

Kirklees Admission arrangements for community and voluntary controlled schools in 2025/26

Determined by Kirklees Cabinet on 20 February 2024

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1. Kirklees admissions arrangements

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 2021. The School Admissions Code ('the Code') has been issued under Section 84 of the School Standards and Framework Act 1998 ('SSFA 1998'). The Code has been made following a consultation under Section 85(2) of the SSFA 1998.
- Some community or voluntary controlled schools in Kirklees may become an own admission authority by converting to academy status or changing category to trust or voluntary aided status during the life of these arrangements. Any school that becomes an own admission authority during the period of these schemes assumes the responsibilities of an admission authority from the date of change of status / category.
- Please consult the websites of Kirklees and other admission authorities to obtain the most up to date information.

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

- **Published admission numbers (PANs)** for community and voluntary controlled schools in Kirklees
 - The attached table on page 9 indicates the proposed PAN for each school. This is the maximum number of places that the school can offer. The PAN relates to the normal year of entry, that is the age group at which pupils are or will normally be admitted to the school.
 - Where a change is made to the PAN for a particular year of entry (the relevant year), it applies to that cohort of pupils only, at admission and then will apply as an admission limit in successive years as cohorts of pupils progress through the school, unless a separate admission limit has been determined through a consultation process.

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

- **The Net Capacity Calculation**

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

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

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

The net capacity calculation estimates the impact of a sixth form group on the entire school and provides a proportion of a year group. For example, an 11-18 secondary school with a sixth form may have 5.42 year groups (five statutory age groups plus 0.42 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 admission areas. Full details of priority admission areas are available on the Kirklees Council website.

C. Admission arrangements for Kirklees community and voluntary controlled schools for 2025/26

Admission Criteria

If there are fewer applicants than there are places available, everyone who applies will be offered a place. When there are more applicants than there are places available there has to be a way of deciding which children are offered places. This is done by having admission criteria, also known as oversubscription criteria, which are considered in order. The Kirklees admission criteria for community and voluntary controlled schools are:

1. children in public care (looked after children) and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be as a result of being adopted;
2. children who live in the school's Priority Admission Area (PAA) who have a brother or sister attending from the same address at the date of admission (the sibling rule);
3. children who live in the school's PAA;
4. children who live outside the school's PAA who have a brother or sister attending from the same address at the date of admission (the sibling rule);
5. children who live outside the school's PAA.

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

Linked infant and junior schools

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

- Berry Brow I & N School and Newsome Junior School
- Birkby I & N School and Birkby Junior School
- Diamond Wood Community Academy and Ravensthorpe CE (VC) Junior School
- Earlsheaton Infant School and Bywell CE (VC) Junior School
- New Mill Infant School and New Mill Junior School
- Lindley CE Infant School and Lindley Junior School
- Manorfield I & N School and Staincliffe CE (VC) Junior School
- Netherhall Learning Campus – Netherhall St James (VC) C of E Infant and Nursery School and Netherhall Learning Campus Junior School

- Netherton I & N School* and South Crosland CE (VA) Junior School
- Pentland I & N School and Headfield CE (VC) Junior School
- Purlwell I & N School and Hyrstmount Junior School
- Reinwood I & N School and Reinwood Community Junior School
- Savile Town CE (VC) I & N School and Headfield CE (VC) Junior School
- Shaw Cross I & N School and Bywell CE (VC) Junior School
- Thornhill Lees CE (VC) I & N School and Headfield CE (VC) Junior School

*admissions to Netherton I & N School only.

Admission criteria for linked infant and junior schools.

If there are fewer applicants than there are places available, everyone who applies will be offered a place. When there are more applicants than there are places available there has to be a way of deciding which children are offered places. This is done by having admission criteria, also known as oversubscription criteria, which are considered in order. The Kirklees admission criteria for linked infant and junior, community and voluntary controlled schools are:

1. children in public care (looked after children) and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be as a result of being adopted;
2. children who live in the school's Priority Admission Area (PAA) who have a brother or sister attending either school from the same address at the date of admission (the sibling rule);
3. children who attend a listed infant school (with priority for the linked junior school)
4. children who live in the school's PAA;
5. children who live outside the school's PAA who have a brother or sister attending either school from the same address at the date of admission (the sibling rule);
6. children who live outside the school's PAA.

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

Notes

- The definition of a 'looked after child' in England is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents 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.
- A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. Evidence must be provided by parents of the child's adoption from public care outside England.
- If a request for admission to school is made under the previously looked after (PLAC) criteria, an online supplementary information form (SIF) will need to be completed on the Kirklees Pupil Admissions website www.kirklees.gov.uk/admissions
- Children in priority 1 above may be admitted above the PAN.
- If we cannot agree to requests for admission in priorities 2 to 5 above without exceeding the PAN, we will give priority up to the PAN to children living nearest the school.
- Distance is measured in a straight line from a child's home address to the school. Measurements are calculated using six-figure National Grid Co-ordinates from the National

Land and Property Gazetteer. This grid reference relates to a point that falls within the permanent building structure corresponding to the address. The boundary of the building structure for the address is from Ordnance Survey's MasterMap. For smaller, residential properties the grid reference marks a point near the centre of the building. For larger properties like schools with, for example, multiple buildings and large grounds, the grid reference relates to a point inside the main addressable building structure. The distance calculated is accurate to within 1 metre.

- For all-through schools located on two different sites, Kirklees LA will calculate the distance in a straight line from the applicant's home address to both sites and the shortest distance will be used for admission purposes for applications for all year groups. The year group the application is for and where that year group is taught is not part of the consideration, as this is an operational decision down to Headteacher / Governing Body discretion and could change outside of the admission arrangements consultation and determination process.
- 'Live' means the child's permanent home at the date when applications close or, if a significant house move is involved, the latest reasonable date before the final allocation of places (see page 6).
- Where a child's parents live at different addresses and the child spends time at each address we will consider a number of factors when deciding on the address that will be used for admissions purposes, including:
 - the amount of time spent at each address
 - which parent has parental responsibility for the child
 - who receives child benefit for the child
 - where the child is registered for medical and dental care
 - any residency or custody orders made by the courts.

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

- For children transferring from first or middle schools, we will give preference in priorities 2-5 above (up to the PAN) to children attending a first or middle school in the middle or secondary school PAA.
- A PAA means a geographical area determined by Kirklees in consultation with the governing body of the school. It is called this because children living there normally have priority for admission over children who live elsewhere. It is also referred to as the catchment area.
- Children with Education Health and Care Plans are admitted to mainstream schools, special units and special schools separately from the general admission policies, but we do ask families to complete the online application if they would like to name a mainstream school as one of their preferences.
- **It is important to note that attending a school nursery or pre-school setting on a school site does not give any priority for a place in that primary/infant school and there is no automatic transfer.**

Application procedures

Transfer to secondary school

- Kirklees residents will apply for a secondary school place by using the online Parent Portal on the Kirklees website. The application period will run from the week beginning **1 September 2024. The closing date for applications will be 31 October 2024.**

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 2024. The closing date for applications will be 15 January 2025.**

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

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

Late applications

- Applications received after the appropriate closing date will be regarded as late unless, in Kirklees' judgment, there are significant and exceptional reasons for the lateness. Proof of special circumstances will be required.
- Late applications are not considered until all on-time applicants have been allocated places.
- Forms submitted after the closing date due to a significant house move will be regarded as on-time provided that documentary evidence to confirm the move is provided by the following deadlines in time for the allocation process.
- For year 7 and year 9 applications - It is expected the allocation process will take place on 15 January 2025. The latest reasonable date for evidence of a significant house move will be 30 November 2024.
- For Reception, year 3 and year 6 - It is expected that the allocation process will take place on 11 March 2025. The latest reasonable date for evidence of a significant house move will be 15 February 2025.

Waiting lists

- A child's name will automatically be placed on the waiting list for any Kirklees community or voluntary controlled school where they have been refused a place in the school's normal year of entry, eg, Year 7 at secondary school.
- The waiting lists will be held in admission criteria order and will close on 31 December 2025.
- For in-year admissions, the waiting list will be held for the remainder of the term for which they have applied for a place.

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 2025, or to any other age group at any time, will apply on the In-year Common Application Form (ICAF).

Twins / multiple births

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

Flats

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

Rising five year old children

- Full time places will be available from the September following a child's fourth birthday.
- Parents may defer their child's entry until later in the school year and the allocated place will be held for the child. Parents may not defer entry beyond the beginning of the term in which the child reaches their fifth birthday, nor beyond the school year for which the original application was accepted.

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

Children of Service Personnel and Crown Servants

- Kirklees Council is signed up to the armed forces Community Covenant, which is a pledge made by the government to ensure that the armed forces and their families are not disadvantaged as a result of their service. As part of the co-ordinated process applications from armed forces families are reviewed on an individual basis to ensure they are not disadvantaged, and, Kirklees LA may ask schools to consider admission over PAN if this is felt to be necessary.
- Children of service personnel and crown servants returning from overseas to live within Kirklees, will be allocated a school place (as long as one is available) in advance of their arrival. The application must be accompanied by an official letter declaring the relocation date and postal address. The allocation will be based upon the address at which the child will live when applying oversubscription criteria, as long as parents provide some evidence of their intended address.

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

- The majority of parents apply and take up a reception place in the school year in which their child will reach the age of five (rising fives). All children are entitled to a full time place in the September following their fourth birthday. However, the legal starting age for full time education is the start of the term following the child's fifth birthday and parents may request that their child's entry is deferred until later in the same school year or until the term in which the child reaches compulsory school age.
- Kirklees Council receives a small number of enquiries from parents (whose children are 'summer born') to delay their entry to school until the September following their fifth birthday.
- In many of these cases where a request is made for a delayed entry of a 'summer born' child, a place would be offered in Year 1 as this enables the child to remain within their chronological age group, however, non-statutory Department for Education (DfE) Guidance states;
- ****School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school at this point.**
- ****School admission authorities are responsible for making the decision on which year group a child should be admitted to but are required to make a decision based on the circumstances of the case.**
- There is no statutory barrier to children being admitted outside their normal year group.
- All requests for such transfers will be explored with the parent/carer on an individual basis. ['Advice on the Admission of Summer Born Children' \(DfE, September 2020\)](#)

Parents should still apply online in the normal admission round for 2025, and also email Pupil Admissions to make their request. The request will be considered by a panel of education experts after the relevant closing date for applications and the individual case will be considered. The panel will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

**** 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 2025, and also write to or email Pupil Admissions to make their request. The request will be considered by a panel of education experts after the relevant closing date for applications and the individual case will be considered. The panel will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.
- 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 published admission numbers (PANs)

Secondary and middle provision

| Secondary School | Category | PUBLISHED ADMISSION NUMBER 2024-2025 | PUBLISHED ADMISSION NUMBER 2025-2026 | Notes | Year 8 (yr 7 in 24/25) | Year 9 (yr 7 in 23/24) | Year 10 (yr 7 in 22/23) | Year 11 (yr 7 in 21/22) | Net cap range |
|--|--------------------------|---|---|---|---------------------------------|------------------------------|-------------------------------|-------------------------------|------------------|
| All Saints Catholic College | VA | 180 | 180 | Own AA school. | 180 | 180 | 180 | 180 | 814-905 |
| Batley Girls High School | Academy | 233 | 233 | Information only. Own AA school. *admitted over PAN | 233 | 233 *(243) | 233 *(243) | 233 | - |
| Batley Grammar School | Free School (Academy) | 130 | 130 | Information only. Own AA school. Assuming all 30 pupils in the primary phase year 6 transfer to the secondary phase, there will be 130 places available. If less should transfer then further places will be offered up to the PAN for the year group of 160. | 160 | 160 | 160 | 160 | - |
| BBG Academy | Academy | 210 | 210 | Information only. Own AA school. | 210 | 210 | 210 | 200 | - |
| Castle Hall Academy | Academy | 180 | 180 | Information only. Own AA school. *admitted over PAN | 180 | 180 *(190) | 180 *(195) | 180 | - |
| Colne Valley High School | Academy | 287 | 287 | Information only. Own AA school. | 260 | 287 | 287 | 287 | - |
| Heckmondwike Grammar School | Academy | 180 | 210 | This school is consulting during the same window as the LA – see school website for further details. Own AA school. Consulted on PAN of 210. *Admitted over PAN | 180 | 180 *(210) | 180 *(210) | 180 *(210) | - |
| Holmfirth High School | Community | 264 | 264 | *Admitted over PAN | 264 | 264 *(282) | 264 | 264 | 1320-1467 |
| Honley High School | Academy | 255 | 255 | This school is consulting during the same window as the LA – see school website for further details. Own AA school. *Admitted over PAN | 255 | 255 *(273) | 255 | 255 | - |
| King James's School | Academy | 210 | 210 | Information only. Own AA school. *Admitted over PAN. | 210 | 210 | 186 *(210) | 186 *(210) | - |
| Kirklees Creative & Media Studio School (part of Netherhall Learning Campus) | Community | 60 | 60 | | | | 60 | 60 | 120 |
| Manor Croft Academy | Academy | 180 *(210) | 210 | Information only. Own AA school. *Admitted over PAN. Consulted on increase in PAN from 180 to 210 | 180 *(210) | 180 *(210) | 180 *(210) | 180 *(210) | - |
| Moor End Academy | Academy | 210 | 210 | Information only. Own AA school. *Admitted over PAN | 210 | 210 *(215) | 210 | 210 | - |

| Secondary School | Category | PUBLISHED ADMISSION NUMBER 2024-2025 | PUBLISHED ADMISSION NUMBER 2025-2026 | Notes | Year 8 (yr 7 in 24/25) | Year 9 (yr 7 in 23/24) | Year 10 (yr 7 in 22/23) | Year 11 (yr 7 in 21/22) | Net cap range |
|--|-----------|---|---|---|---------------------------------|------------------------------|-------------------------------|-------------------------------|------------------|
| Netherhall Learning Campus - High School | Community | 145 | 145 | *Admitted over-PAN. | 145 | 145 *(165) | 145 | 131 *(145) | 626-709 |
| Newsome Academy | Academy | 180 | 180 | Information only. Own AA school. *Admitted over PAN | 180 | 180 *(190) | 183 | 183 *(203) | 828-920 |
| North Huddersfield Trust School | Trust | 180 *(210) | 180 | Information only. Own AA school. * Admitted over-PAN | 180 *(210) | 180 *(210) | 180 *(210) | 180 *(210) | 918-1020 |
| Royds Hall, A SHARE Academy | Academy | 172 | 172 | Information only. Own AA school. | 172 | 172 | 172 | 172 | - |
| Salendine Nook High School Academy | Academy | 275 | 275 | Information only. Own AA school. *Admitted over PAN | 275 | 275 *(285) | 275 | 275 | - |
| Shelley College, A SHARE Academy | Academy | 360 | 360 | Information only. Own AA school. | | | 360 | 360 | - |
| Spenn Valley High School | Trust | 190 | 190 | Information only. Own AA school. | 190 | 190 | 190 *(200) | 190 | 966-1074 |
| St John Fisher Catholic Voluntary Academy | Academy | 198 | 198 | Information only. Own AA school. | 198 | 198 | 198 | 198 | - |
| Thornhill Community Academy, A SHARE Academy | Academy | 180 | 180 | Information only. Own AA school. *Admitted over PAN | 180 | 180 *(210) | 180 *(210) | 180 *(200) | - |
| The Mirfield Free Grammar | Academy | 221 | 221 | This school is consulting during the same window as the LA – see school website for further details. Own AA school. *Admitted over PAN | 221 | 221 | 221 *(250) | 221 *(250) | - |
| Upper Batley High School | Academy | 150 | 150 | Information only. Own AA school. *Admitted over PAN | 150 | 150 *(160) | 150 *(160) | 160 | - |
| Westborough High School | Trust | 180 | 180 | This school is consulting during the same window as the LA – see school website for further details. Own AA school. *Admitted over PAN | 180 | 180 *(200) | 180 *(200) | 180 | 991-1102 |
| Whitcliffe Mount, A SHARE Academy | Academy | 250 | 250 | | 250 | 250 | 250 | 250 | - |
| Middle School | Category | PUBLISHED ADMISSION NUMBER 2024/2025 | PUBLISHED ADMISSION NUMBER 2025/2026 | Notes | Year 7 | Year 8 | | | |
| Kirkburton Middle School | Academy | 173 | 173 | Information only. Own AA school. *Admitted over PAN | 167 *(173) | 167 | - | - | |
| Scissett Middle School | Academy | 200 | 200 | Information only. Own AA school. | 200 | 200 | - | - | |

Primary provision

| Primary School | Category | PUBLISHED ADMISSION NUMBER 2024-2025 | PUBLISHED ADMISSION NUMBER 2025-2026 | Notes | Year 1 (Rec in 24/25) | Year 2 (Rec in 23/24) | Year 3 (Rec in 22/23) | Year 4 (Rec in 21/22) | Year 5 (Rec in 20/21) | Year 6 (Rec in 19/20) | 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 | 157-207 | 22-29 |
| Ashbrow School | Community | 60 | 60 | | 60 | 60 | 60 | 60 | 60 | 60 | | |
| Batley Grammar School | Free School (Academy) | 27 | 27 | Information only. Own AA school. | 27 | 27 | 27 | 27 | 27 | 26 | - | - |
| Batley Parish C of E Primary Academy | Academy | 30 | 30 | Information only. Own AA school. | 30 | 30 | 30 | 30 | 30 | 30 | 210-240 | 30-34 |
| Battleyford CE (VC) Primary School | VC | KS1 60 KS2 62 | KS1 60 KS2 62 | | 60 | 60 | 62 | 62 | 62 | 62 | 400-445 | 57-63 |
| Beaumont Primary Academy | Academy | 90 | 90 | Information only. Own AA school. | 90 | 90 | 90 | 90 | 90 | 90 | - | - |
| Berry Brow I & N School | Community | 60 | 60 | | 60 | 60 | | | | | 180-201 | 60-67 |
| Birdsedge First School | Academy | 15 | 15 | Information only. Own AA school. | 15 | 15 | 15 | 15 | 15 | | - | - |
| Birkby I & N School | Community | 120 | 120 | | 120 | 150 | | | | | 423-471 | 141-157 |
| Birkby Junior School | Community | 150 | 150 | | | | | 150 | 150 | 150 | | |
| Birkenshaw CE (VC) Primary School | VC | 60 | 60 | | 60 | 60 | 60 | 60 | 60 | 60 | 378-420 | 54-60 |
| Birstall Primary Academy | Academy | 30 | 30 | Information only. Own AA school. | 30 | 30 | 30 | 30 | 30 | 30 | - | - |
| Boothroyd Primary Academy | Academy | 90 | 90 | Information only. Own AA school. | 90 | 90 | 90 | 90 | 90 | 90 | - | - |
| Brambles Primary Academy | Academy | 60 | 60 | Information only. Own AA school. | 60 | 60 | 60 | 60 | 60 | 60 | - | - |
| Brockholes CE (VC) J & I School | VC | 30 | 30 | | 30 | 30 | 30 | 30 | 30 | 30 | 189-210 | 27-30 |
| Bywell CE (VC) Junior School | VC | 97 | 97 | | | | | 97 | 97 | 97 | 351-390 | 87-97 |
| Carlinghow Academy | Academy | 50 | 50 | Information only. Own AA school. | 50 | 50 | 50 | 50 | 50 | 50 | - | - |
| Carlton J & I School | Community | KS1 30 KS2 33 | KS1 30 KS2 33 | | 30 | 30 | 33 | 33 | 33 | 33 | 214-238 | 30-34 |
| Christ Church CE Academy | Academy | 30 | 30 | Information only. Own AA school. | 30 | 30 | 30 | 30 | 30 | 30 | - | - |
| Clough Head J & I School | Community | 12 | 12 | | 12 | 12 | 12 | 12 | 12 | 12 | 52-90 | 7-12 |
| Co-op Academy Smithies Moor | Academy | 30 | 30 | Information only. Own AA school. | 30 | 30 | 60 | 60 | 60 | 60 | - | - |

| Primary School | Category | PUBLISHED ADMISSION NUMBER 2024-2025 | PUBLISHED ADMISSION NUMBER 2025-2026 | Notes | Year 1 (Rec in 24/25) | Year 2 (Rec in 23/24) | Year 3 (Rec in 22/23) | Year 4 (Rec in 21/22) | Year 5 (Rec in 20/21) | Year 6 (Rec in 19/20) | Net cap range | PAN range |
|---|-----------|--------------------------------------|--------------------------------------|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|---------------|-----------|
| 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 (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 | 90 | Information only. Own AA school. Consulted on reduction in PAN from 120 to 90 | 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 | Academy | 30 | 30 | | 30 | 30 | 30 | 30 | 30 | 30 | 189-210 | 27-30 |
| Emley First School | Community | 25 | 25 | | 25 | 25 | 25 | 25 | 25 | | 135-150 | 22-25 |
| Farnley Tyas CE (VC) First School | VC | 10 | 10 | | 10 | 10 | 10 | 10 | 10 | | 45-63 | 7-10 |
| Field Lane J I & N School | Academy | 30 | 30 | Information only. Own AA school. | 30 | 30 | 30 | 30 | 30 | 30 | - | - |
| Fieldhead Primary Academy | Academy | 30 | 30 | Information only. Own AA school. | 30 | 30 | 30 | 30 | 30 | 30 | - | - |
| Fixby J & I School | Community | 45 | 45 | | 45 | 45 | 45 | 45 | 45 | 45 | 290-323 | 41-46 |
| Flockton CE (VC) First School | VC | 15 | 15 | | 15 | 15 | 15 | 15 | 15 | | 90-117 | 15-19 |
| Golcar J I & N School | Trust | 60 | 60 | Information only. Own AA school. | 60 | 60 | 60 | 60 | 60 | 60 | 375-420 | 53-60 |
| Gomersal Primary School | Community | 60 | 60 | | 60 | 60 | 60 | 60 | 60 | 60 | 378-420 | 54-60 |
| Gomersal St Mary's CE (VC) Primary School | VC | 30 | 30 | | 30 | 30 | 30 | 30 | 30 | 30 | 157-206 | 22-29 |
| Grange Moor Primary School | Community | 15 | 15 | | 15 | 15 | 15 | 15 | 15 | 15 | 105-120 | 15-17 |

| Primary School | Category | PUBLISHED ADMISSION NUMBER 2024-2025 | PUBLISHED ADMISSION NUMBER 2025-2026 | Notes | Year 1 (Rec in 24/25) | Year 2 (Rec in 23/24) | Year 3 (Rec in 22/23) | Year 4 (Rec in 21/22) | Year 5 (Rec in 20/21) | Year 6 (Rec in 19/20) | Net cap range | PAN range |
|--|-----------|---|---|---|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|---------------------|--------------|
| Hade Edge J & I School | Community | 14 | 14 | | 14 | 14 | 14 | 14 | 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. Consulted on decrease in PAN from 60 to 45 – determined 60 | 60 | 60 | 60 | 60 | 60 | 60 | - | - |
| Heckmondwike Primary School | Academy | 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 | Academy | 30 | 30 | Information only. Own AA school. | 30 | 30 | 30 | 30 | 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 | 6 | 6 | 6 | 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 | 206-229 | 29-32 |
| Holy Spirit Catholic Primary Academy | Academy | 30 | 30 | Information only. Own AA school. | 30 | 30 | 30 | 30 | 30 | 30 | - | - |
| Honley CE (VC) J I & N School | VC | 66 | KS1 66 KS2 68 | | 66 | 66 | 68 | 68 | 68 | 68 | 470 | 66/68 |
| Hopton Primary School | Community | 45 | 45 | | 45 | 45 | 45 | 45 | 45 | 45 | 346-385 | 49-55 |
| Howard Park Community School | Community | 30 | 30 | | 30 | 30 | 30 | 30 | 30 | 30 | 210-240 | 30-34 |
| Hyrstmount Junior School | Community | 90 | 90 | | | | | 90 | 90 | 90 | 329-366 | 82-91 |

| Primary School | Category | PUBLISHED ADMISSION NUMBER 2024-2025 | PUBLISHED ADMISSION NUMBER 2025-2026 | Notes | Year 1 (Rec in 24/25) | Year 2 (Rec in 23/24) | Year 3 (Rec in 22/23) | Year 4 (Rec in 21/22) | Year 5 (Rec in 20/21) | Year 6 (Rec in 19/20) | Net cap range | PAN range |
|---------------------------------------|-----------|--------------------------------------|--------------------------------------|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|---------------|-----------|
| Kaye's Academy | Academy | KS1 30 KS2 32 | KS1 30 KS2 32 | Information only. Own AA school. | 30 | 30 | 32 | 32 | 32 | 32 | | |
| Kirkburton CE (A) First School | VA | 24 | 24 | Information only. Own AA school. | 24 | 24 | 24 | 24 | 24 | | 135-168 | 22-28 |
| Kirkheaton Primary School | Academy | 60 | 60 | | 60 | 60 | 60 | 60 | 60 | 60 | - | - |
| Lepton CofE Primary Academy | Academy | KS1 30 KS2 33 | KS1 30 KS2 33 | Information only. Own AA school. | 30 | 30 | 33 | 33 | 33 | 33 | - | - |
| Lindley CE Infant School | Academy | 120 | 120 | Information only. Own AA school. | 120 | 120 | | | | | - | - |
| Lindley Junior School | Academy | 120 *(124) | 120 | Information only. Own AA school. *Admission over PAN | | | | 120 *(124) | 120 *(124) | 120 *(124) | - | - |
| Linthwaite Ardron CE (A) J & I School | VA | 30 | 30 | Information only. Own AA school. | 30 | 30 | 30 | 30 | 30 | 30 | 157-203 | 22-29 |
| Linthwaite Clough J I & E Y School | Community | 45 | 45 | | 45 | 45 | 45 | 45 | 45 | 45 | 262-297 | 37-42 |
| Littleton J I & N School | Trust | 25 | 25 | This school is consulting during the same window as the LA – see school website for further details. Own AA school. | 25 | 25 | 25 | 25 | 25 | 25 | 157-177 | 22-25 |
| Lowerhouses C of E Primary School | Academy | 30 | 30 | | 30 | 30 | 30 | 30 | 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 | Academy | 60 | 60 | Information only. Own AA school | 60 | 90 | | | | | | |
| 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 | 45 | 45 | Information only. Own AA school. | 45 | 47 | 47 | 47 | 47 | 47 | - | - |
| Moldgreen Community Primary School | Community | 60 | 60 | **Determined increase in PAN from 50 to 60 | 60 | 60 | 50 | 50 | 50 | 50 | 378-420 | 54-60 |
| 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 |

| Primary School | Category | PUBLISHED ADMISSION NUMBER 2024-2025 | PUBLISHED ADMISSION NUMBER 2025-2026 | Notes | Year 1 (Rec in 24/25) | Year 2 (Rec in 23/24) | Year 3 (Rec in 22/23) | Year 4 (Rec in 21/22) | Year 5 (Rec in 20/21) | Year 6 (Rec in 19/20) | Net cap range | PAN range |
|--|-----------|--------------------------------------|--------------------------------------|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|---------------|-----------|
| Netherhall Learning Campus Junior School | Community | 75 | 75 | | | | | 75 | 90 | 90 | 315-350 | 78-87 |
| Netherhall St James CofE (VC) I&N School | VC | 55 | 55 | | 55 | 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 |
| Norristorpe J & I School | Community | 60 | 60 | | 60 | 60 | 60 | 60 | 60 | 60 | 367-419 | 52-59 |
| Oak CE(VC) Primary School | VC | 60 | 60 | | 60 | 60 | 60 | 60 | 60 | 60 | | |
| Old Bank Academy | Academy | 25 | 15 | Information only. Own AA school. Consulted on a reduction in PAN to 15 | 25 | 25 | 25 | 25 | 25 | 25 | - | - |
| Orchard Primary Academy School | Academy | 50 | 50 | Information only. Own AA school | 50 | 50 | 50 | 52 | 52 | 52 | - | - |
| Our Lady Of Lourdes Catholic Primary Academy | Academy | 30 | 30 | Information only. Own AA school. | 30 | 30 | 30 | 30 | 30 | 30 | - | - |
| Overthorpe C of E Academy | Academy | 30 | 30 | Information only. Own AA school. | 30 | 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 | 60 | Consulted on reducing PAN from 90 to 60 – determined | 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 |

| Primary School | Category | PUBLISHED ADMISSION NUMBER 2024-2025 | PUBLISHED ADMISSION NUMBER 2025-2026 | Notes | Year 1 (Rec in 24/25) | Year 2 (Rec in 23/24) | Year 3 (Rec in 22/23) | Year 4 (Rec in 21/22) | Year 5 (Rec in 20/21) | Year 6 (Rec in 19/20) | Net cap range | PAN range |
|--|-----------|--------------------------------------|--------------------------------------|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|---------------|-----------|
| Royds Hall, A SHARE Academy – Luck Lane, A SHARE Primary Academy | Academy | 60 | 45 | Information only. Own AA school. De-al amalgamation of Royds Hall and Luck Lane Primary has been approved by the DfE. Information presented here represents the position prior to implementation of this de-al amalgamation. Consulted on decrease in PAN from 60 to 45. | 60 | 60 | 60 | 60 | 60 | 60 | - | - |
| Savile Town CE (C) I & N School | VC | 60 | 30 | Consulted on reducing PAN from 60 to 30 – determined | 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 | Academy | 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 (KS1) 32 (KS2) | 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 | 30 | 30 | Information only. Own AA school. | 30 | 34 | 34 | 34 | 34 | | - | - |
| Shepley First School | Community | 30 | 30 | | 30 | 30 | 30 | 30 | 30 | | 170-189 | 28-31 |
| Skelmanthorpe Academy | Academy | 30 | 30 | Information only. Own AA school. | 30 | 30 | 30 | 30 | 30 | | - | - |
| Slaithwaite CE (VC) J & I School | VC | 23 | 23 | | 23 | 23 | 23 | 23 | 23 | 23 | 154-172 | 22-24 |
| South Crosland CE (A) Junior School | VA | 60 | 60 | Information only. Own AA school. | | | | 60 | 60 | 60 | 210-234 | 52-58 |
| Spring Grove J I & N School | Community | 30 | 30 | | 30 | 30 | 30 | 30 | 30 | 30 | 209-233 | 29-33 |
| St Aidan's CE Academy | Academy | 30 | 30 | Information only. Own AA school. | 30 | 30 | 30 | 30 | 30 | | - | - |
| St John's CE (A) J & I School | VA | 30 | 30 | Information only. Own AA school. | 30 | 30 | 30 | 30 | 30 | 30 | 199-222 | 28-31 |
| St John's CE (C) Primary School | VC | 30 | 30 | | 30 | 30 | 30 | 30 | 30 | 30 | 162-180 | 54-60 |
| St Joseph's Catholic Academy (Dewsbury) | Academy | KS1 30 KS2 32 | KS1 30 KS2 32 | Information only. Own AA school. | 30 | 30 | 32 | 32 | 32 | 32 | - | - |

| Primary School | Category | PUBLISHED ADMISSION NUMBER 2024-2025 | PUBLISHED ADMISSION NUMBER 2025-2026 | Notes | Year 1 (Rec in 24/25) | Year 2 (Rec in 23/24) | Year 3 (Rec in 22/23) | Year 4 (Rec in 21/22) | Year 5 (Rec in 20/21) | Year 6 (Rec in 19/20) | Net cap range | PAN range |
|--|-----------|--------------------------------------|--------------------------------------|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|---------------|-----------|
| St Joseph's Catholic Academy (Huddersfield) | Academy | 50 | 50 | Information only. Own AA school. Consulting on increase to PAN from 45 to 50 | 50 | 50 | 50 | 45 | 45 | 45 | - | - |
| St Mary's Catholic Primary Academy | Academy | 45 | 45 | Information only. Own AA school. | 45 | 45 | 45 | 45 | 45 | 45 | - | - |
| St Patrick's Catholic Primary Academy (Batley) | Academy | 35 | 35 | Information only. Own AA school. | 35 | 35 | 35 | 35 | 35 | 35 | - | - |
| St Patrick's Catholic Primary Academy (Huddersfield) | Academy | 60 | 60 | Information only. Own AA school. | 60 | 60 | 60 | 60 | 60 | 60 | - | - |
| St Paulinus Catholic Primary Academy | Academy | 60 | 60 | Information only. Own AA school. | 60 | 60 | 60 | 60 | 60 | 60 | - | - |
| St Peter's CE (A) J I & N School | VA | 30 | 30 | Information only. Own AA school. | 30 | 30 | 30 | 30 | 30 | 30 | 189-210 | 27-30 |
| St Thomas CE(VC) Primary School | VC | 60 | 60 | | 60 | 60 | 60 | 60 | 60 | 60 | 378-420 | 54-60 |
| Staincliffe CE (VC) Junior School | VC | 90 | 90 | | | | | 90 | 90 | 90 | 322-358 | 80-89 |
| Thornhill J & I School | Academy | 60 | 60 | Information only. Own AA school. | 60 | 60 | 60 | 60 | 60 | 60 | - | - |
| Thornhill Lees CE(VC) I & N School | VC | 90 | 90 | | 90 | 90 | | | | | 243-270 | 81-90 |
| Thurstonland Endowed (VC) First School | VC | 12 | 12 | | 12 | 12 | 12 | 12 | 12 | | 45-77 | 7-12 |
| Upperthong J & I School | Community | KS1 30 KS2 32 | KS1 30 KS2 32 | | 30 | 30 | 32 | 32 | 32 | 32 | 189-210 | 27-30 |
| Warwick Road J I & N School | Community | 48 | 48 | | 48 | 48 | 48 | 48 | 48 | 48 | 312-347 | 44-49 |
| Wellhouse J & I School | Community | 12 | 12 | | 12 | 12 | 12 | 12 | 12 | 12 | 52-90 | 7-12 |
| Westmoor Primary School | Community | 60 | 60 | | 60 | 60 | 60 | 60 | 60 | 60 | 450-500 | |
| Whitechapel Church of England Primary School | VC | 60 | 60 | | 60 | 60 | 60 | 60 | 60 | 60 | 420 | 60 |
| Wilberlee J & I School | Community | 12 | 12 | | 12 | 12 | 12 | 12 | 12 | 12 | 52-84 | 7-12 |
| Windmill CE (VC) Primary school | VC | 60 | 60 | | 60 | 60 | 60 | 60 | 60 | 60 | 378-420 | 54-60 |
| Woodside Green, A SHARE Academy | Academy | 50 | 50 | Information only. Own AA school. | 50 | 50 | 50 | 50 | 50 | 50 | - | - |

2. Kirklees schemes for school admissions in 2025

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 2021.
- Kirklees LA will co-ordinate normal round admission arrangements with all of the admission authorities responsible for school admissions within Kirklees and with other neighbouring local authorities.
- 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 2025/26 for rising 5 year olds, junior schools, middle schools and secondary schools: page 23 - 29.
- B. Kirklees scheme for in-year admissions 2025/26 page 29 – 31.

Page 32 and 33 show the timetables for implementing these schemes.

Page 34 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 2025 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
- 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
- Linthwaite Clough J I & EY School
- Lydgate J & I School
- Marsden I & N School
- Mill Lane Primary School
- Moldgreen Community Primary School
- Moorlands Primary School
- Mount Pleasant Primary School
- Netherhall Learning Campus Junior School
- Netherthong Primary School
- Newsome Junior School
- Nields J I & N School
- Norristhorpe J & I School
- Park Road J I & N School
- Pentland I & N School
- Purlwell I & N School
- Reinwood Community Junior School
- Reinwood I & N School
- Rowley Lane J I & N School
- Scapegoat Hill J & I School
- Scholes J & I School (Holmfirth)
- Scholes Village Primary School
- Shaw Cross I & N School
- Shepley First School
- Spring Grove J I & N School
- Upperthong J & I School
- Warwick Road J I & N School
- Wellhouse J & I School
- Westmoor Primary School
- Wilberlee J & I School

Secondary

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

Voluntary controlled schools

Primary

- Battyeford CE(VC) Primary School
- Birkenshaw CE(VC) Primary School
- Brockholes CE(VC) J & I School
- Bywell CE(VC) Junior School
- Crowlees CE(VC) J & I School
- East Bierley CE(VC) Primary School
- Farnley Tyas CE(VC) First School
- Flockton CE(VC) First School
- Gomersal St Mary's CE(VC) Primary School
- Hanging Heaton CE(VC) J & I School
- Headfield CE(VC) Junior School
- Headlands CE(VC) J I & N School
- Honley CE(VC) Junior, Infant & Nursery School
- Meltham CE(VC) Primary School
- Netherhall Learning Campus - Rawthorpe St James CE(VC) I & N School
- Oak CE (VC) Primary School
- Ravensthorpe CE(VC) Junior School
- Roberttown CE(VC) J & I School
- Savile Town CE(VC) I & N School
- Slaithwaite CE(VC) J & I School
- St John's CE(C) Primary School
- St Thomas CE(VC) Primary School
- Staincliffe CE(VC) Junior School
- Thornhill Lees CE(VC) I & N School
- Thurstonland Endowed (VC) First School
- Whitechapel C of E Primary School
- Windmill CE(VC) Primary School

(b)Academies and free schools – state schools that are independent of the local authority. The governing body or academy trust is responsible for deciding who is given a place

Primary

- Batley Grammar School
- Batley Parish C of E Primary Academy
- 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
- Eastborough J I & N School
- Fieldhead Primary Academy
- Field Lane J I & N School
- Healey J I & N School

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

Middle

- Kirkburton Middle School
- Scissett Middle School

Secondary

- Batley Girls' High School
- Batley Grammar School
- BBG Academy
- Castle Hall Academy
- Colne Valley High School
- Heckmondwike Grammar School
- Honley High School
- King James's School
- Manor Croft Academy
- Moor End Academy
- Newsome Academy
- Royds Hall, A SHARE Academy

- Salendine Nook High School Academy
- Shelley College, A SHARE Academy
- St John Fisher Catholic Voluntary Academy
- The Mirfield Free Grammar School
- Thornhill Community Academy, A SHARE Academy
- Upper Batley High School
- Whitcliffe Mount – A SHARE Academy

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

Primary

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

Secondary

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

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

Primary

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

Secondary

- All Saints Catholic College, Specialist in Humanities

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

Primary

- All Hallows' CE (VA) Primary School
- Cumberworth CE(VA) First School
- Denby CE(VA) First School
- Kirkburton CE(VA) First School
- Linthwaite Ardron CE(VA) Junior & Infant School
- St John's CE(VA) Junior & Infant School
- St Peter's CE(VA) Junior, Infant & Early Years School
- South Crosland CE (VA) Junior School

2A.Kirklees co-ordinated schemes for relevant year of entry admissions for 2025/26 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

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 1.9.20 and 31.12.20 – may defer entry until start of the Spring term i.e. January 2026.

Date of birth between 1.1.21 and 31.8.21 – may defer entry until start of the Summer term i.e. April 2026.

If a child has a date of birth between **1.4.21 and 31.8.21** and the parent does not wish them to begin school until **September 2026** (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 7).

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 20 - 22) 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 20 - 22) 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 32 and 33.
- 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 20 – 22 (or other LA) of a Kirklees decision to offer or refuse a place at such a school.

Offers of places to Kirklees parents/carers and appeals

- National offer day for rising five year old admissions is **16 April 2025**
- National offer day for junior and middle school admissions is **16 April 2025**
- National offer day for secondary school admissions is **3 March 2025**
- 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 18 – 22. 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 2025**
- Planned allocation date **11 March 2025**

Junior/middle admissions

- Closing date for applications **15 January 2025**
- Planned allocation date **11 March 2025**

Secondary school admissions

- Closing date for applications **31 October 2024**
- Planned allocation date **15 January 2025**
- 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 6 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 20 - 22) 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 29.

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 32 and 33.

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

returned to Batley Grammar School. A copy of the school registration form is available on the school and the local authority's websites or can be obtained from the school office.

- Forms received by the deadline will be considered first.

(b) Heckmondwike Grammar School – ability testing

- Heckmondwike Grammar School is a selective school and admission is based on the results of an entrance test. Eleven year olds take the entrance test in the Autumn term preceding the September of entry. Papers test a range of reasoning skills in a variety of contexts and they are designed to be predictors of likely future performance. A selection of familiarisation questions will be placed on the school website late in the summer term preceding each test.
- The outcome of the test is communicated to parents by mid October 2024, 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 3 March 2025 to be notified by their home LA at which school they are to be offered a place.
- Parents are required to register online for their child's entrance test. Please see the school's website for more information.

2B. Kirklees scheme for in-year admissions 2025/26

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

In-year admissions

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

The Kirklees in-year common application form (ICAF)

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

Supplementary Information Form (SIF)

- Own admission authority schools (see pages 20 - 22) may require parent/carers to complete a Supplementary Information Form (SIF).
- SIFs are only used to provide the extra information required by the school's admission criteria which is not available on the ICAF.
- A SIF must be returned to the school.
- A SIF is required **as well** as an ICAF.
- If an ICAF has been completed, but not a SIF, the preference is still valid and must be considered. If it is not possible to consider the preference fully without the supplementary information, the applicant should be ranked lower than those applicants who meet the criteria fully.
- Where a SIF is required, the school should follow up any that have not been received.
- If a request for admission to school is made under the previously looked after (PLAC) criteria, an online supplementary information form (SIF) will need to be completed on the Kirklees Pupil Admissions website www.kirklees.gov.uk/admissions

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

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

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

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

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

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

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

This scheme requires the governing body/academy trust to:

- Check the School Access Module daily for new applications.
- Be responsible for the provision, completion by applicants and retention of any SIF which the governing body/academy trust finds necessary to apply its own admission criteria. The Kirklees pupil admissions team will ensure that SIFs are available on its website or paper copies can be obtained from Kirklees Pupil Admissions.
- Communicate the availability of places within 2 school days to the Kirklees pupil admissions team when requested.
- Where there are more applications than places available, determine by reference to the school's published admission criteria the order of priority in which all applications are ranked.
- Inform the Local Authority by 1 August whether they intend to be part of the local authority's in-year co-ordination scheme (where this is offered)
- To set out on the school's website by 31 August 2025 how in-year applications will be dealt with
- Communicate the offer or refusal of a place to the parent/carer (or the parent/carer's home LA) and notify the Kirklees pupil admissions team of the application and its outcome as soon as reasonably practicable but should aim to do so within 2 school days.

Offers of places to Kirklees parents/carers and appeals

The relevant admissions authority (as noted on pages 18 - 22) will send out to a parent/carer in writing a decision to offer or refuse a place at the school. They should aim to do this within 10 school days but they must do this within **15 school days** of the application being received at the school. A copy of the decision should be sent to the Kirklees Pupil admissions team.

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

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

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

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

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

Waiting lists for Kirklees community and voluntary controlled schools

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

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

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

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

Availability of places

If a parent/carer is requesting a change of school because of a house move, or if a child has not been offered a place in a timely fashion, Kirklees LA will offer a place at the school designated by Kirklees to serve the parent/carer's new address, or if no such place is available, the nearest appropriate Kirklees school where a place is available. Nearest means the shortest distance from the child's home to the school measured in a straight line (see page 4).

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

3.Timetables for Kirklees co-ordinated normal round admissions

Rising 5 year old, junior and middle school admissions

| | |
|---|---|
| The online application process opens via the Kirklees Parent Portal | Sunday 1 September 2024 |
| Batley Grammar School SIF deadline (applicable for rising 5 year old applications) | 4pm Wednesday 15 January 2025 to be confirmed |
| Closing date for online applications and SIF's | Wednesday 15 January 2025 |
| Kirklees LA sends information about applications for schools in other LAs to those LAs | Wednesday 5 February 2025 |
| Kirklees LA sends information about applications to Kirklees academy, foundation, trust and VA schools | Friday 21 February 2025 |
| 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 28 February 2025 |
| Kirklees decides provisional offers including extra-district children applying for Kirklees schools and notifies other LAs | Friday 14 March 2025 |
| Provisional offers reviewed to take account of information from other LAs, results sent to other LAs/admission authorities | Friday 21 March 2025 |
| Kirklees and other LAs exchange information on confirmation of offers to be made | Friday 28 March 2025 |
| Statutory National Offer Day | Wednesday 16 April 2025 |
| Appeals | June 2025 onwards |

Secondary school admissions

| | |
|--|------------------------------|
| The online application process opens via the Kirklees Parent Portal | Sunday 1 September 2024 |
| Batley Grammar School SIF deadline | 4pm Thursday 31 October 2024 |
| Closing date for online applications and SIF's | Thursday 31 October 2024 |
| Kirklees LA sends information about applications for schools in other LAs to those LAs | Friday 15 November 2024 |
| House move | Friday 29 November 2024 |
| Kirklees LA sends information about applications to Kirklees academy, foundation, trust and VA schools | Friday 6 December 2024 |
| Kirklees academy, foundation, trust and VA schools <ul style="list-style-type: none"> • send lists of pupils qualifying, and not qualifying, for places to Kirklees LA • notify Kirklees LA of any intention to admit above PAN, and specify the PAN | Friday 13 December 2024 |
| Kirklees decides provisional offers including extra-district children applying for Kirklees schools and notifies other LAs | Monday 13 January 2025 |
| Provisional offers reviewed to take account of information from other LAs, results sent to other LAs/admission authorities | Monday 20 January 2025 |
| Kirklees and other LAs exchange information on confirmation of offers to be made | Friday 7 February 2025 |
| Statutory National Offer Day | Monday 3 March 2025 |
| Appeals | April/May 2025 onwards |

4. Table of words and expressions used in this scheme

| Term | Definition |
|---|--|
| Admissions authority (AA) | The body which decides admissions to a school and which makes arrangements for its admission appeals. |
| ICAF | Kirklees common application form for in-year transfer to a school |
| In-year admission | In-year applications are those made during the school year for the normal year of admission and those made for admission to age groups other than the normal year of admission. |
| Distance | Distance is measured in a straight line from a child's home address to the school. Measurements are calculated using six-figure National Grid co-ordinates from the National Land and Property Gazetteer. This grid reference relates to a point that falls within the permanent building structure corresponding to the address. The boundary of the building structure for the address is from Ordnance Survey's MasterMap. For smaller, residential properties the grid reference marks a point near the centre of the building. For larger properties like schools with, for example, multiple buildings and large grounds, the grid reference relates to a point inside the main addressable building structure. The distance calculated is accurate to within 1 metre. |
| Kirklees | Kirklees Council or, as the context requires, its administrative area. |
| LA | The local authority. In Kirklees, Kirklees Council is the local authority. |
| Normal (relevant) admissions round | Admissions for the relevant year arising from offers made under these schemes. |
| Normal (relevant) year | The first age group in a school. <ul style="list-style-type: none"> ▪ Reception class at infant, first and primary schools ▪ Year 3 at junior schools ▪ Year 6 at the two middle schools in the Shelley Pyramid ▪ Year 7 at most Kirklees secondary schools ▪ Year 9 at Shelley College |
| Testing / Assessment | Determination of academic ability by testing is part of the admission procedure for Heckmondwike Grammar School. Batley Grammar School's assessment is used to ensure students from a range of abilities are offered a place through the fair banding system, this is not the same as the assessment procedures for Heckmondwike Grammar School. <ul style="list-style-type: none"> • The deadline for the Registration/Supplementary Information Form for year 7 applications to Batley Grammar School should be returned by 4.00pm on 31 October 2024. The deadline for the Registration/Supplementary Information Form for primary places is 4.00pm on 15 January 2025. Parents are required to register their child for the entrance exam to Heckmondwike Grammar School. The date for the entrance exam and the date you will be notified of the entrance exam result are to be confirmed. Please see the school's website for more information. |
| SIF | Supplementary Information form |
| Trust school | A trust school is a foundation school with a charitable foundation |
| Pupil Admissions | Tel 01484 225007 E-mail: pupiladmissions@kirklees.gov.uk Website: www.kirklees.gov.uk/admissions |