



## **Policy: Admissions 2017/2018**

**Member of Staff Responsible**

**T Milburn**

**Approved On: 23<sup>rd</sup> March 2016**

**Review date: March 2017**

## **1. Introduction**

Red Kite Learning Trust is a Multi - Academy Trust (MAT) providing education and services for young people in the Harrogate area.

The Red Kite Learning Trust 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. For further details of this process please see Appendix 1.

Whilst the Red Kite Learning Trust 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 Trusts agents, 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.

## **Red Kite Learning Trust schools and their Admission Arrangements**

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## 2. Harrogate Grammar School 11-16 Admission Arrangements

Parents wishing to visit Harrogate Grammar School prior to submitting an application are welcome to do so. There will be opportunity to do this in the form of an Open Morning which takes place in the 3<sup>rd</sup> week of the Autumn Term as well as 2 Open Evenings which take place in the 6<sup>th</sup> week of the Autumn Term. Details of these events can be found on the school website, [www.harrogategrammar.co.uk](http://www.harrogategrammar.co.uk).

### Applying for a place at Harrogate Grammar School

The application process for admissions into Year 7 is co-ordinated by North Yorkshire County Council. They provide a Common Application Form (CAF) which enables families to express their preference for a place at any state funded school.

Parents should apply online at <http://www.northyorks.gov.uk/article/23545/Apply-for-a-secondary-or-selective-school-place>.

If you require help completing the common application form, or cannot complete it online and need a paper copy, please contact the admissions team by telephone on (01609) 533679 or in writing at Children and Young People's Service, Jesmond House, 31-33 Victoria Avenue, Harrogate, HG1 5QE

The closing date for applications is **31 October**.

### Published Admission Number

260

### Admission criteria

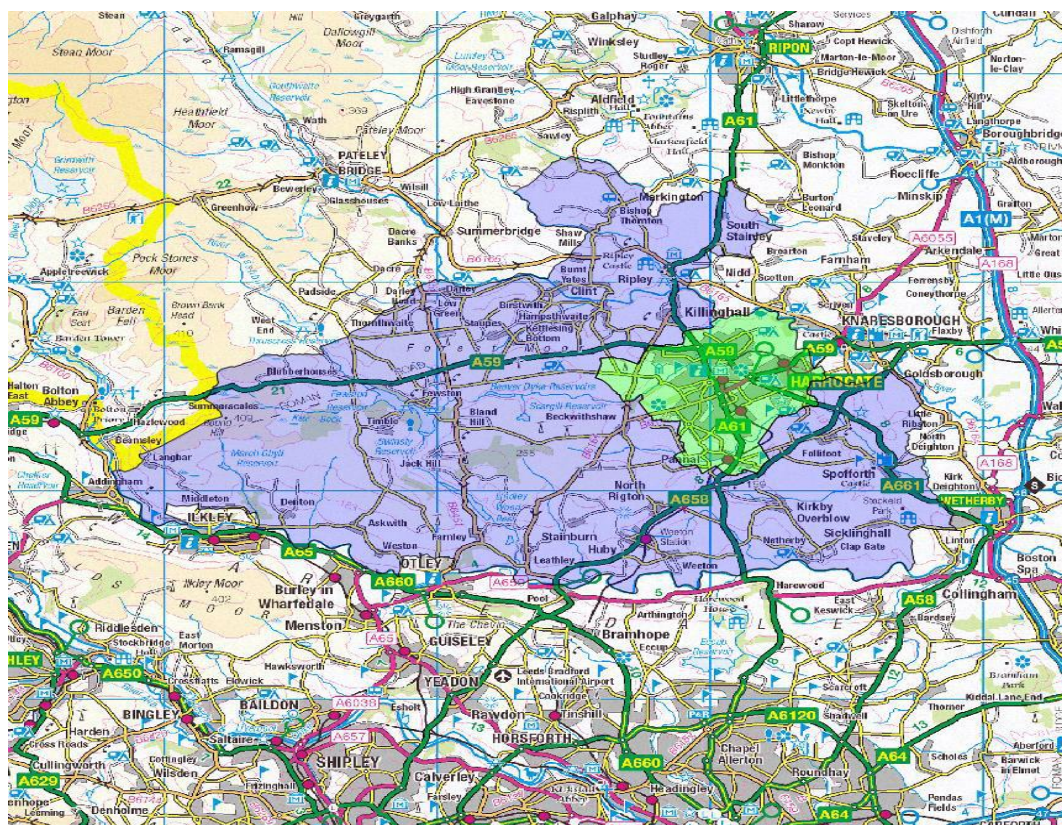
Children with a Statement of Educational Needs (SEN) or Educational Health and Care Plan (EHCP) that names the school will be allocated a place.

If the school is not oversubscribed all applicants will be offered a place. Where there are more applications than places the following criteria will be used:

<b>Priority 1</b>	Looked after children or 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 child arrangements order or special guardianship order).
<b>Priority 2</b>	Children the Red Kite Learning Trust believes 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 Harrogate Grammar School is the most suitable school and difficulties that would be caused if the child had to attend another school. A panel of professionally qualified people will consider app applications made under priority 2.
<b>Priority 3</b>	Children of current Harrogate Grammar School staff <sup>1</sup> living <sup>2</sup> in the Harrogate rural zone <sup>4</sup> and Harrogate town zone <sup>4</sup> . Staff must have been employed by Harrogate Grammar School for at least two years at the time when the application for admission is made <sup>2</sup> .
<b>Priority 4</b>	Children living <sup>2</sup> in the Harrogate rural zone <sup>4</sup> and Harrogate town zone <sup>4</sup> . If there are not enough remaining places for all children in priority 4, places will be allocated on the following basis:

	<p>21% of places will be allocated to children living in the rural zones and 79% of places will be allocated to children living in the Harrogate town zone.          Unallocated places in either of these zones would be assigned to the other zone before giving priority to the children from outside the Harrogate zones.          A map showing the town and rural zones is shown below.</p>
<b>Priority 5</b>	Children living outside the Harrogate rural zone and Harrogate town zones. <sup>2</sup>
<b>Tie break</b>	<p>If there are not enough places for all of the children in any of these priority groups we will give priority first to those with a sibling<sup>3</sup> at the school in September 2015 and then to those living nearest to the school. If there are not enough places for all those with a sibling at the school in September we will give priority to those children living nearest the schools.</p> <p>Within priority 4, town children with a sibling will have highest priority for town places and rural children with a sibling will have highest priority for rural places.</p>
<b>Random Allocation</b>	<p>Random allocations are necessary where:</p> <ol style="list-style-type: none"> <li>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</li> <li>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.</li> </ol> <p>For details of this process please see <b>Appendix 2</b>.</p>

1. Staff refers to all members of staff employed by Harrogate Grammar School.
2. A home address means the place where the child lives permanently for most of the time. If the residency is split between two parents, we consider the home address to be one where the child lives for the majority of the week. When a child lives equally with both parents, with both parents' agreement, they can elect one of their two addresses to be used for allocating a school place.
3. All distances 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 the 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.
4. Harrogate rural and town areas



**Offering a place**

If there are more applications than places we will use the oversubscription criteria to rank applications in accordance with these determined arrangements.  
Families will be notified of an offer by North Yorkshire County Council on the 1<sup>st</sup> March, Secondary National Offer Day.

**Appeals**

Parents will be informed about the appeals process if their application has been unsuccessful. If parents wish to appeal they must set out their grounds for appeal in writing. Appeals will take place between April and July.

**Waiting List**

A waiting list will be in place until 31 December. Each child added to this list will be ranked in accordance with the oversubscription criteria.

**In-Year Admission**

Applications for a place after the start of the school year or for any other year group are organised by the North Yorkshire County Council.  
If you live in North Yorkshire you must complete the in-year preference form. This can be found at <http://www.northyorks.gov.uk/article/26373/Apply-for-an-in-year-school-place>.  
If you are not currently living in North Yorkshire, but are requesting a place at a North Yorkshire school, you should contact your home authority and complete their in-year preference form.

### 3. Harrogate Grammar School Post 16 Admission Arrangements

#### Applying for a place at Harrogate Grammar School Post 16

At Harrogate Grammar School we offer a range of high quality academic and vocational qualifications which require certain minimum grades at GCSE. Our policy is to ensure that all students accepted into the sixth form are placed on appropriate courses where they are likely to succeed. For this reason, we ask all applicants to attend a meeting with some of our senior staff to discuss the most suitable courses of study.

Students in year 11 of Harrogate Grammar School will be considered for sixth form and we will also accept applications from students wishing to transfer from another school. In all cases the same admissions criteria will apply. We have a Published Admission Number (PAN) of 130 external admissions.

#### Transfer from Year 11

Existing Year 11 pupils at Harrogate Grammar School wishing to remain at school beyond Year 11 into the Sixth Form will be able to do so providing they meet the minimum entry qualifications as set out below.

The school expects students to achieve certain results at GCSE/BTEC if they are to have a reasonable chance of success on any given programme and each course carries a specified entry requirement which is included in the Sixth Form Prospectus.

#### Published Admission Number 2017/18

130

#### Admission criteria

##### Academic requirements-

For entry on to AS and BTEC courses, we require a minimum of:

- 240 points in the 6 best full GCSE/BTEC courses, including English Language and Mathematics at grade 4 or higher. In 2017 students will have taken the reformed GCSE in English and Maths and will be awarded a numerical grade 1-9. BTEC qualifications will only count as 1 GCSE. If more than 1 is studied, only the best will count towards the overall points score. GCSE short courses will not be included.
- Only grades at C or above will be included.
- Points will be allocated as follows:

Grade	A*/Distinction*	A/Distinction	B/Merit	C/Pass
Old	58	52	46	40
New	9/8	7	6/5	4

- All our courses have subject-specific entry requirements, details of which may be found in our prospectus on our website.
- To maximise both performance and progression, the following procedures will be followed:

276 points	Students have full choice of any course, subject to course requirements
258-275 points	Students select 1-2 project-based qualifications
240-257 points	Students select all project-based qualifications

Special consideration- 200-239	We will discuss individual students' situations, based on exceptional evidenced circumstances outside the control of the student or institution
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**Year 12 entry**

Pupils attending other schools in Year 11 are able to apply for places in Year 12 at Harrogate Grammar School. All applicants wishing to join the school for the first time in Year 12 are subject to the same entry qualifications as those set out above for existing pupils.

**SEND**

The Governing Body of the school will, under section 324 (5) (b) of the Education Act 1996 and Part 3 Section 19 of the Children and Families Act 2014 (Special Educational Needs and Disability Regulations 2014) admit to the school a young person with a statement of special needs or an Education Health Care Plan that names the school. This is not an oversubscription criterion. This relates only to young people who have undergone statutory assessment and for whom a final statement of special educational needs (SEND) or an Education Health Care Plan that names the school, has been issued and which has taken account of the Year 12 entry requirements.

**Oversubscription Criteria**

If the sixth form is not oversubscribed all applicants who meet our entry requirement will be offered a place. Where there are more applications than places the following criteria will be used:

<b>Order of Priority:</b>	<b>Notes:</b>
<p><b>Priority Group 1:</b></p> <p>Young people in Public Care for whom an application has been submitted who are anticipated to meet the academic requirements.</p>	<p>This applies to all looked-after young people, including those who are in the care of another local authority.</p>
<p><b>Priority Group 2 :</b></p> <p>Young people who will have a sibling on the school roll who are anticipated to meet the academic requirements.</p>	<p>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.</p>



<p><b>Priority Group 3 :</b></p> <p>Applicants from internal candidates who are anticipated to meet the academic entry requirements.</p>	
<p><b>Priority Group 4</b></p> <p>Applications from students who have a parent who is employed by the school and has been so for two years or more at the time of application.</p>	
<p><b>Priority Group 5:</b></p> <p>Remaining offers will be allocated in rank order to those students who have the better performance predicted at GCSE for their subject specific requirements.</p>	<p>Overall performance at GCSE will be assessed from:</p> <p>Actual GCSE results obtained</p> <p>Predicted grades defined as the likely grade to be achieved if current study habits continue. This grade is to be provided by the applicant's current school.</p>

Young people in higher numbered priority groups will be offered places ahead of those in lower numbered priority groups.

Tie break:

If there are not enough places for all the young people in one of these priority groups, we will give priority to those living nearest to the school.

**Offering a place**

**Year 12 Admission Process**

Students who are interested in entering the Sixth Form at Harrogate Grammar School, should firstly, if new to the school, make an appointment to visit, at either the Information Evening, Open Afternoon or at an alternative date.

Applications are made online where students indicate the subjects which they intend to study in the Sixth Form. External students will be asked to provide a copy of their last report. Applications are accepted up to early February, and beyond if there are surplus places. Conditional places are offered subject to a meeting with students and a senior member of staff to discuss options, career aspirations and give general advice on appropriate learning routes. Conditional places will be offered, in accordance with the oversubscription criteria if applicable, to applicants who are likely to meet the academic entry requirements based upon an assessment of their actual GCSE results obtained/predicted grades provided by their school defined as the likely grade to be achieved if current study habits continue.

Students who are holding conditional offers and who have met the entry requirements will be eligible to take up their place in September. Those students who have not met the conditions of their offer, but who have met the overall entry requirements will be seen individually and may be offered an alternative pathway suited to their particular strengths. If applicable, the oversubscription criteria will be applied for these courses and also for those students who applied to the school after the application deadline.

## **Year 13 Admissions Process**

Entry into Year 13 for this group of students will depend on the courses required, the availability of a place within that group, and the applicant's results from any modules taken in year 12. We require evidence that the applicant will go on to complete the course successfully. Students must seek an appointment with the Head of Sixth Form.

Applications should comply with the date given in the sixth form prospectus for the year into which they wish to be admitted to enable us to plan courses effectively. Any late applications will be considered once places have been confirmed in August following publication of GCSE results.

Students are required to make a formal online application for sixth form courses before the date set below for the year in which they wish to be admitted. There will be a full programme of mentoring and discussion to ensure that all students are aware of the opportunities available to them with guidance as to the most appropriate courses.

<b>October 2016</b>	Information Evening. Online applications open.
<b>February 2017</b>	Open Afternoon.
<b>February 2017</b>	Final deadline for applications.
<b>March 2017 onwards</b>	Offer letters sent to students.
<b>May 2017</b>	Acceptance of the offer from students to be received by this date

### **Appeals**

If an application is refused there is a statutory right of appeal first to the Local Governors Appeal Panel and then to the school's Independent Appeal Panel. Further details of the appeal procedure will be provided with the letter explaining why an application has been refused. Appeals may be lodged by either the parent/carer or the student.

### **Waiting List**

If applicable, a waiting list will be in place after results are published in August 2018 until the end of the first half term. Each student added to this list will be ranked in accordance with the oversubscription criteria.

### **In-Year Admission**

In year applications: applications for in-year places during the academic year will depend on the course required and the availability of a place within that group and meeting the academic entry requirements.

**4. Oatlands Junior School Admission Arrangements**

Published Admission Number

75

The Red Kite Learning Trust is are required by section 324 of the Education Act 1996 to admit to the school a child with a statement of special needs 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 statement of special educational needs (SEN) has been issued. If the number of applications exceeds the Published Admission Number (PAN), after the admission of children where the school is named in the statement of special educational needs (SEN) the following oversubscription criteria will apply:

**ORDER OF PRIORITY:**

<b>Priority 1</b>	Children and young people in Public Care for whom the school has been expressed as a preference and previously looked after children, that is children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after. This applies to all looked-after children, including those who are in the care of another local authority. In the case of previously looked after children, a copy of the relevant documentation will be required in support of the application.
<b>Priority 2</b>	Children the RKLTL believes 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 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.
<b>Priority 3</b>	Children living within the normal area of the school
<b>Priority 4</b>	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).	
<b>Tie break</b>	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 2017 ( 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 2017, we will give priority to those children with a sibling living nearest the school.
<b>Random Allocation</b>	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 details of this process please see **Appendix 2**.

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.

## 5. Western Primary School Admission Arrangements

Published Admission Number

60

### Admission Procedure

We hold a series of open sessions for both FS1 (Nursery) and FS2 (Reception) during the year.

Our FS2 (Reception) open sessions are usually held around November in advance of the deadline for admissions to Primary School. You are shown around the school by our Year 6 pupils and have the opportunity to speak to the Head Teacher and Foundation Stage Team Leader.

We hold FS1 (Nursery) open sessions depending on demand. FS1 pupils are visited at home by the Nursery staff and offered the opportunity to 'stay and play' ahead of taking up a place.

Please contact the school office to leave your details so that we can send you an invitation to attend the relevant open sessions once dates have been finalised.

### Admissions arrangements for Foundation Stage 1 (Nursery)

We operate in accordance with the North Yorkshire County Council's School Admissions procedure to accommodate children in the following order of priority:

All governing bodies are required to admit to the school a child with a statement of special needs that names the school.

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

Children who are recommended by the Director of Children and Young People's Service, including children in the care of a local authority or by the appropriate designated medical officer.

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

Children within the normal area of the school, giving priority to the eldest child first.

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

\* These arrangements may be subject to amendment to accommodate the flexible early years entitlement for three and four year old children.

Western Community Primary Academy proposed admission arrangements for 2017-18

### Admission number

The academy has an admission number of 60 for entry in year reception.

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.

## 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><u>Priority Group 1:</u></b></p> <p>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<sup>1</sup> or became subject to a child arrangement order<sup>2</sup> or special guardianship order.</p>	<p>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.</p> <p>In the case of previously looked after children, a copy of the relevant documentation will be required in support of the application.</p> <p><sup>1</sup>This includes children who were adopted under the Adoption Act 1976 and Children who were adopted under the Adopted &amp; Childrens Act 2002.</p> <p><sup>2</sup>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.</p>
<p><b><u>Priority Group 2 :</u></b></p> <p>Children the RCLT considers to have special social or medical reasons for admission.</p>	<p>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.</p> <p>Panels of professionally qualified people will consider all applications made under priority group 2.</p>
<p><b><u>Priority Group 3 :</u></b></p> <p>Children living within the catchment area of the school.</p>	
<p><b><u>Priority Group 4:</u></b></p> <p>Children living outside the catchment area of the school.</p>	See note below*

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).

<p><b>Tie break:</b></p>	<p><b>Priority Groups 1-3</b></p> <p>If there are not enough places for all the children in priority groups 1-3 , we will give priority first to those with a sibling at the school in September 2017 ( 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.</p> <p>If within a priority group there are not enough places for all those with a sibling at the school in September 2017, we will give priority to those children with a sibling living nearest the school.</p> <p><b>Sibling definition - 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.</b></p> <p><b>*Priority Group 4</b></p> <p>If there are not enough places for all the children in priority group 4, we will give priority as follows:</p> <ul style="list-style-type: none"> <li>i) To children seeking admission who are attending our nursery and who have a sibling at the school in September 2017;</li> <li>ii) to children seeking admission with a sibling at the school in September 2017;</li> <li>iii) to children seeking admission who are attending our nursery</li> <li>iv) and then to those children living nearest the school.</li> </ul> <p>If within any of the sub groups i-iv there are not enough places for all those children we will give priority to those children living nearest the school.</p> <p>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.</p> <p>If the distance tie-break is not sufficient to distinguish between applicants in a particular priority group a random allocation will be used. Full details of the random allocation process are set out at Annex 1.</p>
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### **Catchment area map**

A catchment area map is available via the North Yorkshire County Council website at: <http://maps.northyorks.gov.uk/connect/analyst/?mapcfg=Schools>

### **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). The closing date for applications for September 2017 entry is 15 January 2017. 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

### **Late Applications**

Any Common Application Form for a primary school place received after the closing date of 15 January 2017 will be considered as a late application unless a reason has been provided that is acceptable to us as the admission authority. Late applications whose reasons have been agreed will be considered along with applications received on time.

### **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 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 17 April 2017.

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-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. 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. 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 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 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.

### **Waiting lists**

If it has not been possible to offer a place for your child your child's name will be added to the waiting list. Where places become available they will be allocated from the waiting list in accordance with the published oversubscription criteria.

The academy will operate a waiting list for each year group. Where in any year group the academy receives more applications for places than there are places available, a waiting list will operate until 31 December 2017. This will be maintained by the local authority on behalf of the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## **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 16 May 2017 for information on how to appeal. Information on the timetable for the appeals process is on our website.

### **Random Allocation**

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 details of this process please see **Appendix 2**.

## **Appendix 1 – Determining the admission arrangements for your school**

Admission authorities **must** consult on their admission arrangements at least once every 7 years, even if there have been no changes in that year.

When changes are proposed to admission arrangements, the admission authority **must** consult on their admission arrangements. Consultation must last for a minimum of 6 weeks and must take place between 1st October and 31st January in the determination year. This is the school year preceding the offer year. For example, any proposed changes to admissions for entry in September 2017 consultation **must** take place between 1<sup>st</sup> October 2015-31<sup>st</sup> January 2016.

### **Consultation**

The admission authority **must** consult with:

- a) parents of children between the ages of two and eighteen;
- b) other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions;
- c) all other admission authorities within the relevant area (except that primary schools need not consult secondary schools);
- d) the local authority

During the consultation period, the admission authority must publish a copy of the full proposed admission arrangements (including the PAN) on their website together with details of the person within the admission authority to whom comments may be sent and the areas on which comment are not sought.

**Failure to consult effectively may be grounds for subsequent complaints and appeals.**

### **Determination**

**Determination Year** - *This is the school year immediately preceding the offer year in which admission authorities determine their admission arrangements.*

All admission authorities must determine (i.e. formally agree) admission arrangements every year, even if they have not changed from previous years and a consultation has not been required.

Admission authorities must determine admission arrangements for entry, by **28th February** in the determination year. They must publish a copy of the determined arrangements on their website displaying them for the whole year.

Appropriate bodies must be notified of full determined arrangements as soon as possible before **15<sup>th</sup> March** in the determination year.

Where an admission authority has determined a PAN that is higher than previous years, they must notify the local authority that they have done so, and make specific reference to the change on the website.

Objections to admission arrangements must be referred to the Adjudicator in the determination year.

## **Appendix 2 – Random Allocation Process**

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.