



In Year Admissions Policy, NYCC Schools within Ebor Academy Trust

Admissions Policy, NYCC 2025 – 2026

Admissions Policy approved by the determining authority Board (Ebor Academy Trust): 29th January 2024

Last full public consultation 5th December 2022 – midnight 16th January 2023

For publication on websites

Review autumn 2024

Introduction

- 1 This policy applies to applications for the following schools for whom the Ebor Academy Trust is the Admission Authority, which are located within the North Yorkshire County Council area, these schools are:
 - Filey Nursery and Infant School
 - Braeburn Primary Academy
 - Tadcaster Primary Academy
 - Brotherton and Byram Primary Academy
 - Staynor Hall CP Academy
 - Camblesforth CP Academy
 - Tockwith CE Primary Academy
- 2 This policy applies only to 'in-year' applications for a place from Reception to Year 6. 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. It does not apply to applications for a place within an 'admissions round', that is an application for the normal year of entry. More information on applications within an admissions round can be found in the Ebor Academy Trust Admissions Policy.
- 3 The LA will offer assistance where requested to other admission authorities with schools in the NYCC LA area who wish to adopt similar arrangements for the benefit of residents of the LA area.
- 4 This policy complies with and operates within the NYCC In Year Coordinated Admissions Scheme for schools in the NYCC Local Authority area.
- 5 The policy for allocating school places is designed to be as fair as possible while ensuring that resources are used sensibly. Ebor Academy Trust works closely with the LA in school place planning and organisation regarding the numbers of places that can be allocated.
- 6 Under these admission arrangements the allocation of places is based on where the child/parent lives and the preferences of parent/carers.

- 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 on the [NYCC website](#)
- 8 The admission of children with an Education, Health and Care plan is covered by different admission regulations. Following negotiation, if an academy has been named on the EHCP, a place will be allocated for these children in the named academy before considering other applications.
- 9 This policy does not apply to entry into reception as part of the co-ordinated scheme. Please refer to our Admissions policy for Reception intake for further information.

A In Year Admissions

- 1 Applications will always be made and normally be considered only for admission into the year group relevant to the child's age. Only in very exceptional circumstances would a request for admission into other year groups be considered on an individual basis at the time of application. Factors that may be considered in varying this approach include:
 - (i) where a child has previously been educated outside of their chronological year group within the UK;
 - (ii) where a child has previously had an agreed 'deferral' for entry into Reception from the LA or another UK Local Authority;
 - (iii) where the child is from outside the UK and where an applicant can provide detailed and substantial evidence of the child's need to be educated in a year group other than their own. This will not include the variation of school starting ages in other countries.

Where none of the above apply, or where no variation is made by the LA, an applicant may, after being allocated a place, discuss their child's needs with the head teacher of the allocated school. The admissions authority will make its decision taking into account the best educational provision in consultation with parents, the headteacher and other relevant professionals.

- 2 Separate guidance applies to requests for the deferred entry of summer born children into the reception year in a primary or infant

school. Further guidance can be found in the Ebor Academy Trust Reception Admissions Policy.

- 3 An in-year application can be made at any time of the year. You can only apply up to a term in advance of the date you want the school place. The online form will only allow you to apply for the year group your child should be in according to your child's date of birth. Your application will be processed no more than half a term (six weeks) in advance of when a place is required.
- 4 Applications can be made by NYCC residents online at <https://www.northyorks.gov.uk/education-and-learning/school-admissions> or by completing a paper 'School admissions application for an in year change of school' form, which can be obtained from the LA School Admissions team.
- 5 Please note your child will usually only be admitted to their new school at the beginning of each half-term. Where a family moves into North Yorkshire or you move address within the area and it is not practical for your child to remain at their current school, then an alternative start date may be agreed
- 6 Applicants are advised 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 available to applicants on the school website, and upon request from the LA School Admissions team.
- 7 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.
- 8 The availability of school places in the relevant class or year group at the applicant's preferred school(s) will be the primary factor in determining whether or not preferences are successful.

- 9 Although each school does have a published admission number – that is the number of places the school expects to offer – this number only applies for preferences submitted in the year of entry. The year of entry is Reception for primary and infant schools and Year 3 for junior schools. Although a published admission number may help set class organisation in later years, decisions will be made primarily on class organisation.
- 10 Where it is determined by the admission authority that there is not an available place, this will be because it is the view of the admission authority that the admission of any additional pupil would prejudice the provision of efficient education or the efficient use of resources.
- 11 Where there is an available space and there are no other applications for this place, the place will be offered to the applicant.
- 12 Where there is an available space and there are more applications for a place than places available, priority is given to certain categories of children according to the oversubscription criteria which are listed in Section B of this policy.
- 13 A place may be refused even if the numbers on roll in the relevant year group are lower than the Published Admission Number. Places may also be refused if the numbers on roll in the whole school mean the admission of an additional child would be detrimental to the provision of efficient education or the efficient use of resources.
- 14 If there are no available places in a preferred class or year group, places may not be offered, particularly if another school could reasonably be offered. Applicants may therefore wish to contact schools in advance to see if places are available or seek the advice of the LA School Admissions team.
- 15 Applicants may be successful in obtaining a place at a school that does not serve the local ‘catchment’ area in which they live. If allocated a place at such a school, applicants will be responsible for travel arrangements and the costs of travel to and from school.

B Oversubscription criteria

Some schools will be oversubscribed – that is where there are no available places in the preferred class or year group. Preferences for oversubscribed classes or year groups will normally be refused.

Where there is an available space and more applications for a place than places available, 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 in these circumstances in the following priority order:

| ORDER OF PRIORITY: | Notes: |
|---|---|
| <p><u>Priority Group 1:</u></p> <p>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.</p> <p>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.</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>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.</i></p> <p>¹<i>This includes children who were adopted under the Adoption Act 1976 and Children who were adopted under the Adopted & Children's Act 2002.</i></p> <p>²<i>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><u>Priority Group 2:</u></p> <p>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 only school which can meet the child's needs and the difficulties that would be caused if the child had to attend another school.</i></p> <p><i>Panels of professionally qualified people will consider all applications made under priority group 2.</i></p> |

| | |
|--|----------------------------------|
| <p><u>Priority Group 3 :</u></p> <p>Children living within the normal area of the school.</p> | <p><i>Refer to tie break</i></p> |
| <p><u>Priority Group 4:</u></p> <p>All other children</p> | <p><i>Refer to tie break</i></p> |

Where the application of the above would lead to a place being made available for a child of multiple birth, but not their sibling(s), we will work within the Admissions Code in order to make a place available for the sibling(s) wherever reasonably possible.

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 2025, 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 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.

All distance measurements are based on the nearest route which is 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 as set out below.

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 independent of the school. Where application of the above impacts children from a multiple birth, the academy will endeavour to find an additional place.

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. Applicants who wish to appeal should contact the NYCC School Admissions team to request the correct appeal form. Appeals are planned to be held within 30 school days of an appeal being lodged.
- 2 Applicants will only be able to appeal once for a place at a given school in any one school year, unless there is a major change in circumstances of the applicant or 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 Fair Access

If a place cannot be offered at a school named as a preference, the pupil could be considered eligible to be considered under the Fair Access Protocol.

The School Admissions Code states that each local authority must have a Fair Access Protocol that is agreed by the majority of schools in the area. The FAP is to ensure that unplaced and vulnerable children and those who are having difficulty in securing a school place in-year, are allocated a school place as quickly as possible.

Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to any school for their child. Admission authorities must process these applications in accordance with their usual in-year admission procedures and must not refuse to admit such children on the basis that they may be eligible to be placed via the Fair Access Protocol. Where an in-year application is refused a parent will continue to have the right of appeal, even if the child has been offered a school place via the Fair Access Protocol.

There is no duty for local authorities or admission authorities to comply with parental preference when allocating places through the Fair Access Protocol, but parents' views should be taken into account.

F **Waiting List**

- 1 A waiting list will be compiled for each oversubscribed school for all unsuccessful preferences and kept until the end of the current school year, at which time the waiting list will be reset.

Should applicants wish to remain on a waiting list for a future school year, they should submit a new application 20 school days before the end of the current school year, and preferably by no later than 05 July.

- 2 Each waiting list will contain all the unsuccessful preferences, and ranked in accordance with the relevant oversubscription criteria for that school according to the applicant's current circumstances where these circumstances have been provided to the admission authority.
- 3 Each additional applicant, or change in circumstances of an applicant, will require the waiting list to be reordered in accordance with the relevant oversubscription criteria.
- 4 The admission authority for each school shall, should a place become available whilst the waiting list is in operation, make the LA aware of the available place so that the LA can offer the place to the applicant on the

top of the waiting list. Applicants should be given a reasonable period of time to make a decision as to whether they wish to accept the place.

G Contact details for correspondence

Contact your school or
Ebor Academy Trust Admissions
Ebor Business and Training Centre
The Leyes, Osbaldwick, York, YO10 3PR
01904 553404
info@ebor.academy
www.eboracademytrust.co.uk

[View school contact details on the Ebor Academy Trust website](#)