

Carlton Primary School

Selby Community Primary School

Cliffe Voluntary Controlled Primary School

**Admissions Policy**

**2026-2027**

Determined by: Board of Trustees

Date: January 2025

**Selby Educational Trust**

**Reception Entry 2026 -2027**

**Introduction**

This Policy applies to the Academic Year 2026/2027 for admission to Pre-16 education. Selby Educational Trust contracts admissions work out to NYCC.

This policy applies to all Academies within the Trust at 1 September 2024. 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.

The Published Admission Number to be admitted into this year group for Cliffe Voluntary Controlled Primary School is 17.

**Priority Groups**

If the number of applications exceeds the Published Admission Number (PAN), after the admission of children where the school is named in the Education Health and Care Plan the following oversubscription criteria will apply:

|  |  |
| --- | --- |
| **ORDER OF PRIORITY:** | **Notes:** |
| **Priority Group 1:**  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.  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. | *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.*  *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.*  *1This includes children who were adopted under the Adoption Act 1976 and Children who were adopted under the Adopted & Childrens Act 2002.*  *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.* |
| **Priority Group 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 only school which can meet the child’s needs 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.* |
| **Priority Group 3 :**  Children living within the normal area of the school. | *Refer to tie break* |
| **Priority Group 4:**  Children of staff at the school. | *Priority in this oversubscription criteria is given in either or both of the following circumstances:*   1. *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,*   *and/or*   1. *the member of staff has been recruited to fill a post at the school for which there is a demonstrable skill shortage.* |
| **Priority Group 5:**  Children living outside the normal area of the school. | *Refer to tie break* |

(normal area as outlined in this policy is also known as the catchment area for a home address)

*Children in higher priority groups will be offered places ahead of those in lower priority groups (priority group 1 being the highest and priority group 5 being the lowest). 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 2026, 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 who live permanently at the same address where the child for whom the school place is sought is living in the same family unit) and then to those living nearest the school.*

*All distance measurements are based on the nearest route which is recognised by NY 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 in this document.

**RANDOM ALLOCATION PROCEDURE**

Random allocations are necessary where:

1. 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
2. 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 (IS) – this is a person who ensures the process is carried out in a correct and transparent way. The IS 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 (AO) – this is an officer from the Council’s Admissions and Transport team who is responsible for carrying out the administration of the random allocation procedure and recording the results, under the scrutiny of the IS.

Person who makes the draw (P) – 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 – N.B. This entire process is to be carried out in sight of, and under the scrutiny of, the IS**

1. The AO 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.
2. The AO prepares as many equal sized pieces of white paper as are necessary, which are numbered consecutively.
3. The AO folds each numbered sheet and seals them in identical envelopes, i.e. envelopes with no visibly identifiable differences.
4. The AO shuffles the envelopes and hands them to P who shuffles the envelopes again, picks one envelope and opens it.
5. The AO records the first number drawn on the ‘Random Allocation Record sheet’.
6. If more than one place can be offered they continue to draw envelopes and record numbers until all of the available places are allocated.
7. The AO 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.
8. Once the process has been completed, the AO, IS and P 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.

Admission of children outside their normal age group

Families may seek a place for their child outside of his/her normal age group under various circumstances such as ill health, if the child is gifted and talented or when the child has experienced problems.

**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](http://www.northyorks.gov.uk/admission_appeals) you can also contact the Admissions Team on 01609 533679 or email: [schooladmissions@northyorks.gov.uk](mailto: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 NYC 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.

For final dates and time scales please check the North Yorkshire Admission page <https://www.northyorks.gov.uk/education-and-learning/school-admissions/starting-primary-school-and-junior-school>

**Contact details for correspondence**

Mrs Rebecca Thompson

Director of Operations

01757 702464

[thompsonr@setschools.uk](mailto:thompsonr@setschools.uk)