



Carlton Primary School
Selby Community Primary School

**Admissions Policy
2025-2026**

Determined by: Board of Trustees

Date: September 2023

Selby Educational Trust

Introduction

This Policy applies to the Academic Year 2024/2025 for admission to Pre-16 education. Selby Educational contracts admissions work out to NYCC.

This policy applies to all Academies within the Trust at 1 September 2023. For an Academy that join the Trust after this time, please see their separate arrangements. All governing bodies are required by section 324 of the Education Act 1996 to admit to the school a child with an Educational Health and Care Plan (EHCP) that names the school. This is not an oversubscription criterion. This relates only to children who have undergone statutory assessment and for whom a final Educational Health and Care Plan has been issued.

Published Admission Numbers

The Published Admission Number to be admitted into this year group for Carlton Primary School is 28.

The Published Admission Number to be admitted into this year group for Selby Community Primary School is 60.

Priority Groups

If a school is oversubscribed, priority will be given to a sibling at that school in the September of the younger sibling's entry, 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".

Order	Priority group	More details
	Looked after children and all previously looked after children for whom the school has been expressed as a preference. 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.	Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order. 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's Act 2002. Child Arrangements Orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a Child Arrangements Order. 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.

2	Children the authority considers have special 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. Panels of professionally qualified people will consider all applications made under priority group 2. Find more information here.
3	Children living within the normal area of the school.	<p>Find out about catchment areas here.</p> <p>If a school is oversubscribed, priority will be given to a sibling at that school in the September of the younger sibling's entry, and then to those living nearest the school.</p> <p>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".</p>
4	Children of staff at the school.	<p>Priority in this oversubscription criteria is given in either or both of the following circumstances:</p> <p>a) Where a member of staff has been employed at the school for more than two years at the time when the admission to the school is made,</p> <p>and/or</p> <p>b) the member of staff has been recruited to fill a demonstrable skill shortage.</p>
5	Children living outside the normal area of the school	<p>If a school is oversubscribed, priority will be given to a sibling at that school in the September of the younger sibling's entry, and then to those living nearest the school.</p> <p>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".</p>

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: 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 2023 (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.

If within a priority group there are not enough places for all those with a sibling at the school in September 2024, we will give priority to those children with a sibling living nearest the school. 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 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

Waiting lists

The Trust has contracted the local authority to manage our normal admissions process. The local authority will on behalf of the schools included in this policy automatically maintain a waiting list based on our over subscription criteria, between national offer day and 31 December that calendar year; at which point the waiting lists will cease.

Your child will not be placed on a waiting list for another school if you have been offered a place at one of your higher preference schools.

Please note, a waiting list is a living document which can change, for example, when the offer of a place is turned down or a child moves in/out of area. Whenever a change is made the waiting list is re-ranked in line with the published oversubscription criteria for the school. This means your child's position on the waiting list may move up or down accordingly.

The school admissions code (2021) requires all admission authorities to maintain a waiting list for the standard year of entry into primary and secondary school, that is, reception and year 7 respectively. The code states each admission authority must maintain a clear, fair and objective waiting list for at least the first term of the academic year of admission that is, from national offer day up to and including 31 December. Selby Educational Trust contracts admissions to NYCC.

Admission authorities must state in their arrangements that when a child is added the list must be re-ranked in line with the published oversubscription criteria. Priority must not be given to a child based on the date their application was received or the date their name was added to the waiting list. However, 'looked after children', 'previously looked after children' and those allocated a place at the school in accordance with a fair access protocol must take precedence over those children on a waiting list.

Deferred Applications For Infants

Admission authorities must provide for the admission of all children in the September following their fourth birthday.

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Summer Born Children

Children born in the summer term are not required to start school until a full year after the point at which they could first have been admitted – the point at which other children in their age range are beginning year 1.

As noted above, school admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school at this point.

If you feel that your summer born child is not ready to start school in the September following his/her fourth birthday, you should still submit your application for your child's normal age group at the usual time and at the same time submit a request for admission out of the normal age group directly to the Admission Authority. You will be advised of the outcome of your request for delayed entry prior to the primary national offer day.

The DfE has issued non-statutory guidance, "Advice on the Admission of summer born children", which can be accessed via

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/921255/Guidance_for_parents_September_2020.pdf

The DfE guidance states that:

- 'It is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case. This should demonstrate why it would be in the child's interests to be admitted to reception rather than year one.
- In some cases parents may have professional evidence that it would be appropriate for them to submit, for example, when a child receives support from a speech and language therapist. However, there should be no expectation that parents will obtain professional evidence that they do not already have. Admission authorities must still consider requests that are not accompanied by professional evidence. In such cases the supporting information might simply be the parent's statement as to why they have made their request.'

If your request is agreed, your application for the normal age group may be withdrawn before a place is offered. If your request is refused, you must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to

year one for the September following your child's fifth birthday.

Where your request is agreed, you must make a new application as part of the main admissions round the following year.

Admission of Children Outside Their Normal Age Group

The School Admission Code states that 'Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

When such a request is made, the Admission Authority will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Admission Authority will notify parents in writing of the outcome of their request setting out the reasons for their decision. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

In year admissions

This is an application for admission to school that falls outside of the normal September school intake. The decision for any in year admission is taken by the Headteacher in relation to places available in school in discussion with the Trust board. If an application is not successful the applicant will have the ability to appeal the Headteacher's decision. Details of how to appeal will be included in your outcome letter or on the Admissions website:

www.northyorks.gov.uk/admission_appeals you can also contact the Admissions Team on 01609 533679 or email: schooladmissions@northyorks.gov.uk

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 Selby Educational Trust is North Yorkshire County Council.

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.

Appeals

Applicants refused a place at a school have the right of appeal. Appeals are heard by an independent appeals panel and their decisions are legally binding. See NYCC website for details on how to appeal. Applicants will only be able to appeal once for a place at a given school in any one school year, unless any significant new information is available which was not available at the original hearing.

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.

Contact details for correspondence

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