



Sproatley Endowed CE Academy

Admissions Policy – 2018/19

Published Admission Number 2018/2019: 30

Year Group for Admission

A child will be admitted into the National Curriculum Year relevant to the child's age.

Compulsory School Age

There is a legal requirement that all children attend school or receive suitable education once they reach compulsory school age. The actual points at which each child reaches this compulsory school age are set out in the table below.

Child's fifth birthday (inclusive dates)		Child reaches compulsory school age
From	To	
1 September 2018	31 December 2018	31 December 2018
1 January 2019	31 March 2019	31 March 2019
1 April 2019	31 August 2019	31 August 2019

Timing of Admission

Children allocated Reception places in the normal admissions normally be admitted to the school at the beginning of the autumn term.



Delayed and Deferred Admission to Reception

Children normally start in a Reception (Foundation Stage 2) year group at the school at the beginning of the autumn term of the school year in which the child reaches five years of age. Parents can delay the date their child is admitted to the Reception year group or delay the point at which the child attends full time at a school until the date on which the child reaches compulsory school age or until the beginning of the final term of the school year for which they have applied, whichever is the earlier date. Any parent wanting to delay their child's admission in this way should make the relevant arrangements with the headteacher of the school after the application for a place has been determined and notification of the allocation of a school place has been received by the parent.

Requests from applicants wanting to submit an application for a place for their child in a year group other than that appropriate to the child's age should be submitted to the academy trust with any supporting documents.

Decisions about whether or not an application can be considered for admission to a year group other than that appropriate to the child's age will be made by the academy trust. Applicants may be asked to submit additional documentary evidence in support of their request to be allowed to apply for a place in a different year group for their child. In determining the applicant's request, the academy trust will consider each case on its own, individual merits and will consult the headteacher of the academy. If it is decided that an application for a place in a year group other than that appropriate to the child's age can be submitted, the parent's application will then have to be processed and determined in accordance with the relevant east Riding of Yorkshire Co-ordinated Scheme and the published admission arrangements for the academy.

Children with Statements of Special Educational Needs or Education, Health and Care Plans

Applications received relating to children with Statements of Special Educational Needs or an Education, Health and Care Plan will be dealt with in accordance with the Special Educational Needs and Disability Code of Practice. Where the academy is named in a child's Statement of Special Educational Needs or in the child's Education, Health and Care Plan, the academy has a duty to admit the child.



Siblings

For the purposes of these school admission arrangements, the term “siblings” 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.

Measurement of Distance from Child’s Home to School

Where distance from the child's home to the academy has to be measured, the measurement will be done by the East Riding of Yorkshire Council’s School Admissions Team using a computer GIS mapping system using Ordnance Survey information. In measuring the distance, the address points for the child's home and the school as recorded on the Local Land & Property Gazetteer (referred to as LLPG) will be used. The actual distance measured is a straight line from the LLPG recorded address point for the child’s normal home address to the LLPG recorded address point for the academy.

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 the school week. Documentary evidence may be required to show that the child is resident at the address named on the application form.

Allocation of Places

The criteria set out below will be used to prioritise all applicants who have applied for a place at the school. The number to be given places at the school will be limited to the published admission number unless there are exceptional circumstances. Once all applicants have been prioritised in accordance with these admission arrangements, decisions about which children will be given places at the school will be made in accordance with the co-ordinated scheme or schemes for school admissions applicable to the applicant concerned.

Criterion (i) – Places will first be given to children who are looked after by a local authority and to children who were previously looked after but ceased to be so because they were adopted or became subject to a residence 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 "residence order" is an order made under the terms of the Children Act 1989. 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).

Criterion (ii) – Places will next be given to children who live in the academy's designated catchment area.

Information about catchment areas can be obtained from the academy. The child concerned must be resident in the catchment area by 26 February 2018 to qualify under this criterion for the normal admissions round.

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 admission number will be exceeded to allow them to be placed at the academy.

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

Criterion (iii) – Places will next be given to children who have a sibling attending the academy in Reception or Years 1 to 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 admission number will be exceeded to allow them to be placed at the academy.

If the number of applicants meeting Criteria (i), (ii) and (iii) is greater than the published admission number, priority will be given to those fulfilling Criteria (i) and (ii) and those who fulfil Criterion (iii) will be prioritised using Criterion (iv).

Criterion (iv) - Places will next be given to those children who live closest to the academy. The distance from the child's home to the academy will be measured and priority will be given to those living nearest to the academy.



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 admission number will be exceeded to allow them to be placed at the academy.

Random allocation will be used as a tie-break to decide who has the highest priority for admission if the distance between two children's homes and the academy is the same. The process will be independently verified.

In-Year Admission Arrangements

1 Introduction

1.1 These in-year admission arrangements set out how in-year applications for places at Sproatley Endowed Church of England Academy will be determined.

1.2 For the purposes of these arrangements, an in-year application is an application which:

a). is submitted for a place in a year group other than the normal year of entry to the school (the normal year of entry is the Reception year group);

b). is submitted outside the normal admissions round for a place in the normal year of entry;

c). is submitted in the normal admissions round for a place in the normal year of entry but was submitted too late to be determined under the local authority co-ordinated scheme for normal admissions.

1.3 The term "East Riding of Yorkshire schools" refers to all community, foundation and voluntary schools maintained by the East Riding of Yorkshire Council and to all academies located in the East Riding of Yorkshire.

2 Making an in-year application

2.1 Applicants resident in the East Riding of Yorkshire have to make applications for school places in accordance with the East Riding of Yorkshire Council's Co-ordinated Schemes for School Admissions.



2.2 Applicants resident outside the East Riding of Yorkshire should make applications for school places in accordance with the co-ordinated schemes determined by the local authority responsible for the area where they live. If the applicant's home local authority does not have a co-ordinated scheme for in year school admissions, the application for a place at an East Riding of Yorkshire school should be submitted to the School Admissions Team

3 Determining an application

3.1 The Fair Access Protocol

3.1.1 A child's eligibility for a place at a school will be determined by reference to the in year admission arrangements and the Fair Access Protocol.

The admission of a child to a school can normally only be considered under the provisions of the Fair Access Protocol if the child cannot be allocated a place through the operation of the in-year admission arrangements.

3.2 In-Year admission arrangements

3.2.1 The following arrangements will be used to determine an in year application.

3.2.2 Admission Limit

An in-year applicant will normally be allocated a place if the number on roll in the National Curriculum Year Group appropriate to the child's age is below the admission number published for admissions to that year group when it was the relevant year group for normal admissions. Exceptionally, the admission number applied to a year group outside the normal year of entry can be varied if there has been a change in circumstances at the academy since the admission number was published.

3.2.3 Child's Year Group

Applications will normally be determined on the basis that the child is to be admitted to the National Curriculum Year Group appropriate to the child's age. An application for admission to a year group other than that appropriate to the child's age may be considered if the applicant can show that the child's best interests can only be adequately catered for in that way. Being taught in a mixed age group class will not, on its own, be regarded as evidence of accelerated or delayed progress.



Requests from applicants wanting to submit an application for a place for their child in a year group other than that appropriate to the child's age should be submitted to the academy trust with any supporting documents.

Decisions about whether or not an application can be considered for admission to a year group other than that appropriate to the child's age will be made by the academy trust. Applicants may be asked to submit additional documentary evidence in support of their request to be allowed to apply for a place in a different year group for their child. In determining the applicant's request, the academy trust will seek the views of the headteacher and each case will be considered on its own, individual merits. If it is decided that an application for a place in a year group other than that appropriate to the child's age can be submitted, the parent's application will then have to be processed and determined in accordance with the relevant Co-ordinated Scheme and the published admission arrangements for the academy.

3.2.4 Siblings in the Same Year Group

If applications are received for siblings in the same year group and there are only sufficient places available for one or more of those siblings but not all, the academy's admission limit will be exceeded and all siblings in the same year group will be allocated places.

3.2.5 Children Permanently Excluded Twice

The arrangements in the School Admissions Code for suspending the parent's right to express a preference for a place for their child where that child has been permanently excluded from two or more schools will be applied in cases where it is felt appropriate to do so. Each case will be considered on its own merits.

3.2.6 Processing Applications

Applications will be dealt with 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 academy's published over-subscription criteria will be used to prioritise the children if places cannot be offered to all applicants.

3.2.7 Waiting Lists

Other than for the normal year of admission as described in the East Riding of Yorkshire Co-ordinated Schemes, no waiting lists will be maintained for places at schools.



4 Admission to the academy

4.1 With the exception of the provisions relating to looked after children (see below), admission will normally take place in accordance with the following timings unless there are special circumstances:

a). If the child is not on roll at a school or their current school is not within a reasonable travelling distance of the child's home, the child will be admitted to the academy as soon as reasonably possible and normally within 20 school days of the date of the letter notifying the applicant that a school place has been allocated. A school is within a reasonable travelling distance if: the journey to the school from the child's home using the shortest available walking route is up to two miles for a child in Reception or Years 1 to 3 or three miles for a child in Years 4 to 11; or if the child is entitled to free transport to their current school under the provisions of the relevant local authority's home to school and college transport policy.

b). If the child is on roll at a school which is within a reasonable travelling distance of the child's home (as defined above), the child will be admitted to the new school at the start of the next school term, unless the notification is sent to the school within 20 school days of the end of a term, in which case the child will be admitted after the half term break in the next school term.

5 The Fair Access Protocol

5.1 The Secretary of State's School Admissions Code includes a mandatory requirement that all local authorities have a Fair Access Protocol. Protocols must include special arrangements to be applied where vulnerable or challenging children cannot be found a suitable school place through the operation of the standard in-year admissions processes. The Fair Access Protocol in operation in the East Riding includes provisions which can be applied automatically in certain cases. Other provisions require cases to be referred to the Fair Access Panel.

5.2 Provisions of the Fair Access Protocol which are applied without reference to the Fair Access Panel include the following.



5.2.1 Children who are looked after by a local authority and children who were looked after prior to their adoption

Special arrangements apply to the in-year admission of children who are looked after by a local authority and to children who were looked after but ceased to be so because they were adopted or became subject to a residence 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). An “adopted child” is a child adopted under the Adoption and Children Act 2002 or the Adoption Act 1976. A “residence order” is an order made under the terms of the Children Act 1989. 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). Where an application is submitted for a school place for a looked after or previously looked after child (as defined above), if the child cannot be allocated a place at the most suitable school through the standard in-year arrangements, the Fair Access Protocol will be used to allocate the child a place at the most suitable school. The School Admissions Team will determine the most suitable school, taking into account, among other things, the catchment area the child lives in, the preferences expressed by the applicant and the availability of places at schools. The Fair Access Panel will determine applications where the School Admissions Team’s determination and the applicant’s preference cannot be reconciled (see Fair Access Protocol). The admission to school of a looked after child or a child who was looked after prior to their adoption must take place as soon as possible. If the child cannot be placed on roll quickly or is not attending within 10 school days of the application being determined, the headteacher must notify the School Admissions Team.

5.2.2 Children with no access to another school

If a child who is resident in the East Riding of Yorkshire is not eligible for a place at any of the schools for which applications have been submitted and is either not on roll at any school or their current school is not within a reasonable distance from their home, the Fair Access Protocol may be applied to place the child at a school.