



Children's Services
Learning and Early Support

In-Year Admissions

Guidance for Schools

Community & Voluntary Controlled Schools

Updated 2021 following statutory changes to [The School Admissions Code](#)

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Introduction

The [School Admissions Code September 2021](#) makes statutory changes to In-Year Admissions and this guidance has been updated accordingly.

What has changed?

The main change is to the timescale for the In-Year Common Application Form (ICAF) to be processed within:

- The School Admissions Code 2.30 states *'upon receipt of an in-year application, the admission authority should aim to notify the parents of the outcome of their application in writing within 10 school days, but they **must** be notified in writing within 15 school days.'*

It is therefore essential that on receipt of an ICAF that you continue to send it within 2 school days to pupil admissions via AnyComms+

The In-Year Common Application Form (ICAF)

The School Admissions Code 2.25 states *'Local authorities must provide a suitable application form for parents to complete when applying for a place for their child...'* The Kirklees In-Year Common Application Form (ICAF) and guidance notes have been updated to reflect the changes in the School Admissions Code 2021 .

An ICAF **must** be completed by parents /carers for any school in Kirklees (except for private fee paying schools). A separate ICAF is required for each school the parent/carer wants to express a preference for their child to transfer to and the ICAF will be returned to you directly and you should issue the parent/carer a receipt.

School's are requested to provide a hard copy of the information about in-year applications on request for those who do not have access to the internet.

How parent/carers apply for a school place and what you need to do

- The School Admissions Code 2.23 states *'A parent can apply for a place for their child at any school, at any time.'* In Kirklees we specify applications are to be made no earlier than one school term in advance of when the school place is required.
- The School Admissions Code 2.30 states *'Parents **must not** be refused the opportunity to make an application or be told that they can only be placed on a waiting list rather than make a formal application.'* When a parent/carer requests a place at your school you must give them the leaflet 'In-Year Admissions Useful

information and application form' and ask them to return the completed ICAF (which is on the last two pages) to you.

- The admission authority for the school is responsible for processing the application form. Kirklees LA is the admission authority for community and voluntary controlled schools and so on receipt of the ICAF you must send it as soon as possible and within 2 school days to pupil admissions via Anycomms+.
- Please check that both sides of the ICAF have scanned fully before sending.
- If you have places in the requested year group then pupil admissions as the admission authority will send the offer letter to the parent/carer. The offer letter will specify a start date, which will 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 letter will specify a start date no later than 10 school days from the date of the offer letter.
- As currently happens, the allocation of the school place will be communicated to your school office via email with the child's initials and date of birth so that you can look further information up on the School Access Module (SAM). The email will also inform of the start date.
- If the year group has reached its PAN/Admission Limit the outcome letter to the parent/carer will inform of the refusal of a place, about waiting lists and inform them of their right of appeal.
- When pupil admissions receive a request for a school place at your school we send the parent/carer the link on our website to the ICAF (and the guidance notes) and advise them to return the completed ICAF to you.
- For any ICAFs returned directly to pupil admissions the form will be processed and pupil admissions will send you the appropriate email if this results in an allocated place at your school.

Receipt

It is good practice to give the parent/carer a receipt or receipt number when they submit an ICAF to you. You can record these using excel.

Year group figures

It is still **essential** that when you have taken any child off roll from your school that you inform Kirklees pupil admissions of this including the destination of the child as soon as possible.

Pupil admissions will continue to contact you to verify availability of places so that we can advise parents/carers accordingly. The School Admissions Code 2.27 states '*Local authorities **must**, on request, provide information to prospective parents about*

the places still available in all schools within their area.' to do this we need to continue to liaise with you to enable us to have the most up to date information about your school.

Waiting lists

Waiting lists for Kirklees community and voluntary controlled schools are kept till the end of each term for any places that may become available. There is a form on the website for parents/carers to complete for their child's name to remain on the waiting list for the following term for the school year applied for. Further information is available on our website: [School waiting lists | Kirklees Council](#)

Places will be offered from the waiting list by pupil admissions in writing to the parent/carer. Pupil admissions will send an email to your office to make you aware when a place has been offered from the waiting list.

Published Admission Number (PAN) – relates to the year of entry only.

The school admissions code 1.4 states: *'The PAN only applies to the relevant age group. This means that admission authorities may not refuse admission to other age groups on the grounds that they have already reached their PAN. They may, however, refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources.'*

Admission Limit

In Kirklees this is what we call the maximum expected number for all year groups other than the year of entry.

Local Authority (LA) Allocations

If a child has not been offered a place at 3 or more schools and the request to change school is due to a significant house move a local authority (LA) allocation will be needed. This will be the catchment school for the new address but if there is not a place at the catchment school, the nearest Kirklees school with an available place will be LA allocated. If an LA allocation is to your school, pupil admissions will send you an email with the child's initials and date of birth so that you can look on SAM for further details to contact the family and make the admission arrangements.

Children Missing Education (CME)

CME is the responsibility of everyone, including schools. It is however the statutory responsibility of the local authority. Therefore if you have any concerns that a child is missing education please contact the Children Missing Education Team on 01484 221919 for advice and guidance.