



YCAT


Yorkshire Collaborative
Academy Trust

YCAT schools' Admissions Policy 2019/20

- | | | |
|--|---|--|
| Statutory Policy: | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| School Level Appendix attached: | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Policy to be published on the YCAT website: | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Policy to be published on school website | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

ADMISSIONS POLICY

Yorkshire Collaborative Academy Trust
Hawes Primary School
on 08/10/2018

Chair of Trustees: Mr Ian Moore	
Signature (Chair of trustees)	 IAN MOORE
Frequency of review:	1 YEAR
Signature (Chair of Local Governing Body)	
To be reviewed by:	YCAT FULL BOARD/SCH LGB
Date of next review:	October 2019

REVIEW RECORD

Date of review	Reason for review	Date of next review

Name :		Signature:	
--------	--	------------	--

on behalf of YCAT Full Board

Date of review	Reason for review	Date of next review

Name :		Signature:	
--------	--	------------	--

on behalf of YCAT Full Board

Date of review	Reason for review	Date of next review

Name :		Signature:	
--------	--	------------	--

on behalf of YCAT Full Board

Hawes Primary School has a published admission number (PAN) of **15** pupils per year group. All parents considering sending a child to the school are advised to make an appointment, through the school office, to meet with the Headteacher. Arrangements can then be made for parents and the child to look around the school.

For children starting school for the first time parents/carers must complete a common application form (CAF).

All governing bodies are required by section 324 of the Education Act 1996 to admit to the school a child with a statement of special needs that names the school. This is not an oversubscription criterion. This relates only to children who have undergone statutory assessment and for whom a final statement of special educational needs (SEN) has been issued.

If the number of applications exceeds the Published Admission Number (PAN), after the admission of children where the school is named in the statement of special educational needs (SEN) or Education Health & Care Plan the following oversubscription criteria will apply:

- **First** to children and young people in Public Care for whom the school has been expressed as a preference
- **Second** to children the LA believe have special social or medical reasons for admission
- **Third** to children within the normal area of the school
- **Fourth** to children outside the normal area of the school

Children in higher numbered priority groups will be offered places ahead of those in lower numbered priority groups. All applications within each priority group will be considered equally (i.e. all applications, regardless of order of preference).

Tie break:

If there are not enough places for all the children in one of these priority groups, we will give priority first to those with a sibling at the school in September 2018 (in all cases sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent / carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling) and then to those living nearest the school.

If within a priority group there are not enough places for all those with a sibling at the school in September 2018, we will give priority to those children with a sibling living nearest the school.

All distance measurements are based on the nearest route recognised by the County Councils electronic mapping system from a child's home address to school. The measurement is made from a fixed point within the dwelling, as identified by Ordnance Survey, to the nearest school entrance using footpaths and roads.

The routes measured to determine the allocation of school places will be those recognised by the electronic mapping system used by the school admissions team.

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

Random Allocation Procedure:

Random allocations are necessary where:

1. There is more than one applicant ranked equally according to the published admission rules and there are insufficient places available to allocate all of the equally ranked applicants
2. This occurs where applicants are equidistant from a school because the usual method of measuring distance to the school results in two unrelated applicants having the same distance measurement.

Each random allocation event only holds for the allocation of the currently available school place. On any waiting list the remaining applicants remain equally ranked and any further place is offered as the result of a further random exercise. In making a random allocation it is important that there is scrutiny from a person who is not involved in the allocation process.

For the first year of formal education, children are normally admitted at the start of the school year in which their fifth birthday falls. The school notifies parents in advance of the annual 'New Parents' Evening'. This is an informal occasion where parents meet the staff and are given an insight into the experiences which their child will have at our school. It is also a chance for parents to discuss any anxieties or concerns they may have. Each child visits the school for short sessions before their September start.

If a child wishes to be admitted to the school, once their formal education has commenced, and providing their year group has not reached its PAN, the school will automatically give the child a place even if they live outside the normal area of the school.

The school follows DFE guidance and legislation restricting KS1 class sizes to a maximum of 30 pupils.

The school keeps an Admissions Register which will contain the following pupil information:

- name in full
- sex
- name and address of parents. If both parents are not living with the child, then the school must make reasonable effort to obtain the address and telephone number of the absent parent.
- day, month and year of birth
- day, month and year of admission
- each pupils' Unique Pupil Number [UPN]
- name and address of school last attended if any

This information will usually be gathered from a child's parents at the pre-entry interview with the reception class teacher or through completion of the school registration form.

Deletion from the Admissions Register is allowed when:

- a school attendance order naming the school has been altered
- a pupil has been registered at another school
- a pupil is receiving full time education out of school
- he/she has moved to another area
- health has deemed the child legally exempt
- the child has been continuously absent for 4 weeks and after reasonable inquiry there is no information concerning the absence
- a pupil has died