

# ADMISSION - TRANSFER

## Priorities for Admission

Kirklees LA offer places in community and Church of England controlled schools to children in the following order of priority:-

- 1 children in public care (Looked after children)
- 2 children with a Statement of Special Educational Needs which names the school
- 3 children living in the school's priority admission area who have an older brother or sister attending from the same address at the date of admission.
- 4 other children living in the school's priority admission area.
- 5 children who live outside the priority area who have an older brother or sister attending from the same address at the time of admission.
- 6 children who live outside the priority area.

## Notes

- a) Children in priorities 1 and 2 above, may also be admitted above the Published Admission Number (PAN which in our school is 60)
- b) 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. Distance is measured in a straight line.
- c) '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 prior to the final allocation of places.
- d) A Priority Admission Area means a geographical area determined by Kirklees in consultation with the governing body of the school

**NB** There is no longer a **guaranteed** place for any child in any of the priorities at any key stage.

Children are admitted into our Foundation Stage Unit, on a part-time basis for at least three terms before they become eligible for a full-time place, using the following criteria.

1. children in public care (Looked after children)
2. children with a Statement of Special Educational Needs which names the school
3. children living in the school's priority admission area - in birth date order.
4. children who live outside the priority area - in birth date order

Staff will telephone or visit you at home and arrange for you to visit school before your child is admitted. We aim to give you and your child as much support as possible to help with the settling in process. Please refer to our new starters' welcome pack for information on how you can help your child during this period.

There is no automatic right of transfer from nursery to full-time school.

During the Autumn term of the child's final year at Savile Town CE(C) School, parents will receive a blank transfer form, on which they are able to request up to three junior schools in order of preference. Parents may visit schools when they are considering applying for a place by arrangement with the Head Teacher.

For further details parents should contact School Admissions at Kirklees Council, Ground Floor North Civic, Civic Centre 1, Huddersfield HD1 2NF, Tel: 01484 221000. Email: [schooladmissions@kirklees.gov.uk](mailto:schooladmissions@kirklees.gov.uk)