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Note

The information given in this booklet, which relates to the 2013/14 academic year, is correct at the present time. It should not be assumed that there will be no changes affecting these arrangements before the start of the academic year which it refers to or in subsequent years. Changes in policy either following legislation, by decision of Calderdale Council, approval by the Secretary of State or conversions of schools to academy status, may take place at any time and therefore the provisions as stated in this booklet can form no guarantee.

Feedback Welcome

If you would like to provide any feedback relating to the layout and/or content of this booklet, please write to The Admissions Officer, Northgate House, Halifax, HX1 1UN

This booklet was published in June 2012.

Everyone different – everyone matters

Dear Parent/Guardian

Transfer to a secondary school is an important and exciting step in the life of any child although it can also cause parents and children some anxieties. The aim of this booklet is to provide you with a clear explanation of how to apply for a place in a secondary school. The booklet also covers general information which applies to all Calderdale secondary schools including arrangements for home to school transport.

The information in this booklet is also available online at

www.calderdale.gov.uk/education

Each school has its own prospectus in which further information can be found including curriculum details, school uniform, public examination results and extra-curricular activities. These are available from the relevant secondary school.

The completed Common Application Form must be returned to your child's primary school or directly to the Local Authority by 31 October 2012. Alternatively, you may submit an online application between 28 June 2012 and 31 October 2012. Offers of secondary school places will be made on 1 March 2013.

Please note that the Local Authority operates a Co-ordinated Admissions Scheme for pupils transferring to secondary school in September. This is in accordance with legislation and the Government's School Admissions Code. Please see Part A, section 2 for more information on the Co-ordinated Admissions Scheme.

I do urge you to read the booklet very carefully and, in particular, to take note of the over-subscription criteria for the schools in which you have an interest. If you require any further information before finalising your **preferences**, please do not hesitate to contact the Admissions Team, Children and Young People's Services, Northgate House, Halifax HX1 1UN on telephone 01422 392617 or email cyps.admissions@calderdale.gov.uk

If you think you may be eligible for assistance with transport, please take note of Section 6 and read the Authority's Home to School Transport Policy in Part C very carefully. If you require any further information regarding transport, please do not hesitate to contact the Access Team, Children and Young People's Services, Northgate House, Halifax HX1 1UN on telephone 01422 392749.

Yours sincerely



Stuart Smith
Director Children and Young People's Services

Important Dates

Wednesday 31 October 2012	Last date for Common Application Forms together with any supplementary forms (as required) to be returned via primary schools or directly to the Local Authority. This is also the last date for submitting online applications.
Saturday 6 October 2012	Admission test for Calderdale grammar schools.
Friday 1 March 2013	Parents notified of allocations.
Friday 15 March 2013	Last date for initial round of re-allocation and appeal requests.

School/Academy Open Evenings

The Crossley Heath School	Tuesday 26 June 2012, 4.45-8.30pm Headteacher to speak at 5.30, 6.30 & 7.30pm
The North Halifax Grammar School	Thursday 28 June 2012, 5.30-8.30pm Headteacher to speak at 5.30, 6.15, 7.00 & 7.45pm
Rastrick High School	Wednesday 19 September 2012, 6.00-9.00pm Headteacher to speak at 6.15 & 7.15pm
The Brooksbank School	Thursday 20 September 2012, 6.00-8.30pm Headteacher to speak at 6.30 & 7.00pm
Calder High School	Wednesday 26 September 2012, 6.00-9.00pm Headteacher to speak at 6.30 & 7.30pm
Park Lane Learning Trust	Thursday 27 September 2012, 6.30-8.30pm Headteacher to speak at 7.00pm
Todmorden High School	Tuesday 25 September 2012, 6.00-8.00pm Headteacher to speak at 6.00 & 7.00pm
Ryburn Valley High School	Wednesday 3 October 2012, 7.00-9.00pm Headteacher to speak at 7.00 & 7.30pm
Brighouse High School	Thursday 4 October 2012, 6.30-9.00pm Headteacher to speak at 7.00 & 7.45pm
Sowerby Bridge High School	Thursday 4 October 2012, 6.30-8.30pm Headteacher to speak at 7.00pm
Halifax High at Wellesley Park	Wednesday 10 October 2012, 6.00-8.00pm Headteacher to speak at 7.00pm
Hipperholme & Lightcliffe High School	Thursday 11 October 2012, 5.00-8.00pm Headteacher to speak at 5.15, 6.00, 6.45 & 7.30
Ravenscliffe High School	Thursday 11 October 2012, 9.30-11.00am
Trinity Academy, Halifax	Thursday 18 October 2012, 6.30-8.30pm Principal to speak at 6.30 & 7.15pm

PART A: APPLICATION PROCEDURE AND GENERAL INFORMATION

1. Introduction

This booklet has been produced for those parents/guardians whose children are due to transfer to secondary schools in September 2013. The Local Authority has published this booklet after consultation with the governors of all secondary schools in Calderdale and surrounding local authorities, in line with the School Admissions Code. Parents/guardians are asked to read the booklet carefully before submitting their application. Particularly important are the Co-ordinated Admissions Scheme and the Authority's Home to School Transport Policy in Part A, section 2 and Part C respectively.

The information in this booklet is also available online at:

www.calderdale.gov.uk/education

If you need any further information about admissions arrangements in Calderdale, please contact the Admissions Team, Children and Young People's Services, Northgate House, Halifax HX1 1UN.

Telephone: 01422 392617

Email:

cyps.admissions@calderdale.gov.uk

2. Co-ordinated Admissions Scheme

The Education Act 2002 and School Admissions Regulations 2012 requires every local authority to operate a co-ordinated admissions scheme for children transferring from primary to secondary school. A co-

ordinated admissions scheme seeks to ensure that every pupil in the country receives an offer of a school place on the same day. National offer day for pupils starting secondary school in September 2013 is 1 March 2013.

Calderdale's co-ordinated admissions scheme operates in such a way that **all parental preferences are considered equally**. However, the schools have to be expressed in order of **preference**. In the event of a child being eligible for a place at more than one school, only one offer of a place will be made. This will be at the highest expressed **preference** of school for which the child is eligible. (For the purpose of clarity, this is not a 'First **Preference** First' scheme and priority will not be given to first **preferences** over any lower **preferences**).

In order for a pupil's current school to be considered as a valid feeder school (where this forms part of an individual schools over-subscription criteria), it will only be considered valid where a pupil has been on roll and attending from the first school day of September 2012 until the date that the allocation of places takes place unless a house move over a distance of 3 miles (as determined by a straight line measurement) has been completed between 1 September 2012 and 31 December 2012. This applies to house moves into and within Calderdale. The application must be supported by appropriate evidence (for example a solicitor's letter confirming the completion of a house purchase or a copy of a rental agreement for a property located within Calderdale, both of which must be relevant to residency).

Parents of children resident in Calderdale can express up to five

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preferences for schools including schools in other local authorities. For out of authority schools however, they should contact the relevant local authority for information about the schools' over-subscription criteria. (Contact details of neighbouring local authorities are given in Appendix 3).

Parents of children, who reside outside Calderdale, **must not** complete Calderdale's Common Application Form or online application, even if their child currently attends a Calderdale primary school. They must complete their home authority's application form to express any **preferences** for Calderdale schools.

Parents who would like their child to sit the admission test for one or both of the **Calderdale Grammar Schools** will need to complete a separate registration form if their child is to sit the test on Saturday 6 October 2012. The registration form is available on the schools websites www.nhgs.co.uk and www.crossleyheath.calderdale.sch.uk. Alternatively, parents can request a paper form to complete directly from the schools or from the Calderdale Admissions Team. Parents can register from Monday 16 April 2012 until Friday 21 September 2012.

The venue for sitting the test will be based upon the pupil's home address wherever possible, irrespective of which school parents will be preferencing.

The closing date for parents to apply to the Local Authority for secondary school places is 31 October 2012 and the grammar schools will ensure that the results of the entrance test has been communicated to parents prior to this date (providing the test has been taken on 6 October 2012).

Please note that if you complete a registration form, this **will not** be regarded as a valid application unless a Common Application or online application form is submitted to the Local Authority, indicating a preference for one or both of the grammar schools (irrespective of the test results).

If a parent wishes to apply for both grammar schools, these must be shown as two separate preferences on the Common Application Form.

Rastrick High School has a limited number of places which may be allocated to talented musicians. To apply for a place under this category, parents must complete a supplementary application form which is available from school.

The Brooksbank School has a limited number of places which may be allocated to talented sports persons. To apply for a place under this category, parents must complete a supplementary application form which is available from school.

Trinity Academy, Halifax may offer a place at their school for those parents/children with church affiliation. A supplementary form will need to be completed to be considered under this category.

If any parent submits a supplementary application form, it will not be regarded as a valid application unless a Common Application Form or an online application, with that school expressed as a **preference**, is also submitted by the closing date of 31 October 2012.

Rastrick High School, The Brooksbank School and Trinity Academy, Halifax will provide details to the Local Authority of those children who are to

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be admitted under music, sport and church criteria.

The grammar schools will provide a ranked list of pupils who have sat the entrance exam.

The last date for receiving applications is **Wednesday 31 October 2012**. Due to the high volume of applications received, it will not be possible to reply to telephone or email queries about whether an application has been received. However, those parents who require confirmation that an application form has been received, should send a stamped, self-addressed envelope with the application form. Receipt of online applications will be acknowledged via an automated email.

In line with the co-ordinated admissions scheme, Calderdale Council will send details of **preferences** expressed for out of authority schools to the relevant local authorities. Similarly, all other local authorities will send details of **preferences** for Calderdale schools to Calderdale Council.

3. Secondary Schools/Academies in Calderdale

All maintained schools in Calderdale are co-educational day schools. There are 14 maintained secondary schools in Calderdale which are broken down into the following categories.

Category	Comprehensive	Grammar	Special
Community	5		1
Foundation	1	1	
Academy	5	1	
Total	11	2	1

Comprehensive schools accept children of all abilities; whereas entry to the grammar schools is determined by means of a selection test based upon academic ability.

Children are admitted to the special school through a Statement of Special Educational Needs. If your child has a statement, he/she may be eligible for admission to the special school. Decisions regarding admission to special schools rest with the Local Authority, however, parents are closely involved with the decision making process. Any preferences for the special school will be disregarded if the child is not in receipt of a Statement of Special Educational Needs.

A list of all secondary schools in Calderdale is given in Appendix 1.

The Local Authority is responsible for determining admission arrangements for community schools.

The governing body is responsible for determining admission arrangements for the foundation schools and the academy trust for academies.

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Trinity Academy, Halifax is not categorised as a denominational school for the purpose of home to school transport, although assistance may be available where parents can demonstrate faith. In order to qualify, parents will have to:

- **preference** Trinity Academy, Halifax as their first **preference**;
- meet the relevant distance criteria; and
- have been admitted under points 3, 5, 6 or 7 of Trinity Academy, Halifax admission criteria or provide evidence of faith through other means such as a letter from church showing regular attendance.

4. Provision for Children with Special Educational Needs

The Authority operates to general principles. The guidance in these pages is informed by these general principles and should be read with them clearly in mind.

- A child with Special Educational Needs should have their needs met.
- The Special Educational Needs of children will normally be met in mainstream schools or settings.
- Parents have a vital role to play in supporting their child's education.
- Children with Special Educational Needs should be offered full access to a broad, balanced and relevant education, including an appropriate curriculum for the foundation stage and the National Curriculum.

Arrangements locally allow for the progressive extension of professional involvement from the class teacher to the head teacher, and then, if necessary, to professionals external to the schools (such as Specialist Teachers, Educational Psychologists, Education Welfare Officers, Area Health Authority Personnel, Social Care Services etc).

If it seems that a child has complex or severe learning difficulties then consultation with other professionals (such as Educational Psychologists, School Medical Officers etc) will take place after parents/guardians have been consulted. The Authority may take the decision to carry out an assessment under Part 4 of the Education Act 1996 and may issue a statement of Special Educational Needs. The statement is a formal summary of the child's Special Educational Needs and the provision that will be made to meet these.

Organisationally, there are a number of options regarding the way Special Educational Needs may be met.

- (a) At a maintained school with appropriate intervention. The support may be provided from the school's own resources or with support from an outside agency.
- (b) At a maintained school with additional resources provided through a Statement of SEN to when needs are significant and longer term.
- (c) At a special unit or maintained special school.
- (d) At a non-maintained, independent or special school.

In options (c) and (d), a statement must be written.

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In each case, the decision to move a child from within the mainstream to a special school or from within the Authority to a placement outside is not taken unless it is impossible to provide appropriately for the child otherwise. Parental views are always sought and due regard given to those views.

Parents who feel that their child has Special Educational Needs which have not been addressed in one of the ways described above should make their initial contact through the head teacher of their child's present school.

The Code of Practice on the Identification and Assessment of Special Educational Needs states, "The parents' **preferred** school may be further away from the child's home than another school which is appropriate to the child's special educational needs. In such a case it is open to the local authority to name the nearer school, because that would be compatible with the efficient use of the local authority's resources. It would also be open to the local authority to name the school **preferred** by the child's parent(s), so long as the parent(s) met the transport costs."

Sometimes the statement of SEN will specify that transport assistance is to be provided and in such cases the Authority will name an appropriate school in the statement. Transport assistance will then be provided to that school. See Part C for details on home to school transport.

Please contact the SEN Team on telephone 01422 394130 or email lynda.canning@calderdale.gov.uk

For further information, please visit

www.calderdale.gov.uk/education/parents/sen/index.html

The Parent Partnership Service is also here to help and give advice on issues related to Special Educational Needs. The Service can be contacted on telephone 01422 399500 or email cpps@calderdale.gov.uk

For further information, please visit

www.calderdaleparentspartnership.org.uk

5. Looked After Children

There has been a change to legislation in relation to children who are in public care (Looked After Children). Highest priority for places is given to children who are 'Looked After'. This now applies to children who have previously been 'Looked After'. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) immediately following having been looked after.

6. Parental Preferences

Parents/guardians have the legal right to state the school they wish their child to attend. The admissions authority has a duty to meet their stated **preference** unless:

- (a) this would prejudice the provision of efficient education or the efficient use of resources, or
- (b) for a voluntary aided or denominational school, this would be incompatible with the admission arrangements made by the school governors which are designed to preserve the religious character of the school, or

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- (c) where a school whose admissions arrangements are based wholly or partly on selection by reference to aptitude or ability and this would be incompatible with selection under these arrangements.

In the case of (a), each school has an Admission Number which lays down the number of pupils that the admissions authority considers can be admitted to the school. Details of the Admission Number for each school are given in Appendix 1.

In the context of the 'School Admissions Code' issued by the Department for Education (DfE) on admissions to schools and the relating legislation, the Local Authority is responsible for administering co-ordinated admission arrangements for all maintained schools in Calderdale.

Parents/guardians are asked to complete their application very carefully, giving particular attention to the over-subscription criteria for the schools in which they have an interest and to ensure that they make realistic **preferences** for schools.

Only one application per child will be accepted and processed. It is therefore imperative that parents agree on the preferences to be submitted in order that the application is not disadvantaged. The Local Authority will not deal with multiple applications for the same child.

Please note that naming only one school will not necessarily ensure your child is allocated a place at that school and parents are urged to use the opportunity to express up to five **preferences** for schools in order of **preference**.

When making a **preference**, parents should bear in mind that, although transport assistance for siblings may have been granted in the past, it should not be assumed that it will be granted in the future as changes to the policy and routes used for measuring purposes have changed over recent years. Please refer to Part C, the Authority's 'Home to School Transport Policy' for details on who qualifies for assistance.

In addition, you should note that the availability of school buses can change each academic year.

Trinity Academy, Halifax will NOT be categorised as a denominational school for the purpose of home to school transport, although assistance may be available where parents can demonstrate faith. For details of how to qualify, please see Section 3 and the home to school transport policy in Part C.

It is important for parents to give details of any brothers or sisters (including step/half brothers and sisters) permanently resident in the same household and currently attending the preferred school (excluding pupils in their final year). Please note that cousins living in the same household do not count as siblings.

Parents must give their child's correct address. This must be the child's current permanent place of residence and not a childminder's or grandparents' address. If you have recently changed address, please ensure that you have registered your new address with your child's current primary school.

Where parental responsibility is held by more than one person and those

persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property where the parent receives child benefit. **An offer of a place may be withdrawn if a false address is given.**

Parents should note that when allocating places, the Authority will only consider the child's current permanent place of residence and an intention to move to another address is not taken into consideration.

Evidence of residency may be required where there is a discrepancy with an address. This may be in the form of a council tax bill, utility bill, tenancy agreement and/or child benefit documentation. Further information and documentation may be requested if deemed necessary.

Any changes made to **preferences** after the closing date of 31 October 2012 will result in the application being treated as a late application with the exception of a house move over 3 miles. Please see section 8 'Late Applications' for further information. Please note that **preferences** cannot be changed after 31 December 2012.

If you require any further information or advice and guidance before finalising your **preferences**, please contact the Admissions Team, Children and Young People's Services, Northgate House, Halifax HX1 1UN.

Telephone: 01422 392617

Email:

cyps.admissions@calderdale.gov.uk

Alternatively, parents may wish to seek advice from Parent Partnership. The team can be contacted on 01422 399500 or cpps@calderdale.gov.uk.

7. Online Applications

Calderdale Council provides a facility for parents to apply for a secondary school place online.

The same timetable applies for online applications as for paper applications. Applications may be made from 28 June 2012 until the closing date of 31 October 2012. You will be able to view as well as amend your online application any time throughout this period up to 31 October 2012. Receipt of online applications will be acknowledged via an automated email.

Only one application may be submitted for a child. Parents must not submit an online application in addition to a paper common application form as multiple applications will not be accepted.

Do not complete a Calderdale online application if you are not a Calderdale resident.

Please visit

www.calderdale.gov.uk/education

8. Late Applications

Late applications will be considered after all applications received before the closing date. However, in 'exceptional circumstances' defined below, it may be possible for an application received after the closing date to be considered as on time. 'Exceptional circumstances' are:

- where a single parent, living alone with their child, has been ill for some time. The application must be supported by a doctor's note and evidence of being a single parent;

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- where a house move over a distance of 3 miles (as determined by a straight line measurement) within or into Calderdale has been completed between 31 October 2012 and 31 December 2012. The application must be supported by appropriate evidence (for example a solicitor's letter confirming the completion of a house purchase or copy of a rental agreement for a property located within Calderdale, both of which must be relevant to residency).

A house move of less than 3 miles will not be considered as exceptional circumstances.

Exceptional circumstances can only be taken into consideration where a Common Application Form accompanied by all supporting evidence and any supplementary forms have been received by 31 December 2012.

A late **preference** for a non-Calderdale school can only be considered if the appropriate admission authority and relevant local authority determine that there is sufficient time to consider that **preference**.

Applications received between 1 March 2013 and 15 March 2013 will be processed along with any re-allocation requests (section 9 refers), with notification of an offer being made by 30 March 2013.

Applications received after 15 March 2013 will be dealt with in order of date received.

9. Allocation of Places

Parents are assured that every effort is made to offer their child a place

at their **preferred** school. However, if more applications are received for a school than there are places available, then the admissions authority will decide between applicants by the use of the over-subscription criteria of the school as detailed in Part B.

By 18 February 2013, the Local Authority will have:

- received confirmation of pupils suitable to receive a grammar school education;
- received a priority admission list relating to church affiliation in respect of Trinity Academy, Halifax;
- received from foundation comprehensive academies, a list of pupils to be allocated places under special categories eg music for Rastrick High School and sports for The Brooksbank School;
- exchanged information with other local authorities.

Calderdale Council will then determine which school should be allocated:

- Where a child is eligible for a place at only one of the **preferred** schools, that school will be allocated to the child.
- Where a child is eligible for a place at more than one of the **preferred** schools, they will be allocated a place at whichever of these is the higher ranked **preference** on their application form.
- Where a child is resident in Calderdale and is not eligible for a place at any of the **preferred** schools, they will be allocated a

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place at the nearest school with vacancies, within Calderdale.

An allocation of a secondary school place will be confirmed in writing to parents of children resident in Calderdale on 1 March 2013. Parents of children resident in Calderdale and attending a maintained Calderdale primary school will receive letters via their child's primary school. Offer letters of school places for children resident in Calderdale and attending a school outside the Authority or an independent school will be sent to the home address via the postal service. The letter will contain the following.

- The name of the school at which a place is offered and the deadline for accepting the place. If a parent does not respond by the deadline, it will be assumed that they have accepted the place they have been offered.
- The reason why the pupil has not been offered a place at any other schools **preferenced**.
- Advice to parents if they wish to be considered in the re-allocation process for any places that might become available. (Please see section 10 'Re-allocation Process').
- Information about the statutory right of appeal against any decision to refuse a place at a **preferred** school. (Please see section 11 'The Right of Appeal').
- Advice to parents on the academic suitability of the child if they have taken the admission test for Calderdale grammar schools. (Confirmation of the child's score and ranking will be sent directly by the grammar schools).

If none of the preferred schools can be allocated, due to over-subscription, the Authority will offer a place at the closest school to the family home where vacancies exist. (Distance in this instance will be calculated using a suitable walking route. This applies to Calderdale residents only).

Parents of children, who live outside Calderdale, will be informed of their allocation by their home local authority.

Calderdale Council will not confirm the allocation of a school place to any parent under any circumstances prior to the national offer day. Please also note that confirmation of places will not be given over the telephone.

10. Re-allocation Process

Parents who are not happy with the school place they have been offered can request the name of their child to be added to a re-allocation list for school places which may become available after 1 March 2013.

- If re-allocation is requested at a higher **preference** school than has been allocated, the place offered can be retained.
- If re-allocation is requested at a lower **preference** school than has been offered, or a school which was not originally indicated on the application form, the higher **preference** school must be given up. (Please note that giving up a place does not guarantee re-allocation to another school and the original place offered will be re-allocated to another child).
- If a school has been offered which was not originally

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preferred, parents can request re-allocation to all **preferred** schools or a school which was not originally indicated on the application form.

The deadline for the initial round of re-allocation requests is 15 March 2013. Parents will be notified of the outcome in writing by 30 March 2013. Re-allocation requests received after 15 March 2013 will be dealt with in order of date received. Please note that information regarding the outcome of re-allocations will not be given over the telephone.

The reallocation (waiting) list will be maintained until the end of the first term of the academic year beginning September 2013.

11. The Right of Appeal

It is our aim to offer your child a place at your **preferred** school. However, if more applications are received than there are places available at your **preferred** school, and your child is not offered a place at that school after applying the admission criteria, you have the right to appeal to an Independent Appeals Panel. These panels are set up in accordance with the requirements of the School Standards and Framework Act 1998.

It is not necessary to provide full details of your reasons for appealing at this stage. Further information regarding the appeal process will be provided by the relevant admissions authority.

For an appeal for a community school, please write to the Admissions Officer, Children and Young People's Services, Northgate House, Halifax HX1 1UN, or

indicate your intention to appeal on the reallocation form.

To appeal for a foundation comprehensive school, please write to the governing body of the school. To appeal for an academy, please write to the academy trust. Alternatively, you may indicate your intention to appeal on the reallocation form.

To appeal for a Calderdale grammar school, please write to Mr John Halshaw, Governor Support Ltd, PO Box 1065, Nelson, Lancashire BB9 4DA.

You may present your appeal in person or have someone else present the case for you or request that a written appeal be considered.

The Appeals Panel will take all your reasons and the admission authority's admission arrangements into consideration when reaching its decision. The Appeals Panel's decision will be completely independent of any previous decision taken by the admissions authority and will be binding upon all parties, that is the Local Authority (governors in case of foundation schools or academies) and the parents.

Please note that only one appeal for a school in the same academic year will be considered unless there have been significant changes in the circumstances relevant to the application.

12. Casual Admissions and Transfers

In general, the Authority does not encourage transfers between secondary schools for reasons other than a house move. Evidence strongly

indicates that they are rarely in the best educational interests of the pupil because of the disruption this would cause to their learning experience.

(a) Transfer requests from pupils resident within Calderdale

If a parent, having considered carefully the effects that such a transfer would mean, still wishes to request a transfer, to a Calderdale school or a school outside the Authority, they should complete an 'In Year Application Form', available from Children and Young People's Services, Northgate House, Halifax HX1 1UN.

Information from the pupil's current school will be required. Additionally, a report from the Education Welfare Service may be required if deemed appropriate to assist in the transfer process.

The application will then be considered by the Secondary School Head Teachers. (This is in the form of a fortnightly meeting).

Parents are informed of the outcome of the request in writing by the Local Authority.

(b) Transfer requests from pupils living outside Calderdale

Parents living outside Calderdale should contact their home local authority to request an application form. This applies even if the school requested is within Calderdale.

The relevant authority will then liaise with Calderdale and notify parents of the offer of a school place.

(c) Transfer of Pupils with Statements of Special Educational Needs

Parents wishing to transfer a child who is in receipt of a Statement of Special Educational Needs should not complete an 'In Year Application Form', but should send a request in writing to the SEN Manager, Children and Young People's Services, Heath Training and Development Centre, Free School Lane, Halifax HX1 2PT.

(d) Transfer of Pupils in public care ('Looked After' children)

In the case of 'Looked After' children, requests for transfers should be made to the Service Manager, Looked After Children Education Service, Heath Training and Development Centre, Free School Lane, Halifax HX1 2PT.

13. School Meals

Mid-day meals are available to pupils in all secondary schools. Charges, dining arrangements and menus are available from the schools.

Pupils are entitled to free school meals if their parents are in receipt of any of the following support payments:

- Income Support.
- Income-based Job Seeker's Allowance.
- Income-related Employment and Support Allowance.
- Support under Part VI of the Immigration and Asylum Act 1999.
- The Guarantee element of State Pension Credit.
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190.

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- Working Tax Credit 'run on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit.

Pupils are also entitled to free school meals, if they receive any of the following benefits in their own right:

- Income Support.
- Income-based Job Seeker's Allowance.
- Tax Credits

Applications for free school meals should be made to the Benefits Assessment Unit, Finance Department, Princess Buildings, Halifax HX1 1TS. Forms are available from all District Offices, Housing Offices, Education Offices and Finance Cash Collection Offices.

14. School Uniform

The governing body of each school is responsible for establishing a dress code for pupils and developing appropriate policies in respect of school uniform. The Authority is not able to assist parents to purchase items of school uniform or supply school clothing. In exceptional circumstances or dire emergency, parents should seek advice from the Education Welfare Officer attached to the school.

15. Education Welfare

The Education Welfare Team seeks to enable pupils to gain maximum benefit from educational opportunities. It acts to ensure that each child of compulsory school age receives efficient full-time education and is encouraged to make full use of

educational resources and facilities. It has legal responsibilities in respect of pupils who are subject to Education Supervision Orders and a duty to protect children from harm and exploitation as a consequence of illegal employment.

The Team seeks to promote and encourage partnership and co-operation between parents, pupils, school staff and a range of support services. This is achieved by providing information and advice regarding educational provision and procedures, counselling individual pupils whose behaviour or attitude is cause for concern and supporting parents who experience difficulties which affect the academic progress or school attendance of their children.

Contact with the Education Welfare Team can be made through the school or on any of the following telephone numbers:

Halifax: 01422 266125

Todmorden: 01706 548129

16. Complaints Procedure

The Authority has established procedures for dealing with complaints relating to the Curriculum, Sex Education, SEN, Child Protections Investigations, Admissions and Exclusions¹. Any queries about these issues should be addressed in writing to the Director, Children and Young People's Services, Northgate House, Halifax HX1 1UN in the first instance.

Where a parent/guardian has a complaint not related to the above,

¹ Complaints relating to Admissions and Exclusions in Foundation Schools and Academies should be addressed to the Governing Body of the school.

they should discuss the matter informally with the head teacher. If the matter is still not resolved, they should request a copy of the school's complaints procedure from the Governing Body of the school concerned.

17. Further Information

Individual school prospectuses are available from the relevant school. You may prefer to view this information on the school's website.

OFSTED reports about schools are available from the relevant school for reference and also online at the OFSTED website at:

www.ofsted.gov.uk/reports

Performance tables for schools are available online at the Department for Education (DfE) website at:

www.education.gov.uk/schools

If you need any further information about admission arrangements in Calderdale, please contact the Admissions Team, Children and Young People's Services, Northgate House, Halifax HX1 1UN.

Telephone: 01422 392617

Email:

cyps.admissions@calderdale.gov.uk

PART B: OVER-SUBSCRIPTION CRITERIA FOR CALDERDALE SECONDARY SCHOOLS

1. Community Comprehensive Schools

**Calder High School
Halifax High at Wellesley Park
Park Lane Learning Trust
Sowerby Bridge High School
Todmorden High School**

All community secondary schools have defined priority (catchment) areas which are shown on the map included in the admissions pack.

Calder High School, Sowerby Bridge High School and Todmorden High School have their own defined priority (catchment) areas.

Halifax High at Wellesley Park and Park Lane Learning Trust share their defined priority (catchment) area.

Children with statements of Special Educational Needs (SEN) will be given priority to the school which is named on the statement.

Over-subscription Criteria

Places will be allocated in the above community secondary schools in the following order of priority:

1. Pupils who are in public care ('Looked After' children).
2. Pupils living within the defined priority (catchment) area who have a brother or sister (including step/half brothers and sisters) permanently resident in the same household and currently attending

the school (excluding pupils in their final year).

3. Other pupils living within the defined priority (catchment) area.
4. Those pupils who do not qualify under Categories 1-3 who have a brother or sister (including step/half brothers and sisters) permanently resident in the same household and currently attending the school (excluding pupils in their final year).
5. Other children.

If there is over-subscription within any category, then pupils will be admitted in the order of proximity of the pupil's permanent home to the school.

Distance will be calculated using a straight line measurement from the pupil's permanent home to the closest designated school gate.

Distance will be calculated using the Local Authority's GIS system (Geographical Information System). To ensure consistency applies, all measurements will be carried out by the Local Authority's GIS system and no other method of measuring distance will be considered.

Each property has a coordinate taken from Ordnance Survey ADDRESS-POINT data. This is the point which distance measurements will be taken from.

2. Foundation/Academy Comprehensive Schools

Brighouse High School

Pupils will be admitted to Year 7 without reference to ability or aptitude. The number of intended admissions for the year commencing September 2013 will be 210.

Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below, to decide which children will be offered places:

1. Pupils who are in public care.
2. Those children who attend the primary schools of St Andrew's CE (VA) Junior, St Chad's CE (VA) Primary, St John's (CE) Primary Academy, Clifton and Withinfields Primary.
3. Those children who have a brother or sister attending the school at the time of their admission and residing at the same address.
4. Children will then be admitted in the order of the proximity of the child's home address to the school. Proximity will be determined by a measured straight line on a map by an electronic Geographical Information System (GIS), from the front entrance of the school at Finkil Street, Brighouse.

Hipperholme and Lightcliffe High School

Children are admitted without reference to ability or aptitude. The Published Admissions Limit (PAL)

for the academic year commencing September 2013 is 270.

Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below, to decide which children will be offered places:

1. Applications from looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or specialised guardianship order).
2. Applications from those children who attend the primary schools of Bailiffe Bridge J & I, Cliffe Hill Community Primary, Lightcliffe CE (VA) Primary, Northowram Primary, Rawson J, I & N, Salterlee Primary, Shelf J & I, St Joseph's Catholic Primary (Halifax) and St Michael & All Angels CE Primary.

In the event of over-subscription from applications from children attending these schools, applicants will be admitted from this category in the order of:

- (a) Applicants with a brother or sister attending the school.
- (b) Proximity of the applicant's home address to the school, with those living nearest having higher priority.
3. Applicants with a brother or sister attending the school.
4. Proximity of the child's registered address to the school, with those living nearest having higher priority.

Notes

- (i) Where proximity of the child's registered address to the school is used in determining the offer of a place, then the measurement will be the Direct Distance and will be calculated using a straight line measurement from the pupil's registered address to the closest designated school gate.
- (ii) Direct Distance will be calculated using the Local Authority's GIS system (Geographical Information System). To ensure consistency applies, all measurements will be carried out using the Local Authority's GIS system and no other method of measuring distance will be considered. Each property has a coordinate taken from Ordnance Survey ADDRESS-POINT data. This is the point which distance measurements will be taken from.
- (iii) When considering allocation of places, the Governing Body will only consider applicants' current permanent place of residence and disregard any intention to move to another address.
- (iv) If there is a discrepancy in addresses/shared care, the address the Governing Body will use is wherever child benefit is registered to.
- (v) Criterion 2a & 3 includes; step brother/sister; adopted brother or sister; permanently resident in the same household and currently attending the school (excluding pupils who it is reasonably anticipated are in their final year). "Currently attending the school" will include attendance in the sixth form unless it can reasonably be anticipated that such an attendee is in their final year.

Rastrick High School

The Published Admissions Limit (PAL) for Year 7 students at Rastrick High School is 240.

Where applications for admission exceed the number of places available, the following criteria will be applied (in the order set out below) to decide which children to admit:

1. Children who are in public care.
2. Pupils of Carr Green Primary, Field Lane Primary, Fixby Junior and Infant, Longroyde Junior and Woodhouse Primary schools.
3. Those children who have a brother or sister (or step-brother or step-sister) living in the same household) attending the school at the time of their admission.
4. Children who have a particular aptitude for music. Allocations under this criterion will be limited to 16 places and applications must be supported by evidence. A supplementary application form must be completed to apply under this criterion, which is available from Rastrick High School. Applications can be submitted to the school from 30 June 2012 to 1 October 2012; please see below the timelines for the process.
5. Children will then be admitted in the order of proximity of the child's home address to the school. Distance will be calculated using a straight line measurement from the child's home to the closest designated school gate. Distances will be calculated using the Local Authority's GIS system (Geographical Information System). To ensure consistency

Part B: Over-subscription Criteria for Calderdale Secondary Schools

applies, all measurements will be carried out by the Local Authority's GIS system and no other method of measuring distance will be considered.

Timeline for process:

19/9/12 Open Evening

01/10/12 Deadline for music criterion application forms submitted directly to Rastrick High School

w/c 01/10/12 Parents/carers to be informed of audition date and time

w/c 08/10/12 Auditions to take place and will be carried out by an independent adjudicator

15/10/12 Parents/carers to be informed of the outcome of the audition

31/10/12 Deadline for common application form to Local Authority

1. Children who are in public care ('Looked After' children).
2. Those children who attend the primary schools of Barkisland CE (VA) Primary, Bolton Brow Academy, Christ Church CE (VA) Junior, Copley Primary, New Road Primary, Norland CE (VC) J & I School, Ripponden J & I, Sacred Heart Catholic Primary, Sowerby Village CE (VC) Primary, St John's CE (VA) Primary (Rishworth), St Mary's CE (VC) J & I and Triangle CE (VC) Primary.
3. Children who have a brother/sister (including step-brother/sister living at the same address) who at the time of application is on roll and is expected to be attending the school when the younger sibling starts.
4. Those children living permanently in the Ryburn Ward as defined by Calderdale MBC.
5. Proximity to a child's home to school as measured by the 'straight line' rule/method (direct distance) as defined by the Local Authority.

Ryburn Valley High School

Pupils will be admitted without reference to ability or aptitude. The number of intended admissions for September 2013 will be 240.

The Governors propose to continue to admit pupils with statements of Special Educational Needs (SEN) where it is the wish of the parents and the local authority administering the statement.

Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit:

In the event of there being more applicants in any one of the above criteria than places available, priority will be given to those whose permanent address is nearest to Ryburn Valley High School with those nearest being accorded higher priority.

The Brooksbank School

Pupils will be admitted without reference to academic ability or aptitude. The number of intended admissions for the year commencing September 2013 will be 282. The

Part B: Over-subscription Criteria for Calderdale Secondary Schools

school proposes to continue to admit pupils with statements of Special Educational Needs where that is the wish of the parents and of the Local Authority administering the statement.

Where parental **preferences** for admission exceed the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit:

1. Looked after children
2. Pupils of All Saints CE (VA) J & I, Bowling Green Primary, Cross Lane Primary, Elland CE (VA) J & I, Holywell Green Primary, Old Earth Primary, St Patrick's Catholic Primary, The Greetland Academy and West Vale Primary schools.
3. Those pupils who have a brother or sister (or step/half brothers or sisters) permanently resident in the same household and currently attending the school (this excludes those pupils in their final year).
4. Children who have a particular aptitude for sport. Allocations under this criterion will be limited up to 10% of the planned admission limit and applications must be supported by evidence. Parents must complete a separate application form for consideration under this category. This must be returned by the date shown below to the school. Parents must also have expressed a **preference** for The Brooksbank School on the Common Application Form. Applicants under this criterion will be invited to attend a session

where their sporting aptitude will be assessed.

5. Direct distance between the child's home to school, with those living nearer being accorded the highest priority. Distance will be calculated using a straight line measurement from the pupil's home to the closest designated school gate.

Distances will be calculated using the Local Authority's GIS system (Geographical Information System). To ensure consistency applies, all measurements will be carried out by the Local Authority's GIS system and no other method of measuring distance will be considered. Each property has a coordinate taken from Ordnance Survey ADDRESS-POINT data. This is the point which distance measurements will be taken from.

Timeline for process:

20/09/12 Open evening

01/10/12 Applications to apply under the sporting criterion to be submitted to the school

w/c 08/10/12 Sporting aptitude tests to be carried out

17/10/12 Parents/carers informed of outcome

31/10/12 Deadline for common application form to Local Authority

3. Grammar School/Academy

The Crossley Heath School

In order to preserve the established character of the school, only boys and girls who attain the required standard in the prescribed arrangements for selection by reference to academic ability and attainment will be eligible to be considered for admission to the school.

For entry to Year 7, the school operates a joint admissions process with The North Halifax Grammar School (NHGS). Parents must apply on the common application form through the LA co-ordinated scheme.

Please also refer to page 4 regarding the admission test.

The Published Admission Number for the two grammar schools will be 310; (155 will be offered places at CHS and 155 at NHGS). Entry to the schools will be determined by academic ability and attainment, as identified by:

- (a) a nationally validated test in verbal reasoning, supplied by a recognised body such as NfER or the Centre for Research on Learning and Instruction, University of Edinburgh;
- (b) a test in Mathematics and
- (c) a test in continuous writing in English.

The reasoning test (a) is a predictor of future performance and as such does not rely upon material that will have been covered in the primary school curriculum. The results from the test are standardized and age-weighted.

The mathematics test (b) is based upon the Key Stage 2 programme of study and the test scores for mathematics are given a weighting equal to half the value of the verbal reasoning.

The test in continuous writing (c) will be completed by all pupils, but will only be taken into consideration in the case of the final places to be offered and for those pupils identified as reserves.

After the tests are completed, pupils will be placed in a single list based on their performance in terms of aggregated scores in tests (a) and (b). Those with the highest score will be at the top of the list, which will therefore be an 'order of merit'.

Some 75% of places available (ie at least 116 at each school) will be offered to that same number of pupils who achieve the highest aggregate scores in tests (a) and (b). The final 25% of places will be offered on the basis of aggregate scores in all three tests. The same method will be used to identify those pupils who will be offered places on a reserve list. The test in continuous writing will be completed by all pupils, but will only be taken into consideration in the case of the final 25% of places to be offered.

A candidate may only sit the admission test once.

If several pupils satisfy the first order criteria equally, then a range of supplementary criteria will be invoked, in this order:

1. Looked after children and previously looked after children:
2. Proximity of the child's home to the school, with those living nearer accorded the highest priority. Distance will be

Part B: Over-subscription Criteria for Calderdale Secondary Schools

calculated using a straight line measurement from the pupil's home to the closest designated school gate. If there is shared responsibility between parents, the home will be that place in which the child spends the majority of time in a school week when the school is in session.

Distances will be calculated using the LA's Geographical Information System (GIS). To ensure consistency, all measurements will be carried out by the LA's GIS system and no other method of measuring distance will be considered. Each property has a coordinate taken from Ordnance Survey ADDRESS-POINT data. This is the point which distance measurements will be taken from.

3. Last place to pupils with siblings (to include step-siblings, foster siblings and adopted siblings living permanently resident at the same address) presently attending the school.

The North Halifax Grammar School

In order to preserve the established character of the school, only boys and girls who attain the required standard in the prescribed arrangements for selection by reference to academic ability and attainment will be eligible to be considered for admission to the school.

For entry to Year 7, the school operates a joint admissions process with The Crossley Heath School. Parents must apply on the common application form through the LA co-ordinated scheme.

Please also refer to page 4 regarding the admission test.

The Published Admission Number for the two grammar schools will be 310; (155 will be offered places at CHS and 155 at NHGS). Entry to the schools will be determined by academic ability and attainment, as identified by:

- (a) a nationally validated test in verbal reasoning, supplied by a recognised body such as NFER or the Centre for Research on Learning and Instruction, University of Edinburgh;
- (b) a test in Mathematics and
- (c) a test in continuous writing in English.

The reasoning test (a) is a predictor of future performance and as such does not rely upon material that will have been covered in the primary school curriculum. The results from the test are standardized and age-weighted.

The mathematics test (b) is based upon the Key Stage 2 programme of study and the test scores for mathematics are given a weighting equal to half the value of the verbal reasoning.

The test in continuous writing (c) will be completed by all pupils, but will only be taken into consideration in the case of the final places to be offered and for those pupils identified as reserves.

After the tests are completed, pupils will be placed in a single list based on their performance in terms of aggregated scores in tests (a) and (b). Those with the highest score will be at the top of the list, which will therefore be an 'order of merit'.

Part B: Over-subscription Criteria for Calderdale Secondary Schools

Some 75% of places available (ie at least 116 at each school) will be offered to that same number of pupils who achieve the highest aggregate scores in tests (a) and (b). The final 25% of places will be offered on the basis of aggregate scores in all three tests. The same method will be used to identify those pupils who will be offered places on a reserve list. The test in continuous writing will be completed by all pupils, but will only be taken into consideration in the case of the final 25% of places to be offered.

A candidate may only sit the admission test once.

If several pupils satisfy the first order criteria equally, then a range of supplementary criteria will be invoked, in this order:

1. Looked after children and previously looked after children:
2. Proximity of the child's home to the school, with those living nearer accorded the highest priority. Distance will be calculated using a straight line measurement from the pupil's home to the closest designated school gate. If there is shared responsibility between parents, the home will be that place in which the child spends the majority of time in a school week when the school is in session.

Distances will be calculated using the LA's Geographical Information System (GIS). To ensure consistency, all measurements will be carried out by the LA's GIS system and no other method of measuring distance will be considered. Each property has a coordinate taken from Ordnance Survey ADDRESS-POINT data. This is

the point which distance measurements will be taken from.

3. Last place to pupils with siblings (to include step-siblings, foster siblings and adopted siblings living permanently resident at the same address) presently attending the school.

4. Academy

Trinity Academy, Halifax

The Academy will admit 300 pupils to Y7 in September 2013.

Arrangements for applications for places at the Academy will be made in accordance with the Calderdale Local Authority's co-ordinated admission arrangements and will be made on the common application form provided and administered by the Local Authority.

It is not mandatory that the supplementary application form is completed, but parents should do so if they wish their application to be considered in relation to church attendance.

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of pupils with Statements of Special Educational Needs where Trinity Academy, Halifax is named on the statement, the criteria will be applied in the order in which they are set out below:

1. Children in care (as defined by s22 of the Children Act, 1989).
2. Children whose siblings currently attend Trinity Academy, Halifax and who will continue to do so on the date of admission.

("Sibling" is defined as a full or half brother or sister; a step brother or sister; an adoptive brother or sister; the children of parents living together in the same family household).

3. Children who are resident in the defined priority catchment area, as shown on the map following this policy and who regularly attend, or whose parents/guardians regularly attend a Church of England Parish Church.

("regularly attend" means attendance at public worship at least twice per month for the year before the application is submitted)

4. Children whose place of residence is within the defined priority catchment area as shown on the map following this policy.
5. Children who regularly attend, or whose parents/guardians regularly attend, one of the Church of England Parish Churches in the Rural Deanery of Halifax.

("regularly attend" carries the same definition as set out at Criterion 3)

6. Children who regularly attend, or whose parents/guardians regularly attend, one of the Church of England Parish Churches in the Rural Deaneries of Calder Valley and Brighouse and Elland.

("regularly attend" carries the same definition as set out at Criterion 3)

7. Children who regularly attend, or whose parents/guardians regularly attend, another Christian Church within the area of the Calderdale Metropolitan District (affiliated to Churches Together in

Part B: Over-subscription Criteria for Calderdale Secondary Schools

England: a list of such churches is appended to this policy).

("regularly attend" carries the same definition as set out at Criterion 3).

8. Other children.

If there is over-subscription in any category, pupils will be admitted in order of proximity to Trinity Academy, Halifax.

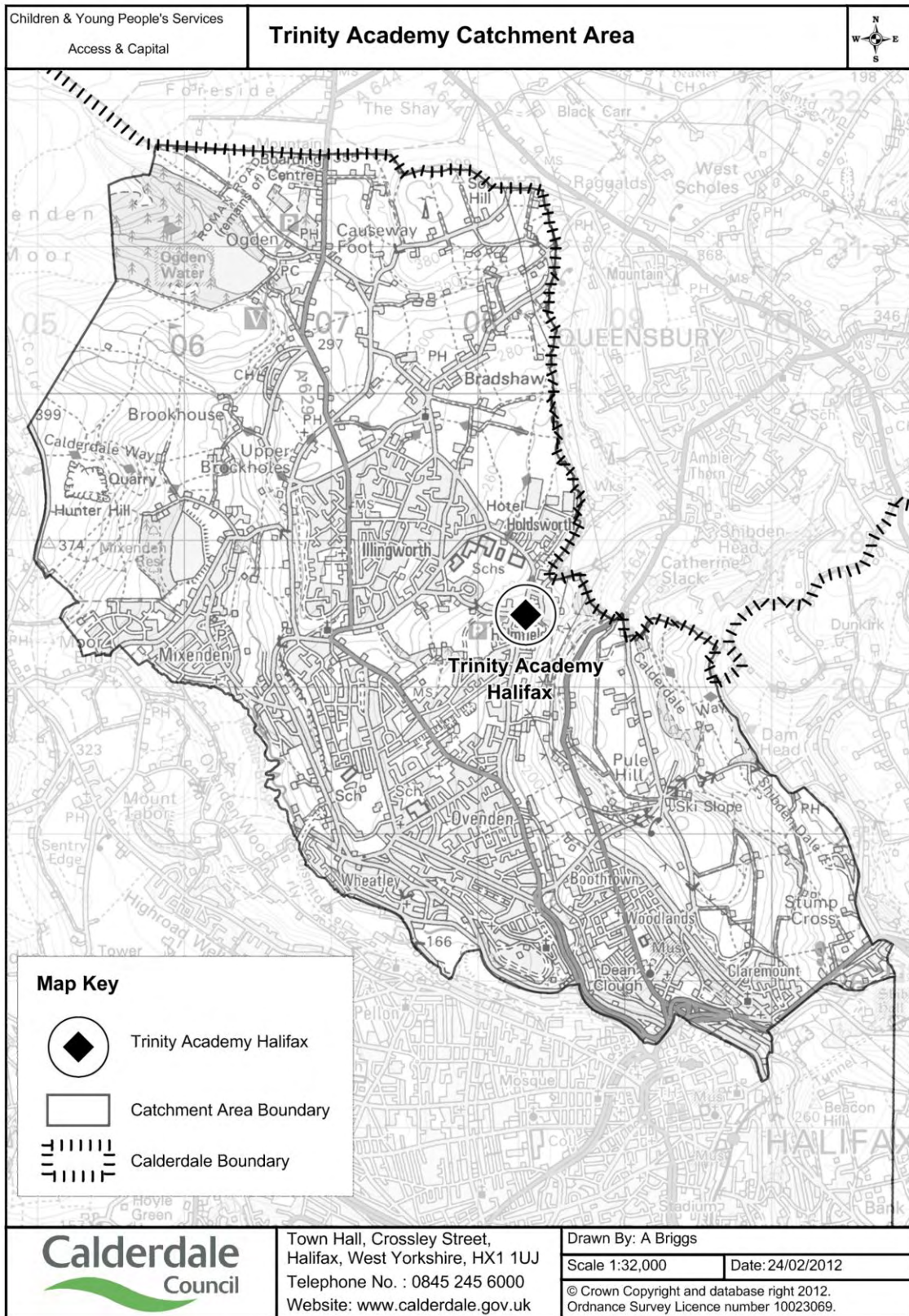
Distance will be calculated using a straight line measurement from the pupil's home to the closest designated school gate. Distances will be calculated using the Local Authority's Geographical Information System (GIS). To ensure consistency, all measurements will be carried out by the Local Authority's GIS system and no other method of measuring distance will be considered. Each property has a coordinate taken from Ordnance Survey address-point data. This is the point from which distance measurements will be taken.

- Joint Council of Afro Caribbean Churches
- Lutheran Council of Great Britain
- Methodist Church
- Moravian Church
- New Testament Assembly
- New Testament Church of God
- Oecumenical Patriarchate
- Redeemed Christian Church of God
- Religious Society of Friends
- Roman Catholic Church
- Russian Orthodox Church
- Salvation Army
- Seventh Day Adventist (Observer)
- The Baptist Union of Great Britain
- Transatlantic Pacific Alliance of Churches
- United Reformed Church
- Wesleyan Holiness Church

Churches Affiliated to "Churches Together in England"

- Antiochan Orthodox Church
- Cherubim and Seraphim Council of Churches
- Church of England
- Church of God of Prophecy
- Church of Scotland (in England)
- Congregational Federation
- Coptic Orthodox Church
- Council of African and Afro-Caribbean Churches UK
- Council of Oriental Orthodox Christian Churches
- Greek Orthodox Church
- Ichthus Christian Fellowship
- Independent Methodist Churches
- International Ministerial Council of Great Britain

Part B: Over-subscription Criteria for Calderdale Secondary Schools



PART C: HOME TO SCHOOL TRANSPORT POLICY

Sustainable Travel and Transport Strategy

Introduction

Section 508A of the Education and Inspections Act 2006, came into force from April 2007 and places a general duty on local authorities to promote the use of sustainable travel and transport. Incorporated into this is the requirement to produce a strategy to develop the sustainable travel and transport infrastructure within the Authority so that the travel and transport needs of children and young people are better catered for.

Aims and objectives

The sustainable travel and transport strategy has been developed to reflect the Children and Young People Services' strategic aims – working together we will ensure that children and young people in Calderdale:

- SA1. Start healthy and stay healthy;
- SA2. Are safe at home, in school and in the community;
- SA3. Enjoy school and achieve their best;
- SA4. Make friends and take part in activities;
- SA5. Stay in education and get a job.

More specifically our strategy aims to:

- Increase the number of young people in Calderdale using healthier travel options which will improve their physical well-being and safe guard the environment and

- Enable parents, carers and young people to have access to information which will assist them in making sustainable travel choices to their schools.

The objectives of the sustainable travel and transport strategy are to:

- encourage young people to cycle to school;
- encourage young people to walk to school;
- increase bus usage;
- increase participation in the independent travel scheme;
- work in partnership to improve the design of new schools or extensions to schools in relation to sustainable travel;
- improve behaviour on home to school transport provision;
- raise personal safety awareness of young people transferring to secondary schools;
- improve the quality of information to parents and young people transferring to secondary education; and
- work with regional partners to share good practice and develop resources.

The full strategy document detailing how the Council intends to address the priorities identified is available at:

www.calderdale.gov.uk/education/child-care/plans/sustainable-travel.pdf

1. General

- 1.1 The following policy applies to all pupils residing in Calderdale who attend a 'qualifying school' as set out in the Education and Inspections Act 2006.
- 1.2 It is the responsibility of the parents or carers of a pupil to ensure that he/she attends school. However, in certain

Part C: Home to School Transport Policy

- circumstances, which are detailed below, the Council will provide assistance to a pupil with transport from home to school.
- 1.3 The duty of a Children's Service Authority in regard to the provision of home to school transport is contained primarily in s.509 of the Education Act 1996 which provides that authorities shall "make such arrangements for the provision of transport and otherwise as they consider necessary... for the purpose of facilitating the attendance of persons receiving education". The circumstances where it is required by law to determine that it is necessary to provide transport derive from s.444 (4) of the Education Act 1996. A failure to provide free transport to an eligible pupil would be a legal defence for a non-attendance prosecution.
- 1.4 The new Schedule 35B to 1996 Act (inserted by the Education and Inspections Act) includes an extension of rights to free school travel arrangements for children from low income groups.
- 1.5 Where transport assistance is provided by the authority it remains the parents'/carers' responsibility to ensure their child's safety by making any necessary arrangements for their child to be accompanied to and from the bus stop or the designated collection/drop off point and during the journey to school if required.
- 2. Meanings**
- 2.1 Compulsory age
- 'Compulsory age', is defined as 5 years of age to the day prior to the young person's 16th birthday. In practice, because Calderdale admits children to school before their 5th birthday, transport assistance will not be refused because the child is under 5. Similarly transport assistance will be provided to the end of the school year in which the young person attains 16 years of age subject to satisfactory attendance.
- 2.2 Nearest suitable and available school
- 'Nearest suitable and available school' is defined as the nearest 'qualifying' school including schools situated outside the Calderdale boundary where education is provided according to the child's age, aptitude, ability and faith.
- 2.3 Distance
- 'Distance' is defined as the distance from the pupil's home address by the nearest walking route which, wherever reasonable, should be on lit, metalled roads. Distance is measured from the nearest point on the road or pathway outside the pupil's home to the designated school entrance point.
- For those children from low income families the distance is measured as above. However, the distance to the upper limits (set out below) is determined as those passable using a suitable motorised vehicle (road routes).
- 2.4 'Qualifying' schools are:

Part C: Home to School Transport Policy

- community, foundation, voluntary aided or voluntary controlled schools;
- community or foundation special schools;
- non-maintained special schools;
- pupil referral units;
- maintained nursery schools;
- city technology colleges (CTC), city colleges for the technology of the arts (CCTA) or Academies;
- in relation to a child with SEN, an independent school (other than a CTC, CCTA, or Academy) will be a 'qualifying' school if it is the only school named in the child's statement, or it is the nearest of two or more schools named in the statement.

2.5 Home to school

The duty to provide free home to school transport is for the journey at the start of the school day and end of the school day only. The school day is deemed to be the session times as approved by the governing body of a qualifying school.

3. Eligibility criteria

3.1 Children from low income families

- (i) Children from low income families, ie those entitled to free school meals, or whose parents are in receipt of their maximum level of Working Tax Credit will be eligible for home to school transport

assistance if they meet the following criteria.

- (ii) Those children aged 11-16 from low income families are entitled to free travel arrangements made to one of their three nearest qualifying schools (or places other than a school at which they might receive education under section 19(1) of the 1996 Act), where they live more than 2 miles, but less than 6 miles from that school.
- (iii) Where a parent has expressed a **preference** for a school, and that **preference** is based on the parent's religion or belief, then a child aged 11 to 16 will have travel arrangements made for them to the nearest suitable school **preferred** on grounds of religion or belief, where they live more than 2 miles, but not more than 15 miles from that school.
- (iv) Transport eligibility for a child or young person from a low income family will be determined at the point at which places are allocated. Once eligibility has been confirmed on income grounds the pupil would be eligible for the entirety of the school year for which the assessment has been made.

3.2 Statutory walking distance

- (i) For pupils who do not qualify under 3.1 to be eligible for school transport assistance they will normally have to

Part C: Home to School Transport Policy

travel more than 3 miles and be attending the nearest suitable and available school to the child's home address.

- (ii) Where the parent has expressed a **preference** for a school which is the nearest qualifying school within the Calderdale boundary rather than the true nearest qualifying school which is outside the Calderdale border transport assistance will be available to that school subject to the distance criteria in (i) above.
- (iii) Where the Authority is not able to admit a child to the nearest and available suitable school, assistance will be provided to the next nearest suitable and available school, subject to the distance to school exceeding 3 miles.

3.3 Parental preference

Where a parent arranges for his/her child to attend a school other than the nearest suitable and available school assistance will not normally be provided by the Authority unless they qualify under 3.1 above.

3.4 Denominational schools (also see section 4)

- (i) For a child to receive assistance to a denominational school, a denominational school must be the parent's highest ranked **preference** on the common application form and be the nearest suitable and available

denominational school from their home address.

- (ii) Pupils attending a denominational school outside of Calderdale will only be considered providing they meet the above criteria and can provide evidence that they were admitted under faith grounds subject to a 12 mile limit.

3.5 Pupils with SEN (also see section 5)

- (i) All pupils who attend their nearest Calderdale special school will receive transport assistance from home to school subject to the 2 or 3 mile limit.
- (ii) Where the Authority names a mainstream school where the needs of a child with a statement of special educational needs (SEN) can be met, free transport assistance will be provided subject to the 2 or 3 mile limit.
- (iii) Consideration will be given to providing transport assistance where the distance is less than 3 miles. However, in such cases an assessment of need will be undertaken as outlined in section 5 below.
- (iv) Where a parent chooses to send his/her child to a school which is not the nearest appropriate school (and is not named as the 'appropriate school' in the child's statement of SEN) the Authority will not provide assistance with transport in

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accordance with The Education Act 1996 and paragraph 8:87 of the associated SEN Code of Practice.

- (v) Sometimes the statement of SEN will specify that transport assistance is to be provided and in such cases the Authority will name an appropriate school in the statement. Transport assistance will then be provided to that school.

3.6 Change of home address

Where a pupil changes his/her home address but the parent(s) does/do not wish to change schools, assistance will not normally be provided except for children in their last year of primary school (Year 6) or secondary pupils in Years 10 or 11 subject to the distance being over 3 miles. Proof of move will be required.

3.7 Relocation of schools

- (i) Where a school re-opens on a new site the Access Team will determine the transport implications for the pupils attending the school at the time of the move.
- (ii) All pupils who now have to travel more than required mileage limits will receive a bus pass. All new pupils will be assessed in line with the Home to School Transport Policy as detailed in this document.
- (iii) Pupils already attending other Calderdale schools (ie

their school HAS NOT been relocated) will not be re-assessed in light of the effects of the relocation of another school on their transport application.

3.8 Pupils who reside at more than one address

Eligibility for transport is assessed on the child's home address. Where parents are divorced or separated the home address will be deemed as that where the parent receives child benefit unless the contrary is proved. The Authority will issue only one bus pass from one address during an academic year. Where there is joint custody for which both parents qualify, individual agreements will be reached between both parents and the Authority.

3.9 Temporary medical conditions

Children with a mobility problem caused by a temporary medical condition such as a broken leg may receive transport assistance if they are attending a qualifying school within the statutory walking distance. Medical evidence will be required to support the application.

3.10 Excluded pupils

- (i) Transport assistance will be provided to those pupils who have been permanently excluded from school to the nearest suitable, available and mutually agreeable school, subject to the 2 and 3 mile limits.

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- (ii) Where a pupil is registered at a school, but is attending a place other than a school following an exclusion, the duty to make travel arrangements will apply to the other place rather than the school where they are registered.
- (iv) Any decisions which stand outside 'conventional procedural practices' will be fully transparent and agreed as a multi-agency care plan as being in the particular child's best interests.

3.11 Looked after children

- (i) Calderdale Council's Policy on "The Education of Looked After Children (Children in Public Care)" acknowledges that these children are amongst the most vulnerable and disadvantaged groups and recognises the importance of education to looked after children as a passport to better life chances. Calderdale Council is fully committed to its role as Corporate parent to looked after children and endorse the 'duty' placed upon it to promote the educational achievements of looked after children (Section 22 (3) (a) of the Children Act 1989 amended by Section 52 of the Children Act 2004).

- (ii) In order to provide continuity of education, transport assistance will be provided to those pupils who reside in the Calderdale boundary who are looked after subject to the 2 and 3 mile limits.

- (iii) To ensure that Calderdale Council is able to fully discharge these duties, some discretion will be available to the Principal Officer, Access and Capital,

4. Religion or belief

- 4.1 Section 509AD of the 1996 Act (inserted by the Education and Inspections Act 2006) places a duty on local authorities in fulfilling their duties and exercising their powers relating to travel to have regard to parent's religion or belief.

- 4.2 'Belief' equates to 'conviction' and has to be more than an opinion or idea. A belief must be genuinely held and the parent bears a heavy burden of showing that it is the real reason for whatever it is they are doing.

- 4.3 Beliefs which are not included in the duty are:

- a wish for a child to attend a particular category of school (eg a grammar school);
- preference for a particular type of management or governance which does not affect the curricula or teaching at the school;
- a belief that a child should be educated privately;
- a wish for a child to attend school where they will be taught in a particular language;

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- objection to rules requiring that a school uniform must be worn;
 - content of school curriculum (sex education) provided that the curriculum did not amount to indoctrination incompatible with a parent's religious or philosophical convictions;
 - objections to the curriculum, where special arrangements made by the school or authorities (such as allowing children to be withdrawn from class) ensure the curriculum is not 'forced' on them contrary to their convictions;
 - belief that a child should receive a particular type of educational provision.
- 5. Transport assistance for pupils with statements of special educational needs**
- 5.1 Where pupils with statements of special educational need qualify for transport under the criteria set out in section 3 of this policy or because their statement of special educational need identifies the need for transport, assistance will be provided in the least restrictive way.
- 5.2 An assessment will be carried out before transport provision is added to statements of special educational need. In order to do this an application will need to be completed by the parent/carer and where necessary, further medical and professional advice will be sought. A risk assessment will then be undertaken in order to identify the most suitable transport provision. This process will also be carried out when pupils transfer to secondary school.
- 5.3 Transport assistance may be provided in the following ways (this list is not exhaustive):
- (i) independent travel training to enable pupils to use public transport or travel independently;
 - (ii) a bus pass;
 - (iii) payment to parents to transport the pupil themselves;
 - (iv) a walking travel escort;
 - (v) an escort to accompany a pupil on public transport;
 - (vi) transport from a pick up point (taxi or specialist transport);
 - (vii) home to school transport (taxi or specialist transport).
- 5.4 Where transport assistance is provided it remains the parents or carers responsibility to ensure their child's safety by making any necessary arrangements for their child/ren to be accompanied to and from the bus stop or the designated collection/drop off point and during the journey if required.
- 5.5 Transport provision will be reviewed on a regular basis including at the Annual Review meeting in order where possible to move towards a greater degree of independence for the child or young person.

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5.6 Where transport is provided to a residential school, assistance will be provided in line with the transport assistance identified above on a termly and half-termly basis.

6. Discretion and appeal

6.1 The Principal Officer with responsibility for Home to School Transport has the discretion to approve requests for transport assistance in special circumstances if applications are found to justify approval outside the policy.

6.2 The Appeals Panel considers appeals based on medical or social grounds on their individual merits, such applications to be accompanied by a report providing details of the case from the appropriate Education Welfare Officer. Applications on any other grounds will be considered and may be approved if they are found to justify approval as an outside policy award.

7. Behaviour and misuse

7.1 The Authority reserves the right to withdraw free transport in the event of misuse by pupils. If a child causes damage, creates trouble on a bus or attempts to defraud the bus companies, this could result in the following action:

- the indefinite withdrawal of the child's school card or boarding card;
- a ban from the bus for a period of time;
- prosecution by the police;

- the requirement to pay for any damage caused by the child.

7.2 Parents will be informed in writing of any such incidents outlining any action to be taken. Parents will be given the opportunity to appeal against the decision to the Principal Officer with responsibility for Home to School Transport.

8. Transport provision and charges

8.1 The Authority decides what form of transport assistance to offer in individual cases. In most cases either a school card or boarding card will be issued depending on the location of a pupil's home address. Other types of assistance include mileage or cycling allowances.

8.2 In some instances, however, if it is more cost effective, the Authority will reimburse bus fares at the current half fare rates.

8.3 Applications for taxi or specialist transportation will be considered initially by the Principal Officer with responsibility for Home to School Transport and then, if necessary, by the Appeals Panel.

8.4 Where there is spare capacity on a taxi provision it may be possible for siblings (who do not qualify for free home to school transport) to travel on a 'grace and favour' basis whilst space is available. A charge may be made for this.

8.5 Where there is spare capacity on a boarding card bus provided by the Authority, it may be possible for parents of pupils who do not qualify for free transport to

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- purchase a pass from Metro whilst space is available.
- 8.6 Where a pupil loses or defaces their pass it is the parents' responsibility to make arrangements to obtain a replacement for which there will be a cost. It is the parents' responsibility to ensure that the pupil pays the appropriate fare until a replacement pass has been received. If it is a boarding card and fares are not accepted on the bus a temporary card can be obtained from their school.
- 8.7 The Authority reserves the right to withdraw transport where school cards or boarding cards have been issued in error. Normally, a pupil will be allowed to keep their pass until the end of the term in which parents are informed. If a card has been obtained fraudulently it will be withdrawn with immediate effect. Failure to return the card after the agreed period could result in a charge being levied.
- 9. Assessment process on transition to secondary school**
- 9.1 The Access Team is responsible for the assessment of pupils for free home to school transport. This is done on an annual basis following the admissions process for entry to secondary schools.
- 9.2 Parents will receive a preliminary assessment application form following the allocation process which will be distributed via the pupil's primary school. (Providing they attend a Calderdale school).
- 9.3 Where parents feel they meet the eligibility criteria set out in this document, they will need to complete the application form and return it to the Access Team who will assess and provide a written response as soon as possible. For those who qualify, a bus pass will be ordered for the start of the academic year.
- 9.4 Completion of the Preliminary Application Form does not mean the pupil is eligible for free transport; the form is an expression of interest in order that the Council can undertake an assessment.
- 9.5 Transport assistance will be awarded from the time the decision is reached following receipt of an application and will not be made retrospectively.
- 9.6 Parents who have not received a form by the end of May should contact the Access Team by telephoning 01422 392531 or 01422 392542.
- 10. Distance and measuring**
- 10.1 The distance will be determined by the shortest walking route (using routes assessed and deemed as suitable by the Authority), from the nearest point on the road or pathway outside the pupil's home to the designated school entrance points.
- 10.2 The Access Team uses a computerised GIS system which measures the distances accurately in miles and is used for all measurements in order to provide a fair and consistent method. No other measuring tool will be used. The school entrances are marked on the system to avoid discrepancy between measurements.

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- 10.3 A number of routes within the Calderdale boundary have been determined unsafe in line with the Council's Hazardous Routes Guidelines. These routes are removed from the system for the purposes of measurement and reviewed on a three year rolling programme. Details of these routes are available from the Access Team.
- 10.4 The measurement of the statutory walking distance is not necessarily the shortest distance by road. It is measured by the shortest route along which a child, accompanied as necessary, may walk with reasonable safety. As such, the route measured may include footpaths, bridleways, and other pathways.
- 10.5 Should a route be declared unsuitable the Access Team do not have a responsibility to automatically re-assess all pupils affected by the change, however, parents can request to be reassessed. The assessment will incorporate any changes that have occurred. Please note that no retrospective payments will be made prior to the new assessment.
- 10.6 Where a previously unsafe route is subsequently declared suitable for use in the measuring to school, pupils already in receipt of transport provision will continue to receive assistance until the end of the academic year.

Calderdale Council website at www.calderdale.gov.uk/education/schools/travel/schooltransport/index.html

Any queries concerning school transport should be directed to Northgate House by telephone on 01422 392749.

For details of what school transport is available and information on concessions available to children and young people in West Yorkshire please see the West Yorkshire Passenger Transport Executive (Metro)'s website at www.generationM.co.uk. Please note however, that the availability of school buses may change each academic year.

Where students do not qualify for free travel assistance you may wish to purchase a Student School Plus Metrocard which are available from local bus stations for school aged children under 16 and 16 to 18 in full-time education. The cardholder is entitled to unlimited travel on buses throughout West Yorkshire at any time of day; 7 days a week for a cost of £9.00 per week or £33.00 per month (please note prices may change).

Alternatively, if the service your child requires is a boarding card only service provided by Metro, you may be able to purchase a boarding card where there are spare seats. For further details of charges please contact Metro by telephone on 0113 2457676.

Further Information

Bus pass application forms are available from the Access Team, Northgate House, Halifax HX1 1UN, or can be downloaded from the

Appendix 1 Secondary Schools/Academies in Calderdale

DfE No	School	Address	Website	Telephone	Age Range	Status	Admission Number 2013	Number of Pupils on Roll as at Jan 2012
381/5406	Brighouse High School	Finkil Street, Brighouse HD6 2NY	www.brighouse.calderdale.sch.uk	01484 710408	11-18	Academy	210	1385
381/4022	Calder High School	Brier Hey Lane, Mytholmroyd, Hebden Bridge HX7 5QN	www.calderhigh.org.uk	01422 883213	11-18	Community	232	1379
381/4035	Halifax High at Wellesley Park	Gibbet Street, Halifax HX2 0BA	www.halifaxhigh.calderdale.sch.uk	01422 301080	11-16	Community	163	811
381/5404	Hipperholme and Lightcliffe High School	Stoney Lane, Lightcliffe, Halifax HX3 8TL	www.hiplight.calderdale.sch.uk	01422 201028	11-18	Academy	270	1453
381/4001	Park Lane Learning Trust	Park Lane, Exley, Halifax HX3 9LG	www.parklane.calderdale.sch.uk	01422 362215	11-16	Community Trust	120	456
381/5402	Rastrick High School	Field Top Road, Rastrick, Brighouse HD6 3XB	www.rastrick.calderdale.sch.uk	01484 710235	11-18	Academy	240	1389
381/7009	Ravenscliffe High School	Skircoat Green, Halifax HX3 0RZ	www.ravenscliffe.calderdale.sch.uk	01422 358621	11-18	Special	N/A	139
381/5408	Ryburn Valley High School	St Peter's Avenue, Sowerby Bridge HX6 1DF	www.rvhs.co.uk	01422 832070	11-18	Foundation	240	1438
381/4024	Sowerby Bridge High School	Albert Road, Sowerby Bridge HX6 2NW	www.sowerbybridge.calderdale.sch.uk	01422 831011	11-18	Community	180	1011
381/5405	The Brooksbank School	Victoria Road, Elland HX5 0QG	www.bbs.calderdale.sch.uk	01422 374791	11-18	Academy	282	1699
381/5401	The Crossley Heath School	Savile Park, Halifax HX3 0HG	www.crossleyheath.calderdale.sch.uk	01422 360272	11-18	Grammar Foundation	155	1059
381/5400	The North Halifax Grammar School	Illingworth, Halifax HX2 9SU	www.nhgs.co.uk	01422 244625	11-18	Grammar Academy	155	1136
381/4026	Todmorden High School	Ewood Lane, Todmorden OL14 7DG	www.todmordenhigh.calderdale.sch.uk	01706 813558	11-18	Community	175	745
381/6905	Trinity Academy Halifax	Holdsworth Road, Holmfild, Halifax HX2 9TD	www.trinityacademyhalifax.org	01422 244890	11-18	Academy	300	1085

Appendix 2 Admission Figures for 2012/13 Academic Year

School	Admission Number	Number of first preference applications	Number of second preference applications	Number of third preference applications	Number of places allocated under each criterion (as at 1 March 2012)
Brighouse High School	210	229	243	125	Stated – 6 Criterion 1 – 0 Criterion 2 – 147 Criterion 3 – 24 Criterion 4 – 33 Total = 210 Distance* = 0.710 miles
Calder High School	232	163	155	214	Stated – 2 Criterion 1 – 0 Criterion 2 – 53 Criterion 3 – 92 Criterion 4 – 25 Criterion 5 – 57 Total = 229 All allocated a place
Halifax High at Wellesley Park	163	124	51	57	Stated – 3 Criterion 1 – 0 Criterion 2 – 73 Criterion 3 – 87 Criterion 4 – 0 Criterion 5 – 0 Total = 163 All allocated a place
Hipperholme and Lightcliffe High School	270	223	225	163	Stated – 3 Criterion 1 – 0 Criterion 2 – 219 Criterion 3 – 9 Criterion 4 – 39 Total = 270 Distance* = 3.233 miles
Park Lane Learning Trust	120	45	41	48	Stated – 3 Criterion 1 – 1 Criterion 2 – 21 Criterion 3 – 29 Criterion 4 – 0 Criterion 5 – 9 Total = 63 All allocated a place

Appendix 2: Admission Figures for 2012/13 Academic Year

School	Admission Number	Number of first preference applications	Number of second preference applications	Number of third preference applications	Number of places allocated under each criterion (as at 1 March 2012)
Rastrick High School	240	231	160	136	Stated – 7 Criterion 1 – 0 Criterion 2 – 186 Criterion 3 – 18 Criterion 4 – 5 Criterion 5 – 24 Total = 240 Distance* = 2.207 miles
Ryburn Valley High School	240	250	146	145	Stated – 16 Criterion 1 – 1 Criterion 2 – 209 Criterion 3 – 14 Criterion 4 – 0 Criterion 5 – 0 Total = 240 No places allocated on distance
Sowerby Bridge High School	180	86	154	126	Stated – 0 Criterion 1 – 0 Criterion 2 – 7 Criterion 3 – 9 Criterion 4 – 47 Criterion 5 – 74 Total = 137 All allocated a place
The Brooksbank Schools Sports College	282	272	149	159	Stated – 3 Criterion 1 – 1 Criterion 2 – 217 Criterion 3 – 18 Criterion 4 – 20 Criterion 5 – 23 Total = 282 Distance* = 2.429 miles
The Crossley Heath School	155	384	193	37	Total = 155
The North Halifax Grammar School	155	301	287	60	Total = 155

Appendix 2: Admission Figures for 2012/13 Academic Year

School	Admission Number	Number of first preference applications	Number of second preference applications	Number of third preference applications	Number of places allocated under each criterion (as at 1 March 2012)
Todmorden High School	175	86	26	31	Stated – 2 Criterion 1 – 0 Criterion 2 – 31 Criterion 3 – 64 Criterion 4 – 0 Criterion 5 – 2 Total = 99 All allocated a place
Trinity Academy Halifax	240	197	135	71	Total = 240

* Distance of the furthest pupil allocated a place under the distance criterion.

Where applicable, the data above relates to the 2012 intake prior to any schools converting to Academy status.

Appendix 3: Useful Contacts

Appendix 3 Useful Contacts

- (a) Shirley Pearson, Joanne Sims, Stacey Nicholl Tel: 01422 392617
Admissions Officers
Children and Young People's Services
Northgate House
Halifax HX1 1UN
- (b) Calderdale Parent Partnership Service Tel: 01422 399500
Suite 2b, 4th Floor
Elsie Whiteley Innovation Centre
Hopwood Lane
Halifax HX1 5ER
- (c) Education Welfare Team Tel: 01422 266125
1st Floor, the Old Officers Mess
Wellesley Park
Gibbet Street
Halifax HX2 0BA
- (d) Education Welfare Office Tel: 01706 548129
Room 11, Todmorden College
Burnley Road
Todmorden OL14 7BX
- (e) Bradford MDC Admissions Team Tel: 01274 385967
Future House
Bolling Road
Bradford BD4 7EB
- (f) Kirklees MC Schools Admissions Tel: 01484 225007
Ground Floor
Civic Centre 1, High Street
Huddersfield HD1 2NF
- (g) Rochdale MBC Support for Learning Service Tel: 01706 925982
(School Organisation &
Development Team)
PO Box 70
Municipal Offices
Smith Street
Rochdale OL16 1YD
- (h) Lancashire CC Pupil Access Team Tel: 01772 531656
1 Globe Way
The Globe Centre
Accrington
BB5 0FQ

Appendix 4 Frequently Asked Questions

Q1 When completing the common application form, what order should I state the schools?

A1 All **preferences** are considered equally, so you should **preference** the schools in order that you would like them allocated. The Authority will offer the highest **preference** possible, if your child is eligible for more than one school. To clarify, your true first **preference** of school should be put first on the common application form.

Q2 If I want to apply for a place at a grammar school, should I put this as my first preference?

A2 The order in which you would like a place allocating must be the order in which you **preference** them on the common application form. If your true first **preference** is a grammar school, you must put this first. This does not mean priority is given to first **preferences**. This just allows the Authority to offer the highest **preference** if your child reaches the required academic standard (up to the published admission number) and is eligible for more than one school. Parents will be notified of venue/time details relating to the entrance exam, directly by the school, approximately one week prior to the test, which is 6 October 2012.

Q3 What happens if my child does not reach the academic standard from grammar school? What happens to my other preferences?

A3 The school will notify you of the outcome of the admissions test prior to the closing date for applications (on the common application form), which is 31 October 2012. This information should assist you in making a decision as to whether or not to formally apply for one or both grammar school (up to five **preferences** can be expressed). If it is border-line as to whether or not your child is ranked highly enough to be allocated a place at one of the grammar schools, you may still choose to **preference** the school(s). As all **preferences** are considered equally, your application for alternative schools will not be disadvantaged if you have **preferred** a grammar school(s) but a place could not be offered.

Q4 Will there still be a Pre-Test for the grammar schools?

A4 The parents association for the grammar schools **will not** be organising a pre-test as the admissions test is to be held 6 October 2012, prior to closing date for which parents need to submit their applications (closing date being 31 October 2012). Parents will be notified of the outcome prior to 31 October 2012.

If parents wish to apply for a place at one or both of the grammar schools for September 2013, one or both of the grammar schools must be shown as a **preference** on the common application form.

Q5 What happens if the Authority cannot allocate any of my preferred schools?

A5 The Authority has a duty to offer a school place to all children living within Calderdale. If none of the **preferred** schools can be allocated, the Authority will allocate a school which is closest to the family home where there are vacancies. For residents outside of Calderdale, your home local authority is responsible for allocating a school place if your Calderdale **preferences** cannot be met.

Q6 When will I receive my allocation letter?

A6 National Offer Day is Friday 1 March 2013.

Q7 How will I receive this?

- A7
- (a) If you are resident in Calderdale and your child attends a Calderdale school, the letter will be sent home from school, via your child.
 - (b) If you are resident in Calderdale but your child attends a school in another local authority, the offer letter will be posted to your home address.
 - (c) If you are resident in another local authority but your child attends a Calderdale school, your letter will be posted to your home address by your own local authority.
 - (d) If you are resident in another local authority but your child attends an Independent school within Calderdale, your letter will be posted to your home address by your own local authority.
 - (e) If you are resident in Calderdale and your child attends an Independent school, your letter will be posted to your home by Calderdale Council.

Q8 My letter has not arrived, can you tell me which school my child has been allocated?

A8 Allocation of school places will not be confirmed over the telephone. Parents must wait until they receive their allocation letter from the Authority, if you are resident in Calderdale, or from your home local authority if resident outside Calderdale.

Q9 I have not been allocated my preferred school – what do I do now?

A9 With your allocation letter, you will receive further information relating to the re-allocation and appeals processes, which will include a form to complete if you would like to be considered for re-allocation. This applies to Calderdale residents only.

If you live outside Calderdale, you will need to ring the admissions team on 01422 392617 to obtain the appropriate form/information.

Q10 Why was my neighbour allocated a place at a particular school last year but I have not this year?

A10 Allocations of places differ year on year. It is possible under the distance category to allocate a place one year, but to be unable to allocate one the

following year, even in the same street/area. This is due to the volumes of pupils applying, where they live and whether any higher priority categories have been applied to an application.

Q11 The allocation was based on my old address, but I have since moved. Can this be taken into account?

A11 Yes, re-allocation will take into account a change of address. However, if we are not already aware of this change, evidence of the move, such as a utility and council tax bill will be required.

Q12 My application was late, will I be penalised during the re-allocation process?

A12 No, after the initial round, the re-allocation requests are considered equally for those that arrive before the close date for re-allocation requests which is 15 March 2013.

Q13 How is priority determined during the re-allocation process?

A13 If any places become available, the over-subscription criteria are reapplied to those seeking re-allocation.

Q14 What are the chances of getting re-allocation to my preferred school?

A14 The Authority cannot predict this as it depends purely on the number of places that are given up (if any) and who takes priority in terms of the over-subscription criteria.

Q15 If the re-allocation request is not successful, when am I likely to get an appeal hearing?

A15 Appeals are normally scheduled to be heard during June of the admissions year.

Q16 I have decided to send my child to an Independent school/teach at home/move area and no longer require the place allocated. What do I need to do?

A16 Written confirmation will be required to allow us to re-allocate the place to another child.

Q17 Where can I get advice on how to complete the common application form?

A17 The Authority recommends that parents contact the Admissions Team on 01422 392617 to obtain appropriate advice and guidance.

The Authority cannot be responsible for advice taken from any other source.