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HONLEY HIGH SCHOOL ADMISSIONS POLICY

Version	10/21	
Policy author	Mr P Oliver	
Lead professional	Mr P Oliver	
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Section A: Admission at the Primary Transition stage

The Governing Body has responsibility for admissions to Honley High School and plans to offer 255 places at age 11 and to every Year 7 thereafter.

To apply for a place at Honley High School for September 2025, parents/carers must apply online between 1st September 2024 and 31st October 2024 using the Kirklees Parent Portal. Applications for September 2025 will open in 1st September 2024. For more information and to apply online visit: www.kirklees.gov.uk/admissions.

Priorities for Admission

If there are fewer applicants than there are places available, then 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. Our criteria are the same as the Kirklees admission criteria which are:

1. a) Children in public care (looked after children) or a child who was previously looked after in England
b) Children in public care (looked after children) or a child who was previously looked after outside of England
2. Children of staff at the school. "Staff" for this purpose are defined as anyone employed at the school who has a permanent contract with the school at the date of the deadline for Year 7 admissions applications relating to the child in question (usually 31st October in the year before the child would start in Year 7)
3. Children who live in the school's Priority Admission Area (PAA) who have a brother or sister attending from the same address at the date of admission (the sibling rule)
4. Children who live in the school's PAA
5. Children who live outside the school's PAA who have a brother or sister attending from the same address at the date of admission (the sibling rule)
6. Pupils attending a Together Learning Trust primary school.
7. Children who live outside the school's PAA

Notes

- a)** The definition of a 'looked after child' 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's 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), residence 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. [The Governing Body will also include children who are looked after or were previously looked after outside of England under this definition, in response to the request from Nick Gibb MP in his letter of December 2017 to all admission authorities and as a result of changes to the current School Admissions Code. It is considered that these children are as vulnerable as those who have been in care within England and the same priority should be applied to their application. In each case, evidence will be required.]

- b)** Children in priority 1 above may be admitted above the Pupil Admission Number (PAN)
- c)** If we cannot agree to requests for admission in priorities 3 to 6 above without exceeding the PAN, we will give priority up to the PAN to children living nearest the school
- d)** 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
- e)** '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
- f)** Where a child's parents live at different addresses and the child spends time at each address we will consider the following when deciding on the address, which we will use for admissions purposes:
 - the amount of time spent at each address
 - which parent has parental responsibility for the child
 - who receives child benefit for the child
 - where the child is registered for medical and dental care

- any residency or custody orders made by the courts. We will ask for documentary evidence to support information given about the above points.

g) Priority Admission Area (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

Admission of Students with Disabilities

Honley High School has a legal duty to be non-discriminatory towards students with disabilities and to provide equal access and opportunity to the curriculum. Every effort will be made to ensure that students with a disability are not treated less favourably and that reasonable adjustments are made, where appropriate, to avoid substantially disadvantaging groups who are disabled. We aim to foster positive attitudes towards disability within our community and enrich the lives of students by pursuing an inclusive approach for all students

Further details and clarification of this are explained in the Equality Policy and Accessibility Plan

Admission of Students with a Statement of SEN or EHCP

The admission of students with a Statement of SEN or EHCP is dealt with independently. This procedure is set out in the Children and Family Act 2014.

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 in time for the allocation process.

Waiting lists

A child's name will automatically be placed on the waiting list for Honley High School where they have been refused a place in the school's normal year of entry. The waiting lists will be held by Honley High School in admission criteria order and will close on the last school day in December. For in-year admissions, the waiting list will be held for the remainder of the term for which they have applied for a place.

Section B: In-year admissions

Kirklees residents who wish to apply for a place in the first year at a school after the first school day in September 2022, or to any other age group at any time, will apply on the In-year Common Application Form (ICAF). To apply for a place at Honley High School after the first school day in September, an applicant must contact the school directly. Please either telephone Mr Paul Oliver on 01484 506484 or e-mail him at p.oliver@honleyhigh.co.uk.

All applications for a school Admission other than at the Primary Transition stage must be submitted in writing using the Kirklees In-year Common Application Form (ICAF).

Twins / multiple births Honley High School will only exceed its published pupil admission number in exceptional circumstances. Should a family of twins or triplets (or brothers and sisters living in the same household) require admission to the same school year when there are insufficient school places available it will be at the schools' discretion whether admit all of the children.

If the school is unable to accommodate all of the siblings, it will be left for the family to decide whether or not they wish to take up the place for one of their children, and appeal for the second or third child in the same year group, or to decline a place.

Flats

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

Admission of children outside chronological year group

It is the general view of The Governing Body that all children and young people will complete their primary and secondary education in school year groups according to their chronological age. It is also the general view of the the Governing Body that moving pupils into older or younger year groups is usually not in their best educational, social or emotional interests.

Whilst there is no statutory barrier to children being educated out of their chronological year group however, there is no duty either for Honley High School to agree such a request and a parent/carer cannot insist their child is educated out of their normal year group. All requests for such transfers will be explored with the parent/carer on an individual basis.

Appeals

Parents who want to appeal against the decision not to offer their child a place at the school must contact School Admissions at Kirklees Council as laid out in the letter which declines the application for a place.

The appeal will be heard by an independent appeals panel. Parents will receive written notification of the date, place and time of their appeal hearing, which they can attend to explain their case. If they wish, parents may be accompanied by an adviser or friend. Following the appeal, the Governance professional to the appeals panel will write to parents with the decision.

If you require any further information or clarification then, please either telephone Mr Paul Oliver on 01484 506484 or e-mail him on p.oliver@honleyhigh.co.uk .