

Admissions Policy

This policy was adopted by the School Governing Body	Summer 2023
This Policy will be reviewed	Summer 2024

The next round of admissions for starting school in reception will be for starting school in the academic year 2024-2025.

In year admissions can also be made see section 2.

Section 1: Admission to Reception

As a Local Authority (LA) Maintained School admission to our schools is administered by North Yorkshire. Further information on schools admissions can be found on the [admissions website](#) page.

Families are welcome and encouraged to talk to and visit school in advance of making a formal application for a school place to ensure their request is fully informed and they have knowledge and understanding of the ethos values and context of the school.

Parents of children starting Primary School in North Yorkshire are asked to complete a [preference form](#) stating their preferred school.

PLEASE NOTE: CHILDREN WHO ATTEND OUR NURSERY ARE NOT GUARANTEED A PLACE IN OUR RECEPTION COHORT THE FOLLOWING YEAR. ALL PARENTS MUST APPLY FOR A RECEPTION PLACE VIA THE NORTH YORKSHIRE ADMISSIONS PROCESS.

When the School's PAN (published admission number), currently set at 15 for Spofforth School and 9 for Follifoot School for 2023-2024 has been reached, requests for the admission of children in Reception Year are granted by the Local Education Authority, using the over-subscription criteria below. The Governing Body of the school has adopted the Local Authority Admissions Policy.

**ADMISSIONS POLICY FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS FOR THE
SCHOOL YEAR 2024/25**

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

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

ORDER OF PRIORITY:	Notes:
<p><u>Priority Group 1:</u></p> <p>Looked after children, all previously looked after children and children who appear to the Admissions Authority to have been in state care outside of England and cease to be in state care as a result of being adopted.</p> <p>Previously looked after children are children who were looked after, but ceased to be so because they were adopted¹ or became subject to a child arrangement order² or special guardianship order.</p>	<p><i>This applies to all looked-after children, including those who are in the care of another local authority or being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application.</i></p> <p><i>In the case of previously looked after children, a copy of the relevant documentation will be required in support of the application.</i></p> <p><i>A child is regarded as being in state care outside of England if they were accommodated by a public authority, a religious organisation or any another provider of care whose sole purpose is to benefit society.</i></p> <p><i>¹This includes children who were adopted under the Adoption Act 1976 and Children who were adopted under the Adopted & Childrens Act 2002.</i></p> <p><i>²Child Arrangement Orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a Child Arrangement Order.</i></p>
<p><u>Priority Group 2:</u></p> <p>Children the Authority considers have special social or medical reasons for admission.</p>	<p><i>We will only consider applications on social or medical grounds if they are supported by a professional recommendation from a doctor, social worker, or other appropriate professional. The supporting evidence should set out the particular social or medical reason(s) why the school in question is the only school which can meet the child's needs and the difficulties that would be caused if the child had to attend another school.</i></p> <p><i>Panels of professionally qualified people will consider all applications made under priority group 2.</i></p>
<p><u>Priority Group 3 :</u></p>	<p><i>Refer to tie break</i></p>

Children living within the normal area of the school.	
Priority Group 4: Children of staff at the school.	<i>Priority in this oversubscription criteria is given in either or both of the following circumstances:</i> a) <i>Where a member of staff has been employed at the school for more than two years at the time when the admission to the school is made,</i> <i>and/or</i> b) <i>the member of staff has been recruited to fill a post at the school for which there is a demonstrable skill shortage.</i>
Priority Group 5: Children living outside the normal area of the school.	<i>Refer to tie break</i>

Children in higher priority groups will be offered places ahead of those in lower priority groups (priority group 1 being the highest and priority group 5 being the lowest). 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 2024, who live the nearest to the school (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.

All distance measurements are based on the nearest route which is 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 as set out below.

Section 2: In Year Admissions

Admissions during an academic year are also managed by the Local Authority as outlined in section 1. This is classed as ‘Applying for an in-year place’. The local authority have [an in-year admission](#) form that parents would need to complete.

Families are welcome and encouraged to talk to and visit school in advance of making a formal application for a school place to ensure their request is fully informed and they have knowledge and understanding of the ethos values and context of the school.

Once places have been allocated the school will work with the family to agree an appropriate start date and transition arrangements.

**ADMISSIONS POLICY FOR COMMUNITY AND VOLUNTARY CONTROLLED
NURSERY SCHOOLS, NURSERY CLASSES, PRE-RECEPTION CLASSES AND SCHOOL RUN PRE SCHOOLS
UNDER SCHOOL GOVERNANCE FOR THE SCHOOL YEAR 2024/2025**

All governing bodies are required to admit to the school a child with an Educational Health & Care Plan (EHCP) that names the school. This is not an oversubscription criterion. This relates only to children who have undergone statutory assessment and for whom a final Education Health & Care Plan has been issued.

Where the number of applications exceeds the number of places, the Governing Body will use the following oversubscription criteria to prioritise applications.

ORDER OF PRIORITY:	<i>Notes</i>
<p><u>First Priority</u></p> <p>Looked after children and all previously looked after children for whom the school has been expressed as a preference. Children who appear to the Admissions Authority to have been in state care outside of England and cease to be in state care as a result of being adopted</p> <p>Previously looked after children are children who were looked after, but ceased to be so because they were adopted¹ or became subject to a child arrangement order² or special guardianship order.</p>	<p><i>This applies to all looked-after children, including those who are in the care of another local authority or being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application.</i></p> <p><i>In the case of previously looked after children, a copy of the relevant documentation will be required in support of the application.</i></p> <p><i>¹This includes children who were adopted under the Adoption Act 1976 and Children who were adopted under the Adopted & Childrens Act 2002.</i></p> <p><i>²Child Arrangement Orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a Child Arrangement Order.</i></p> <p><i>A child is regarded as being in state care outside of England if they were accommodated by a public authority, a religious organisation or any another provider of care whose sole purpose is to benefit society</i></p>
<p><u>Second Priority</u></p> <p>Children who are recommended by the Director of Children and Young Peoples Service, including children in the care of a local authority, or by the appropriate designated medical officer.</p>	<p><i>Note: we will only consider applications in this category if they are supported by a recommendation from a doctor, social worker or other appropriate professional which sets out the particular reason(s) why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school.</i></p>

<p><u>Third Priority</u></p> <p>Children from homes with poor housing conditions or overcrowding, or from a background which could affect the child's normal educational development.</p>	<p><i>Note: this should be supported by the recommendation of a doctor, social worker or other appropriate professional.</i></p>
<p><u>Fourth Priority</u></p> <p>Children within the normal area of the school, giving priority to the oldest children first.</p>	
<p><u>Fifth Priority</u></p> <p>Children from outside the school's normal area, giving priority to those whose home is nearest to school first.</p>	

Our nursery has one intake per year in each September. Admission forms for nursery places including preference forms for days of attendance are available by emailing admin@spofforth.n-yorks.sch.uk