

# In-Year Admissions

Useful information and application form  
for use from September 2013





# In-Year Admissions

## Useful information to help you make your application

*If you are applying for an in-year admission this leaflet tells you how to fill in the application form and what will happen next. Read through this leaflet in full before you start to fill in the form.*

*Frequently Asked Questions and answers can be found at [www.kirklees.gov.uk/admissions](http://www.kirklees.gov.uk/admissions) under 'changing school during the school year'*

## Changing schools

### What is an in-year admission?

An in-year admission is when a child already attends a school but wants to transfer to another school outside of the usual transfer time, for example because the child is moving to a new address. These transfers take place during the school year, which is why they are called in-year admissions. There are two different types of in-year admission:

- Parents or carers who are moving/have moved house and wish to move to a school closer to their new home.
- Parents or carers who are not moving house, or whose change of address is not a significant one (a significant house move is defined as over 2 miles for Key Stage 1 or 3 miles for Key Stage 2 and above), but would like their child to change school.

### Making an application if you have moved

If you have moved house and do not have a school place for your child, or if your child cannot continue to attend their current school because it is too far from your new home, you will need to complete the In-Year Common Application Form (ICAF).

### Making an application if you have not moved, or, your move is not a significant one

If you are not moving house, or you have not moved very far but want to change your child's school for personal reasons you should discuss this in the first instance with the head teacher of your child's present school. This may resolve any issues that may have made you think about changing your child's school. A list of things you should consider can be found on the Kirklees Council website at [www.kirklees.gov.uk/admissions](http://www.kirklees.gov.uk/admissions) under 'changing school during the school year'. If after speaking with the head teacher of your child's present school, you still want to transfer your child to another school, you should complete the In-Year Common Application Form (ICAF).

### The ICAF

The ICAF (In-Year Common Application Form) is used by parents/carers to apply for their child to change school during the school year.

You may apply at any time during the school year, but no earlier than one school term in advance of when the school place is required. A child starts at a new school at the beginning of a term unless their home address has changed significantly or they are new to Kirklees.

You can apply for any school(s) in Kirklees on the Kirklees ICAF but not private fee paying schools.

If you wish to make an application to more than one school, you will need to complete a separate ICAF for each application.

If you want to apply for a school/academy in another local authority, you will need to fill in that authority's ICAF. (Contact details of neighbouring authorities can be found on the Kirklees Council website at [www.kirklees.gov.uk/admissions](http://www.kirklees.gov.uk/admissions) under 'changing school during the school year').

If your child has a statement of special educational needs **please do not** complete the ICAF. Please contact your child's SEN caseworker to discuss a change of school.

This leaflet will tell you what you need to do to make an application. If you need any further advice or help in completing the ICAF, please contact the school/academy directly or Kirklees School Admissions, whose contact details can be found at the end of this leaflet. Independent advice can be provided by School Choice Advice on 01484 225422.

Please be aware that if the school/academy receives your application during the school holidays, they may not be able to consider your application until the start of the new school term.

You should return the completed ICAF directly to the school/academy that you name in Section 7 of that form. If your preference is for a Kirklees community or voluntary controlled school, the school will forward details of your request to Kirklees School Admissions to process.

## Completing the ICAF

Please refer to these notes when completing the ICAF.

### Section 1: Reason for changing school

- Please tick the box next to the reason you are asking for a change of school for your child.

### Section 2: Child's details

- Please complete your child's personal details making sure you use your child's **full legal name** as shown on their birth certificate.
- Please make sure that you use your child's current **permanent address**

### Section 3: Your details

- Please complete your personal details, giving at least one contact telephone number in case there are any questions we need to ask you about your application.

### Section 4: Sibling details

- Please give details of your child's sibling(s) if they are attending the same school/academy that you want to apply for.

### Section 5: Moving house

- You only need to fill in this section if you are moving house. Please give your new address and your moving date.
- Please note that, before an admission authority can use your new address for admissions purposes, they will need proof that your house move is permanent and not easily reversible. The minimum they can accept is proof that you have relinquished all ties with your current address and are contractually bound to your new property.

### Section 6: Additional information

- If your child is in public care (a looked after child) or has previously been in public care (a previously looked after child), please make sure that you show this on the form as this is important information in considering your application as laid out in the admissions policies of all schools.

### Section 7: Your school preference

- Give the name of the Kirklees school/academy that you want your child to transfer to.
- Remember you can name any school or academy in Kirklees but not private fee paying schools.
- If you would like to apply for more than one school you will need to complete a separate form for each Kirklees school/academy you want your child to transfer to.

- For applications to Church of England or Catholic voluntary aided schools you will need to complete the relevant Supplementary Information Form (SIF) if required. A list of the schools for which you should complete a SIF can be found on the last page of this leaflet. SIFs for Kirklees schools can be found on the Kirklees website at [www.kirklees.gov.uk/admissions](http://www.kirklees.gov.uk/admissions). You need to return the completed SIF to the school along with your completed ICAF.
- If your request to change school is not due to a house move then please give reasons why you want your child to move school.

### Section 8a: Your child's current (or last) school

- Please give details of the school your child is currently attending.
- If your child is not currently attending school, please give details of their last school and the date they last attended.

### Section 8b: To be completed by the child's current head teacher

- This section only needs to be completed if you are asking for a change of school for your child, but have not moved house.
- The head teacher of your child's current school must complete this section of the form before you submit it.
- If this section of the form is not completed it will mean a delay in your application being considered.

### Additional space for further notes

- You may want to add more reasons why you would like your child to attend the school. If you state any medical or social reasons the admissions policy for the school may not allow them to take into account your reasons, however, if you want to appeal for a place at a school it may help your case to have mentioned reasons for your preference on your ICAF.
- Please attach any evidence of your reasons securely to the form. Don't forget to keep a copy of the evidence for yourself.

### Section 9: Declaration

- Please sign and date the form to confirm that you have parental responsibility for the child and the information you have provided on the ICAF is correct.

### What happens after you have submitted the ICAF?

The admissions authority for the school/academy will send you, within 20 school days of the application being received, a decision letter to offer or refuse a place at the school.

### **What happens if my child is offered a place?**

If your child is offered a place the offer letter will give a date when your child can start at their new school. This will normally be the first day of the next school term where no significant house move has taken place. Where a child has moved, the offer letter should specify a start date no later than 10 school days from the date of the offer letter. Where possible, every effort should be made for your child to continue to attend their existing school until the transfer has taken place.

### **What happens if my child is not offered a place?**

If your child is not offered a place the only reason for this is because the year group has reached the Published Admission Number (PAN), this means that the year group is full and there are no places available. The only exception to this would be if you have applied to Heckmondwike Grammar School where places are offered to pupils who are identified by the results of an entrance examination. The letter which informs you that your child has not been offered a place **must** inform you of your right of appeal against the refusal of the place. Further information about appeals can be found on the Kirklees Council website at [www.kirklees.gov.uk/admissions](http://www.kirklees.gov.uk/admissions) under 'school admissions menu'.

**If your child has not been offered a place at 3 or more schools and you are requesting a change of school because of a house move and you live in Kirklees, Kirklees School Admissions will allocate a place at the 'catchment' school if places are available or, if not, the next nearest school where places are available.**

**If you are not satisfied with the school allocated for your child you can contact Kirklees School Admissions to get details of alternative Kirklees schools with vacancies.**

**Your child's name will be automatically placed on the waiting list for any Kirklees community or voluntary controlled school(s) where they have been refused a place. For academies, free schools, trust and voluntary aided schools your child's name will be placed on a waiting list for that school according to the admissions policy of that school.**

**You will also have the right to appeal to an independent panel to try and secure a place at your preferred school/academy in Kirklees. Independent advice can be provided by School Choice Advice on 01484 225422.**

We strongly advise against declining the school place offered without securing an alternative.

## SUMMARY

- The Kirklees ICAF must be completed to apply for schools and academies in Kirklees.
- You may apply at any time during the school year, but no earlier than one school term in advance of when the school place is required.
- You must use your child's current permanent address on the form.
- You can apply for any schools in Kirklees on the Kirklees ICAF (including academies, trust schools, free schools and Church of England and Catholic voluntary aided schools), but not private fee paying schools.
- Your child's current head teacher must complete Section 8b of the ICAF if you are not requesting a change of school due to a house move.
- A child will start at a new school at the beginning of a term unless their home address has changed significantly.

## SUPPLEMENTARY INFORMATION FORMS (SIFs)

The following Kirklees schools ask that parents complete the school's Supplementary Information Form (SIF) in addition to the ICAF:

- voluntary aided Catholic schools (these schools all have the word 'Catholic' in their name)
- voluntary aided Church of England schools (these schools all have the letters CE(VA) in their name)
- Heckmondwike Grammar School
- Batley Grammar School



## Contact information for Kirklees School Admissions:

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

Telephone us on 01484 225007/8/9

Email us at [schooladmissions@kirklees.gov.uk](mailto:schooladmissions@kirklees.gov.uk)

Write to us at School Admissions, Civic Centre 1, High Street, Huddersfield HD1 2NF

**Further information about the application process, admission criteria for community and voluntary controlled schools, school admission appeals, transport, free school meals and many other topics can be found on our website at: [www.kirklees.gov.uk/admissions](http://www.kirklees.gov.uk/admissions)**

**If you cannot access the internet at home, it is available to use in Kirklees Libraries and Information Centres and Kirklees Customer Service Centres. If you cannot access the internet and require more information please contact School Admissions and we will print this information for you to collect from the Kirklees Customer Service Centre.**

# In-Year Common Application Form

- Before completing this form please read the leaflet 'In-Year Admissions'
- **This form is only to be used for applying for schools/academies in Kirklees**
- Please complete **BOTH** sides of this form in BLOCK CAPITALS/BLACK INK and sign it on the back.
- **THE FORM SHOULD BE RETURNED TO THE SCHOOL NAMED IN SECTION 7.**

## Section 1: Reason for changing school (Please tick applicable box)

Due to change of address  Not moving, but want to change school

## Section 2: Child's details

Child's legal last name				Child's known as last name (if applicable)		
Child's first name				Child's middle names(s)		
Child's date of birth	day	month	year	Child's gender (please circle)	Male	Female
Child's current permanent address						
Post code						

## Section 3: Parent/carer details

Parent/carer last name				Parent/carer first name		
Title (please circle)	Other	Relationship to child (please circle)			Other	
Mr Mrs Miss	(please specify)	Mother	Father	Carer	(please specify)	
Telephone numbers	daytime	evening		mobile		
Email address						

## Section 4: Siblings

If your child's siblings (brothers and sisters, including half brothers and sisters, stepchildren, adopted and fostered children living with the same family **at the same address**) attend the school or academy you are applying to please give details below. Please note that cousins do not count as siblings.

Sibling's surname	Sibling's first name	Sibling's date of birth		
		day	month	year

## Section 5: Moving house

Please fill in this section if you will be moving house

New address					
Post code		Moving Date	day	month	year

## Section 6: Additional information

Is your child in public care (a looked after child)? Yes  No

Has your child previously been in public care (a previously looked after child)? Yes  No

If you answered yes to either of these questions please state which local authority your child is/was in the care of:

Does your child have a statement of special educational needs? Yes  No

If you answered yes **do not** continue to complete this form. Contact your child's SEN caseworker.

## Section 7: School preference

Please write the full name of your preferred school or academy in the box below. **To apply for a Church of England or Catholic voluntary aided school you should also complete the school's own supplementary information form. The supplementary information form should be returned to the school.**

Name of school

If your request to change school is **not** due to a house move, why do you want your child to move school?

## Section 8 a: Your child's current (or last) school

Name of school

Leaving date if no longer attending

day

month

year

## Section 8 b: If the request to change school is not due to a house move this section must be completed by the child's current head teacher

Head teacher – please use the space below to provide any additional comments in relation to this transfer request

Signature of head teacher \_\_\_\_\_

Date \_\_\_\_\_

Please print name \_\_\_\_\_

Additional space for further notes... (If you use extra sheets please attach securely to this form)

## Section 9: Declaration

**I have read and understood the accompanying leaflet (In-Year Admissions) before completing this form and I confirm that:**

- the information I have given on this form is correct
- I understand that inaccurate or misleading information may lead to the withdrawal of the school place allocated
- I have parental responsibility for this child

Signature of parent/carer \_\_\_\_\_

Date \_\_\_\_\_

The information you provide will be used only in order to allocate your child a school place in accordance with the relevant published admission criteria. It will be stored securely and will not be disclosed to any other person or agency, apart from relevant schools and admission authorities. However, the information may be cross-checked with data held in other Kirklees departments such as Council Tax.

**The completed ICAF must be returned to the school/academy named in section 7**

Office use only.

Place offered

Place not offered

Date informed LA: \_\_\_\_\_

Receipt Number \_\_\_\_\_