



In-Year Admissions

Useful information to help you make your application

For In-Year applications between 1 September 2025 and 31 August 2026

If you are applying for an in-year admission this leaflet tells you how to fill in the application form and what will happen next. Read through this leaflet in full before you start to fill in the form.

Changing Schools

What is an in-year admission?

An in-year admission is when a child already attends a school but wants to transfer to another school outside of 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 admissions:

- 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.

Making an application if you have moved

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 and you wish your child to attend Old Bank Academy, you will need to complete the online In-Year Application Form or on the Kirklees Parent Portal.

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

Making an application if you have not moved, or your move is not a significant one

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 Old Bank Academy, you should complete the online In-Year Application Form.

If your child has an Education, Health and Care Plan (in accordance with the Children and Families Act 2014) or a statement of special educational needs (in accordance with Section 324 of the





Education Act 1996) please contact your child's SEN caseworker to discuss a change of school before completing the form.

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 the Local Authority. This leaflet tells need to do to make an application. If you need any further advice or help in completing the online form, please contact the Academy directly. Contact details can be found at the end of this leaflet.

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

Completing the In-Year Admission Form

Please refer to these notes when completing the online In Year Application 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.

