



**WHERE LEARNERS AND STAFF THRIVE**

## Trust Policy

# Admissions Policy

Approver: Trustees  
Review Cycle: Annual

Revision History			
Date	Version	Short Description of Changes	Approved by:
Nov 2020	v1.0	Trust wide policy adopted	CEO
Oct 2021	V1.1	Appendix 4 added Updated to reflect the School Admissions Code 2021	Trustees
May 2022	V1.2	Appendix 5 & 6 added. Dates reviewed.	Trustees

### This Policy Applies To:

Secondary Schools  
Primary Schools

## Document Management Information

<b>Applicable to:</b>	All admissions
<b>Development and Consultation:</b>	Developed inline with the Admissions Code. Consulted on via NYCC
<b>Dissemination:</b>	Staff are notified via the newsletter, available on Staff Hub and the Website
<b>Implementation:</b>	When allocating places for admissions
<b>Training:</b>	As and when needed for specific staff
<b>Review Frequency:</b>	Annually – in summer term ready for consultation via NYCC in October
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If you require this policy in a more accessible format please contact the Trust Compliance Officer on [compliance@coastandvale.academy](mailto:compliance@coastandvale.academy)

Executive summary text for current policy version:

Dates for relevant academic years updated. Appendix 5 – Scarborough UTC and Appendix 6 – Filey School have been added to detail any individual circumstances on how admissions are arranged.

## Contents

1	Introduction .....	3
2	Priority Groups .....	4
3	Random Allocation Procedure .....	6
4	Waiting lists.....	7
5	Deferred Applications For Infants.....	7
6	Summer Born Children.....	8
7	Admission of Children Outside Their Normal Age Group.....	9
8	In year admissions .....	9
	Appendix 1: Friarage Community Primary School.....	10
	Appendix 2: Newby and Scalby Primary School .....	11
	Appendix 3: Scalby School.....	12
	Appendix 4a: Lady Lumley’s School 11-16 Provision.....	13
	Appendix 4b: Lady Lumley’s School Post 16 Provision.....	14
	Appendix 5: Scarborough University Technical College.....	15
	Appendix 6: Filey School.....	19

## 1 Introduction

- 1.1 This Policy applies to the Academic Year 2024/2025 for admission to Pre-16 education, (except for Scarborough UTC) and for the Academic year 2023/2024 for Post-16 Education and Scarborough UTC.
- 1.2 Coast and Vale Learning Trust (the Trust) is its own admissions authority. Scarborough UTC manages their own admissions, in line with Appendix 5, all other school within the Trust contract this work out to NYCC.**
- 1.3 This policy applies to all Academies within the Trust at 1 September 2022. For an Academy that join the Trust after this time, please see their separate arrangements.
- 1.4 All governing bodies are required by section 324 of the Education Act 1996 to admit to the school a child with an Educational Health and Care Plan (EHCP) 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 Educational Health and Care Plan has been issued.

## 2 Priority Groups

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

Order of Priority	Notes:
<p><b>Priority Group 1:</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>Children who appear to the Admissions Authority to have been in state care outside of England and cease to be in state care as a result of being adopted.</p>	<p>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.  <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>A child is regarded as being in state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.</p>
<p><b>Priority Group 2:</b></p> <p>Children the Authority considers 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</p>

<sup>1</sup> As designated by the Education (Grammar School Designation) Order 1998 (SI 1998/2219). Where a designated Grammar School converts to become an Academy, the Academy is permitted to continue selecting their entire intake: Section 6(3) of the Academies Act 2010.

<sup>2</sup> Section 104 of the School Standards and Framework Act

	<p>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 3.</p>
<p>Priority Group 3:</p> <p>Children living within the normal area of the school.</p>	Refer to tie break
<p>Priority Group 4:</p> <p>Children of staff at the Trust.</p>	<p>Priority in this oversubscription criteria is given in either or both of the following circumstances:</p> <p>where a member of staff has been employed by the Trust for more than two years at the time when the admission to the school is made, and/or</p> <p>the member of staff has been recruited to fill a demonstrable skill shortage.</p> <p>This would apply to all staff employed by Coast and Vale Learning Trust.</p>
<p>Priority Group 5:</p> <p>Children living outside the normal area of the school.</p>	Refer to tie break and appendix 3

2.2 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).

2.3 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 2023 (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.

2.4 If within a priority group there are not enough places for all those with a sibling at the school in September 2023, we will give priority to those children with a sibling living nearest the school.

2.5 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.

- 2.6 If the distance tie-break is not sufficient to distinguish between applicants in a particular priority group a random allocation will be used.

### **3 Random Allocation Procedure**

- 3.1 Random allocations are necessary where: 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

- 3.2 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.

#### **3.3 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.

#### **3.4 Process To Be Followed – N.B. This entire process is to be carried out in sight of, and under the scrutiny of, the IS**

- 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.
- The AO prepares as many equal sized pieces of white paper as are necessary, which are numbered consecutively.
- The AO folds each numbered sheet and seals them in identical envelopes, i.e. envelopes with no visibly identifiable differences.
- The AO shuffles the envelopes and hands them to P who shuffles the envelopes again, picks one envelope and opens it.
- The AO records the first number drawn on the ‘Random Allocation Record sheet’.
- If more than one place can be offered they continue to draw envelopes and record numbers until all of the available places are allocated.

- 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.
- 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.

3.5 We may be able to meet your preference for a place at a school that does not serve the local area you live in. In this case, you will normally be responsible for travel arrangements and the costs of your child's travel to and from school.

#### 4 Waiting lists

4.1 The Trust has contracted the local authority to manage our normal admissions process. The local authority will on behalf of the schools included in this policy automatically maintain a waiting list based on our over subscription criteria, between national offer day and 31 December that calendar year; at which point the waiting lists will cease.

4.2 Your child will **not** be placed on a waiting list for another school if you have been offered a place at one of your higher preference schools.

4.3 **Please note**, a waiting list is a living document which can change, for example, when the offer of a place is turned down or a child moves in/out of area. Whenever a change is made the waiting list is re-ranked in line with the published oversubscription criteria for the school. **This means your child's position on the waiting list may move up or down accordingly.**

4.4 The school admissions code (2021 requires all admission authorities to maintain a waiting list for the standard year of entry into primary and secondary school, that is, reception and year 7 respectively. The code states each admission authority must maintain a clear, fair and objective waiting list for at least the first term of the academic year of admission that is, from national offer day up to and including 31 December. As a Multi Academy Trust, Coast and Vale Learning Trust is its own admission authority.

4.5 Admission authorities must state in their arrangements that when a child is added the list must be re-ranked in line with the published oversubscription criteria. Priority must not be given to a child based on the date their application was received or the date their name was added to the waiting list. However, 'looked after children', 'previously looked after children' and those allocated a place at the school in accordance with a fair access protocol must take precedence over those children on a waiting list.

#### 5 Deferred Applications For Infants

5.1 Admission authorities must provide for the admission of all children in the September following their fourth birthday.

- 5.2 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
- 5.3 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.

## 6 Summer Born Children

- 6.1 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.
- 6.2 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 Admission Authority. You will be advised of the outcome of your request for delayed entry prior to the primary national offer day.
- 6.3 The DfE has issued non-statutory guidance, “Advice on the Admission of summer born children”, which can be accessed via [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/921255/Guidance\\_for\\_parents\\_September\\_2020.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/921255/Guidance_for_parents_September_2020.pdf)
- 6.4 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.
- 6.5 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.’
- 6.6 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.

- 6.7 Where your request is agreed, you must make a new application as part of the main admissions round the following year.

## **7 Admission of Children Outside Their Normal Age Group**

- 7.1 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.
- 7.2 When such a request is made, the Admission Authority 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 Admission Authority 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.

## **8 In year admissions**

- 8.1 This is an application for admission to school that falls outside of the normal September school intake. The decision for any in year admission is taken by the Headteacher in relation to places available in school in discussion with the Trust board. If an application is not successful the applicant will have the ability to appeal the Headteacher's decision. Details of how to appeal will be included in your outcome letter or on the Admissions website: [www.northyorks.gov.uk/admission\\_appeals](http://www.northyorks.gov.uk/admission_appeals) you can also contact the Admissions Team on 01609 533679 or email: [schooladmissions@northyorks.gov.uk](mailto:schooladmissions@northyorks.gov.uk)

## Appendix 1: Friarage Community Primary School

### 1 *Local arrangements:*

- 1.1 Catchment Area: For the most up to date information on Friarage Community Primary Schools' catchment area please go to [www.northyorks.gov.uk/admissions](http://www.northyorks.gov.uk/admissions)
- 1.2 For further information about the admissions process, the closing date for applications and the allocation date, go to: [www.northyorks.gov.uk/admissions](http://www.northyorks.gov.uk/admissions).

## Appendix 2: Newby and Scalby Primary School

### 1 *Local arrangements:*

- 1.1 Catchment Area: For the most up to date information on Newby and Scalby Primary Schools' catchment area please go to [www.northyorks.gov.uk/admissions](http://www.northyorks.gov.uk/admissions)
- 1.2 For further information about the admissions process, the closing date for applications and the allocation date, go to: [www.northyorks.gov.uk/admissions](http://www.northyorks.gov.uk/admissions).

## Appendix 3: Scalby School

### 1 Local arrangements:

1.1 Scalby School - For priority group 5 applications (that is, children living outside the normal area of the school), priority will be given to children who live in the areas normally served by East Ayton Community Primary School and the area west of Scalby Road from Lady Edith's Drive to Scalby Beck and who:

- will have an older sibling at Scalby School at the start of the term when the younger sibling starts school; or
- would have to make the longest journey to another school without them becoming eligible for help with travel costs from us under the local authority transport policy.

## Appendix 4a: Lady Lumley's School 11-16 Provision

### 1 *Local arrangements:*

- 1.1 Catchment Area: For the most up to date information on Lady Lumley's School's catchment area please go to [www.northyorks.gov.uk/admissions](http://www.northyorks.gov.uk/admissions)
- 1.1 For further information about the admissions process, the closing date for applications and the allocation date, go to: [www.northyorks.gov.uk/admissions](http://www.northyorks.gov.uk/admissions).

## Appendix 4b: Lady Lumley's School Post 16 Provision

### 1.1 Admissions for the Academic Year 2022/2023

#### 1 *Transfer from Year 11*

1.2 A level and Level 3 BTEC – 5 GCSE passes at Grade 4 and above - Grade 4 is classed as a Grade C for the purpose of this policy, and meet specific entry requirements as described in the school's sixth form prospectus.

#### 2 *Year 12 entry*

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

## Appendix 5: Scarborough University Technical College

### 1 *Local arrangements:*

- 1.1 Scarborough UTC is a University Technology College with specialisms in engineering, health and computer science. Scarborough UTC offers a fully integrated technical and academic curriculum for young people aged 14 – 19. In addition, it focuses on those courses and qualifications that will best prepare students for future pathways leading to further and higher education, apprenticeships, training and employment in Science, Technology, Engineering and Maths.
- 1.2 In applying for admission to Year 9, Year 10 or Year 12, parents and students should be aware of the specialised nature of the education offered by Scarborough UTC. Students will be expected to spend time working on projects, assignments and gaining work experience in a range of industry settings related to the UTC's specialisms. In order to prepare students for a life in industry, the school day is from 08:45am to 4:00pm Monday to Friday.
- 1.3 Scarborough UTC is based in the borough of Scarborough and serves the borough of Scarborough and the wider sub-region, in particular the District of Ryedale and the northerly edge of the East Riding of Yorkshire. This admissions policy has therefore sought to ensure a fair balance between Scarborough and its neighbours and also to minimise the impact on any individual school.
- 1.4 Applications should be made directly to Scarborough UTC via the Scarborough UTC website.
- 1.5 To receive an offer of acceptance before 31st March 2023, applications must be made by 31st January 2023.
- 1.6 Parents (Y9 and Y10) and students (Y12) will be expected to confirm acceptance of the place by 31st March 2023.
- 1.7 Applications after the 31st January will be notified after 31st March 2023.
- 1.8 Inaccurate or false information on the application form could result in the place being withdrawn.

### 2 *Oversubscription criteria*

- 2.1 If the number of applicants to Scarborough UTC for Year 9 and/or Year 10 entry is at or below the PAN all applicants will be admitted.
- 2.2 If the number of applications exceeds the (PAN), after the admission of children where the school is named in the Education Health and Care Plan the following oversubscription criteria will apply:

Sub-Catchment Area	% of Places	Year 9 Number of Places*
Scarborough & Whitby as defined by Postcode Areas: YO11,12,13,14,21 & 22	55%	44
Ryedale including Malton and Pickering as defined by Postcode Areas: YO17,18	17%	14
East Riding of Yorkshire, Bridlington and Driffield as defined by Postcode Areas: YO15,16,25	28%	22
Total	100%	80

- 2.3 If 55% of places are not required by students living in the Scarborough and Whitby local authority areas, additional places will be allocated to students living outside the Scarborough and Whitby local authority areas until the PAN is met.
- 2.4 In the event of a tie break between two or more applicants that cannot otherwise be separated, random allocation will be used. This will be independently verified.
- 2.5 In the case of children of multiple births where there is only one place available, both will be considered together as one application. If necessary, Scarborough UTC will admit above its PAN to allow applicants from multiple birth siblings.
- 2.6 Criteria must be clear, reasonable, objective, procedurally fair and comply with all relevant legislation. It must not disadvantage a child from a particular social or racial group, or a child with a SEND.
- 2.7 In the case of over subscription at Scarborough UTC the following categories will be used as tie breakers. These include:
- Siblings at the college. (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).
  - Distance from college All distance measurements are based on the nearest route recognised by the County Councils electronic mapping system from a child's home address to college. The measurement is made from a fixed point within the dwelling, as identified by Ordnance Survey, to the nearest college entrance using footpaths and roads. The routes measured to determine the allocation of college places will be those recognised by the electronic mapping system used by the school admissions team.
  - Independently verified random allocation.

### 3 Admission to Post-16 Provision

- 3.1 Scarborough UTC will operate post-16 provision for a total of 300 students (150 in each of Years 12 and 13).
- 3.2 To be eligible for entry into Year 12 students will be expected to have met the following minimum entry requirements for post-16 courses and qualifications:
- 5+ GCSE with grades 4 to 9 including English and Mathematics (or equivalent grades for BTECs);
  - the individual entry grades for each subject as specified in the prospectus.
  - Scarborough UTC Year 11 students who fulfil the entry requirements will be guaranteed a place in Y12.
  - Students who have not achieved a grade 4 or higher in GCSE English and/or mathematics must continue to study these subjects.
  - If there are more external applicants who meet the entry criteria than places available, places will be prioritised according to the over-subscription criteria listed above.

### 4 Waiting lists

- 4.1 Scarborough UTC will automatically maintain a waiting list based on our over subscription criteria, between 31 March and 31 December that calendar year; at which point the waiting lists will cease.
- 4.2 **Please note**, a waiting list is a living document which can change, for example, when the offer of a place is turned down or a child moves in/out of area. Whenever a change is made the waiting list is re-ranked in line with the published oversubscription criteria for the UTC. **This means your child's position on the waiting list may move up or down accordingly.**
- 4.3 The UTC will maintain a clear, fair and objective waiting list for at least the first term of the academic year of admission that is, from 31 March up to and including 31 December.
- 4.4 When a child is added the list must be re-ranked in line with the published oversubscription criteria. Priority **must not** be given to a child based on the date their application was received or the date their name was added to the waiting list. However, 'looked after children', 'previously looked after children' and those allocated a place at the UTC in accordance with a fair access protocol **must** take precedence over those children on a waiting list.

### 5 In-year admissions

- 5.1 The college will follow the same process for in-year admissions as for admissions at the start of the academic year.
- 5.2 The trust board will publish in-year arrangements on the college website by 31 October 2021, detailing how applications will be dealt with between 1 November 2021 until 31 August 2022. These arrangements will set out how parents can apply for a college place.

- 5.3 In subsequent years, the trust board will publish in-year arrangements on the college website by 31 August each year, detailing how applications will be dealt with between 1 September until the following 31 August. These arrangements will set out how parents can apply for a college place.
- 5.4 Where the college has places available in-year, it will offer a place to every child who has applied for one without condition or use of oversubscription criteria, unless to do so would be to prejudice the efficient provision of education or use of resources.
- 5.5 The published in-year admissions arrangements will also provide a suitable application form for parents to complete, including a supplementary information form, where necessary, and set out when parents will be notified of the outcome of their application and details about the right to appeal.
- 5.6 The college will consider all such applications and if the year group applied for has space available, then a place will be offered. If a place is not available, then the child's parent can ask for their child's name to be added to the appropriate waiting list. As with admissions at the start of the academic year, parents whose applications are turned down are entitled to appeal through the process outlined below.
- 5.7 The trust board will notify all parents within 15 school days of receipt of an in-year application of the outcome of this application. The college will notify the LA of every application and its outcome within two school days or as soon as is reasonably practicable beyond this.
- 5.8 Where an offer is accepted, the college will make arrangements for the pupil to start as soon as possible.

## Appendix 6: Filey School

### 1 *Local arrangements:*

- 1.1 Catchment Area: For the most up to date information on Filey School's catchment area please go to [www.northyorks.gov.uk/admissions](http://www.northyorks.gov.uk/admissions)
- 1.2 For further information about the admissions process, the closing date for applications and the allocation date, go to: [www.northyorks.gov.uk/admissions](http://www.northyorks.gov.uk/admissions)