

In-Year Admissions 2027-28

If you wish to make an In-Year application between 1 September 2027 and 31 August 2028, this must be completed via the Kirklees Council portal:

[Apply for a School Place \(kirklees.gov.uk\)](https://kirklees.gov.uk)

Read through this leaflet in full before you start to fill in the online form, as it contains useful information to help you make your application.

In-year admissions

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

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

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

Changing Schools

What is an in-year admission?

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Making an application

If you have moved house and do not have a school place for your child, or if your child cannot continue to attend their current school because it is too far from your new home, apply online on the Kirklees Parent Portal.

or;

If you are not moving house, or you have not moved very far but want to change your child's school for personal reasons you should discuss this in the first instance with the head teacher of your child's present school. This may resolve any issues that may have made you think about changing your child's school. If after speaking with the head teacher of your child's present school, you still want to transfer your child to another school, you should apply online on the Kirklees Parent Portal.

If your child has an Education, Health and Care Plan then please do not complete the IYAF. You should contact your child's SEN caseworker to discuss a change of school.

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

If you want to apply for a school/academy in another local authority, you will need to fill in that authority's In-Year Common Application Form (ICAF).

Completing the In-Year Admission Form

The following points are important for ensuring you correctly complete your online application:

- Make sure you use your child's full legal name as shown on their birth certificate.
- Make sure that you use your child's current permanent address.
- You should give at least one contact telephone number in case there are any questions we need to ask you about your application.
- You may want to add reasons why you would like your child to attend the school. If you state any medical or social reasons the admissions policy for the school may not allow them to take into account your reasons, however, if you want to appeal for a place at a school it may help your case to have mentioned reasons for your preference on your application.
- You can apply for up to three schools in Kirklees (except for private fee paying schools) on each application.
- If a reason for your change of school request is due to a future house move please state this, your future address and the date you expect to move there in the 'individual reasons' box under Preference Reasons for each school you have applied for.
- Whilst the application will allow you to name up to 3 schools on each application there is not a preference order. Each school named as a preference is to be dealt with individually.

The three stages of your online application on the Kirklees Parent Portal

If you do not complete all three stages, your application is not complete and cannot be processed.

Stage 1 Create an account (if you have not already created one in a previous year). If you are the legal parent/carer, enter your details and follow the link that will be sent to the email address you have used. The process will verify your account and provide you with a link that will take you to the login page of the Kirklees Parent Portal.

Stage 2 Add your child's details (if you have not already added them in a previous year)

Stage 3 Add your three preference schools. Check the application and then submit the application.

After you have applied

An email will be sent to the schools or academies named on the application. The email will inform the school they have an application.

The admission authority for the school or academy will aim to send you, within 10 school days, but must within 15 school days of the application being received, a decision letter to offer or refuse a place at the school/academy.

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

If your child is offered a place

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

If your child is not offered a place

If your child is not offered a place for the first year of entry to the school, the only reason for this is that the year group has reached the Published Admission Number (PAN). This means that the year group is full and there are no places available.

The only exception to this would be if you have applied to Heckmondwike Grammar School where places are offered to pupils who are identified by the results of an entrance examination.

If your child is not offered a place for a year group other than the first year of entry to the school, the letter from the admission authority must give you the reason why a place has been refused.

The letter which informs you that your child has not been offered a place must inform you of your legal right of appeal against the refusal of the place, the reasons for the refusal and advise you about waiting lists.

If a parent/carer is requesting a change of school because of a house move, and if a child has not been offered a place in a timely fashion, Kirklees LA will offer a place at the school designated by Kirklees to serve the parent/carer's new address, or if no such place is available, the nearest appropriate Kirklees school where a place is available. Nearest means the shortest distance from the child's home to the school measured in a straight line. In some circumstances Kirklees LA may decide to allocate a place immediately at the nearest appropriate Kirklees School where a place is available, following an individual assessment of an application.

Contact Pupil Admissions

- pupiladmissions@kirklees.gov.uk
- [01484 225007](tel:01484225007)
- Kirklees Pupil Admissions, PO Box 1720, Huddersfield, HD1 9EL