



# Trust Admissions Policy

## 2025/26

<b>Person Responsible:</b>	P White., Trust Governance Manager
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<b>Approved by:</b>	Trust Board – 19 September 2024
<b>Next Review</b>	Spring Term 2025

## AIMS

This policy aims to:

Explain how to apply for a place at the school

Set out the school's arrangements for allocating places to the pupils who apply

Explain how to appeal against a decision not to offer your child a place

## STATUTORY REQUIREMENTS

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code 2021
- School Admission Appeals Code

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

This policy complies with our funding agreement and articles of association.

## INTRODUCTION

The ALT MAT Trustees have agreed that this policy should adhere to the *principles* of the North Yorkshire Council (NYC) Admissions policy for Maintained and Voluntary Controlled Schools. Their guidance can be found here: <https://www.northyorks.gov.uk/education-and-learning/school-admissions>

This policy applies to applications for the following schools, for whom the ALT Multi-Academy Trust is the admissions authority:

Helmsley Community Primary School  
Kirbymoorside Primary School  
Mill Hill Primary School  
Northallerton School & Sixth Form College  
Norton College  
Richmond School & Sixth Form College  
Ryedale School  
Stokesley School & Sixth Form College

The Trustees have agreed that admissions to the above schools will be co-ordinated by NYC, as per previous arrangements.

## HOW TO APPLY

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending ALT MAT nursery provision will not transfer automatically into the main school. A separate application must be made for a place in reception.

Likewise, pupils attending ALT MAT primary provision must complete an application for secondary school.

## **ORDER OF ADMISSIONS PRIORITY**

### **Statutory Requirement**

The Trustees are required by section 324 of the Education Act 1996 to admit to a school a child with an Education Health Care Plan (EHCP) that names that specific school as their preferred choice. This is not an oversubscription criterion. This relates only to children who have undergone statutory assessment and for whom an Education Health Care Plan (EHCP) has been issued.

### **Oversubscription Criteria**

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

#### **Priority Group 1:**

Looked after children and all previously looked after children for whom the school has been expressed as a preference. 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.

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.

**Priority Group 2:**

Children the Trust considers have special social or medical reasons for admission. The Trust 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 be consulted in consideration of all applications made under priority group 2.

**Priority Group 3:**

Children living within the normal area of a school.

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".

**Priority Group 4:**

Children of staff at the school.

Priority in this oversubscription criteria is given in either or both of the following circumstances:

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,

and/or

b) the member of staff has been recruited to fill a demonstrable skill shortage.

**Priority Group 5:**

Children living outside the normal area of the school.

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, the Trust will give priority first to those with a sibling at the school in September 2025 (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 2025, the Trust will give priority to those children with a sibling living nearest the school.

**Note:**

All distance measurements are based on the nearest route recognised by NYC'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.

**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 and Process to be Followed (in relation to the random allocation procedure)**

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 Trust 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 Trust 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. *Note: The following 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.

### **Deferred Application for Infants**

Admissions 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 primary 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 admissions 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 primary 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 local authority. You will be advised of the outcome of your request for delayed entry prior to the primary national offer date. 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-children-school-admission>

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. Admissions authorities must still consider requests 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.

### **REQUESTS FOR ADMISSIONS OUTSIDE A CHILD'S NORMAL AGE GROUP**

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' 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

- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely the headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed above.

Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

### **CHALLENGING BEHAVIOUR**

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the school.

### **FAIR ACCESS PROTOCOL**

We participate in North Yorkshire and City of York Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

### **PAN INFORMATION**

Details of the Published Admission Number (PAN) for each of the ALT MAT's schools can be made available on request from the school's Headteacher and are also available on the school's website alongside annual admissions policies.

### **IN YEAR ADMISSIONS**

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.



If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed above. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the local authority in which you live.

The North Yorkshire in-year admissions guidance can be found here -

<https://www.northyorks.gov.uk/education-and-learning/school-admissions>

## APPEALS

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing as outlined in the NYC process here: [Appeals](#) This site also contains details of the school's appeals timetable.

## OTHER GUIDANCE

On all remaining matters to do with school admissions, The Trustees of ALT MAT will follow the principles and procedures outlined in NYC's Co-ordinated Admission Arrangements document, which can be found [HERE](#). This document outlines information – or where to view information – on the following matters:

- Late applications
- False Information
- Waiting Lists
- Timescales and timetables relating to the admissions process
- Pupil allocations
- Place offers
- Transfer schemes

## **Appendix A**

### **ADMISSIONS TO ALT MAT NURSERY SCHOOLS, NURSERY CLASSES, PRE-RECEPTION CLASSES AND SCHOOL/TRUST RUN PRE SCHOOLS SUBJECT TO TRUST GOVERNANCE FOR THE SCHOOL YEAR 2025/2026**

The Trustees are required to admit to a setting a child with an Education Health Care Plan (EHCP) where the specific setting has been named. This is not an oversubscription criterion. This relates only to children who have undergone statutory assessment and for whom a final EHCP has been issued.

Where the number of applications exceeds the number of places the school will apply the following oversubscription criteria to prioritise applications.

#### **First priority:**

Looked after children and all previously looked after children for whom the school has been expressed as a preference. 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.

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.

#### **Second priority:**

Children who are recommended by the Chief Education Officer. This includes those children in the care of a local authority or where a recommendation is received by the child's appropriate designated medical officer or other assigned professional.

Note: we will only consider applications in this category if they are supported by a recommendation from a doctor, social worker or other appropriate professional which sets out the particular 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.

**Third priority:**

Children from homes with poor housing conditions or overcrowding, or from a background which could affect the child's normal educational development.

Note: this should be supported by the recommendation of a doctor, social worker or other appropriate professional.

**Fourth priority:**

Children within the normal area of the school, giving priority to the oldest children first.

**Fifth priority:**

Children from outside the school's normal area, giving priority to those whose home is nearest to school first.