Admissions Policy

Document Status

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This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code
- School Admission Appeals Code and
- School Standards and Framework Act 1998.

This policy applies to the following Academies for whom Yorkshire Endeavour Multi Academy Trust is the admissions authority:

- Airy Hill Primary School
- Castleton Primary School
- Glaisdale Primary School
- Lealholm Primary School
- West Cliff Primary School
- Oakridge Primary School

Admissions for Yorkshire Endeavour Academies are managed by North Yorkshire Council.

Applications can be made on line. Further information on this process can be found on https://www.northyorks.gov.uk/school-admissions.

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All governing bodies are required by Section 324 of the Education Act 1996 or the Children's and Families Act 2014 to admit to the school a child with an education, health and care plan (EHCP), formerly a statement of special needs (SEN), which names the school. This is not an oversubscription criterion and relates only to children who have undergone statutory assessment and for whom an EHCP has been issued. If a school is oversubscribed after the admission of children with an EHCP the following criteria will apply for YEAT schools

Priority Group 1

Looked after children and all previously looked after children for whom the school has been expressed as a preference. Previously looked after children are children who were previously looked after but ceased to be so because they were adopted* or became subject to a child arrangement order* or special guardianship order.

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.

In the case of previously looked after children, a copy of the relevant documentation will be required in support of the application.

*This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adopted & Children Act 2002. Child arrangement orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangement order.

Priority Group 2

Children the academy considers to have exceptional social or medical reasons for admission.

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 most suitable school and the difficulties that would be caused if the child had to attend another school.

All supported applications will be assessed by a panel of qualified professionals. Unsupported applications will not be considered under this criterion.

Priority Group 3

Children living within the catchment area of the school.

If a school is oversubscribed, priority will be given to a sibling at that school in September 2025, and then to those living nearest the school. In all cases, "sibling" refers to brother or sister, half-brother or half-sister, step brother or step sister, or the child of a parent / carer's partner, where the child for the school places sought is living at the same family unit and at the same address as the "sibling".

Priority Group 4

Children living outside the catchment area of the school.

If a school is oversubscribed, priority will be given to a sibling at that school in September 2025, and then to those living nearest the school. In all cases, "sibling" refers to brother or sister, half-brother or half-sister, step brother or step sister, or the child of a parent / carer's partner, where the child for the school places sought is living at the same family unit and at the same address as the "sibling".

Children in higher numbered priority groups will be offered places ahead of those in lower numbered priority groups. All applications within each priority group will be considered equally (i.e. all applications, regardless of order of preference).

Tie break

All distance measurements are based on the nearest route recognised by the county council's 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 admissions team.

A home address means the place where your child lives permanently for most of the time. If the residency of your child is split between both parents, we consider the home address to be the address where the child lives for the majority of the week (Monday to Friday). Parents will be required to complete and return a split residency form detailing the split.

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

Please note: if your preference is a school other than your catchment area school, you will be responsible for transporting your child to that school, together with any associated costs, for the duration of their time at their school.

Random Allocations 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 not involved in the allocation process.

Definition of roles

Independent scrutineer - this is a person who ensures the process is carried out in a correct and transparent way. The independent scrutineer must be independent of the school for which the allocation is to be made and also must be independent of the council's admissions and transport team.

Admissions officer - this is an officer from the academy's admissions team who is responsible for carrying out the administration of the random allocation procedure and recording the results, under the scrutiny of the independent scrutineer.

Person who makes the draw - this must be a person independent of the school for which the allocation is to be made and must be a person who is not part of the council's admissions and transport team.

Process to be followed

This entire process is to be carried out in sight of, and under the scrutiny of, the independent scrutineer.

The admissions officer allocates each pupil to be included in the draw a number and records it on the 'random allocation cross reference sheet'. This is placed in a sealed envelope.

The admissions officer prepares as many equal sized pieces of white paper as are necessary, which are numbered consecutively.

The admissions officer folds each numbered sheet and seals them in identical envelopes, i.e. envelopes with no visibly identifiable differences.

The admissions officer shuffles the envelopes and hands them to the person who makes the draw, who shuffles the envelopes again, picks one envelope and opens it.

The admissions officer records the first number drawn on the 'random allocation record sheet'.

If more than one place can be offered, they continue to draw envelopes and record numbers until all of the available places are allocated.

The admissions officer then opens the previously sealed envelope containing the 'random allocation cross reference sheet' and records the numbers drawn on the 'random allocation cross reference sheet', marking clearly which child(ren) has(have) been allocated a place and which have not.

Once the process has been completed, the admissions officer, independent scrutineer and person who makes the draw should sign and date both the 'random allocation record sheet' and the 'random allocation cross reference sheet' in order to certify that the procedure has been carried out correctly.