



**COLNE VALLEY
HIGH SCHOOL**

Proposed Admissions Arrangements 2025/26

Approved by:			
Responsible department:	Admin		
Last review date:	06/10/2024	Last reviewed by:	J Clow
Last updated:		Last updated by:	
Next review due :	30/09/2025		

ENTRY AT AGE 11

Great Heights Academy Trust has responsibility for admissions to Colne Valley High School and plans to offer **287 places (admission number) at age 11 in September 2025**. To apply for a place at Colne Valley High School, an applicant must complete the Secondary Common Application Form (SCAF) supplied by their home Local Authority and return it as instructed by the Local Authority. It is very important that the form is returned by the closing date because forms received after this date will be treated as “late”. Late applications are not dealt with until all those received on time have been through the application process. The Academy will admit children with an Educational Health Care Plan where Colne Valley High School is named on the plan.

Oversubscription Criteria

If there are fewer applicants than there are places available, everyone who applies will be offered a place. If the number of applicants exceeds the number of available places, the following priorities will apply in order:

1. a. looked after children and previously looked after children
b. children who were previously in state care outside of England and ceased to be as a result of being adopted.
2. children who have an older brother or sister attending from the same address at the date of admission (the younger sibling rule)
3. children who attend a Trust Primary Academy (presently Marsden Junior School) at the date of application
4. children who live in the school’s Priority Admission Area
5. children who live outside the school’s Priority Admission Area

If the requests for admission in the Oversubscription Criteria 2) to 5) exceed the admission number, priority will be given up to the admission number to children living nearest the school.

Please note:

- The definition of a ‘looked after child’ in England is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children Act 1989.
- Previously Looked After refers to those children who immediately after being looked after became subject to an adoption order, (under section 46 of the Adoption and Children Act 2002), Child Care Arrangement Order (under Section 8 of the Children Act 1989), or specialist guardianship order (under Section 14A of the Children Act 1989).
- Children looked after under an agreed series of short-term placements (respite care) are excluded.

- A child is regarded as having been in 'state care outside of England' if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Evidence must be provided by parents of the child's adoption from state care outside England.
 - If a request for admission to school is made under the previously looked after (PLAC) criteria, an online supplementary information form (SIF) will need to be completed on the Kirklees Pupil Admissions website.
 - Children in priority 1 above may be admitted above the PAN.
 - The definition of an 'older brother or sister attending' means a sibling, half sibling, foster sibling or adopted sibling who is currently in Years 7-11 (inclusive) or adopted sibling who will be living with them at the same address at the date of their entry to the academy. This means the sibling will be in Years 7-11 (at the time of admission date). Please note that cousins do not count as siblings.
-
- A child who is on roll at a Trust Primary Academy (presently Marsden Junior School and Nields Academy) at the time of application will be allocated priority 3.
 - 'Live' means the child's permanent home at the date when applications close or, if a significant house move is involved, the latest reasonable date before the final allocation of places.
 - Where a child's parents live at different addresses and the child spends time at each address we will consider the following when deciding on the address that will be used for admissions purposes:
 - the amount of time spent at each address
 - which parent has parental responsibility for the child
 - who receives child benefit for the child
 - where the child is registered for medical and dental care
 - any residency or custody orders made by the courts.

We will ask for documentary evidence to support information given about the above points.

- If a child is not admitted through priorities 2 to 5 above without exceeding the PAN, we will give priority up to the PAN to children living nearest the school.
- Distance is measured in a straight line from a child's home address to the school. Measurements are calculated using six-figure National Grid Co-ordinates taken from the National Land and Property Gazetteer. This grid reference refers to a point that falls within the permanent building structure corresponding to the address. The boundary of the building structure for the address is from Ordnance Survey's MasterMap. For smaller, residential properties the grid reference marks a point near the centre of the building. For larger properties, like schools with, for example, multiple buildings and large grounds, the grid reference relates to a point inside the main addressable building structure. The distance calculated is accurate to within 1 metre.

Flats

In the event of two or more children living equidistant from the school, eg, blocks of flats, the place will be decided by drawing lots, the first name drawn out of the bag will be offered the place.

Late applications

Applications received after the appropriate closing date will be regarded as late unless, in Kirklees' judgment, there are significant and exceptional reasons for the lateness. Proof of special circumstances will be required. Late applications are not considered until all on-time applicants have been allocated places. Forms submitted after the closing date due to a significant house move will be regarded as on time provided that documentary evidence to confirm the move is provided by the following deadlines in time for the allocation process.

The latest reasonable date for evidence of a significant house move will therefore be 30 November 2025.

Notification of Offer of Place

The application period will run from the week beginning 1 September 2025. The closing date for applications will be 31 October 2025. The formal offer of a place will come from the Local Authority which will write to Parents/Carers on 1 March 2026 allocating a single secondary school to their child.

Waiting List/Appeals

A child's name will automatically be placed on the waiting list. **The waiting list will be held in admission criteria order and will close on 31 December 2025.** Great Heights Academy Trust will use the oversubscription criteria above to rank unsuccessful applicants in a waiting list so that further places may be offered by the Local Authority if they become available. The waiting list will close on the final day of the school year.

Unsuccessful applicants may also contact the school to be advised of their right of appeal to an Independent Appeal Panel. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address: cvhs@thecvhs.co.uk

IN-YEAR ADMISSIONS

For in-year admissions, the waiting list will be held for the remainder of the term for which they have applied for a place. All applications for an in-year admission to Colne Valley High School must be made on the Kirklees In-year Common Application Form (ICAF) available online via Kirklees Council website. The completed form is then sent directly to Colne Valley High School. If the year group is full a child will not be admitted unless they either meet Priority 1 (Looked after and previous looked after children) or if a relevant section of the Statutory Code of Practice such as the Fair Access protocol applies. Parents / Carers whose application is turned down have the right of appeal to an independent panel and may also have their child's name added to a waiting list.

Children of UK Service Personnel and Crown Servants

Kirklees Council is signed up to the armed forces Community Covenant, which is a pledge made by the government to ensure that the armed forces and their families are not disadvantaged as a result of their service. As part of the coordinated process, applications from armed forces families are reviewed on an individual basis to ensure they are not disadvantaged and, Kirklees LA may ask schools to consider admission over PAN if this is felt to be necessary. Children of UK service personnel and crown servants returning from overseas to live within Kirklees, will be allocated a school place in advance of their arrival (as long as one is available) provided that the application is accompanied by an official letter that declares a relocation date. The address at which the child will live will be used when applying oversubscription criteria, as long as the parents provide some evidence of their intended address. A Unit or quartering address will be used as the child's home address when considering the application against oversubscription criteria, where a parent requests this.

Fair Access Protocol

We participate in Kirklees' Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.