	<p>Over the past 3 years, 98% of children have qualified for a place at one of parent's preferred primary schools, with 91% qualifying for a place the first preference school. For secondary allocations those figures are between 94-96% for children who qualified for a place at one of the parent's preferred schools, and between 82-85% of children qualifying for a place at the first preference school. Therefore, the vast majority of parents across Kirklees secure a place at a preferred school under current arrangements.</p> <p>Across Kirklees on National Offer Day 2020/21 0.4% (22 children out of a cohort of 5262) of the total cohort of primary applicants were unsuccessful in gaining a place at the</p>

<p>families where the younger child does not qualify for a place at the same school as their older sibling.</p>	<p>preferred school where their older sibling was on roll, and 0.09% (5 children out of a cohort of 5538) for secondary applicants.</p> <p>arrangements</p> <p>Every year Kirklees publishes a Guide for parents to explain how the school admissions process works but also to help parents make informed decisions about which schools to apply for. It advises there are risks in applying for a school outside your priority admission area because your child will potentially be of lower priority for a place, as will any younger brothers or sister who wish to follow in future years. The law states that parents can express a preference for the school they would like their child to attend. Naming a school as a preference does not guarantee a place there.</p> <p>If a child does not qualify for a place at any of the parent's preferred schools the LA allocates the child a place at either the priority admission area school if this still has places available, or the nearest school with an available place. The child would then be placed on a waiting list for the preferred school(s) in oversubscription criteria order and the family is given the right of appeal. Appeals are heard by an independent appeal panel who can take account of the full circumstances of the school and the family before reaching a decision about the outcome of an appeal.</p> <p>It is absolutely recognised that not securing a place at a preferred school and/or the school where a sibling already attends will be a disappointment for a family and may also create a number of challenges. No admission arrangements under the current national admission code can prevent disappointment and challenges for some families.</p> <p>The deep review of admission arrangements in 2017 demonstrated that if the oversubscription criteria was changed to give priority to all siblings regardless of where they live, above those that live in the priority admission area, any changes would have a positive impact for some applicants but also a negative impact for other applicants, with</p>
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	some children not being allocated the school local to them.
Key theme: other local authorities	
Summary response	Officer commentary
<p>Neighbouring local authorities (including Leeds, Barnsley, Calderdale, Bradford, Oldham and Rochdale) give priority within their oversubscription criteria to all siblings (regardless of where they live).</p>	<p>Families with a sibling already attending a school are provided with a higher priority than others in Kirklees. In-area children with a sibling (families living within the PAA who have a sibling on roll at the school at the date of admission) are given a higher priority than in-area children without a sibling on roll and out-of-area with a sibling (families living outside the PAA with a sibling on roll at the date of admission) are given a higher priority than out-of-area with no siblings. However it is recognised that in Kirklees the current arrangements do not provide priority for children living out-of-area with a sibling over children living in the area.</p> <p>Each local authority is responsible for consulting upon and determining the admission arrangements for the community and voluntary controlled schools in the area. In Kirklees every address sits in a priority admission area for a primary and secondary school. This means local children are given priority to attend their local school. We aim to provide enough high quality school places in areas where communities and families need them. Attending your local school means you are more likely to be able to walk or cycle to school which has great health benefits, but also contributes to the Council's key long-term priorities to reduce pollution, CO2 emissions and tackle climate change.</p> <p>The named local authorities in the responses have consulted upon and determined admission policies and oversubscription criteria appropriate to their local areas, with some operating quite differently to Kirklees e.g. by choosing not to have priority admission areas for schools. This makes the direct comparison between one local authority and another more problematic than considering one element of the oversubscription criteria in isolation.</p>

	<p>However, the number of children who qualify for a place at either their first preference school or one of the parents' preferred schools remains broadly in line with our neighbouring local authorities and national averages year on year, so while the Kirklees system may differ from some of our neighbours, but not all, we are pleased to be able to meet parental preference in the vast majority of cases by operating the principle of local schools for local children.</p>
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Additional information

One of the parents responding to the consultation established an on-line petition which ran alongside the council's annual admission consultation and submitted this to the council. The petitions states:

We are asking Kirklees council to review the admission policy to adapt to an ALL sibling priority as part of the consultation process for the admission arrangements to match the other local authority councils in the surrounding areas and throughout many areas of the UK

The petition obtained 531 electronic signatures. Whilst the majority of those signature have provided a Kirklees address, a significant number of signatures provided an address outside Kirklees.

Summary and Conclusion from the Consultation

There were no objections recorded on the proposals to:

- increase the published admission number (PAN) at Netherhall Learning Campus High School and Moldgreen Community Primary School.
- amend the deadline by which parents are able to changes to their child's high school application if the closing date has passed and they have provided evidence of a significant change in circumstances.

We are grateful to the three parents who have taken the time to engage in our consultation and fully explain their view point about the oversubscription criteria and specifically about a change to prioritising out-of-area siblings over children living in the priority admission area of a school. We also recognise a wider interest in the matter of prioritising siblings identified by the online petition. However, other than the three parents noted above no other signatories engaged with the full consultation and provide a rationale for their views.

It is unfortunate each year the national admission system provides disappointment and challenges to some families. The role of local admission arrangements within the national framework is to limit this impact as much as possible. In reaching a conclusion the following have been considered:

- the views expressed by the 3 parents
- the scale, temporary nature and relatively localised pressure on parental choice for out-of-area families with siblings

- the silent, vast majority of parents across Kirklees who secure a place at a preferred school under current arrangements
- the Kirklees approach of local children for local school which contributes to supporting the climate emergency and provides a sense of 'Place' in local communities
- the availability of an admission appeal system which can take account of the individual circumstances of each family in a way that any oversubscription criteria cannot
- the views of the school system represented by the Places, Access and Inclusion Committee of the Education and Learning Partnership Board

On balance it is the view of officers that the rationale for making the proposed change does not outweigh the negative impact such a change would have on other children across Kirklees, their families, the local communities in which they live and the environment. . .

5. 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 2022/23.

6. Officer recommendations and reasons

Based upon the outcomes of the consultation detailed above it is recommended that Members approve the;

- Kirklees co-ordinated admission schemes for 2022/23, including in-year admissions, as set out in Appendix 2;
- admission arrangements for Kirklees community and voluntary controlled schools as detailed in Appendix 1C without changes to the oversubscription criteria;
- published admission numbers (PAN's) for the schools set out in Appendix 1D including changes to Netherhall Learning Campus High School and Moldgreen Primary School.

7. 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 specifically wish to thank the three parents who took time to share with us their view and their experiences which we have carefully considered alongside the evidence and responses provided by officers. We also acknowledge the petition which was presented to the council.

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. Schools are not just part of the local infrastructure but anchor institutions at the heart of the communities they serve.

We 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. We must balance the best interests of the vast majority who secure a place in a school of

their preference and cannot recommend a change to the oversubscription criteria which would undermine the priority given to local children. We therefore recommend that cabinet approve;

- the Kirklees co-ordinated admission schemes for 2022/23, including in-year admissions, as set out in Appendix 2.
- the admission arrangements for Kirklees community and voluntary controlled schools as detailed in Appendix 1, including
- the PANs for the schools set out in appendix 1D including changes to Netherhall Learning Campus High School and Moldgreen Primary School.

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.

8. Contact officers

Sharon Oldfield - Pupil Admissions Manager
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9. Background Papers and History of Decisions

There are no background papers.

10. Service Director responsible

Jo-Anne Sanders
Service Director for Learning and Early Support
Directorate for Children and Families
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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 2022/23
- 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 coordinated normal round admissions

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

Appendix 5 – Consultation responses 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 and the School Admissions Code 2014. 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)

All schools have a Published Admission Number (PAN or admission number). This is the maximum number of places that the school can offer in each year group. This section explains how we have arrived at the proposed Published Admission Numbers based on the workplace range for each school.

In order to comply with the statutory timetable, the LA must consult the governing body of each community and voluntary controlled school about the PAN (and other admission arrangements) approximately 18 months before it comes into effect. PANs for September 2022 must have been consulted on for six weeks by 31 January 2021.

The table on pages 22 to 31 indicates the PAN for each year in a 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 in successive years as the pupils progress through the school.

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 0.42 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 areas. Full details of priority areas are available on the Kirklees Council website.

C. Admission arrangements for Kirklees community and voluntary controlled schools for 2022/23

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) or a child who was previously looked after in England;
2. children who were previously in state care outside of England and ceased to be as a result of being adopted;
3. 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);
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 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.

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
- St John's CE (C) Infant School and Westmoor Primary 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) or a child who was previously looked after in England;
2. children who were previously in state care outside of England and ceased to be as a result of being adopted;
3. 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);
4. children who attend a listed infant school (with priority for the linked junior school)
5. children who live in the school's PAA;
6. 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);
7. children who live outside the school's PAA.

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

Notes

- The definition of a 'looked after child' in England is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children Act 1989. Previously Looked After refers to those children who immediately after being looked after became subject to an adoption order, (under section 46 of the Adoption and Children Act 2002), Child Care Arrangement Order (under

Section 8 of the Children Act 1989), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded. If a request for admission to school is made under the previously looked after (PLAC) criteria, an online supplementary information form (SIF) will need to be completed on the Kirklees Pupil Admissions website

www.kirklees.gov.uk/admissions

- Children in priority 1 above may be admitted above the PAN.
- A child is regarded as having been in public care in a place outside of England (priority 2) if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Evidence must be provided by parents of the child's adoption from public care outside England.
- If we cannot agree to requests for admission in priorities 2 to 5 above without exceeding the PAN, we will give priority up to the PAN to children living nearest the school.
- Distance is measured in a straight line from a child's home address to the school. Measurements are calculated using six-figure National Grid Co-ordinates from the National Land and Property Gazetteer. This grid reference relates to a point that falls within the permanent building structure corresponding to the address. The boundary of the building structure for the address is from Ordnance Survey's MasterMap. For smaller, residential properties the grid reference marks a point near the centre of the building. For larger properties like schools with, for example, multiple buildings and large grounds, the grid reference relates to a point inside the main addressable building structure. The distance calculated is accurate to within 1 metre.
- For all-through schools located on two different sites, Kirklees LA will calculate the distance in a straight line from the applicant's home address to both sites and the shortest distance will be used for admission purposes for applications for all year groups. The year group the application is for and where that year group is taught is not part of the consideration, as this is an operational decision down to Headteacher / Governing Body discretion and could change outside of the admission arrangements consultation and determination process.
- 'Live' means the child's permanent home at the date when applications close or, if a significant house move is involved, the latest reasonable date before the final allocation of places (see page 19).
- Where a child's parents live at different addresses and the child spends time at each address we will consider the following when deciding on the address that will be used for admissions purposes:
 - the amount of time spent at each address
 - which parent has parental responsibility for the child
 - who receives child benefit for the child
 - where the child is registered for medical and dental care
 - any residency or custody orders made by the courts.

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

- For children transferring from first or middle schools, we will give preference in priorities 2-5 above (up to the PAN) to children attending a first or middle school in the middle or secondary school PAA.
- A PAA means a geographical area determined by Kirklees in consultation with the governing body of the school. It is called this because children living there normally have priority for admission over children who live elsewhere. It is also referred to as the catchment area.
- Children with Education Health and Care Plans are admitted to mainstream schools, special units and special schools separately from the general admission policies, but we do ask families to complete the online application if they would like to name a mainstream school as one of their preferences.

- **It is important to note that attending a school nursery or pre-school setting on a school site does not give any priority for a place in that primary/infant school and there is no automatic transfer.**

Application procedures

Transfer to secondary school

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

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 2021. The closing date for applications will be 15 January 2022.**

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 2021. The closing date for applications will be 15 January 2022.**

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 17 January 2022. The latest reasonable date for evidence of a significant house move will be 30 November 2021. This date is earlier than in previous years and we have consulted on this proposed change.
- For Reception, year 3 and year 6 - It is expected that the allocation process will take place on 21 March 2022. The latest reasonable date for evidence of a significant house move will be 15 February 2022.

Waiting lists

- A child's name will automatically be placed on the waiting list for any Kirklees community or voluntary controlled school where they have been refused a place in the school's normal year of entry, eg, Year 7 at secondary school.
- The waiting lists will be held in admission criteria order and will close on 31 December 2022.
- For in-year admissions, the waiting list will be held for the remainder of the term for which they have applied for a place.

In-year admissions

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

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

- 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. If an alternative school place cannot be secured by normal processes, the application may be considered under Fair Access Protocol.
- Children of service personnel and crown servants returning from overseas to live within Kirklees, will be allocated a school place 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 anticipated postal 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 2022, 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 2022, 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.

**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 school.

D. Table of Proposed published admission numbers (PANs)

Secondary and middle provision

Secondary School	Category	PUBLISHED ADMISSION NUMBER 2021-2022	PROPOSED ADMISSION NUMBER 2022-2023	Consultation response	Notes	Year 8 (yr 7 in 21/22)	Year 9 (yr 7 in 20/21)	Year 10 (yr 7 in 19/20)	Year 11 (yr 7 in 18/19)	Net cap range
All Saints Catholic College	VA	180	180		Own AA school.	180	180	180	180	814-905
Batley Girls High School – Visual Arts College	Academy	233	233		Information only. Own AA school. *Have admitted over-PAN	233	233	233	211	-
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	200		Information only. Own AA school.	210	200	200	200	-
Castle Hall Academy	Academy	180	180		Information only. Own AA school.	180	180	180	180	-
Colne Valley High School	Academy	287	287		Information only. Own AA school.	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 *(210)	186	180	-
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	-
Moor End Academy	Academy	200	200		Information only. Own AA school.	200	200	200	200	-

Secondary School	Category	PUBLISHED ADMISSION NUMBER 2021-2022	PROPOSED ADMISSION NUMBER 2022-2023	Consultation response	Notes	Year 8 (yr 7 in 21/22)	Year 9 (yr 7 in 20/21)	Year 10 (yr 7 in 19/20)	Year 11 (yr 7 in 18/19)	Net cap range
Netherhall Learning Campus - High School	Community	131	145		*Admitted over-PAN. Consulting on increase of PAN from 131 to 145	131	131 *(155)	131	131	626-709
Newsome High School and Sports College	Community	183	183			183	183	183	183	828-920
North Huddersfield Trust School	Trust	180	180		Information only. Own AA school. * Admitted over-PAN	180	180 *(210)	180	180	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. *Admitted over PAN			360	360 *(365)	-
Spen Valley High School	Trust	190	190		Information only. Own AA school.	190	190	190	190	966-1074
St John Fisher Catholic High School	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 *(200)	180 *(200)	180	-
The Mirfield Free Grammar and Sixth Form	Academy	221	221		Information only. Own AA school.	221	221	221	221	-
Upper Batley High School	Academy	150	150		Information only. Own AA school.	150	160	150	150	-
Westborough High School	Trust	180	180		Information only. Own AA school. *Admitted over PAN	180	180 *(200)	180 *(200)	180	991-1102
Whitcliffe Mount School	VC	250	250			250	250	250	250	1153-1282
Middle School	Category	PUBLISHED ADMISSION NUMBER 2021/2022	PROPOSED ADMISSION NUMBER 2022/2023		Notes	Year 7 (21/22)	Year 8 (20/21)			
Kirkburton Middle School	Academy	167	167		Information only. Own AA school.	167	167	-	-	
Scissett Middle School	Academy	195	195		Information only. Own AA school.	195	195	-	-	

Primary provision

Primary School	Category	PUBLISHED ADMISSION NUMBER 2021-2022	PROPOSED ADMISSION NUMBER 2022-2023	Consultation response	Notes	Year 1 (Rec in 21/22)	Year 2 (Rec in 20/21)	Year 3 (Rec in 19/20)	Year 4 (Rec in 18/19)	Year 5 (Rec in 17/18)	Year 6 (Rec in 16/17)	Net cap range	PAN range
All Hallows' Primary CE (VA) School	VA	30	30		Information only. Own AA school.	30	30	30	30	30	30		
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	26	26	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
Battysford 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	150			150	150					423- 471	141- 157
Birkby Junior School	Community	150	150						150	120 *(150)	120 *(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			-	-
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

Primary School	Category	PUBLISHED ADMISSION NUMBER 2021-2022	PROPOSED ADMISSION NUMBER 2022-2023	Consultation response	Notes	Year 1 (Rec in 21/22)	Year 2 (Rec in 20/21)	Year 3 (Rec in 19/20)	Year 4 (Rec in 18/19)	Year 5 (Rec in 17/18)	Year 6 (Rec in 16/17)	Net cap range	PAN range
Co-op Academy Smithies Moor	Academy	60	60		Information only. Own AA school.	60	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
Cumberworth CE (A) First School	VA	20	20		Information only. Own AA school.	20	20	20	20	20		90- 120	15-20
Dalton School (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					-	-
Earsheaton 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

Primary School	Category	PUBLISHED ADMISSION NUMBER 2021-2022	PROPOSED ADMISSION NUMBER 2022-2023	Consultation response	Notes	Year 1 (Rec in 21/22)	Year 2 (Rec in 20/21)	Year 3 (Rec in 19/20)	Year 4 (Rec in 18/19)	Year 5 (Rec in 17/18)	Year 6 (Rec in 16/17)	Net cap range	PAN range
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	12	12	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
Hartshead 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 *(75)	-	-
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	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	5	5	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 School	VA	30	30		Information only. Own AA school.	30	30	30	30	30	30	189-210	27-30
Honley CE (VC) J I & N School	VC	66	66			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

Primary School	Category	PUBLISHED ADMISSION NUMBER 2021-2022	PROPOSED ADMISSION NUMBER 2022-2023	Consultation response	Notes	Year 1 (Rec in 21/22)	Year 2 (Rec in 20/21)	Year 3 (Rec in 19/20)	Year 4 (Rec in 18/19)	Year 5 (Rec in 17/18)	Year 6 (Rec in 16/17)	Net cap range	PAN range
Kaye's F & N School	Community	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	Community	60	60			60	60	60	60	60	60	397- 442	56-63
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	120		Information only. Own AA school.				120	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 Y School	VC	30	30			30	29	29	29	29	29	207- 231	29-33
Lydgate J & I School	Community	45	45			45	45	45	45	45	45	295- 328	42-46
Manorfield I & N School	Community	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	47		Information only. Own AA school.	47	47	47	47	47	47	-	-
Moldgreen Community Primary School	Community	50	60		**Consulting on increase in PAN from 50 to 60	50	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	90						90	90	90	315- 350	78-87

Primary School	Category	PUBLISHED ADMISSION NUMBER 2021-2022	PROPOSED ADMISSION NUMBER 2022-2023	Consultation response	Notes	Year 1 (Rec in 21/22)	Year 2 (Rec in 20/21)	Year 3 (Rec in 19/20)	Year 4 (Rec in 18/19)	Year 5 (Rec in 17/18)	Year 6 (Rec in 16/17)	Net cap range	PAN range
Netherhall St James CofE (VC) I&N School	VC	90	90			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
Norrithorpe J & I School	Community	60	60			60	60	60	60	60	60	367-419	52-59
Oak CE(VC) Primary School	VC	120	120			120	120	120	120	120	120		
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	52	52	52	52	52	-	-
Our Lady Of Lourdes Catholic Primary School	VA	30	30		Information only. Own AA school.	30	30	30	30	30	30	189-210	27-30
Overthorpe C of E Academy	Academy	42	42		Information only. Own AA school.	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
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 – Lily Park, A SHARE Primary Academy	Academy	30	30		Information only. Own AA school	30	30	30	30	30	30	-	-

Primary School	Category	PUBLISHED ADMISSION NUMBER 2021-2022	PROPOSED ADMISSION NUMBER 2022-2023	Consultation response	Notes	Year 1 (Rec in 21/22)	Year 2 (Rec in 20/21)	Year 3 (Rec in 19/20)	Year 4 (Rec in 18/19)	Year 5 (Rec in 17/18)	Year 6 (Rec in 16/17)	Net cap range	PAN range
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	34		Information only. Own AA school.	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	School noted contents		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) Infant School	VC	60	60			60	60					162-180	54-60
St Joseph's Catholic Primary School (Dewsbury)	VA	KS1 30 KS2 32	KS1 30 KS2 32		Information only. Own AA school.	30	30	32	32	32	32	189-210	27-30
St Joseph's Catholic Primary School (Huddersfield)	VA	45	50		Information only. Own AA school. Consulting on increase to PAN from 45 to 50	45	45	45	45	50	50	314-349	45-49
St Mary's Catholic Primary School	VA	45	45		Information only. Own AA school.	45	45	45	45	45	45	297-330	42-47
St Patrick's Catholic Primary School (Batley)	VA	35	35		Information only. Own AA school.	35	35	35	35	35	35	202-225	28-32

Primary School	Category	PUBLISHED ADMISSION NUMBER 2021-2022	PROPOSED ADMISSION NUMBER 2022-2023	Consultation response	Notes	Year 1 (Rec in 21/22)	Year 2 (Rec in 20/21)	Year 3 (Rec in 19/20)	Year 4 (Rec in 18/19)	Year 5 (Rec in 17/18)	Year 6 (Rec in 16/17)	Net cap range	PAN range
St Patrick's Catholic Primary School (Huddersfield)	VA	60	60		Information only. Own AA school.	60	60	60	60	60	60	378-420	54-60
St Paulinus Catholic Primary School	VA	60	60		Information only. Own AA school.	60	60	60	60	60	60	397-442	56-63
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
Uppertong 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	45	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	KS1 45 KS2 90			45	45	90	90	90	90	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	11	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	-	-

**This indicates a proposal from a governing body to increase their published admission number (PAN). There is no basic need evidence to support this request which would normally lead to the local authority not including such proposals on the basis of the negative impact on other local schools. However, the school have provided evidence of engagement with their local schools and no objections to their proposals. In these circumstances the local authority has agreed to include proposals in the consultation of admission arrangements. Pre-engagement with local schools does not replace the formal admission consultation process and the local authority would welcome formal consultation responses from local schools and other interested parties to inform the determination of admission arrangements in due course.

Kirklees schemes for school admissions in 2022/23

Introduction and purpose

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

Schemes

- A. Kirklees co-ordinated schemes for normal (relevant) year of entry admissions for 2022/23 for rising 5 year olds, junior schools, middle schools and secondary schools: page 36 – 43.
- B. Kirklees scheme for in-year admissions 2022/23 page 43 – 45.

Page 46 and 47 show the timetables for implementing these schemes.

Page 48 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 2022 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
- Kaye's F & N School
- Kirkheaton Primary School
- Linthwaite Clough J I & EY School
- Lydgate J & I School
- Manorfield I & N 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
- Newsome High School
- The Kirklees Creative and Media Studio School
- Whitcliffe Mount 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(VC) Infant 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 (formerly Almondbury Community School)
- Lepton CofE Primary Academy
- Lily Park, A SHARE Primary Academy (formerly Beech Primary)
- Lindley CE Infant School
- Lindley Junior School
- Luck Lane Primary (a SHARE Primary Academy)
- 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
- Overthorpe CofE Academy
- Scissett CE Academy
- Shelley First School
- Skelmanthorpe Academy
- St Aidan's CE Academy
- Thornhill J & I School
- Woodside Green, A SHARE Primary Academy

Middle

- Kirkburton Middle School
- Scissett Middle School

Secondary

- Batley Girls' High School Visual Arts College
- Batley Grammar School
- BBG Academy
- Castle Hall Academy
- Colne Valley High School
- Heckmondwike Grammar School
- Honley High School
- King James's School

- Manor Croft Academy
- Moor End Academy
- Royds Hall, A SHARE Academy
- Salendine Nook High School Academy
- Shelley College, A SHARE Academy
- St John Fisher Catholic Voluntary Academy
- The Mirfield Free Grammar School
- Thornhill Community, A SHARE Academy
- Upper Batley High School

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

Secondary

- All Saints Catholic College, Specialist in Humanities

2A.Kirklees co-ordinated schemes for relevant year of entry admissions for 2022/23 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 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
 - Kirklees Creative and Media Studio School at the Netherhall Learning Campus where it is year 10.

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 1.9.17 and 31.12.17 – may defer entry until start of the Spring term i.e. January 2023.

Date of birth between 1.1.18 and 31.8.18 – may defer entry until start of the Summer term i.e. April 2023.

If a child has a date of birth between **1.4.18 and 31.8.17** and the parent does not wish them to begin school until **September 2023** (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 34 - 36) 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 pyramid first school Kirklees parents/carers need to apply for their child's school place via the Kirklees Parent Portal.
- Parents/carers will be sent details via their child's current school of when to complete the online application. The Kirklees Parent Portal and website also informs parents when a SIF needs to be completed so the relevant school can assess the child's eligibility for a school place.
- Parents/carers will receive an email when their online application has been submitted and then when it has been downloaded.

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

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 34 - 36) 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 46 and 47.
- 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 34 – 36 (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 **19 April 2022**
- National offer day for junior and middle school admissions is **19 April 2022**
- National offer day for secondary school admissions is **1 March 2022**
- 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 32 – 36. 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 2022**
- Planned allocation date **21 March 2022**

Junior/middle admissions

- Closing date for applications **15 January 2022**
- Planned allocation date **21 March 2022**

Secondary school admissions

- Closing date for applications **31 October 2021**

- **Planned allocation date 17 January 2022**

- 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 19 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 34 - 36) 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 43– 45.

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 46 and 47.

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 4.00pm on Friday 29 October 2021 for return of the School Registration/Supplementary Information Form to be returned to Batley Grammar School. A copy of the school registration form is in the school prospectus, available on the school and the local authority's websites or can be obtained from the school admissions office.
- Forms received by the deadline will be considered first.

(b) Heckmondwike Grammar School – ability testing

- Heckmondwike Grammar School is a selective school and admission is based on the results of an entrance test. Eleven year olds take the entrance test on a Monday early in the Autumn term preceding the September of entry. Papers test a range of reasoning skills in a variety of contexts and they are designed to be predictors of likely future performance. A selection of familiarisation questions will be placed on the school website late in the summer term preceding each test.
- The outcome of the tests is communicated to parents in mid-October, prior to the deadline for submission of the application for a high school place to the local authority.
- 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 2022 to be notified by their home LA at which school they are to be offered a place.
- Parents are required to register for their child's entrance test by a date to be confirmed (likely to be June 2021). Please see the school's website for more information.

2B. Kirklees scheme for in-year admissions 2022/23

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 requirement 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 **must** 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 34 - 36) 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 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.

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 decision according to the timetable which is detailed on page 46 and 47.

Offers of places to Kirklees parents/carers and appeals

The relevant admissions authority (as noted on pages 32 - 36) will send out to a parent/carer within **20 school days** of their application being received at a school a decision to offer or refuse a place at the school. A copy of the decision should be sent to the Kirklees admissions team.

The offer will specify a start date as agreed with the school. This should normally be the first day of the next school term where no significant house move has taken place. Where a child has moved into Kirklees and is without a school place, or has moved a significant distance within Kirklees, the offer should specify a start date no later than 10 school days from the date of the offer.

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 18).

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.

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	Wednesday 1 September 2021
Batley Grammar School SIF deadline (applicable for rising 5 year old applications)	4pm Friday 14 January 2022
Closing date for online applications and SIF's	Saturday 15 January 2022
Kirklees LA sends information about applications for schools in other LAs to those LAs	Friday 4 February 2022
Kirklees LA sends information about applications to Kirklees academy, foundation, trust and VA schools	Friday 25 February 2022
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 4 March 2022
Kirklees decides provisional offers including extra-district children applying for Kirklees schools and notifies other LAs	Monday 21 March 2022
Provisional offers reviewed to take account of information from other LAs, results sent to other LAs/admission authorities	Friday 1 April 2022
Kirklees and other LAs exchange information on confirmation of offers to be made	Tuesday 5 April 2022
Statutory National Offer Day	Tuesday 19 April 2022
Appeals	June 2022 onwards

Secondary school admissions

Heckmondwike Grammar School – date to register by for entrance exam	June 2021 – to be confirmed
The online application process opens via the Kirklees Parent Portal	Wednesday 1 September 2021
Batley Grammar School SIF deadline	4pm Friday 29 October 2021
Closing date for online applications and SIF's	Sunday 31 October 2021
Kirklees LA sends information about applications for schools in other LAs to those LAs	Tuesday 16 November 2021
Kirklees LA sends information about applications to Kirklees academy, foundation, trust and VA schools	Monday 6 December 2021
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 17 December 2021
Kirklees decides provisional offers including extra-district children applying for Kirklees schools and notifies other LAs	Monday 17 January 2022
Provisional offers reviewed to take account of information from other LAs, results sent to other LAs/admission authorities	Monday 31 January 2022
Kirklees and other LAs exchange information on confirmation of offers to be made	Monday 7 February 2022
Statutory National Offer Day	Tuesday 1 March 2022
Appeals	May onwards

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 Pyramid ▪ Year 7 at most Kirklees secondary schools ▪ Year 9 at Shelley College ▪ Year 10 at Kirklees Creative and Media Studio School, Netherhall Learning Campus.
Testing / Assessment	Batley Grammar School and Heckmondwike Grammar School are the only schools in Kirklees where determination of academic ability by testing is part of the admission procedure. <ul style="list-style-type: none"> • The deadline for the Registration/Supplementary Information Form for year 7 applications to Batley Grammar School should be returned by 4.00pm on Friday 29 October 2021. The deadline for the Registration/Supplementary Information Form for primary places is 4.00pm on Friday 14 January 2022. Parents are required to register their child for the entrance test to Heckmondwike Grammar School by a date to be confirmed, but this is likely to be June 2021. The entrance exam will follow in the Autumn 21 term – date 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

Full consultation responses

Other local authority response
<p>Thank you for your email about your 2022 policy consultation, we have no objections and no significant feedback on what is proposed.</p> <p>Leeds School Admissions</p>
Chair of Governing body
<p>As per the direction from Kirklees regarding the consultation on admissions arrangements for 2022/2023 please find below the response from Slaithwaite C of E Junior and Infant School.</p> <p>The matter was discussed and noted in minutes at our last full governing body meeting on 18th November 2020.</p> <p>It was agreed at the meeting that as the PAN had not yet been published that as Chair I would communicate the number to all members once it had been published and ask for any feedback by email in order that the return could be completed for the 10th January 2021 deadline.</p> <p>All governors & headteacher were notified of our proposed PAN for 2022/2023 remaining at 23 on 3rd December 2020 & asked to respond by today's date with comments if they wished to provide any.</p> <p>We are happy for the proposed PAN to remain at 23 for admission to Slaithwaite C of E Junior and Infant School for 2022/2023.</p> <p>Many thanks</p> <p>Chair of Governors</p>
Parent responses
<p>Dear Kirklees Admissions</p> <p>RE: ADMISSIONS POLICY FOR KIRKLEES SCHOOLS</p> <p>I would like to bring to your attention as part of the consultation process about the Kirklees School Admissions Policy that we have suffered a great deal of hardship and distress during what has already been a very difficult year for so many, due to the current criteria used when allocating school places.</p> <p>I have two sons, one of who already attends a Kirklees School, Moorlands Primary School. I applied for a place for his sibling to attend the same school and due to the fact we live a few yards outside the priority area, he was allocated a school in the opposite direction with the same start and finish time.</p> <p>This also happened to another family who already had two children at Moorlands Primary, and we spent months lobbying the councillors to bring to their attention issues with regards to the primary school system in Kirklees. During our research, we found that schools appeared to have been planned or built for future demand (which in some cases had many places available according to the online data viewed at the time), however, there were many children</p>

waiting for places within the HD3 area, including a number of siblings. We believe that the problem has been exacerbated by the planning permission granted for new build family properties in the area which is still on-going.

I cannot begin to explain the amount of upset this has caused our family. We went through months of upset and worry, trying to think about how we could possibly manage to do school runs in opposite directions. One solution indicated was to find a school where both of our children could attend, thus disturbing the education of our older son who was already very happy at the school he had attended for years and formed friendship groups. This was not an option as far as we were concerned.

After having spent months lobbying the council and spending hours preparing the appeal paperwork, we were then told after my younger son had already attended an induction and we had bought the appropriate school uniform for the allocated school, that a place had become available at Moorlands and he could join his brother. We were overjoyed.

During the preparation for the school appeal, it came to my attention that Kirklees admissions policy is different to many other councils within the area as it does not prioritise siblings generally, but makes a distinction between priority area and non-priority area siblings. This then causes a problem when a large amount of building (approved by the council) takes place between the allocation of school places for siblings. Leeds, Barnsley, Calderdale and Bradford to name a few appear to prioritise siblings generally, recognising the impossible position parents are put in logistically when siblings are separated. This issue became even more apparent due to the Corona Virus where many out of hours clubs were no longer available. I was also told that my son's place on the waiting list changed as children who moved into the priority area were put above us.

Having read the report on 'Consultation regarding school admission arrangements for the school year 2022/23', the suggestion is that because the oversubscription criteria does not prioritise siblings generally, it only impacts on a very small number of families. This may be the case across the whole of Kirklees due to the new schools built in certain areas in anticipation of future demand, however, I do not believe this is the case in the HD3 area.

I believe the HD3 area has seen a steady rise in demand for school places over a number of years. This has therefore created a situation whereby some children from outside the PPA with siblings already attending Moorlands School did not receive a place at the same school. My worry is that this is only going to get worse due to the building work in the HD3 area and I want to save more families from suffering the same hardship. In my opinion, the criteria for oversubscribed schools appears to have disproportionately impacted on families who have siblings in areas like HD3 where planning for new developments has been granted and therefore should not be discounted. I believe MP's also have similar concerns about the impact extra building would have on schools.

The figures produced in the [*consultation*] report (Page 4) are from 2017 and do not take into account the significant building within the area over the last three years which I would suggest should be calculated for postcode areas/school to analyse the significant hardship caused to families with siblings already attending schools in oversubscribed areas.

The council may argue that parents who choose to send their children to a school outside the priority area should be aware that this situation may occur. However, at the time we applied for a school place for our older son, we carried out extensive research which indicated that children within our area were able to gain a place at Moorlands as the school was big enough

to take these children. We could not have known about the extent of building plans in subsequent years.

We also live on a border between two local authorities. We believe Kirklees ends at the corner of [*street name removed*] a matter of yards before our street. As a result, we are a good distance from the nearest very small Calderdale school which having attended an open event, we were told that it was unlikely we would be allocated a place. We also checked online and it stated that children within our area were infrequently admitted to the school. I hope that this explains some of the reasons we selected a Kirklees school. We also have a HD3 postcode.

In conclusion, we would ask that the Council reviews the school admissions policy in Kirklees to end the distinction between priority and non-priority area siblings, and falls in line with the majority of other Councils in the area. The stress that this has caused me and my family has had a severely detrimental long-term effect on both my private and family life and professional employment as a key worker, impacting on the community.

I believe Leeds City Council considered reviewing their policy on siblings some years ago and an online petition was signed by thousands of people. I think this explains a number of logistical, emotional and environmental issues raised by members of the public when separating siblings:

https://www.change.org/p/leeds-city-council-abolish-proposed-changes-to-the-sibling-rule-for-school-admissions/c?source_location=petition_show

I would ask that the council acknowledge safe receipt of my letter and I would be very interested in attending any relevant meetings to voice my concerns in person.

To whom it may concern,

I have recently submitted my views to the consultation, but found it difficult to articulate my concerns in 50 words. I have therefore written this letter to offer clarity to the points raised. In recent months I have contacted my local MP, local councillors and members of Kirklees admissions team, including [*local authority officer*]. In this letter, I summarise some of the concerns raised regarding the current admissions policy and its ineffectiveness in addressing the academic and emotional welfare of children and their families.

With regards to the policy, we appreciate that families within catchment of a school will take priority for school places, yet in all other surrounding authorities, except for Wakefield, families with siblings already at the school, *in or out of catchment*, are a higher priority on the admissions criteria. These authorities include Barnsley, Bradford, Calderdale, Leeds, Rochdale and Oldham. The Kirklees admissions criteria places children outside of catchment with siblings at priority 5 out of 6. This has major consequences for families who have children already settled at a school, especially where the development of new housing has been approved.

In one correspondence, received from [*local authority officer*], it was undisputed that the development of over 400 properties near to a school is going to put a significant strain upon school admissions – the demand for places is certainly going to rise, regardless of other factors. To suggest that families with children already attending a school, send a sibling to ‘newly established schools within Kirklees’ is simply absurd. Some of the recently established schools, which cater for the increased demand, are around 5 miles away from where my son currently attends school. I would love to hear your suggestions on how you get two children

to two different schools (with the complication of traffic) at the same time – twice a day. This is a challenge for any parent, but for those like ourselves, who are working parents, it's practically impossible. To add complexities; not all schools offer before and after school provision, and even where they do – why should parents incur additional childcare costs to simply fulfil their children's right to an education? I beg the question: has the welfare of families really been carefully considered in your review of the admissions policy? It was also mentioned that:

'an important point made in the review was that if there were changes, some families would benefit from this but a different set of families would then find themselves in challenging circumstances as a result.'

I acknowledge that some families may be presented with challenges should the criteria be changed; the disappointment of not securing a place at their preferred school, but I am really struggling to foresee a challenge greater than being in two places at the same time, and the subsequent pressure and emotional strain this puts on families. Would you like to be the child who is late for school every morning and picked up last? Is it not more realistic for a single child to attend one of the alternative 'recently established schools' that have been established to meet the increased demand for school places, than two children from the same family attend two different schools? I have to reiterate my concerns in relation to equality, where siblings attend schools with a contrasting ethos and culture.

Where children's wellbeing and mental health is a priority in schools, I struggle to comprehend how an authority has an admissions criteria which essentially splits siblings up; placing them, in many cases, in contrasting schools in terms of culture and ethos. Children from the same family should have the same educational experiences and opportunities. They should share and celebrate each other's successes. Children should be nurtured in school as well as home, and naturally this should be alongside their siblings.

As a teacher myself, I know the importance of wellbeing in terms of children's learning and development. A disruptive and stressful morning hinders a child's capacity to learn. This issue is therefore having a detrimental effect on our children, both academically and emotionally. I feel a strong obligation to drive change, as both a parent and a teacher, for all the families and children that are to be effected by a defective admissions policy.

Thank you for considering my views.

For the attention of Kirklees Pupil Admissions

Re: Feedback for the Consultation Process for the admissions of entry to school Sept 2022.

I am writing with my feedback as requested regarding the oversubscription policy for school admission following the experiences I had regarding this matter in 2020. My daughter was denied a reception place at Moorlands Primary School, when living 23m out of catchment and having 2 siblings already at the school. The refusal of this place caused a detrimental amount of stress, strain and heartache on our family. This was at a time when tensions were already high due to working as keyworkers through a pandemic, trying to home-school, look after a pre-schooler and elderly relatives.

I would urge Kirklees as part of this consultation process to look long and hard about the impacts this policy has on these families who do not get a sibling place. I can see that this is considered to be such a small proportion of families but I urge you to look at it from their point

of view and the whole family dynamics. This may be just a school place in the eyes of Kirklees, but a school place for a family is so much more than that for the child, siblings and parents. We should be helping keep families together and supporting families not causing mental strain, financial and economic hardship when this is totally unnecessary.

This is demonstrated by the fact the school admission policy in other Local Authorities on our borders ALL adopt a policy which places any sibling at a higher priority regardless of where they live. This includes Calderdale, Leeds, Bradford, Barnsley, Oldham and Rochdale Councils. Why do they have a different policy and how can they make it work? In 2015 the Office for Schools' Adjudicator stated 'An oversubscription criteria giving siblings priority to attend the same school, if that is what their parents wish seems instinctively to be the sensible approach particularly at primary school'.

These are 4 years old children many of whom will have been taking their siblings to school most days since they were born, starting school will be one of the most daunting years of their lives. They automatically wish to follow their siblings and need to have their sibling to help and support them as they have throughout the start of their lives.

A school place is 'NOT' just a school place for the family of the child, siblings and parents. Once you are part of that school you become part of the community of the school, developing life-long friendships with other parents, you become a support network for each other and as children grow friendships are made with younger siblings again forging friendships further which become friendships both in and out of school. We thought long and hard about sending our eldest to a school out of PAA, however this was the right school for our family dynamics at the time, it was a local school which offered totally different schooling and childcare arrangements to the catchment school. We were successful in gaining a place and at that time it didn't look like place would be hugely affected in future years for siblings. I would like Kirklees to take onboard the many factors that can affect school places when sending siblings to different schools. Schools can have slightly different holidays, inset days (this would have caused me to have an extra 7 days off work to cover both schools inset days) – family days where we wouldn't be able to go out as a family due to different siblings being in school.

Separation to siblings in before and after school childcare, having to use different facilities at a time when they could be playing and socialising together cementing the sibling bond to continue throughout later life. My children are particularly close, they were devastated when I explained their sister couldn't go to school with them. The school my daughter was offered had no provisions for childcare, either through a childminder or via the local out of school club due to limited places with the pandemic. This left no option but to rely on elderly grandparents for help and support at a time when they should have been shielding. This school also was a smaller school when closed due to covid sent the children of the key worker children to an alternative provision a partner school almost 5 miles in the opposite direction, not something one would ever have envisioned and certainly not achievable logistically.

Logistics of dropping off and picking up at 2 different places 3 miles apart at the same time to young children. Which do you leave in the playground, are you even able to do this due to safeguarding? Or which sibling is late on a daily basis? In turn affecting attendance, learning and mental health. In the 3 weeks I had to do this I literally had to push my daughter through the door as soon as it opened (if this was opened on time) run back to the car, travel 3 miles to the next school and run to school after having to park so far away, the boys were 10-15 mins late due to staggered start times, they were upset at being late, having to rush to school, missed meeting up with friends prior to school starting, missed register and got

marked as absent. They missed choosing lunch and often lessons had started. If this had continued their mental health would have severely suffered along with their learning. This could only have been avoided by paying to send the 2 boys to breakfast and afterschool club at considerable and unnecessary expense to the family. This would have also included extra trips, backwards and forwards for the sake of 10-15 minutes. As a parent due to the boys being late for school, the knock-on effect was that I was late for work which if continued would have affected my job and future employment causing further financial hardship. This economic and environmental costs of unnecessary trips back and forth and having to go between 2 settings removed the ability to walk to my local school at any point as we were constantly dashing between settings. As a parent of a new starter in school I was unable to forge friendships in those 3 weeks, having to turn down going to the local park after school or a leisurely chat with other parents in the playground as I was always in a rush to get the boys and not be even later. The boys were the last ones in the playground and I had to run again with a tired 4 year old who should have been attending this school but didn't understand why she wasn't with her siblings and the friend she had already made. By the time we reached the park people were on their way home or had already left. These 3 weeks prior to our appeal made school drop off and pick up a totally unenjoyable, stressful daily routine which could potentially have lasted for 4 years!!

The consultation document states only 22 children (0.4%) were affected at primary level I know 9 of these were from Moorlands.... Why? This was due to the permission to build several large housing estates without any extra places being provided in the area. Where the local schools were already oversubscribed but allowing the expansion and building of a new school in close proximity (less than half a mile) to an established school that from the figures I have found for many years prior wasn't full or oversubscribed. In addition, if these figures were considered to be so low, that changing or reviewing the policy to reflect the number of complaints received this year would have been a priority. This obviously hasn't happened as you have applied for the same oversubscription criteria as previously.

As stated in the consultation policy, a review of the Kirklees admissions arrangements was carried out in 2017. One part of the review investigated the impact of changing the oversubscription criteria for Kirklees schools. A modelling exercise was carried out with existing admissions data to determine the impact of; 1. Removing priority admission areas (catchment areas) 2. Giving siblings priority over children living in the priority admission area 3. Giving children living in the priority admission area priority over siblings. *The results showed minimal impact on both primary and secondary allocations; 1. Removing priority admission areas changed 2.3% of primary allocations and 6.6% of secondary allocations. 2. Sibling over priority admission area changed 1.3% of primary allocations and 1.6% of secondary allocations. 3. Priority admission area over sibling changed 0.9% and 1.4% of secondary allocations. Overall, changing the oversubscription criteria had an impact on a very small number of applicants, and any changes would have a positive impact for some applicants but also a negative impact for other applicants, with some children not being allocated the school local to them.*

Comments regarding this statement is that the review was done in 2017, there have been many changes in the local area with regards to school places, availability and housing. This year would have been the 1st year in 10 years that my daughter would not have gained a sibling place. How were we supposed to foresee this when we applied for our 1st child eight years prior. There is also a difference in the 1st child not getting their preferred place affecting subsequent siblings but causing siblings to have to attend different schools it another problem altogether not just for the child and family but also the school itself with regards to attendance and punctuality.

In other areas PAA's are set up however the admission policy states this does not guarantee places but gives a higher priority. This also brings me to the PAA itself, we were at the time of application living 23 m out of catchment with 2 siblings at the school; 3 children were places at a higher priority than us with only 1 sibling and lived 65m out of catchment but were closer to the school. This by Kirklees is considered to be fair, but it isn't a fair process it just makes it easier to allocate and work out the places – it would only be fair if the school was in the middle and a PAA radius was created around the school. I appreciate this wouldn't work and would be a nightmare to facilitate but let's not pretend that the current process is a fair process. Two siblings itself should outrank 1 sibling also which would be easy to facilitate in the computer algorithm.

I have no problem in schools becoming a PAA only school such as happens in Lindley and many other areas in the future as housing increases in area's, but I urge this not to be at the detriment of the children and families already given places who have been part of the school community for many years. It has too much of a dramatic effect on the lives of the children and their families for many years. I can still recall my school childhood memories with my siblings and to deny this to our children is a disgrace.

The importance of retaining priority admission areas was highlighted, particularly in the rural areas of Kirklees, where they are vital to ensure children are allocated a school within a reasonable distance. This was most evident for secondary schools. Giving priority to siblings over priority admission area saw an increase in the average distance of the allocated schools for both primary and secondary allocations, and an increase in the number of children allocated schools that are considered to be an 'unreasonable distance' (over 2 miles for key stage 1 children or 3 miles for key stage 2 children and above).regarding remodelling and changing the policy regarding oversubscription criteria, removing PAA and changing the sibling rule.

With regards to this statement giving propriety to siblings over priority admission area increasing the distance to schools doesn't reduce as the parents have multiple drop off to complete causing more pollution and financial costs. This would reduce over time as the numbers of children in the PAA increased, schools that previously took children out of catchment just to achieve published admission number wouldn't happen but this wouldn't affect families here and now. There maybe the exemption of people's circumstances changing but this would surely be of reduced significance.

Again, the report states such low differences between the figures but feels it can justify causing significant harm to families lives for what purpose. If other Councils can make the numbers work then I feel Kirklees should review the process with greater thought on the consequences. As from above the consequences of a 1st child not attending their local school of choice and having to travel 2miles to the next versus the upheaval for sibling having to attend multiple schools has a much more dramatic effect. With correct planning neither of these situations should arise. I have completed this feedback in good faith that we will be listened to and that Kirklees will act with the best interests of all parties and to get the policy reviewed so other families do not have to be subjected to the same situation our family was. We were particularly lucky the independent appeal panel agreed and granted my daughter a place, this doesn't take away the stress, worry and preparation time for the appeal process caused to myself and my family. It was honestly the most stressful thing I have had to do and in my opinion totally unnecessary.

Please also find the attached petition to Kirklees council in support of the change in policy to recognise ALL siblings as a priority. A time of closure 515 people has signed supporting the

change in policy. I also want to add that in the previous 8 years of being a parent of a child of school age, I have never been informed of such a consultation process even being held. It's a shame you only hear about things like this when things have gone wrong, I feel consultations like this should be made more freely available and more parent being made aware via school newsletters and social media campaigns. Even the timing of this consultation is inappropriate over the December and Christmas period when most people are at their busiest.