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**Note**

The information given in this booklet, which relates to the 2023/24 academic year, is correct at the present time. It should not be assumed there will be no changes affecting these arrangements before the start of the academic year to 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 School Organisation and Access Officer, Princess Buildings, Halifax, HX1 1TS.

This booklet was prepared in May 2022 and published in August 2022.

**Our ambition is for your child to grow up healthy, safe and successful.**

Dear Parent/Guardian

Starting Secondary school will be one of the most important milestones in your child's life. It is a very exciting time both for them and the family but it may also cause some anxieties. I hope the information contained in this booklet will help you. The booklet will give you information about admission to Secondary schools and academies in the Calderdale area. I hope you find it clear and helpful.

The information in this booklet is also available online at:

[www.calderdale.gov.uk/admissions](http://www.calderdale.gov.uk/admissions)

If you require information about a particular school, please contact the school directly for a copy of their prospectus. There is lots of information on the school websites for you to consider.

If you are a Calderdale resident, the **online application must be completed by no later than 31 October 2022**. Online applications can be made from 21 June 2022 until the closing date of 31 October 2022. Non-Calderdale residents should apply through their home local authority.

The headteacher of the school of your preference will not be able to tell you immediately whether your child will be admitted since the Authority will need to know the final demand for each school before offers of places can be made. **Offers of places will be made on 1 March 2023.**

Please note the Local Authority operates a Co-ordinated Admissions Scheme for pupils starting 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 about 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 School Organisation and Access Team, Children and Young People's Services, Princess Buildings, Halifax HX1 1TS. Telephone 01422 392617 or email [cyps.admissions@calderdale.gov.uk](mailto:cyps.admissions@calderdale.gov.uk)

Yours sincerely



Julie Jenkins

Director, Children and Young People's Services.

## Important Dates

<b>Tuesday 21 June 2022</b>	Online applications can be made by logging on to Calderdale Council's website <a href="http://www.calderdale.gov.uk/admissions">www.calderdale.gov.uk/admissions</a> and clicking on 'Apply for a school place online'.
<b>Friday 1 July 2022</b>	Closing date for applying for the Admissions test for Crossley Heath and North Halifax Grammar Schools.
<b>Monday 19 September 2022</b>	Deadline for registration for Fair Banding for Trinity Academy Grammar and Trinity Academy Halifax.
<b>Saturday 24 September 2022</b>	Admissions test for Calderdale grammar schools.
<b>Monday 31 October 2022</b>	Closing date for all applications
<b>Wednesday 1 March 2023</b>	Parents notified of allocations.
<b>Wednesday 15 March 2023</b>	Last date for initial round of reallocation and appeal requests.

**Closing date for applications is 31 October 2022**

<b>SCHOOL</b>	<b>OPEN EVENING DETAILS</b>
Trinity Academy Halifax	<b>Thursday 9 June 2022 5.15pm</b>
The Crossley Heath School	<b>Tuesday 21 June 2022 5-8pm</b>
The North Halifax Grammar School	<b>Thursday 23 June 2022</b>
Trinity Academy Grammar	<b>Wednesday 14 September 2022</b>
Trinity Academy Halifax	<b>Thursday 15 September 2022</b>
The Brooksbank School	<b>Thursday 22 September 2022 6-8.30pm</b>
Ravenscliffe High School	<b>Tuesday 27 September 2022 4-5pm</b> <b>Thursday 29 September 2022 10-11am</b>
Lightcliffe Academy	<b>Wednesday 28 September 2022</b>
Park Lane Academy	<b>Wednesday 28 September 2022 6.15-8pm</b>
Rastrick High School	<b>Thursday 29 September 2022</b>
The Halifax Academy	<b>Wednesday 5 October 2022</b>
Brighouse High School	<b>Thursday 6 October 2022</b>
Calder High School	<b>Thursday 6 October 2022 5.30-8pm</b>
Ryburn Valley High School	<b>Thursday 13 October 2022</b>
Todmorden High School	<b>Thursday 13 October 2022 6-8pm</b>

## **PART A: APPLICATION PROCEDURE AND GENERAL INFORMATION**

### **1. Introduction**

This booklet has been produced for those parents whose children are due to transfer to secondary school in September 2023. These are children born between 1 September 2011 and 31 August 2012. 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 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.

Individual school prospectuses are available from the relevant school or via their websites.

If you require any further information about admission arrangements in Calderdale, please contact the School Organisation and Access Team on:- Telephone: 01422 392617, or by Email: [cyps.admissions@calderdale.gov.uk](mailto: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 every child living in a local authority area, who has applied in the normal admission round, receives one, and only one, offer of a school place on the same day. National offer day for pupils starting secondary school in September 2023 is 1 March 2023.

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, priority is not given to first **preferences** over any lower **preference**. Oversubscription criteria dictates priority for places).

In order for a pupil's current school to be considered as a valid feeder school (where this forms part of an individual schools oversubscription criteria), it will only be considered valid where a pupil has been on roll and attending from the first school day of September 2022 until the date 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 2022 and 31 December 2022. 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).

## Part A: Application Procedure and General Information

Parents of children resident in Calderdale can express up to five **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' oversubscription criteria. (Contact details of neighbouring local authorities are given in Appendix 3).

Parents of children who reside outside Calderdale **must not** complete Calderdale's 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.

Eligibility for school places is determined by the oversubscription criteria published for each school. Parents should read Part B: Oversubscription criteria for Calderdale Secondary Schools/Academies, very carefully before expressing their **preferences**. This details how priority will be determined for applications to a school in the event there are more applications received than places available.

Parents who would like their child to sit the admissions 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 24 September 2022**. The registration form is available on the schools websites [www.nhgs.co.uk](http://www.nhgs.co.uk) and [www.crossleyheath.org.uk](http://www.crossleyheath.org.uk). Parents can register from **Friday 1 April 2022** until **Friday 1 July 2022**.

The venue for sitting the admissions 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 2022** and the grammar schools will ensure results of the admissions test have been communicated to parents by **Saturday 22 October 2022** (providing the test has been taken on Saturday 24 September 2022).

If you complete a registration form, this **will not** be regarded as a valid application unless an online application 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 application submitted to the Local Authority.

Parents who would like their child to attend **Trinity Academy Halifax** and/or **Trinity Academy Grammar** will need to register their child to sit the Fair Banding Assessment. The registration form is available on the schools' websites [halifax.trinitymat.org](http://halifax.trinitymat.org) and [grammar.trinitymat.org](http://grammar.trinitymat.org)

Parents should visit the websites for further information on the **Fair Banding Assessments**.

**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 or [www.rastrick.calderdale.sch.uk](http://www.rastrick.calderdale.sch.uk)

**The Brooksbank School** has a limited number of places which may be allocated to talented sports people. To apply for a place under this category, parents must complete a

supplementary application form which is available from school or [www.bbs.calderdale.sch.uk](http://www.bbs.calderdale.sch.uk)

**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. This is available from the school or at [halifax.trinitymat.org](http://halifax.trinitymat.org)

If any parent submits a supplementary application form, it **will not** be regarded as a valid application unless an online application is submitted to the Local Authority, with that school expressed as a **preference**, by the closing date of 31 October 2022.

Rastrick High School, The Brooksbank School and Trinity Academy Halifax will provide details to the Local Authority of those children who are to be considered under music, sport and church criteria.

Trinity Academy Halifax and Trinity Academy Grammar will provide a list of children who have sat the Fair Banding Assessment.

The grammar schools will provide a ranked list of pupils who have sat the admissions test.

The last date for submitting an application is **Monday 31 October 2022**. Online applications are acknowledged by 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 all 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 and a list of these is given in Appendix 1

There are 14 maintained secondary schools in Calderdale in the following categories.

Category	Comprehensive	Grammar	Special
Community	1		1
Trust	1		
Academy	9	2	
<b>Total</b>	<b>11</b>	<b>2</b>	<b>1</b>

Comprehensive schools/academies accept children of all abilities; whereas entry to the grammar schools is determined by an admissions test based upon academic ability.

Children are admitted to the special school through an Education, Health and Care Plan. If your child has a plan, they may be eligible for admission to the special school. Decisions regarding admission to special schools rest with the Local Authority and 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 an Education, Health and Care Plan.

## Part A: Application Procedure and General Information

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

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

### 4. Provision for Children with Special Educational Needs

The Special Educational Needs (SEN) provision from the Authority applies the principles outlined in the Children and Families Act 2014, and Special Educational Needs and Disability (SEND) Code of Practice 2015.

- The Authority has high expectations for children and young people with SEN
- The Authority will ensure parents, children and young people are involved in discussions and decisions about every aspect of SEN
- Where Children and young people with SEN require integrated services to ensure their needs are met, the Authority will work with Health and Social Care colleagues to ensure positive outcomes are achieved
- Children and young people with SEN will typically have their needs met through mainstream education providers
- Parents and carers have a vital role to play in supporting their child's education.
- Children and young people with SEN should be offered full access to a broad, balanced, and relevant curriculum, including the

Foundation Stage and the National Curriculum.

### SEN legislation

The Children and Families Act 2014 introduced changes to SEN and disability legislation.

The SEND Code of practice 2015 provides statutory guidance on the duties, policies and procedures relating to children and young people with SEN and disabled children and young people.

In line with the legislation, Statements of SEN have now been replaced by EHC plans which is a formal summary of the child or young person's educational, health, and care needs, and the provision that will be made to meet these needs.

An EHC Plan can support a child or young person up until the age of 25, provided they still have educational outcomes to meet.

The educational provision detailed in the EHC Plan remains as a statutory entitlement which must be provided.

All EHC Plans are reviewed annually and typically led by the named setting, but with overall responsibility for decisions remaining with the Local Authority, to ensure the provision detailed in them is still appropriate and reflects the needs of the child or young person.

### Provision for SEN

Special Educational provision is additional to or different from that made typically for others of the same age. This means personalised provision beyond the differentiated approaches and learning arrangements typically provided as



## Part A: Application Procedure and General Information

part of high-quality everyday teaching. The child's parent/carer or the young person when appropriate must be told such provision is being made.

Local Authorities in England are required to make information available regarding SEN provision they expect to be available across education, health, and social care for children and young people in their area who have SEN or are disabled, including those who do not have EHC plans in their Local Offer.

Calderdale's Local Offer can be accessed at:

<https://www.calderdale.gov.uk/v2/residents/education-and-learning/local-offer/send>

Where a SEN is identified schools should put appropriate evidence-based interventions in place. These should be provided as part of a graduated SEN Support approach, which includes regular planning, evaluation, and review of the progress made and adaptations to the support provided, often described as Assess-Plan-Do-Review. Schools should draw funding from their Notional SEN Budget to provide these interventions.

The school may seek advice from external professionals, such as Specialist Teachers, Educational Psychologists, Health Care staff, Social Care staff and Education Welfare Officers, and the SEN team.

If evidence suggests that a child or young person has complex or severe learning needs that cannot be met through resources typically available to mainstream settings through the Notional SEN Budget, the Authority may decide to conduct an assessment of education, health and care needs and prepare an EHC Plan.

Parents/carers have the right to request a Personal Budget when an EHC Plan is prepared. A Personal Budget is a sum of money that may be available for children and young people who need individual help not typically available to most children and young people through universal and targeted services.

Any request to use Education funding as part of a Personal Budget must be agreed with the Setting Coordinator/Head Teacher/College Principal and will only be available as long as this does not have a detrimental effect on overall SEN provision within the setting. On transition between settings, any Personal Budget must also be agreed with the new setting.

Organisationally, there are several options regarding the way Special Educational Needs may be met.

- a) At a Local Authority maintained/Academy school at SEN Support level with appropriate interventions and additional support from the School's Notional SEN Budget.
- b) At a Local Authority maintained/Academy school with additional resources provided through an EHC Plan when needs are significant and longer term. This could include access to specialist resourced provision if appropriate.
- c) At a specialist unit or maintained special school.
- d) At a non-maintained independent special school.

## Part A: Application Procedure and General Information

In options (b), (c) and (d), an EHC Plan must be in place.

Individual decisions to move a child or young person from mainstream to a special school or a placement outside of the home Authority are not taken unless it is assessed as inappropriate/not possible to meet the needs and aspirations of the child otherwise. Parental views are always sought, and due regard given to those views as part of the process.

Parents who feel their child has SEN which have not been addressed in one of the ways described above, should initially contact the head teacher or SENCO at their child's current setting to discuss existing provision and development opportunities.

The SEND Code of Practice January 2015 states: 'the parents or young person's preferred school might be further away from their home than the nearest school or college that can meet the child or young person's SEN. In such a case, the local authority can name the nearer school or college if it considers it to be appropriate for meeting the child or young person's SEN. If the parents prefer the school or college that is further away, the local authority may agree to this but is able to ask the parents to provide some or all of the transport funding'.

Transport assistance will only be recorded in the EHC Plan in exceptional cases where the child or young person has particular transport needs. In such a case, the Authority will name an appropriate school in Section I of the EHC Plan and transport assistance may then be provided to that school. See Part C for details on home to school transport.

For further information, please contact the SEN Team on email [sen.team@calderdale.gov.uk](mailto:sen.team@calderdale.gov.uk)

### 5. Children Looked After

The School Admissions Code states that the highest priority must be given to looked after children and all previously look after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Previously looked after children are children who were looked after but ceased to be so because they were adopted, or became subject to a child arrangements order or special guardianship order, immediately following being looked after.

### 6. Applications for children of UK Service Personnel

Applications for children of service personnel with a confirmed posting to the Local Authority area will be considered in advance of the family moving into the area. Where possible an application must be included in the normal admission round.

An official letter, such as a posting notice or letter of support from the commanding officer should be sent to the Local Authority as soon as possible. This should include the relocation date and the unit postal address.

Until a fixed address is available, the unit postal address will be used and a school place allocated accordingly.

The Local Authority will not refuse a child of UK service personnel a place because the family does not currently

## Part A: Application Procedure and General Information

live in the area. It is also not permitted to reserve places for these children.

Children will be considered to be siblings if any brother or sister (including step/half siblings living at the same address) have been formally offered and have accepted a place at the school. This will not apply if the sibling is in their final year at the school.

All applications will be dealt with in accordance with these admission arrangements.

### 7. Applications for children from overseas

Overseas nationals entering the UK, who wish to apply for a state-funded school place should check that they have a right of abode or that the conditions of their immigration status otherwise permit them to access a state-funded school.

Applications on behalf of children currently living outside the UK will be considered but until the child is resident in the country, their home address will be considered to be their place of residence outside the UK (exceptions to this would be instances where the children are of parents returning from foreign postings, such as UK service personnel).

If the application is for an oversubscribed school and parental **preference** cannot be met, an alternative school place within the Local Authority will not be offered until such time as the child is resident in Calderdale.

### 8. 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
- (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 indicates the number of pupils the admissions authority can admit 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 coordinated admission arrangements for all maintained schools and academies in Calderdale.

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

Only one application per child will be accepted and processed. It is

## Part A: Application Procedure and General Information

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: naming only one school will not guarantee that 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, the availability of school buses can change each academic year.

It is important for parents to give details of any siblings (brothers, sisters, step/half/adopted brothers and sisters) permanently resident in the same household and currently attending the **preferred** school, excluding pupils in their final year. Cousins or other relatives living in the same household will not count as siblings.

Childcare and travel arrangements are not taken into account when allocating places.

**Preferences** cannot be amended after 31 October 2022, unless a house move over 3 miles (as determined by a straight line) has been completed

between 31 October 2022 and 31 December 2022 and is supported by appropriate evidence.

If you require further information before finalising your **preferences**, please contact the School Organisation and Access Team on:-

Telephone: 01422 392617, or

email:

[cyps.admissions@calderdale.gov.uk](mailto:cyps.admissions@calderdale.gov.uk)

### 9. Proof of Address

The Local Authority reserves the right to ask parents for proof of their address.

Parents/carers must give their child's permanent home address on their application. The allocation of a school place will be made using the child's permanent home address as at 31 October 2022.

A child's permanent home address is defined as being the main, or only residence where the child usually lives with their parent.

Where parents share parental responsibility for the child but reside in separate properties, the Authority will use the address at which any Child Benefit is registered, unless there is evidence to suggest the child either does not reside at this address or does not spend most of the school week at this address.

The Authority will investigate where there is a discrepancy between the address on the application and its records.

It is the parent's responsibility to provide information to prove the child's permanent home address, as requested by the Authority.

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It is for the Authority to determine if, on the balance of probability, the address given on the application is the child's permanent home address.

It is recognised that a child may be residing at a temporary address as at 31 October 2022. A temporary address will only be considered in exceptional circumstances. Examples include:

- The child's permanent home address has to be vacated due to structural damage
- The child is homeless

A parental relationship breakdown will not normally be regarded as an exceptional circumstance.

It is the parent's responsibility to provide evidence of their exceptional circumstance and evidence that their child is not residing at a temporary address to gain advantage in obtaining a school place.

If the Authority finds a false address has been given, the allocated school place may be withdrawn.

When allocating school places, the Authority will only consider the child's permanent home address as at 31 October 2022. An intention to move to another address is not taken into consideration until such a move has actually taken place and proof is available that the new address is the child's permanent home address.

### 10. Online Applications

Parents of children resident in Calderdale should apply for a secondary school place online. Please

visit  
[www.calderdale.gov.uk/admissions](http://www.calderdale.gov.uk/admissions)

Applications may be made from 21 June 2022 until the closing date of 31 October 2022. You will be able to view, as well as amend your online application any time throughout this period, up to 31 October 2022. Receipt of online applications will be acknowledged by an automated email.

Only one application may be submitted for a child. Multiple applications will not be accepted or processed.

**Do not complete a Calderdale online application if you are not a Calderdale resident.** Parents must apply through their home local authority even if a Calderdale school is to be **preferred**. Please visit:  
[www.calderdale.gov.uk/admissions](http://www.calderdale.gov.uk/admissions)

### 11. Late Applications

Late applications are those that have been received after the close date of 31 October 2022.

Late applications will be considered after all those received by the closing date. However, in some exceptional circumstances it may be possible for an application received after the closing date to be considered as on time.

The 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;
- where a house move over a distance of 3 miles (as determined by a straight line

## Part A: Application Procedure and General Information

measurement) has been completed between 31 October 2022 and 31 December 2022. 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 copy of a tenancy agreement).

- where a service family (or crown servants returning from overseas) is moving into the area after the closing date.

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

Exceptional circumstances will only be taken into account where an application has been received before 31 December 2022 and where accompanied by all supporting evidence and any supplementary forms.

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

Preferences cannot be amended after 31 October 2022, unless a house move over 3 miles (as determined by a straight line) has been completed between 31 October 2022 and 31 December 2022 and is supported by appropriate evidence.

Applications received between 31 October 2022 and 28 February 2023 will, as far as is reasonably practicable, receive the allocation of a school place on 1 March 2023 (National Offer Day).

Applications received between 1 March 2023 and 15 March 2023 will be

processed along with any reallocation requests (section 13 refers), with the allocation of a place being made by 29 March 2023.

Applications received after 15 March 2023 will be dealt with in order of date received, with the allocation of a place being made as soon as is possible after 29 March 2023.

## 12. Allocation of Places

Parents are assured 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, the admissions authority will decide between applicants by the use of the oversubscription criteria as detailed in Part B.

By 19 February 2023, 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 comprehensive academies, a list of pupils to be allocated places under special categories eg music for Rastrick High School and sport 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**

## Part A: Application Procedure and General Information

schools, that school will be allocated.

- 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.
- 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 place at the nearest school with vacancies, within Calderdale (this will be within a 3 mile walking route wherever possible).

Parents of children resident in Calderdale will be notified of their allocated school on 1 March 2023 by email.

Parents will also be able to log into their online account to view their allocation.

For those parents who requested notification by letter when their application was submitted, offer letters will be sent directly to the home address or passed to your child via the current primary school.

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

The offer notification 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 offered.

- The reason why the child has not been offered a place at any other schools **preferred**.

- Advice to parents if they wish to be considered in the reallocation process for any places that might become available. (Please see section 13 'Reallocation Process').

- Information about the statutory right of appeal against any decision to refuse a place at a **preferred** school. (Please see section 14 'The Right of Appeal').

**If none of the preferred schools can be allocated, due to oversubscription, the Authority will offer a place at the nearest Calderdale school to the family home where vacancies exist. (Distance in this instance will be calculated using a suitable walking route and will be within 3 miles wherever possible. This applies to Calderdale residents only).**

Calderdale Council will not confirm the allocation of a school place to any parent, under any circumstances, prior to the national offer day. Confirmation of places will not be given over the telephone.

### 13. Reallocation Process

Parents may ask for their child's name to be kept on a reallocation (waiting) list for any places that may become available after 1 March 2023.

- Where reallocation is requested at a higher **preference** school than has been allocated, the place offered can be retained.

- Where reallocation is requested at a lower **preference** school than

has been allocated, or a school which was not originally listed on the application, the place at the higher **preference** school must be given up.

- Where a school has been offered which was not originally listed on the application, parents can request reallocation to all of the **preferred** schools or a school which was not originally indicated on the application.

The reallocation (waiting) lists will be ordered in terms of the school's oversubscription criteria.

Reallocation (waiting) lists for schools will be kept by the Local Authority until the beginning of the new academic year commencing September 2023. Waiting lists will then be maintained by the appropriate admission authority until at least the end of the Autumn term (December 2023). For secondary schools where the Local Authority maintains the waiting lists, these will operate until the end of the academic year.

Parents wishing to apply for a place through reallocation should submit their request by 15 March 2023. All requests received by this date will be considered as on time reallocation requests and the individual schools oversubscription criteria will be applied.

Requests received after 15 March 2023 will be dealt with in order of date received, on a weekly basis, with the relevant oversubscription criteria being applied.

The outcome of on time reallocation requests will be notified to parents by 29 March 2023.

## 14. 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 and your child is not offered a place at your **preferred** 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 and the School Admission Appeals Code.

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.

To appeal for a place Todmorden High School, please email the School Organisation and Access Officer at [cyps.admissions@calderdale.gov.uk](mailto:cyps.admissions@calderdale.gov.uk), or indicate your intention to appeal on the reallocation form.

To appeal for Brighouse High School, Calder High School, Lightcliffe Academy, Park Lane Academy, Rastrick High School, Ryburn Valley High School, The Brooksbank School, The Halifax Academy or Trinity Academy Grammar, please write to the governing body/academy trust at the school's address or indicate your intention to appeal on the reallocation form.

To appeal for Trinity Academy Halifax, Crossley Heath or North Halifax Grammar School, please write to Mr John Halshaw, Governor Support Ltd, PO Box 1065, Nelson, Lancashire BB9 4DA. **Appeal requests received by the Local Authority for these schools will not be accepted.**



## Part A: Application Procedure and General Information

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 Appeal Panel's decision will be completely independent of any previous decision taken by the admission authority and will be binding upon all parties: the Local Authority (governors in the case of trust schools, academy trust in the case of academies) and the parents.

Only one appeal per school, in the same academic year will be considered, unless the relevant admission authority believes there have been significant changes in circumstances relevant to the application. Appeals for multiple schools may be submitted.

### 15. In Year Applications (casual transfers)

For parents requesting a transfer of secondary school, an 'In Year Application' must be submitted, expressing a **preference** for up to a maximum of five schools.

When the Local Authority has received an 'In Year Application' from parent the application will be considered by the Local Authority or by the admission authority responsible for the school preferred.

Parents will be informed of the outcome of their request in writing by the Local Authority.

If a place is refused at any of the preferred schools the parent will be

provided with information relating to their statutory right of appeal.

Where an application has been submitted and a child resident in the Local Authority area is without a school place, in the event that one of the **preferred** schools cannot be allocated, an alternative will be offered.

If a parent wishes to request a transfer for a child who is in receipt of an Education, Health and Care Plan they should, in the first instance, contact the Special Educational Needs Team.

In the case of 'Children Looked After', an 'In Year Application' should be completed by the allocated Social Worker and the 'Child Looked After' status marked on the application.

Parents of children resident outside of Calderdale should approach their home local authority to apply for a school place. If that authority does not coordinate in year applications, then the parent can apply via the Calderdale 'In Year Application' form.

Where an application for a place has been refused at a school, parent can request that the child's name is added to a waiting list, where one exists. The child's name will remain on the waiting list until the end of the academic year.

It is not a legal requirement for a waiting list to be held beyond the first term of the normal year of entry.

All waiting lists will be maintained in the order of the individual school's oversubscription criteria.

If the parent of an eligible child is unable to secure a place through the normal in year admissions procedure then the case may be referred for consideration under the Fair Access Protocol, where applicable.

## Fair Access Protocol

All Calderdale schools will participate in the Fair Access Protocol to ensure that unplaced children, especially the most vulnerable, are allocated a school place as quickly as possible.

## 16. University Technical College

Parents of children in Year 9 and Year 11 need to be aware there is an option for their child to transfer to a University Technical College (UTC) in either Year 10 or Year 12. Whilst there are currently no UTC's within the Calderdale area, the nearest UTCs within an hour's travel distance are UTC Leeds, UTC Sheffield City Centre, UTC Sheffield Olympic Legacy Park, UTC Bolton and UTC@MediaCityUK, Salford. Impartial careers information, advice and guidance to young people in Years 7-11 is available at the Calderdale secondary schools or visit the UTC's individual websites.

## 17. School Meals

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

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

- Income Support.
- Income-based Jobseeker's Allowance.
- Income-related Employment and Support Allowance.
- Support under Part VI of the Immigration and Asylum Act 1999.

- The guaranteed element of Pension Credit.
- Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16190).
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – your household income must be less than £7400 a year (after tax and not including any benefits received).

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

Applications for free school meals should be made to the Benefits Assessment Unit or Customer First Offices.

## 18. School Uniform

The governing body (or academy trust) of each school is responsible for establishing a dress code for pupils and developing appropriate policies in respect of school uniform. The Local 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.

## 19. Education Welfare

The Education Welfare Service 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

## Part A: Application Procedure and General Information

encouraged to make full use of educational resources and facilities. It has legal responsibilities in respect of prosecution of parents for non-school attendance, issuing Penalty Notices for irregular attendance or an unauthorised leave of absence, responsibility for Children Missing Education (CME) and Elective Home Education (EHE). The Service also has a duty to protect children from harm and exploitation as a consequence of illegal employment or part-time working.

The Service 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, and supporting parents who experience difficulties which affect the academic progress or school attendance of their children.

Contact with the Education Welfare Service can be made through the school or on 01422 266125.

### 20. Complaints Procedure

The Authority has established procedures for dealing with complaints relating to the Curriculum, Sex Education, SEN, Child Protection Investigations, Admissions and Exclusions<sup>1</sup>.

Any queries about these issues should be addressed in writing to [complaintsandcompliments@calderdale.gov.uk](mailto:complaintsandcompliments@calderdale.gov.uk) in the first instance or

alternatively visit [www.calderdale.gov.uk/council/corporatecomplaints/feedback.jsp](http://www.calderdale.gov.uk/council/corporatecomplaints/feedback.jsp)

Where a parent has a complaint not related to the above, 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/Academy Trust of the school concerned.

### 21. Further Information

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

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

[www.gov.uk/government/organisations/ofsted](http://www.gov.uk/government/organisations/ofsted)

Performance tables for schools are available online at the Department for Education (DfE) website at: [www.gov.uk/school-performance-tables](http://www.gov.uk/school-performance-tables)

If you need any further information about admission arrangements in Calderdale, please contact the School Organisation and Access Team on 01422 392617 or [cyps.admissions@calderdale.gov.uk](mailto:cyps.admissions@calderdale.gov.uk)

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<sup>1</sup> Complaints relating to Admissions and Exclusions in Academies and Trust Schools should be addressed to the Governing Body/Academy Trust of the school.

## **PART B: OVERSUBSCRIPTION CRITERIA FOR CALDERDALE SECONDARY SCHOOLS**

### **1. Community Comprehensive/ Trust Schools/Academies**

#### **Park Lane Academy Todmorden High School**

All secondary schools listed above have their own defined priority (catchment) areas which are available to view at:

[www.calderdale.gov.uk/admissions](http://www.calderdale.gov.uk/admissions)

#### **Oversubscription Criteria**

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

1. Children who are in public care (children 'looked after') or pupils who were previously looked after but ceased to be so because they became adopted or became subject to a child arrangements or special guardianship order, immediately following having been looked after.
2. Children who were previously in state care outside of England and have ceased to be in state care as a result of being adopted.
3. Children living in the defined priority area (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).
4. Other children living in the defined priority area (catchment area).

5. Those children who do not qualify under categories 1-4 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).

6. Other children

#### **Notes**

- (i) If there is oversubscription in any category, then pupils will be admitted in 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 nearest designated school gate.

Distances will be calculated using the Local Authority's Geographical Information System (GIS). To ensure consistency applies, all measurements will be carried out by this method 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.

- (ii) In the event of two or more children living equidistant from the school, as measured by the procedure above, then the decision on which child will be allocated will be made using random allocation.

#### **Calder Learning Trust**

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

## Part B: Over-subscription Criteria for Calderdale Secondary Schools

September 2023 will be 247 (with 15 places already allocated for Year 6 Calder Primary pupils to move directly to Year 7)

After the admission of students with an Education, Health and Care Plan where The Calder Learning Trust is named on the plan, the criteria will be applied in the order in which they are set out below:

1. Children who are in public care- 'Looked After' (as defined by section 22 of the Children Act 1989) or children who were previously looked after but ceased to be so because they were adopted or became subject to a child arrangements or special guardianship order within the regulations set out by the Admissions Code September 2021
2. Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted
3. Children 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).
4. Children living within the defined priority (catchment) area
5. Children 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).
6. Children of staff employed at The Calder Learning Trust. 'Staff' for this purpose are defined as anyone employed by the Trust who has held a contract with the Trust for two or more

years at the time of the application or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

### 7. Other Children

If there is oversubscription in any category, children will be admitted in order of proximity to the school. 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 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 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. In the event of calculated distances for two or more children being equal, a tiebreaker based on Calderdale MBC Admissions Section random allocation system will be applied.

## 2. Comprehensive Academies

### 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 2023 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:

## Part B: Over-subscription Criteria for Calderdale Secondary Schools

1. Pupils who are in public care. This includes children who ceased to be looked after because they were adopted or became subject to a child arrangements order or special guardianship order.
2. Those children who attend the primary schools of St Andrew's CE (VA) Junior, St John's (CE) Primary Academy, Clifton, Trinity Academy St Chad's 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. The child(ren) of staff working at the School. 'Staff' for this purpose are defined as anyone employed by the School who has a permanent contract with the School at the time the application for the admission of their child(ren) is under consideration.
5. 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.

### Lightcliffe Academy

Children are admitted without reference to ability or aptitude. The Published Admission Number (PAN) for the academic year commencing September 2023 is 250 in each year.

Children with special educational needs will be admitted to the Academy, where the Academy is

named within an Education, Health and Care Plan.

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. 'Looked after' children and children who were previously 'looked after' (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as children who appear to the Trust Board to have been in state care outside of England, but ceased to be so as a result of being adopted.
2. Applications from those children who attend the primary schools of Bailiffe Bridge J & I, Cliffe Hill Community Primary, Lightcliffe CE Primary, Northowram Primary, Salterlee Academy, Shelf J & I, St Michael's and All Angels CE Primary; St Joseph's Catholic Primary School (Halifax) and Trinity Academy Akroydon.
3. Those children who have a brother or sister attending the Academy at the time of their admission and residing at the same address. \*
4. The child(ren) of staff working at the Academy. 'Staff' for this purpose are defined as anyone employed by the Academy who has a permanent contract with the Academy for at least one term prior to application for admission for their child(ren) is under consideration.
5. Children will then be admitted in the order of the proximity of the child's home address to the Academy, with those living nearest having higher priority. Distance will be calculated using a straight line measurement from the pupil's

## Part B: Over-subscription Criteria for Calderdale Secondary Schools

permanent home to the nearest designated Academy gate. Distances will be calculated using the Local Authority's GIS system (Geographical Information System). To ensure consistency, 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 ADDRESSPOINT data. This is the point which distance measurements will be taken.

For those children living equidistant from the Academy, e.g. where two or more applicants live equidistant from the Academy, as measured by the Local Authority, the remaining places will be allocated by random allocation; this process will be independently supervised.

\* Includes: step/half-brother/sister; adopted brother/sister; permanently resident in the same household and currently attending the Academy (excluding pupils who it is reasonably anticipated are in their final year).

### Rastrick High School

The Published Admissions Limit (PAL) for Year 7 students at Rastrick High School is 360.

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. Pupils who are in public care ('Looked After' children) or pupils who were previously looked after but ceased to be so because they became adopted or became subject to a child arrangements or special guardianship order.

2. Pupils of Carr Green Primary, Copley Primary School, Field Lane Primary, Fixby J and I, Longroyde Primary, Northowram Primary, Salterhebble J and I 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 (ie. 1<sup>st</sup> September of the relevant admission year).
4. Children who have a particular ability for music. Allocations under this criterion will be limited to 30 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.
5. Children who are resident in the defined Rastrick High School catchment area.
6. 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 student'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.

### Timeline for process:

Friday 30 September 2022: Deadline for music criterion application forms to

**Part B: Over-subscription Criteria for Calderdale Secondary Schools**

be submitted directly to Rastrick High School

Monday 3 October 2022: Parent / carers to be informed of audition date and time.

Thursday 6 October 2022: Auditions to take place and will be carried out with an independent adjudicator.

Tuesday 11 October 2022: Parent/carers to be informed of the outcome of the audition.

Monday 31 October 2022: Deadline for application to be made to Local Authority.



**Part B: Over-subscription Criteria for Calderdale Secondary Schools**



## Part B: Over-subscription Criteria for Calderdale Secondary Schools

### Ryburn Valley High School

Pupils will be admitted at the age of 11 without reference to ability or aptitude. The number of intended admissions for September 2023 will be 285.

The Governors will admit pupils with an Educational Health and Care Plan, where it is the wish of the parents and the local authority administering the plan.

Where applications for admission exceed the number of places available, the criteria below will be applied (in the order set out below) to decide which children to admit. In the event of there being more applicants in the first or subsequent criteria than places available, then places will be allocated in the order of the remaining criteria.

1. Children who are in public care. This includes children who ceased to be looked after because they were adopted or became subject to a child arrangements order or special guardianship order within the regulations set out by the School Admissions Code of December 2014. This includes children who appear to have been in state care outside of England and have ceased to be in state care as a result of being adopted. (The Governors will adopt the same criteria used by the LA)
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 School, Ripponden J & I, Sacred Heart Catholic Voluntary Academy, St John's CE Primary (Rishworth), St Mary's CE (VA) J & I, Triangle CE (VC) Primary, Trinity Academy St Peters and Warley Town.
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. Children of staff employed at the School (having held a permanent contract for two or more years at the time of application).
6. Proximity to a child's home to school as measured by the 'straight line' method (direct distance) as defined by the Local Authority's Geographical Information System (GIS), from the front entrance of the school.

### The Brooksbank School

Pupils will be admitted without reference to academic ability or aptitude. The number of intended admissions for the year commencing September 2023 will be 297. The school proposes to continue to admit pupils with Education, Health & Care plans, where that is the wish of the parents and of the Local Authority administering the plan.

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. Children who are in public care, including those who ceased to be looked after because they were adopted or became subject to a child arrangements order or special guardianship order within the regulations set out by the

## Part B: Over-subscription Criteria for Calderdale Secondary Schools

- Admissions Code September 2021.
2. Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
  3. Pupils of All Saints CE (VA) J & I, Bowling Green Primary, Cross Lane Primary, Elland CE (VA) J & I, Holywell Green Primary, Old Earth, St Patrick's Catholic Primary, The Greetland Academy and West Vale Academy.
  4. 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 (Year 11) and those in the Sixth Form).
  5. Children of staff at the school. "Staff" for this purpose are defined as anyone employed by the school who has a permanent contract with the school at the date of the deadline for Year 7 admissions applications relating to the child in question (usually 31<sup>st</sup> October in the year before the child would start in Year 7)
  6. Children who have a particular aptitude for sport. Allocations under this criterion will be limited to up to 10% of the planned admission limit. Parents must complete a separate application form for consideration under this category. This must be returned to the school by the deadline set by the school. Parents must also have expressed a **preference** for The Brooksbank School on the Local Authority's online application form. Applicants under this criterion will be invited to attend a session where their sporting aptitude will be assessed. All those who are above the minimum standard in the test will be submitted (in ranked order) for consideration under this criterion in the allocation process.
  7. 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. In the event of calculated distances for two or more pupils being equal, a tie-breaker based on Calderdale MBC Admissions Section random allocation system will be applied.
- If there is oversubscription within any category, the next criterion would be applied (except for sporting criterion, which is based on the rankings in the sporting aptitude test).
- Timeline for process:
- 07/10/22 Applications to apply under the sporting criterion to be submitted to the school.
- 17/10/22 & 18/10/22 Sporting aptitude tests to be carried out.
- 24/10/22 Parents informed of outcome.
- 31/10/22 Deadline for online applications to be submitted to the Local Authority.

## The Halifax Academy

The Halifax Academy has an agreed admission number of 210 places for pupils in Year 7.

Pupils on roll at The Halifax Academy in Year 6 will be offered a place at the secondary phase without the need to apply. The number of children in Year 6 at the time of allocation will be deducted from the Secondary PAN of 210 accordingly.

The Halifax Academy proposes to continue to admit pupils with an EHCP where that is the wish of the parents and of the local authority administering the plan.

Pupils will be admitted without reference of academic ability of aptitude. Where parental preferences exceed the number of places available, the following criteria will be applied in the order set out below to determine which children to admit:

1. Children who are in public care, including those who ceased to be looked after because they were adopted or became subject to a child arrangement or special guardianship within the regulations set out by the Admissions Code September 2021.
2. Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
3. Pupils on roll at Warley Road Primary School.
4. A child with a sibling\* on roll at the Academy at the time of application and admission and who lives at the same address.
5. Pupils living in The Halifax Catchment area. This is defined at the following website:

<http://www.calderdale.gov.uk/v2/sites/default/files/catchment.pdf>

6. Pupils of staff employed at the Academy (having a permanent contract of at least two years at the time of application).
7. Pupils will be admitted in the order of the proximity of the pupil's primary home address to the academy, measured by the 'straight line' method (direct distance), as defined by the Local Authority's Geographical Information System (GIS) from the main entrance to the Secondary Phase of The Halifax Academy.

If there is oversubscription within any category, the next criterion would be applied.

Random allocation will be used as a tie-break in category '7' above to decide who has highest priority for admission if the distance between two children's homes and the academy is the same. This process will be independently verified.

\*A 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 family household. The sibling must still be on roll at the academy when the applicant is due to start at the academy. Please note that cousins or other relatives living in the same household will not count as siblings.

In the case of twins or other children from multiple births (or two or more siblings in one year group) and where there is only one place available, the applications will be considered together as one application.

## Trinity Academy Grammar

There are 180 places available.

Applications for places at Trinity Academy Grammar (TAG) should be made in accordance with Calderdale Metropolitan Borough Council's co-ordinated admission arrangements.

*Admissions will be fair-banded (as explained below and in the Supplemental Guidance document which can be viewed at <http://grammar.trinitymat.org>*

**The deadline for completing and submitting the Fair Banding Registration form is Monday 19 September 2022.**

### **Procedure for allocating places, including dealing with over subscription:**

Places at the academy will be allocated on the basis of Fair Banding as permitted by the Department for Education (DfE) School Admissions Code.

Pupils applying to TAG will be invited to sit a non-verbal assessment (based on cognitive ability) produced by a reputable national organisation. For further details please see Supplemental Guidance.

### **Applicants who sit the Fair Banding Assessment are considered for admission first.**

Any applicants, including late applicants, who miss the October Fair Banding Assessment will be given a further opportunity to sit a Fair Banding Assessment in November.

Note: Applicants can only sit the Fair Banding Assessment once.

Any applicants who choose not to sit the Fair Banding Assessment will be 'non-banded' and will be ranked in order of priority (after all of the banded applicants), with the level of priority

then determined with reference to the oversubscription criteria (below).

### **How Fair Banding works.**

The assessment is not a traditional entrance exam which children either pass or fail. It is done to ensure that our intake exactly matches the ability profile of the children applying. To achieve this, all applicants (by the deadline) are invited to take a non-verbal reasoning assessment to divide them into 4 ability bands, from Band 1 at the bottom up to Band 4 at the top. TASB will admit the required number from each band based on the spread of ability of those applying.

The assessment is externally set by a well-established educational assessment agency and the papers are collected by the agency to be marked. The academy is then provided with a list of each child's assessment mark, similar to an IQ score, with 100 being the average. The marks are divided into four bands and TAG are instructed how many children to take from each band e.g. if 40% of those applying are identified in Band 2, then 40% of our intake has to be from this band. This ensures that the 180 places offered reflect the ability range of the applicants.

Parents/carers of children who sit the Fair Banding Assessment in September will be informed of their child's score (and the band they have been allocated to) prior to the national deadline for secondary school applications. Parents/carers of children who sit the later Fair Banding Assessment will also be informed of their child's score (and the band they have been allocated to).

Children in receipt of an Education, Health and Care plan (EHC), children who are in public care – 'Looked After' and children who were previously looked after, who do not take the

## Part B: Over-subscription Criteria for Calderdale Secondary Schools

assessment will be allocated to the appropriate band on the basis of an alternative appropriate assessment e.g. a current teacher assessment of the child's capabilities, and the use of moderated professional judgment, to allocate the child into a band.

Children in receipt of an Education, Health and Care plan (EHCP) that names TAG as the appropriate school, will be admitted before any other children.

In the event of oversubscription within each band, priority for admission will be determined using the following criteria:

1. (a) Children who are in public care – 'Looked After' (as defined by section 22 of the Children Act 1989) or children who were previously looked after but ceased to be so because they became adopted or became subject to a child arrangements or special guardianship order.

(b) Children who appear (to the admission authority) to have been in public care outside of England and ceased to be in public care as a result of being adopted.\*

*\* A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.*

2. Children who attend Trinity Academy Akroydon, Christ Church CE (VA) Junior School (Sowerby Bridge), Norland CE School, Holy Trinity Primary School (COEA), Triangle CE (VC) Primary School and St Mary's CE (VC) J&I School (Sowerby Bridge).

3. Children whose siblings currently attend the academy 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. The elder sibling must still be on roll at the academy when the younger child starts at the academy. Sibling applications will only be accepted for siblings of students in years 7 to 10.)*

4. Children of staff employed at the academy. 'Staff' for this purpose are defined as anyone employed by the academy who has held a permanent contract with the academy for at least two years prior to the application or to staff recently appointed to a post for which there is a demonstrable skill shortage.

5. Other children.

If there is oversubscription in any category, pupils will be admitted in order of proximity to TAG. Distance will be calculated using a straight-line measurement from the pupil's home to the main 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 co-ordinate taken from Ordnance Survey address point data. This is the point from which distance measurements will be taken.

Random allocation (undertaken by the local authority or another body unconnected with TAG) will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the academy is equidistant in any individual case. However, if children of multiple



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birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN.

### Trinity Academy Halifax

There are 330 places available.

Applications for places at Trinity Academy Halifax (TAH) should be made in accordance with Calderdale Metropolitan Borough Council's co-ordinated admission arrangements.

Admissions will be fair-banded as explained below and in the Supplemental Guidance document, which can be found on the school website <https://halifax.trinitymat.org>

**Final deadline for completing and submitting the Fair Banding Registration form is Monday 19 September 2022.**

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, check the website for more information.

### **Procedure for allocating places, including dealing with over subscription:**

Places will be allocated on the basis of Fair Banding as permitted by the Department for Education (DfE) School Admissions Code.

Pupils applying to TAH will be invited to sit a non-verbal assessment (based on cognitive ability) produced by a reputable national organisation. For further details please see Supplemental Guidance.

Applicants who sit the Fair Banding Assessment are considered for admission first.

Any applicants, including late applicants, who miss the September Fair Banding Assessment will be given

a further opportunity to sit a Fair Banding Assessment in November.

Note: Applicants can only sit the Fair Banding Assessment once.

Any applicants who choose not to sit the Fair Banding Assessment will be 'non-banded' and will be ranked in order of priority (after all of the banded applicants), with the level of priority then determined with reference to the oversubscription criteria (below).

### **How Fair Banding works.**

The assessment is not a traditional entrance exam which children either pass or fail. It is done to ensure that our intake exactly matches the ability profile of the children applying. To achieve this, all applicants (by the deadline) are invited to take a non-verbal reasoning assessment to divide them into 4 ability bands, from Band 1 at the bottom up to Band 4 at the top. We will admit the required number from each band based on the spread of ability of those applying.

The assessment is externally set by a well-established educational assessment agency and the papers are collected by the agency to be marked. The academy is then provided with a list of each child's assessment mark, similar to an IQ score, with 100 being the average. The marks are divided into four bands and we are instructed how many children to take from each band e.g. if 40% of those applying are identified in Band 2, then 40% of our intake has to be from this band. This ensures that the 330 places we offer reflect the ability range of our applicants.

Parents/carers of children who sit the Fair Banding Assessment in September will be informed of their child's score (and the band they have been allocated to) prior to the national deadline for secondary school applications. Parents/carers of children who sit the

## Part B: Over-subscription Criteria for Calderdale Secondary Schools

later Fair Banding Assessment will also be informed of their child's score (and the band they have been allocated to).

Children in receipt of an Education, Health and Care plan (EHC), children who are in public care – 'Looked After' and children who were previously looked after, who do not take the assessment will be allocated to the appropriate band on the basis of an alternative appropriate assessment e.g. a current teacher assessment of the child's capabilities, and the use of moderated professional judgment, to allocate the child into a band.

Children in receipt of an Education, Health and Care plan (EHCP) that names TAH as the appropriate school, will be admitted before any other children.

### **Oversubscription criteria:**

In the event of oversubscription within each band, priority for admission will be determined using the following criteria:

1. (a) Children who are in public care – 'Looked After' (as defined by section 22 of the Children Act 1989) or children who were previously looked after but ceased to be so because they became adopted or became subject to a child arrangements or special guardianship order. (b) Children who appear (to the admission authority of the academy) to have been in public care outside of England and ceased to be in public care as a result of being adopted\*

\* A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

2. Children who attend Trinity Academy Akroydon.

3. Children whose siblings currently attend the academy 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. The elder sibling must still be on roll at the academy when the younger child starts at the academy i.e. sibling applications will only be accepted for siblings of students in years 7 to 10).

4. Children of staff employed at the academy. 'Staff' for this purpose are defined as anyone employed by the academy who has held a permanent contract with the academy for at least two years prior to the application or to staff recently appointed to a post for which there is a demonstrable skill shortage.

5. 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. ***Parents must complete the church supplementary application form if they wish their child to be considered in relation to their church attendance.***

("Regularly attend" means attendance at public worship at least twice per month for the year before the application is submitted.) *In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.*

6. Children whose place of residence is within the defined priority catchment



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area shown on the map following this policy.

7. 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 5.)

8. 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 5.)

9. 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 England). A list of such churches is available to view by visiting: [www.cte.org.uk](http://www.cte.org.uk)

10. Other children.

If there is oversubscription in any category, pupils will be admitted in order of proximity to TAH. Distance will be calculated using a straight-line measurement from the pupil's home to the main 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 co-ordinate taken from Ordnance Survey address point data. This is the point from which distance measurements will be taken.

Should any band not fill with pupils assessed and designated to that ability banding, then pupils will be drawn from other bands in the following order:

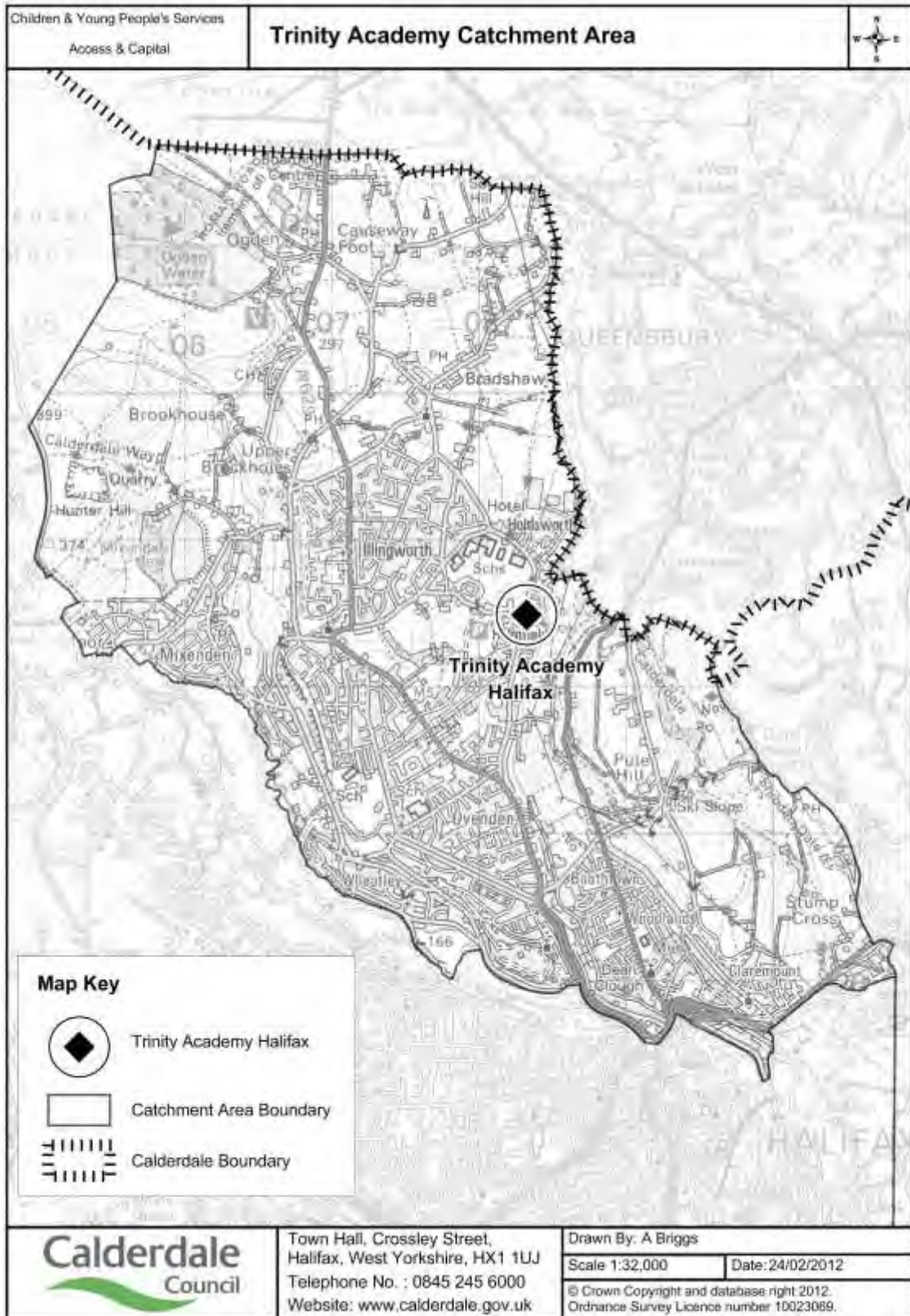
Band 4 – if no Band 4 children are available, children from Band 3 will be offered places; if no Band 3 children are available, children from Band 2 will be offered places; if no Band 2 children are available, children from Band 1 will be offered places; if no Band 1 children are available, places will be offered to non-banded children.

Band 3 – if no Band 3 children are available, children from Band 4 will be offered places; if no Band 4 children are available, children from Band 2 will be offered places; if no Band 2 children are available, children from Band 1 will be offered places; if no Band 1 children are available, places will be offered to non-banded children. Band 2 – if no Band 2 children are available, children from Band 3 will be offered places; if no Band 3 children are available, children from Band 1 will be offered places; if no Band 1 children are available, children from Band 4 will be offered places; if no Band 4 children are available, places will be offered to non-banded children.

Band 1 - if no Band 1 children are available, children from Band 2 will be offered places; if no Band 2 children are available, children from Band 3 will be offered places; if no Band 3 children are available, children from Band 4 will be offered places; if no Band 4 children are available, places will be offered to non-banded children.

Random allocation (undertaken by the local authority or another body unconnected with TAH) will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the academy is equidistant in any individual case. However, if children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN.

Part B: Over-subscription Criteria for Calderdale Secondary Schools



### 3. Grammar Schools

#### The Crossley Heath School

The Crossley Heath School (CHS) is a state supported, mixed, selective 11-18 grammar school providing a free education. As an Academy, the CHS governance board is the school's Admission Authority.

For entry to Year 7, the school operates a joint admissions process with The North Halifax Grammar School (NHGS). In common with all state schools throughout the country, parents must apply through their Local Authority (LA) which is responsible for the co-ordinated arrangements to secondary schools. Parents must consult their LA to confirm the arrangements for such applications.

In order to preserve the established character of the school, only children 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.

In accordance with the Admissions Code, the admissions arrangements for CHS are fair, clear and objective. The school does not have a defined catchment area and parents with children in any UK Local Authority may apply. Anyone wishing to apply from outside the UK should contact the school's admissions team.

All tests for admission into any year group will take place in the two schools (CHS and NHGS) unless there are special circumstances, in which case the tests will be conducted under the supervision of an invigilator from the schools.

Familiarisation materials (including sample exam questions) will be available on the two schools' websites

Children who have an EHC plan which names the school, will be admitted, if the required standard is met.

The Published Admission Number (PAN) for The Crossley Heath School is 180 (the PAN for NHGS is 180).

The date of birth of all applicants must be between 1st September 2011 and 31st August 2012. If an applicant's date of birth is outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health, then an application will be considered under the policy's Exceptional Circumstances section. Please contact the admissions team at the school for further information.

Entry to the two schools will be determined by academic ability and attainment, as identified by admissions tests which will be a test of ability irrespective of sex, race or disability. The tests will be accessible to children with special educational needs and disabilities and appropriate, reasonable adjustments will be made based upon evidence provided by parents and/or primary school. Children sitting the tests may be required to have a photo taken on the day of the examination for the sole purpose of verifying their identity for the purposes of sitting the tests.

The admissions test will consist of:

- (a) a test in English and Verbal Reasoning (VR);
- (b) a test in Mathematics and non-VR

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The scores for each test will be standardised and age-weighted.

After the tests are completed, children will be placed in a single list based on their performance in terms of aggregated scores across both tests. Those with the highest scores will be at the top of the list which will form an 'order of merit'.

Following the tests, the information we will release will be the child's order of merit and score. The tests are selection tests and not diagnostic tests. As such the scores are not used in the allocation process. The only information that is used is the order of merit.

A candidate may only sit the admissions test once. If a candidate is unwell immediately before or on the day of the test and is unable to attend please inform the school as soon as possible. A letter must be sent to the Head Teacher within 5 working days of the test enclosing a letter from your doctor or a relevant medical certificate. Arrangements can then be made for the test to be sat at a later date. Supplementary tests will only be available to children who are unable to sit the original test for valid reasons for which evidence is provided or for children who have moved into the area after the admissions test has taken place. Valid reasons might include a clash with the admissions tests of another grammar school within the same broad geographical region.

The tests will be conducted at the schools. The main admissions tests will be held on a Saturday in September or early October preceding the September of entry usually. For admission in **September 2023** the test will be held on **Saturday 24 September 2022**. Parents who wish their child to take the admission test

must complete a CHS/NHGS school registration form either online or by paper copy by **Friday 1 July 2022**.

Registration for admissions will open on **Friday 1 April 2022**. Parents of children registered for Pupil Premium (Free School Meals) must indicate this when registering for the test and provide evidence. Failure to provide the evidence could result in a child not being awarded a place at their preferred grammar school.

Applications received after the closing date of **Friday 1 July 2022**, might not be considered until after **Tuesday 1 March 2023**. Candidates who apply late, will not be able to sit the main entrance test on **Saturday 24 September 2022**. In the case of late applications for the admissions tests (i.e. those received after the closing date of 1st July 2022), the candidates will not be able to sit the main admissions tests. Instead, candidates will be asked to sit a supplementary test. For administrative reasons, those candidates who sit supplementary tests might not be able to receive their result before the Common Application Form has to be submitted to the Local Authority. In some cases, candidates' applications and results might not be able to be processed before the National Offer Day. In such cases, please contact the school's admission team for further advice.

Once the tests have been marked, the schools will inform parents in writing of their child's position in order of merit. In order to reach the required standard, candidates must be in the top 500 places in the order of merit. Reaching the standard does not guarantee the offer of a place.

If more children reach the required standard in the test than there are places at the school, children in the

## Part B: Over-subscription Criteria for Calderdale Secondary Schools

following categories who reach that standard will be offered a place according to the following oversubscription criteria, which will be applied in the following order:-

- a) Children looked after and children previously looked after\* (see definition below)
- b) Children attracting the Pupil Premium (PP)\*\* (see definition below) and children whose parent/carer is a current serving UK Armed Forces personnel will be treated as a child who has attracted Pupil Premium. Parents will need to provide evidence of their position within the armed forces to the schools no later than the end of the September in the year of application. Any evidence received after this date will be considered as late and will only be considered after the main round of allocations has been made.

Once these places have been allocated, the remaining places at CHS will be offered according to the order of merit until the school reaches its PAN.

Where two or more children achieve the same score as the child in the last place to be offered at CHS, the following oversubscription criteria will apply as a tie breaker:

- i) Siblings (to include step, foster and adopted siblings living permanently at the same address) of children presently attending the school.
- ii) 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. 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. If there is a shared responsibility between parents, the home that is registered for child benefit will be used or information from the courts showing which home the child resides in for most of the time. For families that are not eligible to claim child benefit, the address that was entered onto the application form at the time of applying for a place, will be the address used as the child's predominant address

\* A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

\*\*Children attracting Pupil Premium are those who have been registered for free school meals (FSM) at any point in the 6 years prior to the closing date for registering for the test. The school will require evidence of Pupil Premium registration and reserves the right to withdraw the offer of a place if the offer has been made on the basis

## Part B: Over-subscription Criteria for Calderdale Secondary Schools

of an incorrect, fraudulent or misleading application. Parents of children attracting Pupil Premium must have ticked the Pupil Premium box when registering their child for the test. Parents will need to provide evidence of Pupil Premium registration to the schools no later than the end of September in the year of application. Any evidence received after this date will be considered as late and will only be considered after the main round of allocations has been made.

### The North Halifax Grammar School

North Halifax Grammar School (NHGS) is a state supported, mixed, selective 11-18 grammar school providing a free education. As an Academy, the NHGS governance board is the school's Admission Authority.

For entry to Year 7, the school operates a joint admissions process with The Crossley Heath School (CHS). Parents must apply through their Local Authority (LA) which is responsible for the co-ordinated arrangements to secondary schools.

In order to preserve the established character of the school, only children 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.

Children who have an EHC plan which names the school, will be admitted.

The Published Admission Number (PAN) for The North Halifax Grammar School is 180 (the PAN for CHS is 180).

Entry to the two schools will be determined by academic ability and attainment, as identified by admissions

tests which will be a test of ability irrespective of sex, race or disability. The tests will be accessible to children with special educational needs and disabilities and appropriate, reasonable adjustments will be made based upon evidence provided by parents and/or primary school. Children sitting the tests may be required to have a photo taken on the day of the examination for the sole purpose of verifying their identity for the purposes of sitting the tests.

The admissions test will consist of:

- a) a test in English and Verbal Reasoning (VR)
- b) a test in Mathematics and non-VR

The scores for each test will be standardised and age-weighted.

After the tests are completed, children will be placed in a single list based on their performance in terms of aggregated scores across both tests. Those with the highest scores will be at the top of the list which will form an 'order of merit'.

A candidate may only sit the admissions test once. If a candidate is unwell immediately before or on the day of the test and is unable to attend, parents must inform the school as soon as possible. A letter must be sent to the Principal within 5 working days of the test enclosing a letter from your doctor or a relevant medical certificate. Arrangements can then be made for the test to be sat at a later date. Supplementary tests will only be available to children who are unable to sit the original test for valid reasons for which evidence is provided or for children who have moved into the area after the admissions test has taken place. Valid reasons might include a

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clash with the admissions tests of another grammar school within the same broad geographical region.

The tests will be conducted at the schools. The admissions tests will be held on a Saturday in September or early October preceding the September of entry usually. For admission in **September 2023** the test will be held on **Saturday 24 September 2022**. Parents who wish their child to take the admission test must complete a NHGS/CHS school registration form either online or by paper copy by **Friday 1 July 2022**.

Registration for admissions will open on **Friday 1 April 2022**. Parents of children registered for Pupil Premium (Free School Meals) must indicate this when registering for the test and provide evidence. Failure to provide the evidence could result in a child not being awarded a place at their preferred grammar school.

Applications received after the closing date of Friday 1st July 2022 might not be considered until after Tuesday 1st March 2023. Candidates who apply late will not be able to sit the main entrance test on Saturday 24th September 2022. In the case of late applications for the admissions tests (i.e. those received after the closing date of 1st July 2022), the candidates will not be able to sit the main admissions tests. Instead, candidates will be asked to sit a supplementary test. For administrative reasons, those candidates who sit supplementary tests might not be able to receive their result before the Common Application Form has to be submitted to the Local Authority. In some cases, candidates' applications and results might not be able to be processed before the National Offer Day. In such cases,

please contact the school's admission team for further advice.

Once the tests have been marked, the schools will inform parents in writing of the child's position in order of merit. In order to reach the required standard, candidates must be in the top 500 places in the order of merit. Reaching the standard does not guarantee the offer of a place.

If more children reach the required standard in the test than there are places at the school, children in the following categories who reach that standard will be offered a place according to the following oversubscription criteria, which will be applied in the following order:-

a) Children looked after and children previously looked after \* (see definition below)

b) Children attracting the Pupil Premium (PP) \*\* (see definition below) and children whose parent/carer is a current serving UK Armed Forces personnel will be treated as a child who has attracted Pupil Premium. Parents will need to provide evidence of their position within the armed forces to the schools no later than the end of the September in the year of application. Any evidence received after this date will be considered as late and will only be considered after the main round of allocations has been made.

Once these places have been allocated the remaining places at NHGS will be offered according to the order of merit until the school reaches its PAN.

Where two or more children achieve the same score as the child in the last place to be offered at NHGS, the



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following oversubscription criteria will apply as a tie breaker:

i. Siblings (to include step siblings, foster siblings, and adopted siblings living permanently in the same address) of children presently attending the school.

ii. 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. 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. If there is a shared responsibility between parents, the home that is registered for child benefit will be used or information from the courts showing which home the child resides in for most of the time. For families that are not eligible to claim child benefit, the address that was entered onto the application form at the time of applying for a place, will be the address used as the child's predominant address.

\* A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided

with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

\*\*Children attracting Pupil Premium are those who have been registered for free school meals (FSM) at any point in the 6 years prior to the closing date for registering for the test. The school will require evidence of Pupil Premium registration and reserves the right to withdraw the offer of a place if the offer has been made on the basis of an incorrect, fraudulent or misleading application. Parents of children attracting Pupil Premium must have ticked the Pupil Premium box when registering their child for the test. Parents will need to provide evidence of Pupil Premium registration to the schools no later than the end of the September in the year of application. Any evidence received after this date will be considered as late and will only be considered after the main round of allocations has been made.



## 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 safeguard 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.

#### 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 circumstances, which are detailed below, the Council will provide assistance to a pupil with transport from home to school.

## Part C: Home to School Transport Policy

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. 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:

- community, foundation, voluntary aided or voluntary controlled schools;
- community or foundation special schools;
- non-maintained special schools;

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- pupil referral units;
  - maintained nursery schools;
  - city technology colleges (CTC), city colleges for the technology of the arts (CCTA), Free Schools or Academies;
  - in relation to a child with special educational needs and disabilities (SEND), an independent school (other than a CTC, CCTA, Free School or Academy) will be a 'qualifying' school if it is the only school named in the child's statement or education health & care plan (EHC plan) or it is the nearest of two or more schools named in the statement or EHC plan.
- (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.

### 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, i.e., those entitled to free school meals, or whose parents are in receipt of the maximum level of Working Tax Credit (or the equivalent when welfare reforms come into effect), will be eligible for home to school transport assistance if they meet the following criteria.

### 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 travel more than 3 miles and be attending the nearest

## Part C: Home to School Transport Policy

suitable and available school to the child's home address.

- (ii) Where the Authority is not able to admit a child to the nearest suitable and available 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 Pupils with SEND (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) or EHC plan 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 or EHC plan) the Authority will not provide assistance with transport in accordance with The Education Act 1996 and paragraph 8:87 of the associated SEND Code of Practice.

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

### 3.5 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.

### 3.6 Relocation of schools

- (i) Where a school re-opens on a new site the Transport Operations Team will determine the transport implications for the pupils

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attending the school at the time of the move.

- (ii) All pupils who now have to travel more than the 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.

### 3.7 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.

### 3.8 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.

### 3.9 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.
- (ii) Where a pupil is registered at a school, but is attending a place other than that school as a result of temporary exclusion, eligibility for home to school transport will apply to the other place for the temporary period.

### 3.10 Children Looked After

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

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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 Service Manager with responsibility for home to school transport, in making decisions about transport in relation to children who are looked after.
- (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.

### 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. These types of requests will be considered as part of the discretion and appeal process.
- 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;
- 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.

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### 5. Transport assistance for pupils with education, health & care plans

5.1 Where pupils with an EHC plan qualifies for transport under the criteria set out in section 3 of this policy, or because their EHC plan 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 EHC plans. 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.

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. Post 16 provision

6.1 Transport assistance will be considered for children aged 16+ to facilitate participation by them in further education in accordance with the Authority's Post 16 Transport Provision which is available at <https://www.calderdale.gov.uk/v2/residents/education-and-learning/youth-support/post-16-options/post-16-transport-provision>

### 7. Discretion and appeal

7.1 The Service Manager 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.

- 7.2 The Appeals Panel considers appeals based on medical or social grounds on their individual merits, such applications are 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.

## **8. Behaviour and misuse**

- 8.1 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 pass or boarding pass;
- 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.

- 8.2 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 Service Manager with responsibility for home to school transport.

## **9. Transport provision and charges**

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

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

- 9.3 Applications for taxi or specialist transportation will be considered initially by the Service Manager with responsibility for home to school transport and then, if necessary, by the Appeals Panel.

- 9.4 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.

- 9.5 Where there is spare capacity on a boarding pass bus provided by the Authority, it may be possible for parents of pupils who do not qualify for free transport to purchase a pass from WYCA (Metro) whilst space is available.

- 9.6 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



pass and fares are not accepted on the bus, a temporary pass may be obtained from their school.

- 9.7 The Authority reserves the right to withdraw transport where a school pass or a boarding pass has 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 pass has been obtained fraudulently it will be withdrawn with immediate effect. Failure to return the pass after the agreed period could result in a charge being levied.

#### **10. Assessment process on transition to secondary school**

- 10.1 The Transport Operations Team is responsible for the assessment of pupils for free home to school transport. This is carried out on an annual basis following the admissions process for entry to secondary schools.
- 10.2 Parents can complete an application form following the allocation process if they think they may qualify for assistance.
- 10.3 Completion of the 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.
- 10.4 Transport assistance will be awarded from the time the decision is reached following receipt of an application and will not be made retrospectively.
- 10.5 For further information please contact the Transport Operations Team by telephoning 01422 393532.

#### **11. Distance and measuring**

- 11.1 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 point.
- 11.2 The Transport Operations 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.
- 11.3 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 Transport Operations Team.
- 11.4 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.
- 11.5 Should a route be declared unsuitable, the Transport Operations Team do not have a responsibility to automatically re-assess all pupils affected by the

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change, however, parents can request to be re-assessed. The assessment will incorporate any changes that have occurred. Please note that no retrospective payments will be made prior to the new assessment.

11.6 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.

travel on buses throughout West Yorkshire at any time of day; 7 days a week for a cost of £9.00 per week or £35.00 per month (please note prices may change). An Under 16 PhotoCard will be also be required.

Alternatively, if the service your child requires is a boarding pass only service provided by WYCA, you may be able to purchase a boarding pass where there are spare seats. For further details of charges please contact WYCA by telephone on 0113 3481122.

### Further Information

To apply for travel assistance, you will need to apply online at [www.calderdale.gov.uk/hometoschooltransport](http://www.calderdale.gov.uk/hometoschooltransport)

Any queries concerning school transport should be directed to the Transport Operations Team by telephone on 01422 393532 or email [info@calderdale.gov.uk](mailto:info@calderdale.gov.uk)

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 Combined Authority (WYCA) website at [www.wymetro.com/schools](http://www.wymetro.com/schools). 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 an Under 19 Countywide Bus Only ticket which are available from local bus stations or any payzone outlet for school aged children under 16 and 16 to 18 in full-time education. The cardholder is entitled to unlimited

## Appendix 1 Secondary Schools/Academies in Calderdale

DfE No	School	Address	Website	Telephone	Age Range	Status	Admission Number 2022	Number of Pupils on Roll as at Jan 2022
381/5406	Brighouse High School	Finkil Street, Brighouse HD6 2NY	<a href="http://www.brighouse.calderdale.sch.uk">www.brighouse.calderdale.sch.uk</a>	01484 710408	11-18	Academy	210	1324
381/4022	Calder Learning Trust	Brier Hey Lane, Mytholmroyd, Hebden Bridge HX7 5QN	<a href="http://www.calderlearningtrust.com">www.calderlearningtrust.com</a>	01422 883213	4-16	Trust	262	1312
381/5404	Lightcliffe Academy	Stoney Lane, Lightcliffe, Halifax HX3 8TL	<a href="http://www.lightcliffeacademy.co.uk">www.lightcliffeacademy.co.uk</a>	01422 201028	11-18	Academy	250	1041
381/4004	Park Lane Academy	Park Lane, Exley, Halifax HX3 9LG	<a href="http://parklane.org.uk">parklane.org.uk</a>	01422 362215	11-16	Academy	120	458
381/5402	Rastrick High School	Field Top Road, Rastrick, Brighouse HD6 3XB	<a href="http://www.rastrick.calderdale.sch.uk">www.rastrick.calderdale.sch.uk</a>	01484 710235	11-16	Academy	360	1673
381/7009	Ravenscliffe High School	Skircoat Green, Halifax HX3 0RZ	<a href="http://www.ravenscliffe.calderdale.sch.uk">www.ravenscliffe.calderdale.sch.uk</a>	01422 358621	11-19	Special	N/A	224
381/5408	Ryburn Valley High School	St Peter's Avenue, Sowerby Bridge HX6 1DF	<a href="http://www.rvhs.co.uk">www.rvhs.co.uk</a>	01422 832070	11-18	Academy	285	1622
381/5405	The Brooksbank School	Victoria Road, Elland HX5 0QG	<a href="http://www.bbs.calderdale.sch.uk">www.bbs.calderdale.sch.uk</a>	01422 374791	11-18	Academy	297	1711
381/5401	The Crossley Heath School	Savile Park, Halifax HX3 0HG	<a href="http://www.crossleyheath.org.uk">www.crossleyheath.org.uk</a>	01422 360272	11-18	Grammar Academy	180	1155
381/4035	The Halifax Academy	Gibbet Street, Halifax HX2 0BA	<a href="http://www.thehalifaxacademy.org">www.thehalifaxacademy.org</a>	01422 301080	4-16	Academy	210	1045
381/5400	The North Halifax Grammar School	Illingworth, Halifax HX2 9SU	<a href="http://www.nhgs.co.uk">www.nhgs.co.uk</a>	01422 244625	11-18	Grammar Academy	180	1255
381/4026	Todmorden High School	Ewood Lane, Todmorden OL14 7DG	<a href="http://www.todhigh.co.uk">www.todhigh.co.uk</a>	01706 813558	11-16	Community	180	890
381/4007	Trinity Academy Grammar	Albert Road, Sowerby Bridge HX6 2NW	<a href="http://grammar.trinitymat.org">grammar.trinitymat.org</a>	01422 831011	11-16	Academy	180	885
381/6905	Trinity Academy Halifax	Shay Lane, Holmfield, Halifax HX2 9TZ	<a href="http://halifax.trinitymat.org">halifax.trinitymat.org</a>	01422 244890	11-16	Academy	330	1584

## Appendix 2 Admission Figures for 2022/23 Academic Year

School	Admission Number	Number of (on-time) 1 <sup>st</sup> Preferences	Number of (on-time) 2 <sup>nd</sup> Preferences	Number of (on-time) 3 <sup>rd</sup> Preferences	Other (on-time) Preferences	Allocated places (as at 1 March 2022)
Brighouse High School	210	220	159	106	60	EHCP – 6 Looked After – 4 Feeder Link – 130 Sibling – 21 Staff – 0 Distance – 49 <b>Total = 210</b> (distance* = 1.366 miles)
Calder Learning Trust	262	209	104	85	66	Children from Primary – 8 EHCP – 4 Looked After – 3 Catchment with Sibling – 39 Catchment – 87 Sibling – 33 Staff - 2 Distance – 85 <b>Total = 261</b> (all prefs met)
Lightcliffe Academy	250	91	111	119	52	EHCP – 1 Looked After – 1 Feeder Link – 76 Sibling – 25 Staff - 0 Distance – 54 <b>Total = 157</b> (all prefs met)
Park Lane Academy	120	61	39	21	15	EHCP – 8 Looked After – 0 Catchment with Sibling – 23 Catchment – 43 Sibling – 1 Distance – 44 <b>Total = 119</b> (all prefs met)

**Appendix 2: Admission Figures for 2022/23 Academic Year**

<b>Rastrick High School</b>	360	369	253	141	45	EHCP – 9 Looked After – 4 Feeder Link – 225 Sibling – 36 Music Cat – 6 Catchment - 66 Distance – 14 <b>Total = 360</b> (distance* = 2.09 miles)
<b>Ryburn Valley High School</b>	285	272	110	94	51	EHCP – 6 Looked After – 2 Feeder Link – 236 Sibling – 4 Ryburn Ward – 5 Staff – 2 Distance – 30 <b>Total = 285</b> (distance* = 3.017 miles)
<b>The Brooksbank School</b>	297	271	110	109	64	EHCP – 8 Looked After – 6 Feeder Link – 234 Sibling – 10 Staff - 0 Sports Cat – 6 Distance – 33 <b>Total = 297</b> (all prefs met)
<b>The Crossley Heath School</b>	180	313	223	52	24	To rank no 345 <b>Total = 180</b> (17 allocated – pupil premium, 9 below 345)
<b>The Halifax Academy</b>	210	207	43	35	14	Primary – 25 EHCP – 8 Looked After – 2 Feeder – 54 Sibling - 62 Catchment – 59 Staff – 0 Distance – 0 <b>Total = 210</b> (distance* = 0.867 miles within catchment)

**Appendix 2: Admission Figures for 2022/23 Academic Year**

<b>The North Halifax Grammar School</b>	180	251	314	88	43	To rank no 448 <b>Total = 180</b> (5 allocated - pupil premium, all above 448)
<b>Todmorden High School</b>	180	170	68	46	31	EHCP – 7 Looked After – 3 Catchment with Sibling – 49 Catchment – 94 Sibling – 15 Distance – 12 <b>Total = 180</b> (distance* = 3.828 miles)
<b>Trinity Academy Halifax</b>	330	384	157	120	56	Band 1 – 69 allocated last place 1.194 within catchment Band 2 – 86 allocated, last place 1.038 within catchment Band 3 – 93 allocated, last place 1.619 outside catchment Band 4 82 allocated, all prefs in this Band met EHCP – 7 Looked After – 12 Feeder - 38 Sibling – 92 Staff -2 Catchment & Church - 0 Catchment – 152 Church – 3 Distance – 24 <b>Total = 330</b>
<b>Trinity Academy Grammar</b>	180	129	154	69	55	EHCP – 6 Looked After – 1 Feeder - 15 Sibling – 60 Staff - 0 Distance – 108 <b>Total = 190</b> (all prefs met) (additional 10 places allocated)

\* Distance of the furthest pupil allocated a place under the distance criterion or within catchment area.

## Appendix 3 Useful Contacts

### **Calderdale MBC**

Contact: School Organisation and Access Officers  
E-mail: [cyps.admissions@calderdale.gov.uk](mailto:cyps.admissions@calderdale.gov.uk)  
Telephone: 01422 392617  
Address: Calderdale Metropolitan Borough Council  
Princess Buildings, Halifax HX1 1TS

Contact: Education Welfare Officers  
Email: [EducationWelfareOfficer@calderdale.gov.uk](mailto:EducationWelfareOfficer@calderdale.gov.uk)  
Telephone: 01422 266125

Contact: Special Educational Needs Team  
Email: [SEN.Team@calderdale.gov.uk](mailto:SEN.Team@calderdale.gov.uk)  
Telephone: 01422 394129

### **Bradford MDC**

Contact: School Admissions Team  
E-mail: [schooladmissions@bradford.gov.uk](mailto:schooladmissions@bradford.gov.uk)  
Telephone: 01274 439200  
Address: Margaret McMillan Tower  
Princes Way, Bradford BD1 1NN

### **Kirklees MC**

Contact: Pupil Admissions Team  
E-mail: [pupiladmissions@kirklees.gov.uk](mailto:pupiladmissions@kirklees.gov.uk)  
Telephone: 01484 225007  
Address: Kirkgate Buildings  
Byram Street, Huddersfield HD1 1BY

### **Rochdale BC**

Contact: School Admissions Team  
E-mail: [school.admissions@rochdale.gov.uk](mailto:school.admissions@rochdale.gov.uk)  
Telephone: 0300 303 0340  
Address: Floor 4, Number One Riverside  
Smith Street, Rochdale OL16 1XU

### **Lancashire CC**

Contact: School Admissions East Team  
E-mail: [pupil.accesseast@lancashire.gov.uk](mailto:pupil.accesseast@lancashire.gov.uk)  
Telephone: 01254 220747  
Address: Area Education Office  
44 Union Street  
Accrington, Lancashire BB5 1PL

## Appendix 4 Frequently Asked Questions

### **Q1 How and when do I apply for a school place for my child?**

**A1** The application period is open from 21 June 2022 to 31 October 2022. You will need to apply online at [www.calderdale.gov.uk/admissions](http://www.calderdale.gov.uk/admissions). You should only complete the Calderdale online application if you are a resident of Calderdale. If you live outside the Calderdale area you should contact your home local authority for information on how to apply. If you do not have internet access at home, access is available at your local library. Your child's current primary school may also be able to assist. An immediate acknowledgement will be sent by email once you have submitted your application.

### **Q2 Do I need to complete any other forms apart from the Calderdale online application?**

**A2** A registration form will need to be completed if you wish to apply for a grammar school (see Q3) or for a place at Trinity Academy Grammar or Trinity Academy Halifax (see Q4). Supplementary forms will be required if you wish to apply under the music criteria for Rastrick High School, the sports criteria for The Brooksbank School and the church criteria for Trinity Academy Halifax. These forms are available from the individual school or the relevant school's website. (Please refer to Part B regarding oversubscription criteria for further details).

### **Q3 I would like my child to sit the admissions test for one or both of the Calderdale grammar school(s). What do I need to do?**

**A3** For admission in 2023 the test will be held on Saturday 24 September 2022. Parents who wish their child to sit the admissions test **must** complete a NHGS/CHS school registration form either online or by paper copy by **1 July 2022**. Registration for admissions will open on 1 April 2022. Parents of children registered for Pupil Premium (Free School Meals) must indicate this when registering for the test.

### **Q4 I would like to apply for a place at Trinity Academy Halifax and/or Trinity Academy Grammar. What do I need to do?**

**A4** Parents of pupils interested in applying to TAH or TAG need to complete a Fair Banding Assessment Registration Form (available on the Academy websites or can be obtained directly from the Academy). The final deadline for completing and submitting the Fair Banding Registration form for September 2023 entry is **Monday 19 September 2022**. (Please refer to Part B regarding oversubscription criteria for further details).

### **Q5 Can I choose any school?**

**A5** The word used in law about school admissions is '**preference**' not 'choice'. This means you can state which school you would **prefer** your child to attend, but there is no guarantee the application will be successful. You can list any school you wish as a **preference**, including schools outside the Calderdale area.

### **Q6 Do I need to apply if my child is in a feeder school?**

**A6** Yes. The application procedure and timetable is the same for all applicants. If your child is in a feeder school for the **preferred** school, you need to make sure you state this in the relevant section of the online application.



- Q7 Do I need to apply if my child is in a ‘through’ school?**  
**A7** If your child attends one of the ‘through’ schools, ie The Halifax Academy, Primary Provision or Calder Primary School, Calder Learning Trust and you wish for your child to continue into Year 7 at the Secondary phase of the school, you **will not** need to make an online application, as your child will automatically transfer. However, if you would like your child to be considered for a place at another Secondary school, you will need to make an online application.
- Q8 Do I need to apply if I already have an older child at the school?**  
**A8** Yes. The application procedure and timetable is the same for all applicants regardless of whether there is an older child or if the application is for an only child. If there is a sibling already attending the **preferred** school, you need to make sure you state this in the relevant section of the online application.
- Q9 I have already submitted the application for my child to start Secondary School in September 2023 and now I want to change my preferences, what should I do?**  
**A9** You can log onto your account and change your **preferences** on your online application until the close date of 31 October 2022. Please contact the admissions team for further details.
- Q10 My child is being looked after by a grandparent/relative/childminder/friend. Can I use their address on the application?**  
**A10** No. The address used for the application must be the child’s current permanent residence. Where parents share parental responsibility for the child but reside in separate properties, the Authority will use the address at which any Child Benefit is registered, unless there is evidence to suggest that the child either does not reside at this address or does not spend most of the school week at this address. ***An offer of a school place may be withdrawn if a false address is given.*** Please refer to Part A, section 9 ‘Proof of Address’ for further information.
- Q11 Are places offered on a “first come first served” basis?**  
**A11** No. All applications received during the application period (21 June 2022 to 31 October 2022) are ‘on time’ and are considered together. Late applications made after the close date of 31 October 2022 will be dealt with after all ‘on time’ applications have been considered.
- Q12 I have heard that if I only put one preference on the application I stand a better chance of being offered that school. Is this true?**  
**A12** No. The risk a parent takes by putting only one preference on the application is that if the school **preferred** cannot be offered, there are no alternative **preferences** for us to consider.
- Q13 If I list a school as my first preference, do I have a better chance of receiving an offer than someone who lists it as a lower preference?**  
**A13** No. All **preferences** are considered equally and you will not be given any extra priority for your first **preference**. A parent listing a school as a fifth preference, for example, and who could not be offered one of their first four **preferences**, may be offered a place because they live closer than a parent who had listed the same school as first **preference**.

**Q14 What happens if my child does not reach the academic standard for grammar school? What happens to my other preferences?**

**A14** The school will notify you of the outcome of the admissions test by Saturday 22 October 2022. This information should assist you in making a decision as to whether or not to formally apply for one or both grammar schools on Calderdale's online application, closing date being 31 October 2022. If it is borderline 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 decide 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.

**Q15 What happens if the Authority cannot allocate any of my preferred schools?**

**A15** The Authority has a duty to offer a school place to all children living within Calderdale. If none of the **preferred** schools can be offered, the Authority will allocate the school which is closest to the family home where vacancies exist. This will be within a 3 mile walking route wherever possible, and may not be your closest school. For residents outside of Calderdale, your home local authority is responsible for allocating a school place if your Calderdale **preference(s)** cannot be met.

**Q16 When will I receive notification of the school place offered?**

**A16** National Offer Day is Wednesday 1 March 2023.

**Q17 How will I receive this?**

**A17** If you live in Calderdale, the offer of a school place will be made by Calderdale MBC, irrespective of where your child attends primary school. You will have the option of how you wish to receive your offer when you apply online. This may be by logging into your online application, by email or by letter. If you live outside the Calderdale area, the offer of a school place will be made by your own local authority.

**Q18 I have not received my offer, can you tell me which school my child has been allocated?**

**A18** Allocation of school places will not be confirmed over the telephone. Parents must wait until they receive their email or allocation letter from the Authority, if you are resident in Calderdale, or from your home local authority if resident outside Calderdale.

**Q19 I have not been allocated my preferred school – what do I do now?**

**A19** With your allocation notification you will receive further information relating to the reallocation and appeals processes, which will include a link to a form for you to complete if you would like to be considered for reallocation.

**Q20 Why was my neighbour's child allocated a place at a particular school last year but mine has not this year?**

**A20** Allocations of places differ year on year. It is possible under the distance category to allocate a place one year, but be unable to allocate one the following year, even in the same street.

**Q21 The allocation was based on my old address, but I have since moved. Can this be taken into account?**

**A21** Yes, reallocation will take into account a change of address. If we are not already aware of this change, evidence of the move, such as a utility/ council tax bill will be required.

**Q22 My application was late, will I be penalised during the reallocation process?**

**A22** No, after the initial round, the reallocation requests are considered equally for those submitted before the close date for reallocation requests which is 15 March 2023.

**Q23 How is priority determined during the reallocation process?**

**A23** If any places become available, the oversubscription criteria are reapplied to those seeking reallocation.

**Q24 What are the chances of my child being reallocated a place at my preferred school?**

**A24** 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 oversubscription criteria.

**Q25 If the reallocation request is not successful, when am I likely to get an appeal hearing?**

**A25** Appeals are normally scheduled to be heard during June or July of the admissions year.

**Q26 I have decided to send my child to an Independent school/teach at home/move to another authority and no longer require the place allocated. What do I need to do?**

**A26** Written confirmation will be required to allow us to re-allocate the place to another child.

**Q27 Where can I get advice on the admissions process?**

**A27** The Authority recommends that parents contact the School Organisation and Access Team by email at [cyps.admissions@calderdale.gov.uk](mailto:cyps.admissions@calderdale.gov.uk) or on 01422 392617 to obtain appropriate advice and guidance. The Authority cannot be responsible for advice taken from any other source.