



Policy Number

HR/RW/18/19

**Admissions Policy
2018/19
With CYC admissions**

Determined by: Ebor Board of Trustees

Date: 21st February 2017

- 1 This policy applies to applications for the following schools for whom the Ebor Academy Trust is the admissions authority, which are located within the City of York Local Authority area. These schools are:
 - Haxby Road Primary Academy
 - Robert Wilkinson Primary Academy
- 2 This policy applies in 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.
- 3 The Published Admission Number (PAN) is the number of pupils it is intended to admit into the first year group of school. This number differs for each school and for 2018 – 2019 these PANs are:
 - for Haxby Road Primary Academy, 45 places
 - for Robert Wilkinson Primary Academy, 85 places
- 4 This policy complies with and operates within the City of York Coordinated Admissions Scheme for Primary and Infant Schools in the City of York Local Authority area. The admissions authority for these schools is the trust board of the Ebor Academy Trust.
- 5 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.
- 6 The admission of children into the Reception year at 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.
- 7 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 in the City of York Guide for Parents which is available at www.york.gov.uk/guideforparents or upon request from the City of York School Services team.
- 8 The admission of children with an education, health and care plan or a statement of special educational needs is covered by different admission regulations. Following negotiation, if a school within the Ebor Academy Trust has been named, a place will be allocated for these children 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 as late as the start of the school term after a child turns five. 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. Ebor Academy Trust has adopted the City of York Delayed and Deferred Admissions Policy for the purposes of administering requests for deferred entry for 'summer born' children.
- 3 Applications should be made by the closing date for applications which is 15 January 2018. Applications can be made online at www.york.gov.uk/schooladmissions or by completing a paper 'School admissions application for Primary School in September 2018' form, which can be obtained from the City of York School Services team, online, or from primary schools. 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 academy or by emailing education@york.gov.uk with the child's details. For example, additional information will need to be provided when applying on the basis of being 'previously looked after' or having exceptional social or medical needs which relate to the preferred school. Further guidance on additional information can be found in the [Guide for Parents](#).
- 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 Reception, Year 1 and Year 2. 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 will be responsible for travel arrangements and the costs of travel to and from school.
- 7 Both Haxby Road Primary Academy and Robert Wilkinson Primary Academy maintain their own catchment area. The City of York 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. Catchment areas are designated by the Local Authority and are made available to applicants in the [Guide to School Catchment Areas](#), online at www.york.gov.uk and upon request from the City of York School Services team.

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 a school covered by this policy in these circumstances in the following priority order:

- 1 **Children who are either currently or have previously been 'looked after'.** This applies to all children who are currently in the care of a local authority and all children who have been adopted from local authority care (subject to an adoption, residence or special guardianship order);

- 2 **Children who live within the catchment area normally served by the preferred school, with a sibling at the preferred school at the time of admission.** Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide to School Catchment Areas](#), online at www.york.gov.uk, and upon request from the City of York School Services team. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half- and step-brothers or sisters);

- 3 **Children who live within the catchment area normally served by the preferred school.** Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide to School Catchment Areas](#), online at www.york.gov.uk, and upon request from the City of York School Services team;

- 4 **Children considered by the admissions authority to have exceptional social or medical needs which relate to the preferred school.** The admissions authority may consult with other medical or educational professionals for a further opinion as to whether the child should be allocated a place at the preferred school due to a particular medical condition or social need;

- 5 **Children with a sibling at the preferred school at the time of admission.** Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half- and step-brothers or sisters);

- 6 **Children who live closest to the preferred school using the nearest available safe walking route.** Distances are measured by a GIS mapping system from the child's home address to the entrance of the school.

Where there are fewer places than children in an oversubscription priority as above, places will be allocated to the child(ren) who also fulfil the next highest priority.

For example, for two children who are both resident in the catchment area without a sibling on roll at the time of admission and are thus assigned the same (third) priority, the place would first be allocated to the child who also fulfils the next highest priority, for example, an exceptional social or medical need (fourth priority) over a child who lives closer to the school (sixth priority).

In the unlikely case of identical distances under the sixth priority, the applications will be ordered randomly by the Authority's admissions software.

C Appeals

- 1 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.
- 2 Ebor Academy Trust subscribes to the City of York's independent appeals procedure and any decision made under this admissions policy can be appealed using that process. Applicants who wish to appeal should contact the City of York 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.
- 3 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.

D 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.

E Late Applications

- 1 Applications received after the closing date of 15 January 2018 may be treated as 'late' applications – that is processed after all 'on-time' applications.
- 2 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.
- 3 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.

- 4 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.

F Waiting List

- 1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2018.
- 2 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.

G Timetable

by 12 September 2017	Opening date for applications. 'School admissions application for Primary School in September 2018' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
15 January 2018	Closing date for 'on-time' applications for primary schools (both online and by paper 'School admissions application for Primary School in September 2018' form)
from 16 January 2018	Applications received may be treated as 'late'
16 April 2018	National Offer Day
18 May 2018	Deadline for return of appeal papers for 'on-time' applicants
11 June 2018 – 20 July 2018	Admission appeals for 'on-time' applicants
September 2018	Start of the school year
31 December 2018	Waiting lists close

H Contact details for correspondence

The Chair of the Board of Trustees
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I Schools in the Ebor Academy Trust covered by this policy

Haxby Road Primary Academy (Primary, 5-11)

Robert Wilkinson Primary Academy (Primary, 5-11)

[View school contact details on the City of York website](#)