The Education Alliance

Admissions Policy, schools in the East Riding of Yorkshire 2024-2025

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1. Introduction

1.1 This policy details the admission arrangements for applications and preferences for the following schools in The Education Alliance that are located in the East Riding of Yorkshire:

- Driffield School and Sixth Form
- Howden Junior School
- Hunsley Primary School
- North Cave Church of England Primary School
- South Hunsley School and Sixth Form College

- The Snaith School

The admission authority for these schools is the Trust Board of the academy trust. The admission authority is responsible for determining the school's admissions arrangements (including this policy) and deciding who can be offered a place in accordance with it. All Admissions Authorities are required to act in accordance with the Department for Education's School Admissions Code and the relevant legislation and regulations.

1.2 This policy complies with and operates within relevant the East Riding of Yorkshire Coordinated Admissions Schemes and related protocols, including the East Riding Fair Access Protocol.

1.3 Each school maintains a catchment area and parent/carers are advised to consider their 'catchment' school when making an application. If the place a child is allocated is at a school which parent/carers are not in the catchment area for, or if they move out of the catchment area they now reside in, then they may have less chance of being successful when applying for any younger siblings. A copy of the maps of the catchment areas for these schools are attached to this policy.

1.4 This policy details the admission arrangements for applications and preferences in the normal primary admissions round; that is when applying for a place in advance for Reception as the year of entry to start primary school for the first time. Details of the application process for the primary admissions round are available in Section 2 of this policy.

1.5 This policy details the admission arrangements for applications and preferences in the normal junior admissions round; that is when applying for a place in advance for Year 3 as the year of entry to start junior school for the first time. Details of the application process for the junior admissions round are available in Section 3 of this policy.

1.6 This policy details the admission arrangements for applications and preferences in the normal secondary admissions round; that is when applying for a place in advance for Year 7 as the year of entry to start secondary school for the first time. Details of the application process for the secondary admissions round are available in Section 4 of this policy.

1.7 This policy also details the admission arrangements for 'in-year' applications and preferences outside the normal admissions round; that is when applying either during the school year, outside the period of coordination in the secondary admissions round, or for admission into a year group other than the normal year of entry. Details of the application process for in-year admissions are available in Section 9 of this policy. This policy does not apply for applications for Years 12 and 13 at schools with sixth forms.

1.8 Advice and information for parent/carers on school admissions, including key information that applies to all applications as well as some frequently asked questions are available in the East Riding Guide for Parents which is available at www.eastriding.gov.uk/school-admissions or upon request from the East Riding School Admissions team. It is recommended that all applicants consider the information in the Guide for Parents before making an application. If East Riding of Yorkshire Council is not an applicant's home local authority, they should contact their home local authority for details of how to access the correct admission processes.

1.9 The admission of children with an Education, Health and Care plan are covered by different admission regulations. Following negotiation, if a school covered by this policy has been named, a place will be allocated for these children before considering other applications.

2. Admissions into Reception

2.1 The following schools admit children into the Reception year group as a normal year of entry:

- Hunsley Primary School
- North Cave Church of England Primary School

2.2 The Published Admission Number (PAN) is the number of pupils it is intended to admit into the Reception year group. This number is set for each school. For Reception entry in the 2024-2025 school year these numbers are:

- Hunsley Primary School, 30 places
- North Cave Church of England Primary School, 20 places

PANs remain in force until 31st July 2025, at the end of the year of entry.

2.3 Children will normally be admitted into the year group relevant to the child's age and will start full-time in the school year they turn five. All children will be offered the opportunity of a full time place from September in the year of entry.

2.4 The admission of children into the Reception year at a primary school is a completely separate process to nursery admissions. Attendance at a particular nursery class or early years provider does not give a child any priority within the admission arrangements for admission to the Reception year at a primary school, even if the school and nursery are located on the same premises or run by the school itself.

2.5 This policy includes an option of 'deferred entry'. This means that parent/carers may secure a place at a school under the normal admission arrangements but choose to postpone their child's admission to school, as long as their admission is not delayed beyond the point at which they reach compulsory school age. A child normally reaches compulsory school age at the start of the term following their fifth birthday. The table below sets out the position:

Date of Birth	**Date of compulsory school age**	**Latest date child may start school full-time**
1 September 2019 – 31 December 2019	31 December 2024	The start of the 'Spring' term in January 2025
1 January 2020 – 31 March 2020	31 March 2025	The start of the 'Summer' term in April 2025
1 April 2020 – 31 August 2020	31 August 2025	The start of the 'Autumn' term in September 2025

Where parent/carers would like to defer their child's entry, so they do not start full-time in September 2024, an application must still be made at the normal time. Once allocated a school place, parent/carers should then advise the school in writing of their child's intended start date and keep in regular contact with the school regarding any changes to this intended date. Start dates are recommended to be at the start of each half term, but these can be varied by agreement with the school.

Allocated school places may not be deferred beyond the start of the summer term in the Reception year if the same school place is to be retained. Schools will therefore hold a place for a child and not offer it to another child so long as the place has been taken up by no later than at the start of the summer term in the Reception year. If at this point the place has not been taken up by a child who is not yet of compulsory school age, then the place will be withdrawn and the parent/carer must reapply for an 'in-year' school place when their child is to start school – which must be no later than the following September when the child will be of compulsory school age.

Parent/carers should contact the school to make arrangements for admission of their child by no later than 20 school days before the intended start date. If parent/carers do not contact the school in the 20 school days before an intended and/or previously communicated start date, the school will make all reasonable efforts to contact them by telephone and in writing at any known physical address or email address. In the event that all attempts to contact parent/carers are unsuccessful, the school place may be withdrawn.

2.6 It is a legal requirement that all children must enter formal full-time education at the start of the term after their fifth birthday, but where parent/carers would like to discuss part-time education for their child so they do not start full-time in September 2024, parent/carers must still apply at the normal time. Once allocated a school place, parent/carers should then ask the school in writing what part-time provision may be offered, advising the school of their child's intended full-time start date (though to retain the same place as above this may not be later than after the start of the summer term, usually immediately after the Easter holidays) and keep in regular contact with the school regarding any changes to this intended date.

2.7 Some parent/carers of 'summer born' children (those children born between 1 April and 31 August) may wish to investigate the possibility of 'delayed entry' into a lower year group. Where parent/carers are considering this for their child, they may wish to contact the East Riding School Admissions team or the school in advance for information and advice.

2.8 Where parent/carers of summer born children would like to request to delay their child's entry, so they do not start in Reception in September 2024, but instead start Reception in September 2025, parent/carers must still apply at the normal time and parallel to that application, put a formal request in writing to the admission authority to delay their child's admission to a lower year group. This will then be considered by the admission authority, who may seek further information or clarification before making a decision. All decisions relate only to schools for whom The Education Alliance is the admission authority, and parent/carers are advised that the admission authority's decision may not be honoured by other admission authorities and should not be considered as applying to other schools.

2.9 Where a request to delay entry is approved, parent/carers are advised to note that as places are not held open for children who delay entry, they then must reapply by 15 January the following year for a place in Reception alongside children who are one school year younger. Parent/carers may make an identical application for the same schools, or request different schools from their initial application. As the numbers of applications and preferences, and even the number of available places, may differ from year to year, an approved delay does not mean a place at the same school can be allocated one year later. It will not be known which school is allocated for an agreed delay until 16 April in the school year the child turns 5 and the results of the application one year later may result in a different school being allocated.

2.10 Where a request to delay entry is rejected, parent/carers should proceed in the usual way for their child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the admission authority's complaints policy.

2.11 Where parent/carers would like to investigate accelerating their child's entry, so they do not start in the year group relevant to their child's age (the school year they turn five), but instead start at an earlier time, parent/carers should contact the school at an early stage to discuss their intentions and what the best approach might be. Parent/carers deciding to formally request this should do so in writing to the admission authority, together with any supporting information, by no later than 30

November 2023. The admission authority will then consider their request, if necessary in conjunction with other schools, the local authority, early years providers and other professionals.

2.12 Where a request to accelerate entry is approved, wherever possible parent/carers should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of the usual year group has been agreed. The application will then be considered in accordance with this admissions policy. The admission authority will not give the application lower priority on the basis that the child is being admitted out of their normal age group.

2.13 Where a request to accelerate entry is rejected, parent/carers should apply in the usual way for their child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the admission authority's complaints policy.

2.14 The admission authority will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned and in accordance with any agreed co-ordinated Local Authority procedure in place. This will include taking account of:

- the parent's/carer's views;
- any information provided 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
- where applicable, whether they may naturally have fallen into a higher age group if it were not for being born early or late.

2.15 The admission authority will also take account of the views of the head teacher in assessing the request. When informing the parent/carer of their decision on the year group the child should be admitted to, the admission authority will set out clearly the reasons for the decision.

2.16 Applications should be made by the closing date for applications which is 15 January 2024. For residents of the East Riding of Yorkshire, applications can be made online at www.eastriding.gov.uk/school-admissions. Residents of other local authority areas should instead apply to their 'home' local authority. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the school, or a paper application form. There is no additional 'Supplementary Information Form' required to apply for a school place at any school covered by this policy.

2.17 When making an application, parent/carers are advised to supply any additional information that may be required by the admission authority by providing this information in writing direct to the school or by emailing schooladmissions@eastriding.gov.uk with the child's details. It is advised that parent/carers submit any additional information that may be relevant to the oversubscription criteria contained in Section 6 of this policy.

2.18 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.

3. Admissions into Year3

3.1 The following school admits children into Year 3 as a normal year of entry:

- Howden Junior School

3.2 The Published Admission Number (PAN) is the number of pupils it is intended to admit into Year 3. For Year 3 entry in the 2024-2025 school year this numbers is:

- Howden Junior School, 60 places

PANs remain in force until 31st July 2025, at the end of the year of entry.

3.3 Children will normally be admitted into the year group relevant to the child's age and will start in the school year they turn eight.

3.4 Where parent/carers would like to request admission outside the normal age group for their child, so their child is educated into a year group other than that relevant to their child's age, parent/carers should contact the school at an early stage to discuss their intentions and what the best approach might be. Parent/carers deciding to formally request this should do so in writing, together with any supporting information by no later than 30 November 2023. The admission authority will then consider their request, if necessary in conjunction with other schools, the local authority and other professionals.

3.5 The admission authority will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned and in accordance with any agreed co-ordinated Local Authority procedure in place. This will include taking account of:

- the parent's/carer's views;
- any information provided 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
- where applicable, whether they may naturally have fallen into a higher age group if it were not for being born early or late.

3.6 The admission authority will also take account of the views of the head teacher in assessing the request. When informing the parent/carer of their decision on the year group the child should be admitted to, the admission authority will set out clearly the reasons for the decision.

3.7 Where a request for admission outside the normal age group is approved, parent/carers should then submit an application for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of the usual year group has been agreed. The application will then be considered in accordance with this admissions policy. The admission authority will not give the application lower priority on the basis that the child is being admitted out of their normal age group.

3.8 Where a request for admission outside the normal age group is rejected, parent/carers should apply in the usual way for their child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the admission authority's complaints policy.

3.9 Applications should be made by the closing date for applications which is 15 January 2024. For residents of the East Riding of Yorkshire, applications can be made online at www.eastriding.gov.uk/school-admissions. Residents of other local authority areas should instead apply to their 'home' local authority. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the school, or a paper application form. There is no additional 'Supplementary Information Form' required to apply for a school place at any school covered by this policy.

3.10 When making an application, parent/carers are advised to supply any additional information that may be required by the admission authority by providing this information in writing direct to the school or by emailing schooladmissions@eastriding.gov.uk with the child's details. It is advised that parent/carers submit any additional information that may be relevant to the oversubscription criteria contained in Section 6 of this policy.

3.11 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.

4. Admissions into Year 7

4.1 The following schools admit children into Year 7 as a normal year of entry:

- Driffield School and Sixth Form
- South Hunsley School and Sixth Form College
- The Snaith School

4.2 The Published Admission Number (PAN) is the number of pupils it is intended to admit into Year 7. This number is set for each school. For Year 7 entry in the 2024-2025 school year these numbers are:

- Driffield School and Sixth Form, 240 places
- South Hunsley School and Sixth Form College, 350 places
- The Snaith School, 150 places

PANs remain in force until 31st July 2025, at the end of the year of entry.

4.3 Children will normally be admitted into the year group relevant to the child's age and will start in the school year they turn twelve.

4.4 Where parent/carers would like to request admission outside the normal age group for their child, so their child is educated into a year group other than that relevant to their child's age, parent/carers should contact the school at an early stage to discuss their intentions and what the best approach might be. Parent/carers deciding to formally request this should do so in writing, together with any supporting information by no later than 30 September 2023. The admission authority will then consider their request, if necessary in conjunction with other schools, the local authority and other professionals.

4.5 The admission authority will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned and in accordance with any agreed co-ordinated Local Authority procedure in place. This will include taking account of:

- the parent's/carer's views;
- any information provided 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
- where applicable, whether they may naturally have fallen into a higher age group if it were not for being born early or late.

4.6 The admission authority will also take account of the views of the head teacher in assessing the request. When informing the parent/carer of their decision on the year group the child should be admitted to, the admission authority will set out clearly the reasons for the decision.

4.7 Where a request for admission outside the normal age group is approved, parent/carers should then submit an application for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of the usual year group has been agreed. The application will then be considered in accordance with this admissions policy. The admission authority will not give the application lower priority on the basis that the child is being admitted out of their normal age group.

4.8 Where a request for admission outside the normal age group is rejected, parent/carers should apply in the usual way for their child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the admission authority's complaints policy.

4.9 Applications should be made by the closing date for applications which is 31 October 2023. For residents of the East Riding of Yorkshire, applications can be made online at www.eastriding.gov.uk/school-admissions. Residents of other local authority areas should instead apply to their 'home' local authority. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the school, or a paper application form. There is no additional 'Supplementary Information Form' required to apply for a school place at any school covered by this policy.

4.10 When making an application, parent/carers are advised to supply any additional information that may be required by the admission authority by providing this information in writing direct to the school or by emailing schooladmissions@eastriding.gov.uk with the child's details. It is advised that parent/carers submit any additional information that may be relevant to the oversubscription criteria contained in Section 5 of this policy.

4.11 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.

5. Late applications

5.1 Applications received after the closing date for applications in the primary and junior admissions rounds of 15 January 2024 and in the secondary admissions round of 31 October 2023 may be treated as 'late' applications – that is processed after all 'on-time' applications.

5.2 Where possible, 'late' applications and changes of preference and/or circumstances will be treated as 'on-time' applications if:

a) this is accompanied by a satisfactory reason provided at the time of application; and
b) it can be accommodated within the timescales of the coordinated scheme and/or admission authority's processes.

5.3 Late applications received after the offer day will be processed using the same criteria as 'on-time' applications, although the availability of places will depend on where places are still available as well as the preferences of applicants. Late applications may be considered as 'in-year' applications. However, these preferences, if unsuccessful, will be held on a waiting list until the end of the first term in line with 'on-time' applications as set out in Section 7 of this policy.

6. Oversubscription Criteria

6.1 Some schools will be oversubscribed – that is where the number of applicants exceeds the relevant admission number. Where this is the case, priority is given to certain categories of children. The oversubscription criteria set out below will be used by the admission authority to prioritise all

applicants who have applied for a place at a school covered by this policy in these circumstances in the following priority order:

Criterion (i) – Places will first be allocated to children who are looked after by a local authority and to children who were previously looked after, including children who were previously looked after outside England, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.

A looked after child is a child who is in the care of a local authority or is provided with accommodation by that authority (see section 22 of the Children Act 1989). Any application submitted for a child who is looked after by a local authority should be supported by the authority's Children's Services Department. An 'adopted child' is a child adopted under the Adoption and Children Act 2002 or Adoption Act 1976. A 'child arrangements order' is an order made under the terms of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

If the number of applicants meeting the first criterion is greater than the published admission number/number of available places, priority will be given first using Criterion (ii), then Criterion (iii), then Criterion (iv) where applicable, then Criterion (v) and then Criterion (vi).

Criterion (ii) - Places will next be allocated to children who live in the school's designated catchment area.

The Education Alliance maintain catchment areas for all schools covered by this policy. Information about catchment areas can be obtained from the School Admissions Team or from the school. Map of the catchment areas are attached to this policy.

The child concerned must be resident in the catchment area by 26 February 2024 to qualify under this criterion in the normal primary or junior admissions round.

The child concerned must be resident in the catchment area by 9 January 2024 to qualify under this criterion in the normal secondary admissions round.

If the number of applicants meeting the first two criteria is greater than the published admission number/number of available places, priority will be given first to those who meet Criterion (i); and then those who fulfil Criterion (ii) will be prioritised using Criterion (iii), then Criterion (iv) where applicable, then Criterion (v) and then Criterion (vi).

Criterion (iii) - for primary admissions only - places will next be allocated to children who will have a sibling attending the school in Reception or in years 1-6 at the time of admission.

Criterion (iii) - for junior admissions only - places will next be allocated to children who will have a sibling attending the school in in years 3-6 at the time of admission; or attending a named feeder school in years 1 and 2 at the time of admission.

Criterion (iii) - for secondary admissions only - places will next be allocated to children who will have a sibling attending the school in years 7-11 at the time of admission.

If the number of applicants meeting the first three criteria is greater than the published admission number/number of available places, priority will be given first to those who meet Criterion (i) and then Criterion (ii); and then those who fulfil Criterion (iii) will be prioritised using Criterion (iv) where applicable, then Criterion (v) and then Criterion (vi).

Primary schools covered by this policy do not have named feeder schools and do not have a Criterion (iv).

Criterion (iv) - for junior admissions only - places will next be allocated to children who have attended the school's named feeder infant school since the beginning of National Curriculum Year 1.

To qualify, the child must have attended an infant feeder school from the start of Year 1, the school year in which the child becomes six years old. Attending a feeder school does not guarantee a child a place at a junior school.

Criterion (iv) - for secondary admissions only - places will next be allocated to children who have attended the school's named feeder junior or primary schools since the beginning of National Curriculum Year 3.

To qualify, the child must have attended a junior or primary feeder school from the start of Year 3, the school year in which the child becomes eight years old. Attending a feeder school does not guarantee a child a place at a secondary school.

If the number of applicants meeting the first four criteria is greater than the published admission number/number of available places, priority will be given first to those who meet Criterion (i), then Criterion (ii) and then Criterion (iii); and then those who fulfil Criterion (iv) will be prioritised using Criterion (v) and then Criterion (vi).

Criterion (v) - Places will next be allocated to children of members of staff of the school.

The member of staff must have been employed by the school for two years or more at the time the application for admission to the school is made or have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

If the number of applicants meeting the first five criteria is greater than the published admission number/number of available places, priority will be given first to those who meet Criterion (i), then Criterion (ii), then Criterion (iii), and then Criterion (iv) where applicable; and then those who fulfil Criterion (v) will be prioritised using Criterion (vi).

Criterion (vi) - Places will next be allocated to those children who live closest to the school. The distance from the child's home to the school will be measured and priority will be given to those living nearest to the school. If the measurement of the distance from home to school above does not distinguish between two or more applicants with equal priority, random allocation will be used as the final tie-breaker, and independently verified.

6.2 It is the responsibility of parent/carers or the relevant social care professional, to include with their application any details or documents that would allow the admission authority to consider the relevance of Criterion (i), for example by providing the name of the relevant care authority and or copies of the relevant orders.

6.3 A child is normally deemed to be resident with their parents/carers. If a child has more than one home address, the applicant must use on the application form the address at which the child lives for the majority of school nights (Sunday-Thursday). Documentary evidence may be required to show that the child is resident at the address, which may include both 'entry' proofs of the current address and 'exit' proofs of any previous addresses.

6.4 It is the responsibility of parent/carers to include with their application the name of any sibling(s) for consideration under the oversubscription criteria. For the purposes of these school admission

arrangements, the term ‘sibling’ refers to children living as part of the same family unit at the same address. A family unit consists of children and their parents/carers. The term ‘parent/carer’ includes any person who is the birth parent, person with parental responsibility, special guardianship or who has care of that child.

6.5 If applications are submitted for siblings in the same year group and a place is available for one or more but not all of the siblings from the same family, the published admission number/number of available places will be exceeded wherever reasonably possible to allow them to be placed at the school.

6.6 The named feeder schools differ for each of the schools covered by this policy. Primary schools covered by this policy do not have named feeder schools.

For Howden Junior School, the only named feeder school is:

- Howden CE Infant School,

For Driffield School and Sixth Form, these schools are:

- Beswick & Watton CE VC Primary School,
- Burton Agnes CE VC Primary School,
- Driffield Junior School,
- Garton-on-the-Wolds CE VC Primary School,
- Hutton Cranswick Primary School,
- Kilham CE VC Primary School,
- Middleton on the Wolds CE VC Primary School,
- Nafferton Primary School,
- North Frodingham Primary School,
- Sledmere CE VC Primary School,
- Wetwang CE VC Primary School, and
- Wold Newton Foundation School.

For South Hunsley School and Sixth Form College, these schools are:

- Brough Primary School,
- Elloughton Primary School,
- Hunsley Primary School
- North Cave CE Primary School,
- North Ferriby CE VC Primary School,
- South Cave CE VC Primary School,
- Swanland Primary School, and
- Welton Primary School.

For The Snaith School, these schools are:

- Cowick CE VC Primary School,
- Hensall Primary School,
- Pollington-Balne CE Primary School,
- Rawcliffe Bridge Primary School,
- Rawcliffe Primary School, and
- Snaith Primary School.

6.7 Where distance from the child's home to school has to be measured, the admission authority, or another body acting on their behalf, uses a computer GIS mapping system using Ordnance Survey information, to measure the distance and adopts the address points for the child's home and the

school as recorded on the Local Land & Property Gazetteer, (LLPG). The actual distance measured is a straight line from the LLPG recorded address point for the child's home to the LLPG recorded address point for the school.

7. Waiting list

7.1 Where a school covered by this policy is oversubscribed in the normal admissions round, a waiting list will be held from when offers have been made until 31 December 2024 when the admissions rounds ceases to be coordinated. During this time refused in-year applications will also be added to this waiting list. From 1 January 2025 the waiting list will be continued as an 'in-year' waiting list until 31 July 2025 when it will close.

7.2 The Education Alliance will accept the offer of East Riding of Yorkshire Council's offer to maintain waiting lists for all schools covered by this policy for all year groups from Reception to Year 11 as set out in the East Riding of Yorkshire Council's coordinated scheme for in-year admissions for the 2024-25 school year. Details of how waiting lists operate are set out in the Council's coordinated scheme.

7.3 A child's position on the list will be determined by the oversubscription criteria set out in Section 6 of this policy and will reflect their current circumstances where these circumstances have been provided to the admission authority. The list will also contain all other on-time and late preferences that have been refused or are requested. Should a place become available while the waiting list is in operation, a place will be made available to the applicant on the top of the waiting list on the day the place became available.

7.4 Applications may only be made once for each school year unless there has been a significant and material change in the circumstances of the parent/carer, child or school, which the admission authority agrees requires a new application.

7.5 Being on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful preference.

8. Timetable for applications

by 12 September 2023	Opening date for applications
31 October 2023	Closing date for 'on-time' applications for Year 7
from 1 November 2023	Applications received for Year 7 may be treated as 'late'
15 January 2024	Closing date for 'on-time' applications for Reception
from 16 January 2024	Applications received for Reception may be treated as 'late'
1 March 2024	National Offer Day for Year 7
16 April 2024	National Offer Day for Reception and Year 3
26 April 2024	Deadline for return of appeal papers for 'on-time' Year 7 applicants
17 May 2024	Deadline for return of appeal papers for 'on-time' Reception and Year 3 applicants
June - July 2024	Admission appeals for 'on-time' applicants
September 2024	Start of the school year

31 December 2024	Waiting lists close, become in year waiting lists

9. In Year Admissions

9.1 In-year admissions are those that are made either during the school year, outside the period of coordination in the normal admissions round(s), or for admission into year groups other than the normal year of entry. Where applications for an in-year place are received, whether a place can be offered will depend upon the availability of places in the relevant class/year group. If there are more applications for a place than places available, then the oversubscription criteria as in Section 6 of this policy will be applied to ascertain which child is most entitled to a place.

9.2 Each school will maintain a current admission number for each year group. When a cohort of pupils progresses to a higher year group, the admission number previously determined for that year group remains in force and applicants can only normally be refused a place if the number on roll is equal to or greater than the admission number.

9.3 Each school may seek to vary the current admission number from the Published Admission Number (PAN) that was set for the corresponding normal year of entry, and in doing so will take into account the number of pupils currently on roll, their needs and the current organisation of classes in the school.

9.4 Each school may review the current admission number for each year group every year in the summer term before the start of the new school year, and where a change is proposed, communicate the new number and the reasons for this change (including details of any accommodation changes, class organisation and relevant financial information) to the East Riding School Admissions team for the purposes of coordination and to ensure the local authority's sufficiency requirements.

9.5 The operation of this policy is subject to the East Riding of Yorkshire Council's Fair Access Protocol. This Protocol is agreed with schools within the East Riding to ensure that – outside the normal admissions round – unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. It also requires local authorities to ensure that no school is required to take a disproportionate number of children with challenging behaviour. The Fair Access Protocol will take priority over this policy.

9.6 Where parent/carers would like to request admission outside the normal age group for their child, so their child is educated into a year group other than that relevant to their child's age, parent/carers should contact the school at an early stage to discuss their intentions and what the best approach might be. Parent/carers deciding to formally request this should do so in writing, together with any supporting information. The admission authority will then consider their request, if necessary in conjunction with other schools, the local authority, and other professionals.

9.7 The admission authority will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned and in accordance with any agreed co-ordinated Local Authority procedure in place. This will include taking account of:

- the parent's/carer's views;
- any information provided 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
- where applicable, whether they may naturally have fallen into a higher age group if it were not for being born early or late.

9.8 The admission authority will also take account of the views of the head teacher in assessing the request. When informing the parent/carer of their decision on the year group the child should be admitted to, the admission authority will set out clearly the reasons for the decision.

9.9 Where a request for admission outside the normal age group is approved, parent/carers should then submit an application for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of the usual year group has been agreed. The application will then be considered in accordance with this admissions policy. The admission authority will not give the application lower priority on the basis that the child is being admitted out of their normal age group.

9.10 Where a request for admission outside the normal age group is rejected, parent/carers should apply in the usual way for their child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the admission authority's complaints policy.

9.11 Applications can be made at any time in the current school year, by application form available from the school or from the East Riding School Admissions team. Residents of other local authority areas should instead apply to their 'home' local authority. Applicants may request support from the school in making an application. There is no additional 'Supplementary Information Form' required to apply for a school place at any school covered by this policy.

9.12 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority by providing this information in writing direct to the school or by emailing schooladmissions@eastriding.gov.uk with the child's details. It is advised that parent/carers submit any additional information that may be relevant to the oversubscription criteria contained in Section 6 of this policy.

9.13 Applications will be considered in order of the date on which the application is received. If more than one in-year application for the same year group at the same school are received at the same time, the oversubscription criteria will be used to prioritise the children if places cannot be offered to all applicants.

9.14 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.

10. Appeals

10.1 Applicants refused a place at the school have a statutory right of appeal. If a preference for a place at a school is refused, the applicant will be informed of the reasons and of their right of appeal. This right does not apply if they are allocated a place but it is not in their preferred year group.

10.2 The admission authority subscribes to the East Riding of Yorkshire Council's independent appeals procedure and any decision made under this admissions policy can be appealed using that process. Appeals are heard by an independent appeals panel and their decisions are legally binding in line with the School Admission Appeals Code. Applicants who wish to appeal should contact the East Riding School Admissions team to request the correct appeal form.

10.3 Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the admission authority has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school.

11. Withdrawing a place

11.1 Applicants are strongly urged to complete the application as accurately and fully as possible. Where an offer of a place at a school has been made on the basis of a fraudulent or intentionally misleading application which effectively denies a place to a child with a stronger claim, then under the School Admissions Code the admission authority is able to withdraw the place.

11.2 In the event that a place is withdrawn, the application will be considered afresh by the admission authority.

12. Contact details for correspondence

The Chair of the Trust Board
The Education Alliance Multi Academy Trust
East Dale Road, Melton
East Riding of Yorkshire, HU14 3HS
01482 636716
www.theeducationalliance.org.uk

Appendix 1 – Map of the catchment area of Driffield School and Sixth Form
Appendix 2 – Map of the catchment area of Howden Junior School
Appendix 3 – Map of the catchment area of Hunsley Primary School
Appendix 4 – Map of the catchment area of North Cave Church of England Primary School
Appendix 5 – Map of the catchment area of South Hunsley School and Sixth Form College
Appendix 6 – Map of the catchment area of The Snaith School