



Admission Policy

Shelley College

Name of Policy writer	Greg Wadsworth
Review Date	September 2026
Approved by Directors	September 2020

Policy

Shelley College is a 14-19 mixed sex, comprehensive school, serving our priority admission area (PAA). Admission into Year 9, 10 or 11 is based on the following. In line with DfE legislation, if the number of preferences received is less than the admission number then all preferences will be met. However, when there are more applications than places available, priority will be given in accordance with the oversubscription criteria listed below. By applying to Shelley parents, or carers, are declaring their support for the aims and values of the school. The Academy Trust has responsibility for admissions and has agreed to 360 pupils on roll in each year group (Years 9, 10 & 11)

Procedure

Oversubscription criteria:

At any time where there are more applications for places than the number of places available, places will be offered in the following order of priority:

1. Looked after pupils/Previously looked after pupils
2. Pupils living in the PAA with a sibling attending Shelley College
3. Pupils living in the PAA attending Kirkburton or Scissett Middle schools
4. Other pupils with a sibling attending Shelley College
5. Other pupils living in the PAA
6. Pupils living outside the PAA but attending Kirkburton or Scissett Middle Schools
7. Other pupils (priority according to as the crow flies distance from Shelley College) There will be no selection based on ability.

Admissions Process:

Applications for Year 9, Kirklees local authority manages the co-ordinated admissions process for all secondary schools. Parents wishing to apply for a place at Shelley College for their child in Year 9 must complete the SCAF supplied by their home local authority. The completed SCAF should be returned as instructed by the deadline stated by the local authority. The admission process could be delayed if any SCAF is sent directly to Shelley College. Parents/carers must list Shelley College as one of their three preferences of secondary schools on the SCAF.

In Term Admissions:

Parents/carers wishing to make an application for Year 9, 10 or 11, during the academic year must complete a Shelley College admission form (please request a copy from college). Once the form has been completed and received by college you will be informed in writing regarding the outcome of your application.

Students with a Statement of Special Educational Needs:

The admission of students with a Statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is set out in the 1996 Education Act. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

Appeals Process:

Despite our year groups being large, we are regularly over-subscribed. If you are unsuccessful in your application, the governors operate an independent appeal process and you should write to the Administration Manager at the college. You are also welcome to discuss matters with our Vice Principal in charge of admissions. Once a written request has been received, we will arrange for the appeal panel to be arranged by the local authority.

Waiting Lists:

As well as their right of appeal, unsuccessful applicants can apply to be placed on a waiting list. This waiting list will follow the order of the oversubscription criteria set out above. Names will be removed from the waiting list after six months.