

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 Calderdale Council portal:

[Citizen Portal - Sign in \(calderdale.gov.uk\)](https://www.calderdale.gov.uk/citizen-portal)

This normally applies if you:

- Have moved into the area and do not currently have a school place for your child.
- Have moved within the area and would like to transfer your child to a closer school.
- Want to move your child from their current school to another school for any other reason.

In general, the authority does not encourage transfers between schools for reasons other than a house move. The evidence shows that it is rarely in the best interests of the pupil. This is because of the disruption that is caused to their learning.

Parents/carers who live in Calderdale and want their child to move to a different school

First contact the child's current school to discuss the reasons for the transfer.

- This will enable them to discuss if a change of school is in the child's best interest;
- and/or address any current concerns before you apply.

Your application can be delayed if you do not complete the form in full. (This includes giving your child's current or most recent school name.)

Before you apply, please consider:

- Changing schools is disruptive to a child's education and should only be considered as a last resort.
- Important work may be missed as different topics will be taught at different times of the year.
- If a child is in Year 10 or 11 it is not advisable to transfer schools. There is no guarantee that options can be matched, which could negatively affect their chance of gaining good GCSE grades.
- How the child will get to school each day, on time.
- The cost of travel and new uniform.

If your child has an Education, Health and Care Plan please contact the SEN Team for advice. Do not complete an in-year application.

Transfers from pupils that live outside Calderdale

If you live outside Calderdale

To apply for a school in Calderdale, make sure you give details of your address and your child's current school.

If you are moving into Calderdale

You can apply before you move house. We can only consider your application from a new address after we have evidence of your move.

- All school places are offered in accordance with the published admission arrangements.
- Your application will be considered within 10 to 15 school days. Parents/carers are informed of the outcome of the request in writing by the Local Authority. If you have applied online this will be via the Families Services Portal.

Note: Please do not contact us for a decision on your application until 15 school days have passed.

If a place is not offered at your preferred school(s) you can [appeal](#) to an Independent Appeals Panel.

Applications for children from overseas

Foreign national children resident in the UK normally have the right to attend state-funded and independent schools in England.

To lawfully enter the country to access a school, foreign national children resident outside the UK will normally need either:

- A [right of abode](#) (GOV.UK).
- An immigration status which otherwise permits them to enter the UK to study at a school.

Parents are responsible to check their children have a right under their [UK entry conditions](#) (GOV.UK) to attend a school. Please do this before you apply for a place.

Fair Access Protocol (FAP)

Each local authority must have a FAP, which is agreed with the majority of schools in its area.

This is to make sure that outside the normal admissions round school places are allocated as quickly as possible for:

- unplaced and vulnerable children;
- and those who are finding it difficult to secure a place in-year.

Completing the In-Year Admission Form

The Local Authority coordinates in-year applications for primaries within the district.

You must complete this form online via the Calderdale Council portal

[Citizen Portal - Sign in \(calderdale.gov.uk\)](#)

What will happen next

- You will receive a decision letter within 15 school days to offer or refuse a place at the Academy.
- If your application is successful the letter will have the details about the admission arrangements
- If your application is not successful you will receive information about how to make an appeal.