

**NYCC Schools within Ebor Academy Trust
Admissions Policy
Reception Entry 2024-2025**



Ebor Academy Trust

Admissions Policy, NYCC 2024 – 2025

**Admissions Policy approved by the determining authority Board (Ebor Academy Trust):
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Review autumn 2023

NYCC Schools within Ebor Academy

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Introduction

- 1 This policy applies to applications to the following schools within the primary admissions round, that is when applying for a place in Reception as the normal year of entry to start primary school for the first time:

Academy	Published Admission Number (PAN)
Filey Nursery and Infant School	76
Braeburn Primary Academy	60
Tadcaster Primary Academy	28
Brotherton and Byram Primary Academy	30
Staynor Hall CP Academy	45
Camblesforth CP Academy	17
Tockwith CE Primary Academy	30

- 2 The Published Admission Number is the number of pupils intended to be admitted into this year group.
- 3 This policy complies with and operates within the North Yorkshire County Council Coordinated Admissions Scheme for Primary and Infant Schools in the North Yorkshire Local Authority area. The admissions authority for NYCC schools within Ebor Academy Trust is the Ebor Academy Trust.
- 4 This policy does not apply to 'in-year' applications for a place. In-year admissions are those that are made either during the school year, or for admission into year groups other than the normal year of entry. Where applications for an in-year place are received, whether a place can be offered will depend upon the availability of places in the relevant class/year group. If there are more applications for a place than places available, then the oversubscription criteria as in Section B of this policy will be applied to ascertain which child is most entitled to a place. Please see the in-year admissions policy for further information.

- 5 The admission of children to a primary school is a completely separate process to nursery admissions. Attendance at a particular nursery class or early years' provider does not give a child any priority within the admissions policy for admission to primary school, even if the school and nursery are located on the same premises or run by the school itself. A separate application must be made to transfer to Reception.
- 6 Advice and information for Parent/Carers on school admissions, including key information that applies to all applications as well as some frequently asked questions are available on the NYCC website: <http://www.northyorks.gov.uk/article/23539/School-admissions>
- 7 If parents disagree on an application made in the normal round only one parent can submit a school place application and we cannot resolve disputes between parents only a family court can do this. When you apply, you are confirming you have the consent of all other persons to make the application. If we (or the local authority) receive two conflicting applications, both applications will be placed on hold (and school places may have to be offered to other applicants) until the local authority has received (either):
- written evidence that everyone holding parental responsibility agrees the application
 - a Court Order specifying who should apply
- Your home local authority may be required to allocate a place at the closest school to the child's home with spaces remaining available if the child needs a school place offer.
- 8 The admission of children with an education and health care plan or a statement of special educational needs (EHCP), is covered by different admission regulations. Following negotiation, if an academy has been named on the EHCP, a place will be allocated for these children in the named academy before considering other applications.

A Admissions into Reception

- 1 Children will normally be admitted into the year group relevant to the child's age and will start full-time in the school year they turn five. All children will be offered the opportunity of a full time place from September in the year of entry.
- 2 This policy includes an option of 'delayed entry'. This means that Parent/Carers may secure a place at a school under the normal admission arrangements but choose to postpone their child's admission to school until later in the same academic year. This should be discussed with the Head Teacher. Parent/Carers will also be able to request a part-time place until the start of the term after the child turns five. It is a legal requirement that all children must enter formal full-time education at the start of the term after their fifth birthday.

If you would like to delay your child's entry, so they do not start full-time in September 2024, you must still apply at the normal time. Once allocated a school place, you should then advise the school in writing of your child's intended start date and keep in regular contact with the school regarding any changes to this intended date. Start dates are recommended to be at the start of each half term, but these can be varied by agreement with the school.

The school will hold a place for that child and not offer it to another child during the remainder of the Reception year. You should contact the school to make arrangements for admission of your child by no later than 20 school days before the intended start date. If you do not contact the school in the 20 school days before an intended and/or previously communicated start date, the school will make all reasonable efforts to contact you by telephone and in writing at any known physical address or email address. In the event that all attempts to contact you are unsuccessful, the school place may be withdrawn.

Some parent/carers of 'summer born' children (those children born between 01 April and 31 August) may wish to investigate the possibility of 'deferred entry' into a lower year group. If you are considering this for your child, please contact the LA School Admissions team and the school who can provide you with information and advice.

If you would like to defer your child's entry, so they do not start in Reception in September 2024, but instead start Reception in September 2025, you must still apply at the normal time and parallel to your application, put a formal request in writing to defer your child's admission to a lower year group.

Places are not held open for children who defer entry, so parent/carers must, if their request is approved, reapply by 15 January the following year for a place in Reception alongside children who are one school year younger. Parent/carers may make an identical application for the same schools, or request different schools from their initial application.

Parents/carers should be aware that as the numbers of applications and preferences, and even the number of available places, may differ from year to year, that a deferral does not mean a place at the same school can be allocated one year later. It will not be known which school is allocated for an agreed deferral until National Offer Day in the school year the child turns 5 and the results of the application one year later may result in a different school being allocated.

If you would like to investigate accelerating your child's entry, so they do not start in the year group relevant to the child's age (the school year they turn five), but instead start at an earlier time, you should contact Ebor Academy Trust (via the school) at an early stage to discuss your intentions and what the best approach might be.

If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information, by no later than 29 November 2023. The Trust will then consider your request, if necessary in conjunction with other schools, the LA, early years' providers and professionals.

If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of the usual year group has been agreed. The application will then be considered in accordance with this admissions policy. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust's Complaints Policy.

- 3 Applications should be made by the closing date for applications which is 15th January 2024. Parents will not be allowed to change their preferences after 15 January 2024 without a reason that is acceptable to the admission authority. Applications can be made online at <http://www.northyorks.gov.uk/article/23544/Apply-for-a-primary-school-place>. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, LA, schools, or a paper application form known as the 'School admissions application for Primary School in September 2024'. There is no additional 'Supplementary Information Form' required to apply for a school place at any Ebor Academy Trust school covered by this policy.

- 4 When making an application, Parent/Carers are advised to supply any additional information that may be required to the admissions authority by providing this information in writing direct to the school. For example, additional information will need to be provided when applying on the basis of being 'previously looked after' or having exceptional medical or social needs which relate to the preferred school.

- 5 Any school's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of children that can go to a school each year these standards could not be maintained. Infant Class Size legislation may also limit the number of pupils that can be admitted in the year of entry. For these reasons each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.

- 6 Applicants may be successful in obtaining a place at a school that does not serve the local 'catchment' area in which they live. If allocated a place at such a school, applicants will be responsible for travel arrangements and the costs of travel to and from school.

- 7 Each school within NYCC which is part of Ebor Academy Trust maintains a catchment area. The North Yorkshire Local Authority advises applicants to consider their 'catchment' school when making an application. If the place your child is allocated is at a school which you are not in the catchment area for, or if you move out of the catchment area you now reside in, then you may have less chance of being successful when applying for any younger siblings.

B Oversubscription criteria

If the number of applicants exceeds the published Admission Number, priority is given to certain categories of children. The oversubscription criteria set out below will be used to prioritise all applicants who have applied for a place at the school in these circumstances in the following priority order:

ORDER OF PRIORITY:	Notes:
<p><u>Priority Group 1:</u></p> <p>Looked after children, all previously looked after children and children who appear to the Admissions Authority to have been in state care outside of England and cease to be in state care as a result of being adopted.</p> <p>Previously looked after children are children who were looked after, but ceased to be so because they were adopted¹ or became subject to a child arrangement order² or special guardianship order.</p>	<p><i>This applies to all looked-after children, including those who are in the care of another local authority or being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application.</i></p> <p><i>In the case of previously looked after children, a copy of the relevant documentation will be required in support of the application.</i></p> <p><i>A child is regarded as being in state care outside of England if they were accommodated by a public authority, a religious organisation or any another provider of care whose sole purpose is to benefit society.</i></p> <p><i>¹This includes children who were adopted under the Adoption Act 1976 and Children who were adopted under the Adopted & Children’s Act 2002.</i></p> <p><i>²Child Arrangement Orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a Child Arrangement Order.</i></p>
<p><u>Priority Group 2:</u></p> <p>Children the Authority considers have special social or medical reasons for admission.</p>	<p><i>We will only consider applications on social or medical grounds if they are supported by a professional recommendation from a doctor, social worker, or other appropriate professional. The supporting evidence should set out the particular social or medical reason(s) why the school in question is the only school which can meet the child’s needs and the difficulties that would be caused if the child had to attend another school.</i></p> <p><i>Panels of professionally qualified people will consider all applications made under priority group 2.</i></p>
<p><u>Priority Group 3 :</u></p> <p>Children living within the normal area of the school.</p>	<p><i>Refer to tie break</i></p>
<p><u>Priority Group 4:</u></p> <p>All other children.</p>	<p><i>Refer to tie break</i></p>

Tie break:

If there are not enough places for all the children in one of these priority groups, we will give priority first to those with a sibling at the school in September 2024, who live the nearest to the school (in all cases sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent / carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling) and then to those living nearest the school.

All distance measurements are based on the nearest route which is recognised by the County Councils electronic mapping system from a child's home address to school. The measurement is made from a fixed point within the dwelling, as identified by Ordnance Survey, to the nearest school entrance using footpaths and roads. The routes measured to determine the allocation of school places will be those recognised by the electronic mapping system used by the school admissions team.

If the distance tie-break is not sufficient to distinguish between applicants in a particular priority group a random allocation will be used as set out below.

RANDOM ALLOCATION PROCEDURE

Random allocations are necessary where:

- There is more than one applicant ranked equally according to the published admission rules and there are insufficient places available to allocate all of the equally ranked applicants
- This occurs where applicants are equidistant from a school because the usual method of measuring distance to the school results in two unrelated applicants having the same distance measurement. Each random allocation event only holds for the allocation of the currently available school place. On any waiting list the remaining applicants remain equally ranked and any further place is offered as the result of a further random exercise. In making a random allocation it is important that there is scrutiny from a person who is independent of the school.

C Late Applications

Applications received after the closing date of 15 January 2024 may be treated as 'late' applications – that is processed after all 'on-time' applications.

Where possible, 'late' applications and changes of preference and/or circumstances will be treated as 'on-time' applications if:

- a) this is accompanied by a satisfactory reason provided at the time of application; and
- b) it can be accommodated within the timescales of the coordinated scheme and/or admissions authority's processes.

Late applications received after the offer day, but before the start of the school year will be processed using the same arrangements and criteria as 'on-time' applications, although the availability of places will depend on where places are still available as well as the preferences of applicants.

Late applications received after the first day of the school year will be considered as 'in-year' applications. However, these preferences, if unsuccessful, will be held on a waiting list until the end of the first term in line with 'on-time' applications as set out in Section F of this scheme.

D Waiting List

If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2024.

A child's position on the list will be determined by the oversubscription criteria set out in Section B of this policy and will reflect their current circumstances where these circumstances have been provided to the admissions authority.

E Timetable

September 2023	Opening date for applications. online applications start to be accepted at http://www.northyorks.gov.uk/article/23544/Apply-for-a-primary-school-place
15th January 2024	Closing date for 'on-time' applications
16th April 2024	National Offer Day
June/July 2024	Admission appeals for 'on-time' applicants
September 2024	Start of the school year
31 December 2024	Waiting list closes

Appeals

Applicants refused a place at the school have a statutory right of appeal. If a preference for a place at the school is refused, the applicant will be informed of the reasons and of their right of appeal. This right does not apply if they are allocated a place but it is not in their preferred year group.

F In such circumstances, the offer email or letter will give the reasons why we have been unable to allocate their other listed preferences. Where the statutory right of appeal is the responsibility of North Yorkshire LA we will inform the parents where the appeal forms can be located on the NYCC website.

Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, Ebor Admission Authority has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school.

Applicants who wish to appeal should contact the LA School Services team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.

G False Information

Where an offer of a place has been made on the basis of fraudulent or intentionally misleading information, which has effectively denied a place to a child with a stronger claim, the offer of a place will be withdrawn.

