



**YCAT**

Yorkshire Collaborative  
Academy Trust

**Admissions Policy  
2022/23**

**This Policy was adopted by**

**Yorkshire Collaborative Academy Trust  
on 12/20**

Chair of Trustees: Mr Ian Moore	
Signature:	 IAN MOORE
Frequency of review:	1 year
To be reviewed by:	Full Board
Date of next review:	Oct 2021

**REVIEW RECORD**

Date of review	Reason for review	Date of next review
Oct 2021	Cycle of review	October 2022

Name:	Mrs Jenny Baynes	Signature:	
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**on behalf of YCAT Full Board**

Date of review	Reason for review	Date of next review

Name :	Ian Moore	Signature:	
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**on behalf of YCAT Full Board**

Date of review	Reason for review	Date of next review

Name:		Signature:	
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**on behalf of YCAT Full Board**

## 1. Introduction

Yorkshire Collaborative Academy Trust (YCAT) is a Multi - Academy Trust (MAT) providing education in North Yorkshire.

YCAT is the admission authority for the schools within the Trust and as such is responsible for setting fair, clear and objective arrangements and criteria for each constituent school. In doing so the trust has complied with the School Admission Code (December 2014) Equality Act 2010, Human Rights Act 1998 and the Schools Standards and Framework Act 1998. The arrangements and criteria used to allocate places for each school are set out in this policy.

When changes are proposed to the admission arrangements a period of consultation will take place. This will take place between 1 October and 31 January, for a minimum of 6 weeks in the school year immediately preceding the offer year.

Whilst YCAT is the admission authority for each of the schools North Yorkshire County Council will provide the Common Application Form for families making applications and will also notify families of allocated places on National Offer Day.

It is the responsibility of the Local Governing Bodies of each school to work with the Trust and North Yorkshire County Council, to ensure that the policies agreed by the Trust are correctly administered for each school. Trust schools who wish to make alterations to their admissions arrangements, including the admission number, must seek approval from the Trustees as part of the consultation process. At all times schools must be aware of the current Admissions Code and ensure they work to this at all times.

## 2. Published Admission Numbers

Each school has an admission number for entry in year Reception which is detailed in the table below:

<b>Name of YCAT School</b>	<b>Current Published Admission Number (PAN)</b>
Askwith Primary School	15
Bilton Grange Primary School	48
Hawes Primary School	15
Leyburn Primary School	30
Lothersdale Primary School	15

The academy will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, the Academy Trust will offer places at the academy to all those who have applied. If there are more applications for places than places available in the year group in question, places will be allocated in line with the oversubscription criteria set out below.

### 3. Oversubscription Criteria

When the academy is oversubscribed, after the admission of pupils with an Education, Health and Care Plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

Order of Priority	Notes
<p><b>Priority Group 1:</b> Looked after children and all previously looked after children, including those 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 adopted (1) or became subject to a child arrangement order (2) 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>(1) This includes children who were adopted under the Adoption Act 1976 and Children who were adopted under the Adopted &amp; Children's Act 2002.</i></p> <p><i>(2) 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.</i></p>
<p><b>Priority Group 2:</b> 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 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.</i></p>
<p><b>Priority Group 3:</b> Children living within the normal area of the school.</p>	<p><i>Refer to tie break</i></p>
<p><b>Priority 4:</b> Children of staff at the school</p>	<p><i>Priority in this oversubscription criteria is given in either or both of the following circumstances:</i></p> <p><i>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,</i></p> <p><i>and/or</i></p> <p><i>b) the member of staff has been recruited to fill a demonstrable skill shortage</i></p>
<p><b>Priority Group 5:</b> Children living outside the normal area of the school.</p>	<p><i>Refer to tie break</i></p>

*Priority Groups amended to comply with the School Admissions Code 2021 that came into effect 1 September 2021.*

Children in the 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

those with a sibling at the school in September 2022 (in all cases sibling refers to brother or sister, half brother or sister, adopted brother or sister, stepbrother 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 2022, 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 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. The random allocation process is explained in Appendix 1.

#### 4. Catchment Area Maps

Catchment area maps for all the academy schools are available via the North Yorkshire County Council website at: <http://maps.northyorks.gov.uk/connect/analyst/?mapcfg=Schools>

#### 5. Applying for a School Place

Applications must be submitted in accordance with your home local authority's co-ordinated admissions scheme. Full details of the application process can be found on the local authority's website at [www.northyorks.gov.uk/schooladmissions](http://www.northyorks.gov.uk/schooladmissions). All applicants must complete a common application form [CAF] either online or if this is not possible by requesting paper form from the admissions team telephone number: 01609 533679

#### 6. Late Applications

Any Common Application Form for a primary school place received after the closing date January 2022 will be considered as a late application unless a reason has been provided that is acceptable to North Yorkshire County Council as the coordinating authority. Late applications whose reasons have been agreed will be considered along with applications received on time.

#### 7. 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.

## 8. 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 Academy Trust, a copy of this request should be sent to the local authority. You will be advised of the outcome of your request for delayed entry prior to the primary national offer date of 19 April 2022.

The DfE has issued non-statutory guidance, "Advice on the Admission of summer born children", which can be accessed via <https://www.gov.uk/government/publications/summer-born-childrenadmission>.

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.

## 9. 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. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.'

When such a request is made, the academy trust 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 head-teacher 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 Academy Trust 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.

## 10. Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact the admissions team on 01609 533679 by May 2022 for information on how to appeal.

The admissions team organise and hear admission appeals on the Trusts behalf following the timetable below:

<b>June 2022 to July 2022</b>	Statutory admission appeals. These dates may vary.
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## 11. 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.

For further details of this process please contact the North Yorkshire admissions team 01609 533679.

## 12. In Year or Mid-Year Applications

Applications need to be completed through the LA who will coordinate with the individual academy schools.

For further details of this process please contact the North Yorkshire admissions team 01609 533679.

Appendix 1:

**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.

We may be able to meet your preference for a place at a school that does not serve the local area you live in. In this case, you will normally be responsible for travel arrangements and the costs of your child's travel to and from school.