

EAST RIDING OF YORKSHIRE COUNCIL

ARRANGEMENTS, CO-ORDINATED SCHEMES AND PROTOCOLS FOR SCHOOL ADMISSIONS 2013-2014

	Page No.
Co-Ordinated Scheme for Primary School Admissions	2
Co-Ordinated Scheme for Secondary School Admissions	8
In-year Admissions to East Riding of Yorkshire Schools	14
Community and Voluntary Controlled Infant, Junior and Primary Schools Over-Subscription Criteria and Definitions	18
Community and Voluntary Controlled Secondary Schools Over- Subscription Criteria and Definitions	22
Catchment Areas and Feeder Schools	25
Admission Numbers for Community and Voluntary Controlled Schools	29
Sixth Form Admission Arrangements	33
Arrangements for School Admission Appeals	34
Relevant Area for Consultation	36
Fair Access Protocol	37
In-year Changes to Admission Numbers	42
Nursery Admission Arrangements	43

EAST RIDING OF YORKSHIRE COUNCIL

Co-Ordinated Scheme for Normal Admissions to Infant, Junior and Primary Schools

1 Reasons for a Co-ordinated Scheme

Under the School Standards and Framework Act 1998, local authorities are required to formulate and determine co-ordinated schemes for primary school admissions. Regulations specify what must be included in a co-ordinated scheme and the Secretary of State has also issued guidance in the Code of Practice on School Admissions.

2 Aims of a Co-ordinated Scheme

The Co-ordinated Scheme for Normal Admissions to Infant, Junior and Primary Schools (the Scheme) aims to: set out how applicants must apply for school places; and ensure that all applicants resident in the East Riding of Yorkshire who apply for a school place for their child are allocated a place at one school.

The Scheme will not be used to decide which children are eligible for a place at a school. The admission arrangements published by a school's admission authority will be used to determine a child's eligibility for a place at a school. The Scheme sets out how applications have to be made and the Scheme will be used to decide which place an applicant will be offered if: the child is eligible for a place at more than one school; or if the child does not qualify for a place at any of the schools for which the applicants have expressed preferences.

3 The Schools and Admission Authorities to which this Scheme Applies

The Scheme applies to all mainstream community, foundation, voluntary aided and voluntary controlled, infant, junior and primary schools maintained by the East Riding of Yorkshire Council and to all academies in the East Riding of Yorkshire.

For all community and voluntary controlled schools maintained by the East Riding of Yorkshire Council, the Council is the admission authority. For all foundation and voluntary aided schools maintained by the East Riding of Yorkshire Council and academies in the East Riding of Yorkshire, the school's governing body is the admission authority.

For the purposes of this Scheme, 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.

4 The Common Application Form

Applicants living in the East Riding of Yorkshire who want to apply for places for their children at infant, junior or primary schools must use the East Riding of Yorkshire Council's Common Application Form for normal admissions to express their preferences for places at: East Riding of Yorkshire schools; and at schools maintained by other local authorities and academies in other local authority areas.

Only one common application form can be processed for any given child. If more than one form is received for the same child and the preferences expressed are different on each form, the applicants will be required to submit a single common application form. No school place will be allocated to the child until a single form is submitted.

The Common Application Form allows applicants:

- i). to express preferences for places at up to three schools;
- ii). to give their reasons why they want a place at the school concerned;
- iii). and to rank their preferences in relation to each other.

If applicants express a preference for a school in another local authority area, the application and any supporting information submitted with the application will be forwarded to the school's maintaining authority or, if it is an academy, to the local authority responsible for the area where the school is located.

Applicants may have to complete a supplementary information form if a school for which they have applied requires more information than that which is provided by the applicant on the Common Application Form.

5 The Co-ordinated Scheme for Normal Admissions

Normal admissions are admissions which are determined by 16 April 2013 for places in the normal year of entry to an infant, junior or primary school (Reception for an infant or primary school and Year 3 for a junior school).

5.1 Submitting the Common Application Form

5.1.1 Applicants living in the East Riding of Yorkshire

If using the East Riding of Yorkshire Council's online electronic Common Application Form, the Common Application Form is submitted electronically to the East Riding of Yorkshire Council's School Admissions Team.

If using a paper Common Application Form, once completed, applicants should submit the Common Application Form by handing the form in or sending it to the East Riding of Yorkshire Council's School Admissions Team.

Any applications received directly by an academy or a foundation or voluntary aided school's governing body must be forwarded to the East Riding of Yorkshire Council's School Admissions Team.

5.1.2 Applicants living outside the East Riding of Yorkshire

Applicants living outside the East Riding of Yorkshire, who want their child to attend an East Riding of Yorkshire school, should apply using the Common Application Form provided by their home local authority. The applicant's home local authority will then forward the application and any supporting documents to the East Riding of Yorkshire Council's School Admissions Team. Any applications submitted to the School Admissions Team by an applicant who lives outside the East Riding of Yorkshire will be forwarded to the applicant's home local authority.

5.2 Determining Eligibility for a Place at a School

Preferences expressed for places at East Riding of Yorkshire community or voluntary controlled schools will be considered by the East Riding of Yorkshire Council and the eligibility for places at the schools concerned will be determined using the published admission arrangements.

The governing bodies of academies and foundation or voluntary aided schools determine the admission arrangements for their schools and must use those admission arrangements to determine a child's eligibility for a place at the school. For schools whose governing bodies delegate authority to the East Riding of Yorkshire Council's School Admissions Team, the school's determined admission arrangements will be used by the School Admissions Team to prioritise applicants and to determine the applicants' eligibility for places.

Preferences expressed for places at schools outside the East Riding of Yorkshire will be referred to the individual school's local authority for eligibility to be determined under the school admission arrangements applicable in that area.

5.3 Allocating a School Place

5.3.1 Applicants resident in the East Riding of Yorkshire

Places will be allocated at schools in the following ways under the Scheme, depending on the number of schools at which a child is eligible for a place. In allocating places, all preferences expressed for maintained schools and academies will be taken into account.

- ***If a child is eligible for a place at just one school named on the Common Application Form***, the child will be allocated a place at that school.
- ***If the child is eligible for a place at more than one school named on the Common Application Form***, the child will be allocated a place at the school the applicants have ranked as their highest preference.
- ***If the child is not eligible for a place at any of the schools named on the Common Application Form***, the child will be allocated a place at their catchment area school, if places are available at that school. If a place cannot be allocated at the child's catchment area school, a place will be allocated to the child at the nearest East Riding of Yorkshire school which has a place available.

If a child resident in the East Riding of Yorkshire is allocated a place at a school maintained by another authority, that authority will be notified of the allocation.

5.3.2 Applicants resident outside the East Riding of Yorkshire

Details about an applicant's eligibility for places at East Riding of Yorkshire schools will be sent to the applicant's home local authority. That local authority will then determine which school place the applicant's child will be allocated using the co-ordinated scheme in operation in that authority. The applicant's home authority will then notify the East Riding of Yorkshire Council's School Admissions Team of any places at East Riding of Yorkshire schools allocated or not required.

5.3.3 Notifying the governing bodies and headteachers of East Riding of Yorkshire schools

Once the allocation of school places has been determined, the governing bodies of academies and foundation and voluntary aided schools and the headteachers of community and voluntary controlled schools will be informed of the applicants who have been allocated places at their schools.

5.3.4 Notifying Applicants

Applicants resident in the East Riding of Yorkshire will be notified on 16 April 2013 of the school place they have been allocated by the East Riding of Yorkshire Council's School Admissions Team. If the school place allocated is at an academy, voluntary aided or foundation school, or is in another local authority area, the notification sent to applicants will be on behalf of the school's admission authority. Applicants will be asked to let the School Admissions Team know in writing by 30 April 2013 if they do not want their child to take up the school place allocated.

5.3.5 Appeals

The deadline for appeals against decisions not to grant a child a place at the applicant's preferred school is 14 May 2013. Appeals lodged by the deadline will be heard in June or July 2013. Appeals lodged after 14 May 2013 will be heard in June or July 2013 wherever possible.

5.4 The Scheme Timetable

The timetable for the Scheme is summarised below:

September 2012 – Information about applying for school places will be distributed to applicants and the composite prospectus will be made available.

15 January 2013 – Closing date for the submission of Common Application Forms. Forms received after this date will be treated as late applications (see below).

12 February 2013 - Other local authorities will be notified of any Common Application Forms received on which applicants have expressed a preference for a school in their area. Other local authorities will also be asked to provide details of applications they have received from applicants resident in their area who have expressed preferences for places at East Riding of Yorkshire schools. The governing bodies of East Riding academies and foundation and voluntary aided schools will be sent details of the applications received.

26 February 2013 – The governing bodies of East Riding academies and foundation and voluntary aided schools confirm the prioritisation of applicants using the school's published admission arrangements and notify the School Admissions Team.

26 February 2013 to 26 March 2013 – The allocation of school places is determined by the local authority using the arrangements set out in the co-ordinated scheme (paragraph 5.3). Other local authorities are informed of the allocation of places at East Riding of Yorkshire schools to children resident in their areas. Other local authorities will also be asked to provide details of the allocation of places at schools in their areas to East Riding of Yorkshire resident children. The exchange of information with other local authorities will be carried out as and when information is available to exchange.

9 April 2013 - The allocation of school places will be adjusted to take account of information provided by other local authorities on the eligibility of East Riding of Yorkshire resident children for places at schools in their areas. The School Admissions Team sends information to all schools notifying them of the applicants who have been allocated places for their children.

16 April 2013 – Applicants are notified of the school place they have been allocated for their child.

30 April 2013 – Applicants should notify the School Admissions Team if they do not want their child to take up the school place they have been allocated.

14 May 2013 – Deadline for applicants to lodge appeals against admissions decisions in the normal admissions round.

June and July 2013 – Appeals heard by independent school admission appeal panels.

5.5 Late Applications

Any Common Application Form received after the deadline for the submission of forms (15 January 2013) will be regarded as a late application. Late applications will be dealt with differently depending on when the Common Application Form is lodged:

- **Common Application Forms submitted between 16 January 2013 and 26 February 2013 (inclusive)** will be considered under the Scheme and the applicants notified of the allocation of a school place on 16 April 2013 if the applicants have good reasons for submitting the form after the deadline, for example if the family have moved into the area. In determining whether or not there are good reasons for accepting a late application, the local authority will take into account the best interests of the child concerned.
- **Common Application Forms submitted between 27 February 2013 and 9 April 2013 (inclusive)** will be considered where possible under the co-ordinated scheme and the applicants notified of the place allocated to the child concerned on 16 April 2013. However, it will not always be possible to process applications received this late. If an application is submitted but cannot be processed by 16 April 2013, the application will be treated as an in-year application (see In-Year Admission Arrangements).
- **Common Application Forms received after 16 April 2013** will be treated as in-year applications (see In-Year Admission Arrangements).
- **If applicants do not submit a Common Application Form**, no school place will be allocated.

5.6 Waiting Lists

The East Riding of Yorkshire Council will maintain waiting lists for the normal year of entry for all East Riding of Yorkshire schools.

5.6.1 How children are placed on a waiting list

Where an application is unsuccessful and the applicant has not been allocated a place at a school ranked as a higher preference on their Common Application Form, the child's name will be placed on a waiting list for places. If the child is resident in the East Riding of Yorkshire and the applicant has not named their catchment area school as one of their preferences, the child's name will also be added to the waiting list for a place at that school.

5.6.2 Prioritisation

The school's over-subscription criteria will be used to prioritise those children on the waiting list.

5.6.3 Allocation of places to those on the waiting list

If the number allocated places (or the number on roll after the first day of the school year) falls below the admission number, the spare places will be allocated to the children with the highest priority for a place on the waiting list.

5.6.4 *Renewal of the waiting list*

A waiting list will be maintained until the end of the autumn term 2013. However, the lists drawn up after the allocation of places on 16 April 2013 will be deleted on 30 September 2013 and applicants will have to contact the School Admissions Team to keep their child's name on the waiting list to the end of the autumn term.

5.6.5 *Deletion of the waiting list*

Waiting lists will be deleted on the last day of the autumn term of the relevant school year.

EAST RIDING OF YORKSHIRE COUNCIL

Co-Ordinated Scheme for Normal Admissions to Secondary Schools

1 Reasons for a Co-ordinated Scheme

Under the School Standards and Framework Act 1998, local authorities are required to formulate and determine co-ordinated schemes for secondary school admissions. Regulations specify what must be included in a co-ordinated scheme and the Secretary of State has also issued guidance in the Code of Practice on School Admissions.

2 Aims of a Co-ordinated Scheme

The Co-ordinated Scheme for Normal Admissions to Secondary Schools (the Scheme) aims to: set out how applicants must apply for school places; and ensure that all applicants resident in the East Riding of Yorkshire who apply for a school place for their child are allocated a place at one school.

The Scheme will not be used to decide which children are eligible for a place at a school. The admission arrangements published by a school's admission authority will be used to determine a child's eligibility for a place at a school. The Scheme sets out how applications have to be made and the Scheme will be used to decide which place an applicant will be offered if: the child is eligible for a place at more than one school; or if the child does not qualify for a place at any of the schools for which the applicants have expressed preferences.

3 The Schools and Admission Authorities to which this Scheme Applies

The Scheme applies to all mainstream community, foundation, voluntary aided and voluntary controlled secondary schools maintained by the East Riding of Yorkshire Council and to all academies in the East Riding of Yorkshire.

For all community and voluntary controlled schools maintained by the East Riding of Yorkshire Council, the Council is the admission authority. For all foundation and voluntary aided schools maintained by the East Riding of Yorkshire Council and academies in the East Riding of Yorkshire, the school's governing body is the admission authority.

For the purposes of this Scheme and the Arrangements for In-Year Applications, 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.

4 The Common Application Form

Applicants living in the East Riding of Yorkshire who want to apply in the normal admissions round for places for their children at secondary schools must use the East Riding of Yorkshire Council's Common Application Form for normal admissions to express their preferences for places at: East Riding of Yorkshire schools; and at schools maintained by other local authorities and academies in other local authority areas.

Only one common application form can be processed for any given child. If more than one form is received for the same child and the preferences expressed are different on each form, the applicants will be required to submit a single common application form. No school place will be allocated to the child until a single form is submitted.

The Common Application Form allows applicants:

- i). to express preferences for places at up to three schools;
- ii). to give their reasons why they want a place at the school concerned;
- iii). and to rank their preferences in relation to each other.

If applicants express a preference for a school in another local authority area, the application and any supporting information submitted with the application will be forwarded to the school's maintaining authority or, if it is an academy, to the local authority responsible for the area where the school is located.

Applicants may have to complete a supplementary information form if a school for which they have applied requires more information than that which is provided by the applicant on the Common Application Form.

5 The Co-ordinated Scheme for Normal Admissions

Normal admissions are admissions which are determined by 1 March 2013 for places in the normal year of entry to a secondary school, Year 7.

5.1 Submitting the Common Application Form

5.1.1 Applicants living in the East Riding of Yorkshire

If using the East Riding of Yorkshire Council's online electronic Common Application Form, the Common Application Form is submitted electronically to the East Riding of Yorkshire Council's School Admissions Team.

If using a paper Common Application Form, once completed, applicants should submit the Common Application Form by handing the form in or sending it to the East Riding of Yorkshire Council's School Admissions Team.

Any applications received directly by an academy or a foundation or voluntary aided school's governing body must be forwarded to the East Riding of Yorkshire Council's School Admissions Team.

5.1.2 Applicants living outside the East Riding of Yorkshire

Applicants living outside the East Riding of Yorkshire who want their child to attend an East Riding of Yorkshire school, should apply using the Common Application Form provided by their home local authority. The applicant's home local authority will then forward the application and any supporting documents to the East Riding of Yorkshire Council's School Admissions Team. Any applications submitted to the School Admissions Team by an applicant who lives outside the East Riding of Yorkshire will be forwarded to the applicant's home local authority.

5.1.2 Applicants Living Outside the East Riding of Yorkshire

Applicants living outside the East Riding of Yorkshire who want their child to attend a secondary school maintained by the East Riding of Yorkshire Council, should apply using the Common Application Form provided by their home local authority. The applicant's home local authority will then forward the application and any supporting documents to the East Riding of Yorkshire Council's School Admissions Team. Any applications submitted to the Admissions Team by an applicant who lives outside the East Riding of Yorkshire will be forwarded to the applicant's home local authority.

5.2 Determining Eligibility for a Place at a School

Preferences expressed for places at East Riding of Yorkshire community or voluntary controlled schools will be considered by the East Riding of Yorkshire Council and the eligibility for places at the schools concerned will be determined using the published admission arrangements.

The governing bodies of academies and foundation or voluntary aided schools determine the admission arrangements for their schools and must use those admission arrangements to determine a child's eligibility for a place at the school. For schools whose governing bodies delegate authority to the East Riding of Yorkshire Council's School Admissions Team, the school's determined admission arrangements will be used by the School Admissions Team to prioritise applicants and to determine the applicants' eligibility for places.

Preferences expressed for places at schools outside the East Riding of Yorkshire will be referred to the individual school's local authority for eligibility to be determined under the school admission arrangements applicable in that area.

5.3 Allocating a School Place

5.3.1 Applicants resident in the East Riding of Yorkshire

Places will be allocated at schools in the following ways under the Scheme, depending on the number of schools at which a child is eligible for a place. In allocating places, all preferences expressed for maintained schools and academies will be taken into account.

- ***If a child is eligible for a place at just one school named on the Common Application Form***, the child will be allocated a place at that school.
- ***If the child is eligible for a place at more than one school named on the Common Application Form***, the child will be allocated a place at the school the applicants have ranked as their highest preference.
- ***If the child is not eligible for a place at any of the schools named on the Common Application Form***, the child will be allocated a place at their catchment area school, if places are available at that school. If a place cannot be allocated at the child's catchment area school, a place will be allocated to the child at the nearest East Riding of Yorkshire school which has a place available.

If a child resident in the East Riding of Yorkshire is allocated a place at a school maintained by another authority, that authority will be notified of the allocation.

5.3.2 Applicants resident outside the East Riding of Yorkshire

Details about an applicant's eligibility for places at East Riding of Yorkshire schools will be sent to the applicant's home local authority. That local authority will then determine which school place the

applicant's child will be allocated using the co-ordinated scheme in operation in that authority. The applicant's home authority will then notify the East Riding of Yorkshire Council's School Admissions Team of any places at East Riding of Yorkshire schools allocated or not required.

5.3.3 Notifying the governing bodies and headteachers of East Riding of Yorkshire schools

Once the allocation of school places has been determined, the governing bodies of academies and foundation and voluntary aided schools and the headteachers of community and voluntary controlled schools will be informed of the applicants who have been allocated places at their schools.

5.3.4 Notifying Applicants

Applicants resident in the East Riding of Yorkshire will be notified on 1 March 2013 of the school place they have been allocated by the East Riding of Yorkshire Council's School Admissions Team. If the school place allocated is at a voluntary aided or foundation school, or is in another local authority area, the notification sent to applicants will be on behalf of the school's admission authority. Applicants will be asked to let the Admissions Team know in writing by 15 March 2013 if they do not want their child to take up the school place allocated.

5.3.5 Appeals

The deadline for appeals against decisions not to grant a child a place at the applicant's preferred school is 14 May 2013. Appeals lodged by the deadline will be heard in June or July 2013. Appeals lodged after 14 May 2013 will be heard in June or July 2013 wherever possible.

5.4 The Scheme Timetable

The timetable for the Scheme is summarised below:

September 2012 – Information about applying for school places will be distributed to applicants and the composite prospectus will be made available.

31 October 2012 - Closing date for submission of Common Application Forms. Forms received after this date will be treated as late applications (see below).

28 November 2012 - Other local authorities will be notified of any Common Application Forms received on which applicants have expressed a preference for a school in their area. Other local authorities will also be asked to provide details of applications they have received from applicants resident in their area who have expressed preferences for places at East Riding of Yorkshire schools. The governing bodies of East Riding academies and foundation and voluntary aided schools will be sent details of the applications received.

12 December 2012 – The governing bodies of East Riding academies and foundation and voluntary aided schools confirm the prioritisation of applicants using the school's published admission arrangements and notify the School Admissions Team.

9 January to 6 February 2013 - The allocation of school places is determined by the local authority using the criteria set out in the co-ordinated scheme (paragraph 5.3). Other local authorities are informed of the allocation of places at East Riding of Yorkshire schools to children resident in their areas. Other local authorities will also be asked to provide details of the allocation of places at schools in their areas to East Riding of Yorkshire resident children. The exchange of information with other local authorities will be carried out as and when information is available to exchange.

20 February 2013 - The allocation of school places will be adjusted to take account of information provided by other local authorities on the eligibility of East Riding of Yorkshire resident children for places at schools in their areas. The School Admissions Team sends information to all schools notifying them of the applicants who have been allocated places for their children.

1 March 2013 - Applicants will be notified of the school place they have been allocated for their child.

15 March 2013 - Applicants should notify the School Admissions Team if they do not want their child to take up the school place they have been allocated.

14 May 2013 – Deadline for applicants to lodge appeals against admissions decisions in the normal admissions round.

June and July 2013 – Appeals heard by independent school admission appeal panels.

5.5 Late Applications

Any Common Application Forms received after the deadline for the submission of forms (31 October 2012) will be regarded as a late application. Late applications will be dealt with differently depending on when the Common Application Form is lodged:

- **Common Application Forms submitted between 1 November 2012 and 9 January 2013 (inclusive)** will be considered under the Scheme and the applicants notified of the allocation of a school place on 1 March 2013 if the applicants have good reasons for submitting the form after the deadline, for example if the family have moved into the area. In determining whether or not there are good reasons for accepting a late application, the local authority will take into account the best interests of the child concerned.
- **Common Application Forms submitted between 10 February 2013 and 1 March 2013 (inclusive)** will be considered where possible under the co-ordinated scheme and the applicants notified of the place allocated to the child concerned on 1 March 2013. However, it will not always be possible to process applications received this late. If an application is submitted but cannot be processed by 1 March 2013, the application will be treated as an in-year admission (see In-Year Admission Arrangements).
- **Common Application Forms received after 1 March 2013** will be treated as in-year admissions (see In-Year Admission Arrangements).
- **If applicants do not submit a Common Application Form**, no school place will be allocated.

5.6 Waiting Lists

The East Riding of Yorkshire Council will maintain waiting lists for the normal year of entry for all East Riding of Yorkshire schools.

5.6.1 How children are placed on a waiting list

Where an application is unsuccessful and the applicant has not been allocated a place at a school ranked as a higher preference on their Common Application Form, the child's name will be placed on a waiting list for places. If the child is resident in the East Riding of Yorkshire and the applicant has not named their catchment area school as one of their preferences, the child's name will also be added to the waiting list for a place at that school.

5.6.2 Prioritisation

The school's over-subscription criteria will be used to prioritise those children on the waiting list.

5.6.3 Allocation of places to those on the waiting list

If the number allocated places (or the number on roll after the first day of the school year) falls below the admission number, the spare places will be allocated to the children with the highest priority for a place on the waiting list.

5.6.4 Renewal of the waiting list

A waiting list will be maintained until the end of the autumn term 2013. However, the lists drawn up after the allocation of places on 16 April 2013 will be deleted on 30 September 2013 and applicants will have to contact the School Admissions Team to keep their child's name on the waiting list to the end of the autumn term.

5.6.5 Deletion of the waiting list

Waiting lists will be deleted on the last day of the autumn term of the relevant school year.

In-Year Admissions to East Riding of Yorkshire Schools

I Introduction

- 1.1 Regulations and a Code of Practice on School Admissions introduced in 2012 removed the need for local authorities to co-ordinate in-year admissions from September 2013. From that date onwards, applicants wanting to make an in-year application can submit their application to the school's admission authority.
- 1.2 A school's admission authority is the local authority for community and voluntary controlled schools and the governing body for academies and for foundation and voluntary aided schools. Foundation and voluntary aided schools' governing bodies can delegate the processing and determination of applications to another body, such as the local authority. Where a governing body delegates those functions to the East Riding of Yorkshire Council, in-year applications will be processed in the same way as applications for community and voluntary controlled schools. Academies which take up the Council's Admissions and Appeals Service Agreement can also opt for the School Admissions Team to process and determine in-year applications
- 1.3 For the purposes of these arrangements, an in-year application is either: an application made for a place in the normal year of admission to a school which could not be processed and determined in time for the parents to be notified on the national offer date; or an application made for a place in a year group other than the normal year of admission.
- 1.4 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 Applications for places at East Riding of Yorkshire schools

- 2.1.1 ***In-year Common Application Form and Supplementary Information Form*** – Any applicant wanting to apply for a place for their child at an East Riding of Yorkshire school, including those resident outside the East Riding of Yorkshire, must use an East Riding In-year Common Application Form. The In-year Common Application Form will allow applicants to express a preference for a place at an East Riding of Yorkshire school and to give their reasons why they want a place at the school named as their preference. An applicant can apply at any time for a place at any East Riding of Yorkshire school. However, applicants will only be allowed to make one application for a place at a given school in a given year group. The application will be determined in the context of the circumstances at the time the application is processed. A further application for a place at the same school in the same year group will only be considered if the applicant can show that there is a significant and material change in their circumstances which directly relates to their reasons for wanting their child to go to a particular school. Other than those applying for admission into the school's normal year of entry, any application received where the applicant indicates that they want their child to start at the new school in the next school year will not be accepted until the start of the summer term in the school year in which the application is made. Applicants may have to complete a supplementary information form if a school for which they have expressed a preference requires more information than that which is provided by the applicant on the In-year Common Application Form.

2.1.2 Submitting an In-Year Common Application Form – A completed in-year application form must be submitted to the school or to the local authority as shown in the table below.

East Riding of Yorkshire School	Submit Common Application Form to
Barmby Moor C.E. Primary School	Barmby Moor C.E. Primary School
Beverley Grammar School	Beverley Grammar School
Cottingham High School	Cottingham High School
Goole High School	Goole High School
Hessle High School	Hessle High School
Howden C.E. Infant School	Howden C.E. Infant School
Penshurst Primary School	Penshurst Primary School
Pollington-Balne C.E. (VA) Primary School	Pollington-Balne C.E. (VA) Primary School
South Hunsley School	South Hunsley School
St. John of Beverley R.C. Primary School	St. John of Beverley R.C. Primary School
St. Joseph's Catholic Primary School	St. Joseph's Catholic Primary School
St. Martin's C.E. (VA) Primary School, Fangfoss	St. Martin's C.E. (VA) Primary School, Fangfoss
St. Mary and St. Joseph's R.C. V.A. Primary School	St. Mary and St. Joseph's R.C. V.A. Primary School
St. Mary's R.C. Primary School, Bridlington	St. Mary's R.C. Primary School, Bridlington
St. Mary's R.C. V.A. Primary School, Market Weighton	St. Mary's R.C. V.A. Primary School, Market Weighton
Swanland Primary School	Swanland Primary School
Warter C.E. Primary School	Warter C.E. Primary School
Wold Newton Foundation Primary School	Wold Newton Foundation Primary School
ALL OTHER EAST RIDING OF YORKSHIRE SCHOOLS	EAST RIDING OF YORKSHIRE COUNCIL'S SCHOOL ADMISSIONS TEAM

2.1.3 Applications submitted to schools – When an application is submitted to a school, the school's governing body must notify the East Riding of Yorkshire Council's School Admissions Team and provide full details of the application and the outcome of the application. Where an applicant is unsuccessful, the applicant must be advised by the school of their right to appeal. The School Admissions Team will provide guidance notes and a form for parents to use to submit their appeal.

2.2 Applications for places at schools outside the East Riding of Yorkshire

2.2.1 Parents who want to apply for places at schools maintained by another local authority or an academy in another local authority area must contact the school concerned to find out what the school's arrangements are for in-year applications.

2.2.2 If the East Riding of Yorkshire Council's School Admissions Team receives an application for a place at a school maintained by another local authority or for an academy in another area, the application will be forwarded to the relevant local authority.

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. (See separate document on the Fair Access Protocol).

3.2 In-Year admission arrangements for community and voluntary controlled schools

- 3.2.1 The following arrangements apply to community and voluntary controlled schools. Academies and foundation and voluntary aided schools' governing bodies can elect to adopt these arrangements.
- 3.2.2 An in-year applicant will normally be allocated a place at a school 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 school since the admission number was published. The school's governing body must be able to demonstrate that there are good and valid reasons for varying the admission number applied to in-year admissions. (See separate arrangements for in-year variations to community and voluntary controlled schools' admission numbers).
- 3.2.3 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 progress through school has been accelerated or delayed and that the child has been taught for a significant period (i.e. more than a year) in a year group for children of a different age. Being taught in a mixed age group class will not, on its own, be regarded as evidence of accelerated or delayed progress.
- 3.2.4 The arrangements in the Code of Practice on School Admissions 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.
- 3.2.5 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 school's published over-subscription criteria will be used to prioritise the children if places cannot be offered to all applicants.
- 3.2.6 Other than for the normal year of admission as described in the Co-ordinated Schemes, no waiting lists will be maintained for places at schools.

4 Admission to a school

- 4.1 If an applicant submits more than one in-year application and the child is eligible for a place at more than one school, the applicant must determine within ten school days which school place the child will take up. If the applicant unreasonably delays making a decision on which school place to accept, the School Admissions Team will determine which one school place will be given to the child. In determining such a case, the School Admissions Team will take into account the school at which the child is already on roll.
- 4.2 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. A school is within a reasonable travelling distance if: the journey to the school from the child's home 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 6; or if the child is entitled to

free transport to their current school under the provisions of the East Riding of Yorkshire Council's Home to School and College Transport Policy.

- 4.3 If a child resident outside the East Riding of Yorkshire is allocated a place at an East Riding of Yorkshire school, the local authority responsible for the area where the child lives will be informed.
- 4.4 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 (as defined in paragraph 4.2), the child will be admitted to the school 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.
 - b). If the child is on roll at a school which is within a reasonable travelling distance of the child's home (as defined in paragraph 4.2), 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.
- 4.5 The admission to school of a looked after child or a child who was looked after prior to their adoption (as defined in section 5 below) 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 Children who are Looked After by a Local Authority and Children who were Looked After Prior to their Adoption

- 5.1 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. 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).
- 5.2 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).

EAST RIDING OF YORKSHIRE COUNCIL

Community and Voluntary Controlled Infant, Junior and Primary Schools' Over-Subscription Criteria and Definitions

Introduction

Each year admission authorities have to determine the criteria that will be used to prioritise applicants if a school is over-subscribed. The criteria for community and voluntary controlled infant, junior and primary schools are set out below along with the definitions of the terms used in the criteria.

Year Group for Admission

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

Statutory School Age

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

Child's fifth birthday (inclusive dates)		Child reaches statutory school age
From	To	
1 September 2013	31 December 2013	1 January 2014
1 January 2014	31 March 2014	1 April 2014
1 April 2014	31 August 2014	1 September 2014

Timing of Admission

Children allocated Reception places in the normal admissions round at a community or voluntary controlled infant or primary school maintained by the East Riding of Yorkshire Council will normally be admitted to the school at the beginning of the school year in which the child becomes five years old.

Delayed Admission

Parents can request to delay their child's first admission to school. For example, parents could ask for their child not to start school until January instead of September. However, parents should be aware that their child's admission to a school cannot be delayed beyond the date that the child reaches statutory school age and if admission is deferred to the following school year, the child may lose their place at the school.

Early or Late Transfer from Infant to Junior School

If the child's progress through an infant school has been accelerated or delayed, the child concerned will be able to transfer to a junior school with the year group in which he or she has been taught. Being taught in a mixed age group class will not, on its own, be regarded as evidence of accelerated or delayed progress. The child's transfer to a junior school cannot be delayed or accelerated by more than one year.

Children with Statements of Special Educational Needs

Applications received relating to children with statements of special educational needs will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child's statement of special educational needs, the local authority and the school have 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 the distance from the child's home to the school has to be measured, the distance measured is the shortest available route using the public road network from the normal point where the child joins the public road network to the nearest approved entry point to the school's site. For St. Nicholas Primary School in Beverley, North Ferriby CE VC Primary School and Stamford Bridge Primary School, which have split sites, the distance will be measured to the nearest approved entry point to the school's site appropriate for the child's year group. The distance will be measured on the School Admissions Team's computerised GIS mapping system using Ordnance Survey information.

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 for that school 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. 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 school's designated catchment area.

Information about catchment areas can be obtained from the Admissions Team or from the school. The child concerned must be resident in the catchment area by 26 February 2013 to qualify under this criterion for the normal admissions round.

If applications are submitted for siblings in the same year group and there are insufficient places available for the siblings who meet this criterion to be allocated places, the admission number will be exceeded to allow them to be placed at the school unless this would lead to the statutory limit on infant class sizes being exceeded.

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), (iv) and (v).

Criterion (iii) – For primary schools, places will next be given to children who have a sibling attending the school in Reception or Years 1 to 5. For infant schools, places will next be given to children who have a sibling attending the infant school in Reception or Years 1 and 2 or Years 3 to 5 at the junior school for which the infant school is a named feeder school. For junior schools, places will next be given to children who have a sibling attending the junior school in Years 3 to 5 or Reception or Years 1 and 2 at a named feeder infant school.

If applications are submitted for siblings in the same year group and there are insufficient places available for the siblings who meet this criterion to be allocated places, the admission number will be exceeded to allow them to be placed at the school unless this would lead to the statutory limit on infant class sizes being exceeded.

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 Criteria (iv) and (v).

Criterion (iv) (junior schools only) - Places will next be given to children who have attended one of the school's named feeder infant schools since the beginning of National Curriculum Year 1.

To qualify, the child must have attended the infant 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 the junior school.

If applications are submitted for siblings in the same year group and there are insufficient places available for the siblings who meet this criterion to be allocated places, the admission number will be exceeded to allow them to be placed at the school unless this would lead to the statutory limit on infant class sizes being exceeded.

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

Criterion (v) - Places will next be given 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 applications are submitted for siblings in the same year group and there are insufficient places available for the siblings who meet this criterion to be allocated places, the admission number will be exceeded to allow them to be placed at the school unless this would lead to the statutory limit on infant class sizes being exceeded.

EAST RIDING OF YORKSHIRE COUNCIL

Community and Voluntary Controlled Secondary Schools’ Over- Subscription Criteria and Definitions

Introduction

Each year admission authorities have to determine the criteria that will be used to prioritise applicants if a school is over-subscribed. The criteria for community and voluntary controlled secondary schools are set out below along with the definitions of the terms used in the criteria.

Year Group for Admission

A pupil will be admitted to a school into the National Curriculum Year relevant to the pupil’s age. Pupils will normally leave primary education at the end of Year 6 and transfer to a secondary school at the start of Year 7.

Early or Late Transfer from Primary to Secondary School

If the child’s progress through primary school has been accelerated or delayed, the child concerned will be able to transfer to secondary school with the year group in which he or she has been taught. Being taught in a mixed age group class will not, on its own, be regarded as evidence of accelerated or delayed progress. The child’s transfer to secondary school cannot be delayed or accelerated by more than one year.

Children with Statements of Special Educational Needs

Applications received relating to children with statements of special educational needs will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child’s statement of special educational needs, the local authority and the school have 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 the distance from the child’s home to the school has to be measured, the distance measured is the shortest available route using the public road network from the normal point where the child joins the public road network to the nearest approved entry point to the school’s site. For the split site secondary school, Wolfreton School, the distance will be measured to the nearest approved entry point to the school’s site appropriate for the child’s year group. The distance will be measured on the School Admissions Team’s computerised GIS mapping system using Ordnance Survey information.

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 for that school 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. 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 school's designated catchment area.

Information about catchment areas can be obtained from the School Admissions Team or from the school. The child concerned must be resident in the catchment area by 9 January 2013 to qualify under this criterion in the normal admissions round.

If applications are submitted for siblings in the same year group and there are insufficient places available for the siblings who meet this criterion to be allocated places, the admission number will be exceeded to allow them to be placed at the school.

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), (iv) and (v).

Criterion (iii) - Places will next be given to children who have a sibling attending the school in Years 7 to 10.

If applications are submitted for siblings in the same year group and there are insufficient places available for the siblings who meet this criterion to be allocated places, the admission number will be exceeded to allow them to be placed at the school.

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

Criterion (iv) - Places will next be given 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 the secondary school.

If applications are submitted for siblings in the same year group and there are insufficient places available for the siblings who meet this criterion to be allocated places, the admission number will be exceeded to allow them to be placed at the school.

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

Criterion (v) - Places will next be given 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 applications are submitted for siblings in the same year group and there are insufficient places available for the siblings who meet this criterion to be allocated places, the admission number will be exceeded to allow them to be placed at the school.

EAST RIDING OF YORKSHIRE COUNCIL

Catchment Areas and Feeder Schools

Introduction

The over-subscription criteria for community and voluntary controlled schools refer to school catchment areas in Criterion (ii) and feeder schools in Criterion (iv). Each school has a defined catchment area and children from that area have a priority for places at the school. The same catchment areas are also used to determine a pupil's entitlement to home to school transport. Each junior school and secondary school also has a list of feeder schools which are used to prioritise applicants under Criterion (iv). For junior schools, the list of feeder schools is also used to determine sibling connections with a school under Criterion (iii).

Community and Voluntary Controlled Infant, Junior and Primary School Catchment Areas

The catchment areas for schools are the same as those used for 2012/2013 admissions. Details are available from the School Admissions Team.

For the purposes of the East Riding of Yorkshire Council's Home to School Transport Policy, the catchment areas used to determine a child's entitlement to home to school transport to an academy or to a foundation or voluntary aided school will be those used for 2012/2013 admissions.

Community and Voluntary Controlled Junior Schools' Feeder Infant Schools

The following table shows the junior schools' feeder infant schools.

Junior School	Feeder infant schools for 2013/2014 admissions
All Saints CE VC Junior School	All Saints CE VC Infant School
Burlington Junior School	Burlington Infant School
Driffield Junior School	Driffield CE VC Infant School and Driffield Northfield Infant School
Howden Junior School	Howden CE Infant School
Mount Pleasant CE VC Junior School	Market Weighton Infant School
Pocklington Community Junior School	Pocklington CE VC Infant School

Community and Voluntary Controlled Secondary Schools' Feeder Primary and Junior Schools and Catchment Areas

The following table shows the secondary schools' feeder junior and primary schools. A secondary school's catchment area is the area covered by the catchment areas of the feeder junior and primary schools.

Secondary school	Feeder primary and junior schools for 2013/2014 admissions
Beverley High School	Beverley Minster C.E. VC Primary School, Beverley St. Nicholas Primary School, Keldmarsh Primary School, Tickton CE VC Primary School, Walkington Primary School, Wawne Primary School, Woodmansey CE VC Primary School.
Bridlington School	Bay Primary School, Boynton Primary School, Hilderthorpe Primary School, Quay Primary School
Driffield School	Beswick and Watton CE VC Primary School, Burton Agnes CE VC Primary School, Driffield Junior School, Garton-on-the-Wolds CE VC Primary School, Gembling Primary School, Hutton Cranswick Primary School, Kilham CE VC Primary School, Langtoft 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, Wold Newton Primary School
Headlands School	Bay Primary School, Bempton Primary School, Burlington Junior School, Flamborough CE VC Primary School, Martongate Primary School, New Pasture Lane Primary School
Hornsea School	Beeford CE VC Primary School, Brandesburton Primary School, Hornsea Burton Primary School, Hornsea Primary School, Leven CE VC Primary School, Riston CE VC Primary School, Sigglesthorpe CE VC Primary School, Skipsea Primary School.
Howden School	Barmby on the Marsh Primary School, Bubwith Primary School, Eastrington Primary School, Gilberdyke Primary School, Howden Junior School, Newport Primary School.
Longcroft School	Cherry Burton CE VC Primary School, Leconfield Primary School, Lockington CE VC Primary School, Molescroft Primary School, St. Mary's CE VC Primary School, Swinemoor Primary School

Secondary school	Feeder primary and junior schools for 2013/2014 admissions
South Holderness Technology College	Aldbrough Primary School, Bilton Primary School, Burstwick Primary School, Hedon Primary School, Inmans Primary School, Paull Primary School, Preston Primary School, Skirlaugh CE VC Primary School, Sproatley Endowed CE VC Primary School, Thorngumbald Primary School
The Market Weighton School	Holme-upon-Spalding Moor Primary School, Mount Pleasant CE VC Junior School, Newbald Primary School.
The Snaith School	Cowick CE VC Primary School, Hensall Primary School, Pollington-Balne CE Primary School, Rawcliffe Bridge Primary School, Rawcliffe Primary School, Snaith Primary School
Withernsea High School	Burton Pidsea Primary School, Easington CE VC Primary School, Keyingham Primary School, Parrington CE VC Primary School, Roos CE VC Primary School, Withernsea Primary School.
Woldgate College	Barmby Moor CE Primary School, Bishop Wilton CE VC Primary School, Bugthorpe CE VC Primary School, Fangfoss St. Martin's CE Primary School, Melbourne Primary School, Pocklington Community Junior School, Stamford Bridge Primary School, Sutton upon Derwent CE VC Primary School, Warter CE Primary School, Wilberfoss CE VC Primary School.
Wolfreton School	Anlaby Acre Heads Primary School, Anlaby Primary School, Kirkella St. Andrew's Primary School, Springhead Primary School, Willerby Carr Lane Primary School.

Where an academy or a foundation or voluntary aided primary or junior school is referred to in the list above, the catchment area will be that which the East Riding of Yorkshire Council has recorded as the school's catchment area. If the governing body of the foundation or voluntary aided primary school changes the school's catchment area, the Council will determine whether or not the revised catchment area should be used for the purposes of determining the relevant secondary school's catchment area.

Academies and Foundation and Voluntary Aided Schools

The following definitions of catchment areas for academies and foundation and voluntary aided schools' will be used by the East Riding of Yorkshire Council for determining a child's entitlement to home to school transport under the Council's policy.

Secondary school	Feeder primary and junior schools for 2013/2014 admissions
Beverley Grammar School	Beverley Minster C.E. VC Primary School, Beverley St. Nicholas Primary School, Keldmarsh Primary School, Tickton CE VC Primary School, Walkington Primary School, Wawne Primary School, Woodmansey CE VC Primary School.
Cottingham High School	Cottingham Bacon Garth Primary School, Cottingham Croxby Primary School, Dunswell Primary School, Hallgate Primary School, Little Weighton Rowley CE VC Primary School, Skidby CE VC Primary School, Westfield Primary School
Goole High School	Airmyn Park Primary School, Boothferry Primary School, Hook CE VC Primary School, Kingsway Primary School, Parkside Primary School, Marshlands Primary School, Reedness Primary School, Swinefleet Primary School.
Hessle High School	Hessle All Saints CE VC Junior School, Hessle Penshurst Primary School
South Hunsley School	Brough Primary School, Elloughton Primary School, North Cave CE VC Primary School, North Ferriby CE VC Primary School, South Cave CE VC Primary School, Swanland Primary School, Welton Primary School.

EAST RIDING OF YORKSHIRE COUNCIL

2013/2014 Admission Numbers for Community and Voluntary Controlled Schools

Introduction

The admission number is the number of children the school is planning to admit to the normal year of entry. The normal year of entry is Reception (or Foundation Stage 2) at an infant or primary school, Year 3 at a junior school or Year 7 at a secondary school. Separate arrangements apply to the admission numbers for Year 12 at a school with a sixth form. Normally, an admission authority cannot refuse to admit a pupil to the normal year of entry if the number allocated places or the number on roll has not reached the published admission number.

For infant and primary schools, the Code of Practice requires admission authorities to determine admission numbers which are consistent with the legislation on infant class sizes: the admission number must be set to allow the school to comply with the class size limit.

School Name	Proposed 2013/2014 Admission Number
Airmyn Park Primary School	15
Aldbrough Primary School	30
All Saints CE VC Infant School	120
All Saints CE VC Junior School	120
Anlaby Acre Heads Primary School	50
Anlaby Primary School	50
Bacon Garth Primary School	27
Barmby on the Marsh Primary School	8
Bay Primary School	60
Beeford CE VC Primary School	10
Bempton Primary School	12
Beswick and Watton CE VC Primary School	8
Beverley High School	151
Beverley Minster CE VC Primary School	60
Beverley St Nicholas Primary School	60
Bilton Community Primary School	30
Bishop Wilton CE VC Primary School	8
Boothferry Primary School	45
Boynnton Primary School	10
Brandesburton Primary School	20
Bridlington School & Sports College	223
Brough Primary School	60
Bubwith Primary School	20
Bugthorpe CE VC Primary School	7
Burlington Infant School	80
Burlington Junior School	90
Burstwick Community Primary School	30
Burton Agnes CE VC Primary School	14
Burton Pidsea Primary School	14
Cherry Burton CE VC Primary School	30
Cottingham Croxby Primary School	45
Cowick CE VC Primary School	15
Driffield CE VC Infant School	90
Driffield Junior School	150
Driffield Northfield Infant School	60
Driffield School	336
Dunswell Primary School	12
Easington Primary School	17
Eastrington Primary School	15
Elloughton Primary School	45
Flamborough CE VC Primary School	20
Garton-on-the-Wolds CE VC Primary School	8
Gembling Primary School	7
Gilberdyke Primary School	40
Hallgate Primary School	40
Headlands School & Community Science	261
Hedon Primary School	30
Hilderthorpe Primary School	60
Holme on Spalding Moor Primary School	50

School Name	Proposed 2013/2014 Admission Number
Hook CE VC Primary School	30
Hornsea Burton Primary School	17
Hornsea Primary School	90
Hornsea School & Language College	240
Howden Junior School	60
Howden School & Technology College	182
Hutton Cranswick Community Primary School	30
Inmans Primary School	60
Keldmarsh Primary	30
Keyingham Primary School	30
Kilham CE VC Primary School	15
Kingsway Primary School	50
Kirk Ella St Andrew's Community Primary School	90
Langtoft Primary School	8
Leconfield Primary School	25
Leven CE VC Primary School	30
Little Weighton Rowley CE VC Primary School	13
Lockington CE VC Primary School	8
Longcroft School & Performing Arts	270
Market Weighton Infant School	76
Marshlands Primary School	30
Martongate Primary School	60
Melbourne Community Primary School	24
Middleton-on-the-Wolds CE VC Primary School	14
Molescroft Primary School	60
Mount Pleasant CE VC Junior School	75
Nafferton Primary School	45
New Pasture Lane Primary School	30
Newbald Primary School	10
Newport Primary School	20
North Cave CE VC Primary School	20
North Ferriby CE VC Primary School	40
North Frodingham Primary School	12
Parkside Primary School	60
New Pasture Lane Primary School	30
Patrington CE VC Primary School	30
Paull Primary School	7
Pocklington CE VC Infant School	90
Pocklington Community Junior School	80
Preston Primary School	30
Quay Primary School	60
Rawcliffe Bridge Primary School	14
Rawcliffe Primary School	17
Reedness Primary School	15
Riston CE VC Primary School	10
Roos CE VC Primary School	14
Sigglethorne CE VC Primary School	12
Skidby CE VC Primary School	12

School Name	Proposed 2013/2014 Admission Number
Skipsea Primary School	10
Skirlaugh CE VC Primary School	20
Sledmere CE VC Primary School	10
Snaith Primary School	40
South Cave CE VC Primary School	60
South Holderness Technology College	330
Springhead Primary School	30
Sproatley Endowed CE VC Primary	30
St Mary's CE VC Primary School (Beverley)	60
Stamford Bridge Primary School	50
Sutton Upon Derwent CE VC Primary	7
Swanland Primary School	60
Swinefleet Primary School	8
Swinemoor Primary School	50
The Market Weighton School	142
The Snaith School	194
Thorngumbald Primary School	40
Tickton CE VC Primary School	30
Walkington Primary School	40
Wawne Primary School	15
Welton Primary School	60
Westfield Primary School	55
Wetwang CE VC Primary School	8
Wilberfoss CE VC Primary School	30
Willerby Carr Lane Primary School	60
Withernsea High School	223
Withernsea Primary School	70
Woldgate College	244
Wolfreton School	270
Woodmansey CE VC Primary School	7

EAST RIDING OF YORKSHIRE COUNCIL

Sixth Form Admission Arrangements

The East Riding of Yorkshire Council has delegated to the governing bodies of community and voluntary controlled schools it maintains responsibility for the administration of sixth form admissions. Governing bodies are also responsible for the determination of their school's sixth form admission arrangements.

EAST RIDING OF YORKSHIRE COUNCIL

Arrangements for School Admission Appeals

I Introduction

- 1.1 The arrangements below relate to admission appeals for places at community and voluntary controlled schools. All school admission appeals will be conducted in accordance with the relevant legislation and with the Secretary of State's Code of Practice on School Admission Appeals.
- 1.2 All school admission authorities have to make arrangements for applicants to appeal against admissions decisions. The arrangements for appeals by parents and students set out below relate to all community and voluntary controlled schools in the East Riding of Yorkshire and to academies and foundation and voluntary aided schools whose governing bodies have made arrangements for the Council to administer their admission appeals. The arrangements for appeals by school governing bodies against the admission of pupils who have been permanently excluded from two or more schools relate only to community and voluntary controlled schools.

2 School Admission Appeals by Parents and Appeals by Students Applying for a Place in a School's Sixth Form

- 2.1 Applicants refused a place at a school for their child normally have the right to make an appeal against the decision to refuse admission. Students applying for a place in a school's sixth form also have the right to appeal if their application is turned down.
- 2.2 School admission appeals are heard by independent admission appeal panels. Appeal panel members are appointed by the Council's Director of Corporate Resources. Panel members receive appropriate training through the Council's Legal and Democratic Services. Staff from Legal and Democratic Services provide advice and guidance for panel members on the law relating to school admissions and appeals and on the conduct and organisation of appeal hearings; and act as clerks at appeal panel hearings, making a record of the hearing, recording the panel's decisions and their reasons and advising the appellant of the outcome.
- 2.3 Applicants will normally only be able to appeal once against the decision to refuse their application for admission to a given academic year at a given school. Further appeals for admission to the same academic year at the same school will only be authorised if the appellant can show that there has been a subsequent significant change in their circumstances which materially affects their case for a place at the school, or if new information comes to light which was not previously available and which materially affects the appellant's case for a place at the school.

3 Appeals by Community and Voluntary Controlled Schools Against the Admission of Twice Excluded Pupils

- 3.1 Where the school's admission authority instructs a school to admit a pupil who has been permanently excluded from two or more schools, the governing body of the school can appeal against the admission authority's admission decision. Such appeals will be heard by an independent school admission appeal panel, as set out in the Code of Practice on School Admission Appeals.

EAST RIDING OF YORKSHIRE COUNCIL

Relevant Area for Consultation

The Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999 (SI 1999 No. 124) require local authorities to determine relevant areas for consultation on admission arrangements.

The Relevant Areas for schools maintained by the East Riding of Yorkshire Council are as follows:

- For community and voluntary controlled primary and secondary schools and for the academies and foundation and voluntary aided secondary schools, the Relevant Area is the East Riding of Yorkshire.
- For academies, foundation and voluntary aided infant, junior and primary schools, the Relevant Area for consultation is the East Riding of Yorkshire Council and admission authorities within three miles of the school, including admission authorities in neighbouring local authority areas.

Fair Access Protocol

I Introduction

- 1.1 The Code of Practice on School Admissions requires local authorities to have Fair Access Protocols. Fair Access Protocols are a collection of special arrangements which are applied outside the normal admissions round to ensure that vulnerable, hard to place pupils and pupils with challenging behaviour are placed at an appropriate school quickly. The Protocol must include arrangements for ensuring that, as far as possible, schools are not required to admit a disproportionate number of children who have been permanently excluded from other schools or who have challenging behaviour. Fair Access Protocols can only be applied to in-year applications where children cannot be placed at a suitable school through the standard in-year application process.
- 1.2 The Fair Access Protocol allows places to be given to children at schools which are over-subscribed in the child's year group. Additionally, in specific circumstances, the Fair Access Protocol allows a school's admission authority to refuse a child a place in a year group where places are available but the child's admission to the school would be inappropriate.

2 Application of the Fair Access Protocol

- 2.1 With the exception of cases where a child has been permanently excluded twice, parents have a statutory right to express a preference for a school place for their child. Admission authorities have a statutory duty to comply with a parent's expressed preference unless it can be shown that the admission of an additional child would "prejudice the provision of efficient education and the efficient use of resources." In the normal year of entry to a school, such prejudice can only arise if the number on roll at the school is up to or exceeds the published admission number. Outside the normal year of entry and where the circumstances outlined below apply, prejudice can arise at a point where numbers on roll are below the admission number published for the first admission of the child's year group to the school.
- 2.2 In cases which meet the criteria below, the Fair Access Protocol makes provision for:
- vulnerable children and children with challenging behaviour to be admitted to a suitable school, even if the admission is to an over-subscribed year group; and
 - the school's admission authority or the governing body of a community or voluntary controlled school to make representations to the Fair Access Panel against an in-year admission where they believe the standard in-year arrangements or a decision by the Fair Access Panel should not be applied because of issues relating to the child's challenging behaviour.

- 2.3 With the exception of cases to which paragraphs 3.1.2 and 3.1.3 apply below, decisions about the admission of pupils to schools under the provisions of the Fair Access Protocol will be taken by the Fair Access Panel. The Fair Access Panel will try to reach a consensus view on each case being considered. If a consensus cannot be achieved, the view of the majority of members present will be used. If there is no overall majority view, the case being considered will be referred to the Director of Children, Family and Adult Services to determine. To avoid delay in admitting children to a school, cases to which paragraphs 3.1.2 and 3.1.3 apply will be determined by the school's admission authority when processing the application.

3 Arrangements for the Admission of Vulnerable Children and Children with Challenging Behaviour

3.1 Categories of Children to which the Fair Access Protocol Applies

The admission of the following categories of pupils will be considered under the Fair Access Protocol where the child cannot be admitted to a suitable or appropriate school through the standard admission arrangements. The expectation is that most cases will relate to children in Reception (or Foundation Stage 2) and Years 1 to 11. However, the Fair Access Protocol can be applied to students of sixth form age where appropriate.

3.1.1 Children Permanently Excluded from a School and Those at Risk of Permanent Exclusion

Children who require a mainstream school place because they have been permanently excluded from their previous school or who have been identified as being at risk of permanent exclusion from their current school.

3.1.2 Looked After Children and Children who were Previously Looked After Children

Children who are looked after by a local authority and 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. 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). Applications for school places for looked after children and for previously looked after children will be determined by the school's admission authority.

3.1.3 Children who Move into a School's Catchment Area

Children who move into a school's catchment area outside the normal admissions round will be placed at their catchment area school unless:

- the child's original school is within a reasonable distance of the child's new home (two miles for a child in Reception and Years 1 to 3 or three miles for a child in Years 4 to 11);
- the child is in Reception, Year 1 or Year 2 and the class or classes for the child's year group have reached the Key Stage 1 class size limit and the distance from the child's home to the nearest alternative school with a place available is not more than two miles;

- the child is from a Gypsy, Roma or Traveller family or is the child of a refugee or asylum seeker and the local authority identifies a school other than the catchment area school as being the most appropriate for the child concerned. In such cases, this policy will apply as if the school identified by the local authority is the catchment area school of the child's new address.

To be considered under this paragraph, an application for a school place must be submitted within six months of the date on which the child becomes resident in the school's catchment area.

Applications for school places for children who move in to a school's catchment area will be determined by the school's admission authority.

3.1.4 Children Subject to Arrangements Made Under the Managed Move Protocol or the Planned Transfer Protocol

Children whose transfer between schools is arranged formally under the Primary and Secondary Behaviour and Attendance Partnerships' protocols.

3.1.5 Children Missing Education

Children who have been identified as missing education or who have otherwise not been in full time education for a period of two months or more.

3.1.6 Children who have been Educated at Home

Children who are returning to full-time education or who will be subject to a flexi-schooling arrangement.

3.1.7 Other Vulnerable or Challenging Children

The Director of Children, Family and Adult Services can refer any case to the Fair Access Panel where she considers the child's circumstances warrant special consideration under the Fair Access Protocol.

3.2 Admissions to Schools

Where the appropriate school place for a child has been identified by the Fair Access Panel, the admission authority for the school named by the Panel will make arrangements to admit the child as soon as reasonably possible, normally within 20 school days (10 school days for a looked after child) of the date on which the school is notified of the Fair Access Panel's decision.

3.3 Alternative Provision and Support for Schools

Other policies, protocols and arrangements set out the provisions available outside schools and the support available for schools in dealing with children with challenging behaviour. Those other policies, protocols and arrangements include: the Managed Move Protocol; the Protocol for Excluded Pupils and Pupils at Risk of Exclusion; the Children Missing Education Policy; the Elective Home Education Arrangements; the Planned Transfer Protocol; and the Code of Practice on Special Educational Needs.

4 Representations Against the Admission of Children with Challenging Behaviour

- 4.1 In certain circumstances, outside the normal admissions round, a school's admission authority or the governing body of a community or voluntary controlled school can submit representations to the Fair Access Panel against an in-year admission where they believe the standard in-year arrangements or a decision by the Fair Access Panel should not be applied because of issues relating to the child's challenging behaviour.
- 4.2 Representations cannot be made against the admission of a looked after child, a previously looked after child or a child with a statement of special educational needs which names the school. Representations can also not be considered where an applicant has expressed a preference for a place in the normal year of entry and the number on roll at the school is below the published admission number.
- 4.3 The admission authority or governing body as appropriate must show that:
- the school has a particularly high proportion of children with challenging behaviour or previously excluded children which directly affects their capacity to cater properly for the needs of the child to be admitted or the school is the subject of a formal notification of under-achievement and the management of pupil behaviour is specifically cited as an area of concern; and
 - there are specific issues relating to the child concerned and the circumstances at the school which make it inappropriate to admit the child to the school. Issues and concerns which apply to any school admitting the child cannot be taken into account. It must be assumed that all schools and academies can cater for children with a wide range of abilities, social and educational needs and behavioural problems. The admission authority or governing body must show that the child's behaviour is such that it is beyond the range that the school could be expected to have to cater for within the resources and facilities available and accessible to the school.
- 4.4 Representations must be lodged with the School Admissions Team within five school days of:
- receipt of the in-year application by the governing body of an academy or a foundation or voluntary aided school,
 - receipt by a school of a notification of a Fair Access Panel decision,
 - receipt by school of a notification from the School Admissions Team to admit a child.
- 4.5 The representations will be considered by the Fair Access Panel. In determining the representations, the Fair Access Panel will try to reach a consensus view. If a consensus cannot be achieved, the majority view of the members present will determine the outcome of the representations. If there is no overall majority view, the case being considered will be referred to the Director of Children, Family and Adult Services to determine.
- 4.6 Admission authorities and governing bodies preparing representations against a child's admission and members of the Fair Access Panel determining any representations

submitted, must take into account the provisions of relevant legislation and guidance, including legislation relating to disability discrimination.

5 Fair Access Panel

- 5.1 With the exception of cases to which paragraphs 3.1.2 and 3.1.3 apply, all cases relating to the admission of pupils under the Fair Access Protocol will be considered and determined by the Fair Access Panel. Membership of the Panel will be made up of representatives of the following services: Educational Psychology and Behaviour Support Team; Improvement Services; Inclusion and Access; Inclusion and SEN; Childcare Services; and schools.
- 5.2 The Fair Access Panel will meet as appropriate, normally fortnightly during term time. The quorum will be three, with at least one representative from each of Educational Psychology and Behaviour Support Team and Inclusion and Access.
- 5.3 The Fair Access Panel will:
- Consider issues of interest to members of the above services relating to the placement of children in schools.
 - Develop working practices, relationships and communications between the services relating to school admissions.
 - Determine the allocation of school places under the provisions of the Fair Access Protocol.
 - Determine representations by schools against the admission of children with challenging behaviour.
 - Monitor the admission and attendance of children allocated places under the Fair Access Protocol.

6 Amendments to the Protocol

- 6.1 To enable rapid implementation of improvements to the operation and effectiveness of the Protocol, in-year changes which do not affect the fundamental principles of the Fair Access Protocol will be considered and determined by the East Riding of Yorkshire Secondary and Primary School Behaviour and Attendance Partnerships. Any changes made will be submitted to the Council's Cabinet as part of the annual determination of admission arrangements.

EAST RIDING OF YORKSHIRE COUNCIL

Arrangements for Changing Community and Voluntary Controlled Schools' Admission Numbers other than for the Normal Year of Entry

I Introduction

- 1.1 Admission numbers are determined and published for admissions to the normal year of entry to a school. The normal year of entry is Reception (or Foundation Stage 2) at an infant or primary school, Year 3 at a junior school, Year 7 for a secondary school and Year 12 for a sixth form. The admission number must remain in force for admissions to the year of entry to which it relates.
- 1.2 When the cohort of pupils progresses to a higher group, the admission number determined for the normal year of entry normally remains in force for that year group and applicants can only normally be refused a place if the number on roll is equal or greater than the admission number.
- 1.3 In certain circumstances, it may be inappropriate for a school to continue to operate with an admission number for a year group which was set when that cohort first joined the school. For example, if the school's buildings are changed significantly and the accommodation is increased or reduced; or if the number of children admitted in the normal year of entry has necessitated a change in class organisation and an increase or reduction in staffing.

2 Arrangements for Changing an Admission Number Applicable to a Year Group other than the Normal Year of Entry

- 2.1 The governing body of the community or voluntary controlled school must submit a request for an admission number for a year group to be changed to the Pupil Services Manager.
- 2.2 The request from the governing body must include detailed reasons for changing the admission number, including details of any accommodation changes, class organisation and relevant financial information.
- 2.3 The Pupil Services Manager may request any further information from the headteacher or governing body.
- 2.4 If the request by the governing body is approved, the revised admission number will remain in force for that year group as it progresses through the school unless a subsequent application to change the applicable admission number is submitted by the governing body.

EAST RIDING OF YORKSHIRE COUNCIL

Nursery Admissions Policy Community & Voluntary Controlled Schools

Lead Directorate and service:	<i>Children, Family & Adult Services</i> Learning & Achievement
Effective Date:	<i>8 April 2012</i>
Date Reviewed:	March 2012
Date Due for Review:	March 2013
Contact Officer:	Paul Butler, Inclusion & Access Manager
Contact Number:	(01482) 392110
Approved By:	Cabinet

I. Background:

- I.1 Local authorities are required to ensure that all three and four year old children are able to access their statutory entitlement to free early years provision. This can be provided by local authorities through nursery schools or schools with nursery classes.
- I.2 In East Riding of Yorkshire there are four nursery schools and 47 community and voluntary controlled schools with nursery classes which provide free early years provision.
- I.3 Local authorities are required to publish the admission arrangements for free early years provision in community and voluntary controlled schools.
- I.4 The previous policy came into effect in September 2009, but there have been significant changes to legislation and national policy on free early years provision since then and this policy is required to conform to the new requirements.

2. Definitions for the Purposes of this Policy:

Nursery Age and Statutory School Age	<p>A child is deemed to be of nursery age from the term after their third birthday until they reach statutory school age which is the term after their fifth birthday.</p> <p>For these purposes, terms are :- Autumn term - 1 September – 31 December Spring term - 1 January – 31 March Summer term - 1 April – 31 March</p>
Free Early Years Provision	All children are entitled to 15 hours free early years provision from the term after their third birthday until they reach statutory school age, and is available for 38 weeks per year.
Code of Practice	Code of Practice for Local Authorities on Delivery of Free Early Years Provision for 3 & 4 Year Olds.
Provider Agreement	Agreement which all schools and providers are required to sign in order to receive early years funding.
Admission limit	The number of children that a school can admit to free early years provision is determined by the physical space that it has available and the staff to children ratio.
Looked after Children	A looked after child is a child who is in the care of the 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.
Child's Residence	Children are normally deemed to be resident with their parents, or those with parental responsibility and evidence may be required to confirm home address. Where a child spends time at two different homes, the one where the child spends the majority of school nights will be used for application purposes.
Appropriate Professional	GP, Consultant, Educational Psychologist, Portage Worker, Speech & Language Therapist etc.
Catchment Area	The catchment area is the approved catchment area for the school which is used for school admissions.

3. Policy Statement

3.1 East Riding of Yorkshire Council wishes to promote free early years provision for three and four year old children throughout the authority and ensure that it meets the statutory requirements set out in the Code of Practice. Headteachers of mainstream nursery schools and schools with nursery classes must accept for consideration any applications from families with pre-statutory school age children. All applications received must be considered in the light of the Code of Practice, the Council's Nursery Admissions Policy, Provider Agreement and any other guidance issued by the council.

3.2 Applications

3.3 Applications for places at a nursery school, or at a nursery class in a primary or infant school will be administered by individual schools and places will be offered up to the nursery admission limit.

3.4 Admission to a nursery is from the dates below.

Date of birth of child	Term in which child is eligible to 15 hours early education
1 April – 31 March	Autumn term
1 September – 31 December	Spring term
1 January – 31 March	Summer term

3.5 Early Admission to Nursery

3.6 An earlier start date will be considered for children in exceptional circumstances and usually only with the support of a suitably qualified professional person such as a social worker or GP. Children with special educational needs will be considered for early entry with the support of the special educational needs section or portage service.

3.7 Additional Hours

3.8 Additional hours above the statutory entitlement can be provided by schools where the capacity exists. These hours must, however, be charged for and the cost will be determined by the school. Free additional hours will only be provided for children in exceptional circumstances and usually only with the support of a suitably qualified professional person such as a social worker or GP. Children with special educational needs will be considered for additional hours with the support of the special educational needs section or portage service.

3.9 Take up of Entitlement

Parents are entitled to access up to 15 hours of early learning and childcare for their child. They can access as few, or as many, hours as they wish, up to a maximum of 15. They do not have to access all 15 hours if they do not wish to do so.

- 3.10 When considering applications, schools cannot refuse to offer a place on the basis that a parent does not wish to access their full entitlement. Once a place has been offered, a school cannot withdraw a place if a parent does not wish to access their full entitlement.
- 3.11 Flexibility
- 3.12 Where possible, schools may offer parents flexibility in how their child receives their 15 hours entitlement. It is for each school to determine how much, if any, flexibility is available.
- 3.13 Schools will require parents to enter into an agreement which will specify when, and how, the flexibility may be reviewed.
- 3.14 Lunch Provision
- 3.15 Some schools may be able to provide lunchtime sessions, either as part of the 15 hours entitlement, or as an additional paid for session. It will be for each school to determine whether it is able to offer this provision.
- 3.16 Attendance at More Than One Setting
- 3.17 Parents may choose to access their entitlement to their 15 hours of early learning and childcare at up to two settings. More than two settings will only be approved in very exceptional circumstances.
- 3.18 Where parents wish to access their entitlement at another setting as well as a nursery, this can be at a private, voluntary or independent setting, or at another maintained nursery. The 15 hours entitlement cannot be split between a nursery and a reception class.
- 3.19 When considering applications, schools cannot refuse to offer a place on the basis that a parent wishes to access their entitlement at more than one provider. Once a place has been offered, a school cannot withdraw a place if a parent does not wish to access their full entitlement at the school, but wishes to share it with another provider.
- 3.20 Where a child receives their 15 hours entitlement at more than one setting, each provider will receive funding on a pro-rata basis, with a school receiving the funding first. Any remaining hours entitlement will then be paid to the other provider.
- 3.21 Duration and Transfer to Full Time Education
- 3.22 Once admitted to nursery, children may stay until they transfer to a Reception class. The transfer may take place in the September of the academic year in which the child reaches five years of age, or may be delayed if the parent wishes until a later date. Children must transfer to a Reception or a Year 1 class once they reach statutory school age.
- 3.23 Admission to a nursery class in a school does not guarantee admission to the reception class and a separate application must be made by the parent through the Council's normal admission arrangements.

3.24 Admission Limit

3.25 The number of children that a school can admit to nursery provision is determined by the physical space that it has available and the staff to children ratio. Each school will determine the maximum number of children that it can admit to any of its sessions and may admit up to this number. Changes to the admission limit can only be implemented with agreement from the local authority.

3.26 Infilling

3.27 Where parents do not take up their full entitlement of 15 hours, schools may infill. Where infilling takes place, the number of children in attendance at any time must not exceed the admission limit set by the school.

3.28 In some circumstances, schools infilling places may not be able to offer parents who are accessing the infill places their full entitlement of 15 hours. Schools must inform parents that they can access the balance of their entitlement at an alternative provider.

3.29 Children with Special Educational Needs

3.30 Children with special educational needs must be treated no less favourably in the allocation of places. Support and advice is available to schools to ensure that children with special educational needs are able to access their statutory entitlement.

3.31 The local authority can direct a school to admit a child with special educational needs to a nursery.

3.32 Allocations of Places

3.33 If, at the application deadline date, there are more places available than there are applications, then all children will be offered a place. Subsequent applicants will be offered places until the provision is full. Once full, applications will be placed on a waiting list and places will be allocated in accordance with the over-subscription criteria.

3.34 Criteria to be Used in the Event of Over-subscription

3.35 If, at the application deadline, there are more applications than there are places, then places will be offered in accordance with the following criteria until the nursery is full.

Criterion 1

- Looked after children in the care of the local authority.
Children who have a statement of special educational needs.
- Children who do not have a statement of special educational needs, but have identified special educational needs and are supported by the local authority.
- Children who have significant social or medical needs and their application for a nursery place is supported by an appropriate professional.

Criterion 2

- Children resident in the catchment area of the nursery.

Criterion 3

- Children will be ranked according to age and places offered to the oldest children.

3.36 Siblings

3.37 In a situation of multiple births and there are insufficient places available for all of the siblings, the admission limit cannot be exceeded to accommodate all of these siblings. The parent will be asked to nominate which sibling(s) they wish to attend the nursery and the remaining sibling(s) will be placed on the waiting list.

3.38 Casual Applications

3.39 Casual applications for a place in the nursery part way through a term will be considered by the headteacher. If a place is available, the place will be offered. If a place is not available, the child will be placed on the waiting list.

3.40 Waiting Lists

3.41 When the nursery is full, a waiting list will be established in the over-subscription priority order. Children will be entered on the waiting list in the above priority order. When places become available, children will be allocated from the waiting list. New applications will be added to the waiting list in accordance with the priority order. Schools must inform parents of children on the waiting list that they can access their entitlement at an alternative provider.

3.42 Refusal of Admission and Appeals

3.43 A child may be refused admission only if

- the nursery as reached the admission limit, or;
- the child is not of the appropriate age.

3.44 The strict statutory criteria governing adult:child ratios mean that it is not possible to appeal against a decision not to allocate a nursery place.

3.45 Withdrawal of Offers of Nursery Places

3.46 A place may only be withdrawn once offered if it can be shown that the parent has obtained the place fraudulently or with an intentionally misleading application.

4. Corporate Requirements

4.1 Reducing Inequalities – better life chances and choices for all - All children are able to access their entitlement to free early years provision and receive good quality education which prepares them for progression into full time statutory education.

5. Policy Development Including Consultation

- 5.1 This policy replaces the one published in 2009 and takes into account statutory changes introduced through the Code of Practice and other legislation. The policy has been developed by Inclusion Services in collaboration with Early Years & Extended Services.

Policy developed by

Paul Butler Inclusion & Access Manager

Consultees

Bridget Bennett Early Years & Extended Services Manager
Steve Attwood Pupil Services Manager
Mike Furbank Head of Achievement & Inclusion
All Nursery, Infant and Primary Schools in East Riding of Yorkshire

6. Links with other Policies

- 6.1 Code of Practice for Local Authorities on Delivery of Free Early Years Provision for 3 & 4 Year Olds –September 2010 (DCSF)

Free Early Years Provision Provider Agreement

Primary School Admission Arrangements

7. Outcomes and impacts

- 7.1 Parents will be able to access their statutory entitlement to free early years provision for their children through nursery schools and schools with nursery classes.

8. Policy Implementation

- 8.1 The policy will be implemented by nursery schools, and infant and primary schools with free early years provision.

9. Financial Implications

- 9.1 Schools with free early years provision are funded through the Schools Budget and the Early Years Single Funding Formula. The service is demand led and places are funded up to the admission limit on a participation basis.

10. Evaluation

- 10.1 The policy will be reviewed annually together with the arrangements for school admissions.