

EAST RIDING OF YORKSHIRE COUNCIL

ADMISSION ARRANGEMENTS, CO-ORDINATED SCHEMES AND PROTOCOLS FOR SCHOOL ADMISSIONS 2017-2018

Co-Ordinated Scheme for Primary School Admissions

Co-Ordinated Scheme for Secondary School Admissions

In-year Admissions to East Riding of Yorkshire Schools

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EAST RIDING OF YORKSHIRE COUNCIL

Co-Ordinated Scheme for 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 a School Admissions Code which includes mandatory provisions.

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 in the normal admissions round 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.

The Common Application Form and the Supplementary Information Form are attached at Appendix A.

5 The Co-ordinated Scheme for Normal Admissions

Normal admissions are admissions which are determined by 17 April 2017 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

Notifications about the school place their child has been allocated by the East Riding of Yorkshire Council's School Admissions Team will be sent to applicants resident in the East Riding of Yorkshire on 17 April 2017. 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 2 May 2017 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 23 May 2017. Appeals lodged by the deadline will be heard in June or July 2017. Appeals lodged after 23 May 2017 will be heard in June or July 2017 wherever possible.

5.4 The Scheme Timetable

The timetable for the Scheme is summarised below:

11 September 2016 – Information about applying for school places will be distributed to applicants and the composite prospectus will be made available.

15 January 2017 – Closing date for the submission of Common Application Forms. Forms received after this date will be treated as late applications (see below).

13 February 2017 - 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.

27 February 2017 – 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.

27 February 2017 to 24 March 2017 – 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.

7 April 2017 - 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.

17 April 2017 – Applicants are notified of the school place they have been allocated for their child.

2 May 2017 – Applicants should notify the School Admissions Team if they do not want their child to take up the school place they have been allocated.

16 May 2017 – Deadline for applicants to lodge appeals against admissions decisions in the normal admissions round.

June and July 2017 – 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 2017) 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 2017 and 26 February 2017 (inclusive)** will be considered under the Scheme and the applicants notified of the allocation of a school place on 17 April 2017 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 2017 and 17 April 2017 (inclusive)** will be considered where possible under the co-ordinated scheme and the applicants notified of the place allocated to the child concerned on 17 April 2017. However, it will not always be possible to process applications received this late. If an application is submitted but cannot be processed by 17 April 2017, the application will be treated as an in-year application (see In-Year Admission Arrangements).
- **Common Application Forms received after 17 April 2017** 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 Delayed and Deferred Admission to Reception

5.6.1 Deferred admission to the child's normal year group

Children normally start in a Reception (Foundation Stage 2) year group at a school at the beginning of the autumn term of the school year in which the child reaches five years of age. Parents can defer the date their child is admitted to the Reception year group at a school until the date on which the child reaches compulsory school age or until the beginning of the final term of the school year for which they have applied, whichever is the earlier date. Any parent wanting to defer their child's admission in

this way should make the relevant arrangements with the headteacher of the school after the parent's application for a place has been determined and notification of the allocation of a school place has been received by the parent.

5.6.2 *Delayed admission to a different year group*

Parents of children born between 1 April and 31 August can request that they be allowed to apply for their child's admission to the Reception year group to be delayed until the start of the school year after the child's fifth birthday. Any parent wanting to delay their child's admission in this way must contact the School Admissions Team before applying for a school place. The parents will have to identify the schools for which they want to express a preference and produce evidence to show that there is sufficient justification for the child's admission to be delayed in this way. Before a parent can be allowed to make an application for a delayed admission, the School Admissions Team must have secured the agreement of the admission authority of the school that delaying admission is justified and that an application can be submitted. The parent's application for a school place will then have to be processed and determined in accordance with the relevant Co-ordinated Scheme and the published admission arrangements for the school.

5.7 *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.

5.7.1 *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.

5.7.2 *Prioritisation*

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

5.7.3 *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.

5.7.4 *Renewal of the waiting list*

A waiting list will be maintained until the end of the autumn term 2017. However, the lists drawn up after the allocation of places on 17 April 2017 will be deleted on 30 September 2017 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.

5.7.5 *Deletion of the waiting list*

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

6 The Co-ordinated Scheme for In-year Applications

For the purposes of this scheme, an in-year application is an application which:

- a). is submitted for a place at a school in a year group other than the normal year of entry to the school (the normal year of entry is, for example, Reception at an infant or primary school, Year 3 at a junior school or Year 7 at a secondary school);
- b). is submitted outside the normal admissions round for a place in the normal year of entry to a school;
- c). is submitted in the normal admissions round for a place in the normal year of entry to a school but was submitted too late to be determined under the co-ordinated scheme for normal admissions.

6.1 Making an in-year application

6.1.1 Applicants living in the East Riding of Yorkshire

Applicants living in the East Riding of Yorkshire who want to apply for a place for their child at an infant, junior or primary school must use the East Riding of Yorkshire Council's In-Year Common Application Form to express their preferences for places at maintained schools within the East Riding of Yorkshire and at maintained schools in other local authority areas. Applicants will only be allowed to make one application for a place at a given school in a given year group unless 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.

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 local authority responsible for area in which the school is located.

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.

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

6.1.2 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 make an application in accordance with the in-year co-ordinated scheme determined by their home local authority. If the applicant's home local authority does not have an in-year co-ordinated scheme, the applicant should send their application to the East Riding of Yorkshire Council's School Admissions Team. Applicants will only be allowed to make one application for a place at a given school in a given year group unless 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.

6.2 Allocating a school place

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

6.2.1 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, preferences for places at East Riding of Yorkshire schools and places at schools in other local authority areas will be taken into account. If a child is eligible for a place at a school named as one of the parents' preferences, eligibility for places at schools named by the applicant as lower preferences will not be considered.

- ***If a child is eligible for a place at just one school named on the In-Year 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 In-Year Common Application Form***, the child will be allocated a place at the school the applicant ranked as their highest preference.
- ***If the child is not eligible for a place at any of the schools named on the In-Year Common Application Form and the child is on roll at a school which is within a reasonable travelling distance of their home address***, the child will not be allocated a place at another 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 11; 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.
- ***If the child is not eligible for a place at any of the schools named on the In-Year Common Application Form and the child is not on roll at a school which is within a reasonable travelling distance of their home address (as defined above)***, 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 in the child's year group.

6.2.2 Applicants resident outside the East Riding of Yorkshire

Details about an applicant's eligibility for places at schools maintained by the East Riding of Yorkshire Council will be sent to the applicant's home local authority. Eligibility for a place at a school will be determined by reference to the school's published admission arrangements and the Fair Access Protocol. The applicant's home 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 allocated or not required. If the applicant's home local authority does not have an in-year co-ordinated scheme, the School Admissions Team will allocate the child a place at the highest ranked preference at which a place is available.

6.2.3 Notifying applicants resident in the East Riding of Yorkshire

Applicants resident in the East Riding of Yorkshire will be notified 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, academy or is at a school 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 within two weeks if they do not want their child to take up the school place allocated.

6.2.4 Notifying the governing bodies of academies, foundation and voluntary aided schools and the headteachers of community and voluntary controlled schools

If the applicant has been allocated a place at an East Riding of Yorkshire school, the governing body of an academy, a foundation or a voluntary aided school and the headteacher of a community or a voluntary controlled school will be sent the details of a child who has been allocated a place at their school.

6.2.5 Applying for a place in a year group other than that appropriate to the child's age

Parents will have to identify the schools for which they want to express a preference and produce evidence to show that there is sufficient justification for the child's admission to a year group other than that appropriate to the child's age. Before a parent can be allowed to make an application for admission to a year group other than that determined by the child's age, the School Admissions Team must have secured the agreement of the admission authority of the school to such an application being submitted. The parent's application for a school place will then have to be processed and determined in accordance with the Co-ordinated Scheme and the published admission arrangements for the school.

6.3 Timetable for processing an in-year application

All in-year applications will normally be dealt with in accordance with the following timetable. Special circumstances relating to an individual case may mean that the timetable below cannot be followed. Where applications are received or processed during school holiday periods, applications may take considerably longer to process.

6.3.1 Applicants resident in the East Riding of Yorkshire

- Day 1** Application received with all necessary documentation.
- By day 6** Applications requesting places at community and voluntary controlled schools maintained by the East Riding of Yorkshire Council are determined and applicants and schools are notified.
- Details of applications naming schools maintained by other local authorities are forwarded to the relevant local authorities.
- Details of applications naming academies in the East Riding and foundation and voluntary aided schools maintained by the East Riding of Yorkshire Council whose governing bodies have not delegated authority to the Council's School Admissions Team will be forwarded to the governing bodies.
- By day 11** Other local authorities and the East Riding academies and foundation and voluntary aided schools respond with notifications of places available for East Riding resident applicants.
- By day 16** School Admissions Team notifies applicants and the relevant local authorities of places allocated at schools outside the East Riding of Yorkshire.

6.3.2 Applicants resident outside the East Riding of Yorkshire

Day 1 Notification received from another local authority of an application for a place at an East Riding of Yorkshire school.

Details of applications naming East Riding academies and foundation and voluntary aided schools whose governing bodies have not delegated authority to the Council's School Admissions Team will be forwarded to the governing bodies.

By day 6 Foundation and voluntary aided schools' governing bodies' responses received.

Response sent by the School Admissions Team notifying the applicant's local authority of the availability of places at East Riding schools.

By day 11 The applicant's local authority notifies the School Admissions Team of any school places allocated or no longer required.

6.4 Waiting Lists

Waiting lists will only be maintained for the normal year of admission to a school, as described above in Co-ordinated Scheme for Normal Admissions. Waiting lists will not be maintained for any other year group.

**COMMON APPLICATION FORM AND SUPPLEMENTARY APPLICATION FORM FOR
NORMAL ADMISSIONS TO INFANT, JUNIOR AND PRIMARY SCHOOLS**

EAST RIDING OF YORKSHIRE COUNCIL
ADMISSION TO INFANT, JUNIOR OR PRIMARY SCHOOL 2017/2018

CHILD'S DETAILS				
Surname		Forename(s)		
Date of Birth		Gender Circle Answer	Male / Female	Current School
Home Address				Post Code
If your child has a statement of special educational needs please tick here				
PARENT/GUARDIAN/CARER'S DETAILS				
I am the parent/guardian/carer and I have full parental responsibility for the child named above				
Prefix Circle Answer	Mr/ Mrs/ Miss/ Ms/ Other (please state)	Initial		Surname
Please state your relationship to the above child (e.g. mother, father, foster carer)				
Home Address If different to above				Post Code
Telephone Number		Email Address		
CHOICE OF SCHOOL				
My first preference is				
My reasons for expressing a preference for a place at this school are... Tick all the appropriate boxes and provide additional information where necessary				
Child is or was formerly in local authority care*	This is my catchment area school	Sibling at the school <i>(give name and date of birth of the brother or sister below)</i>	Attending a feeder school or nursery	Other Please state below
Additional Information (continue on a separate sheet if necessary):				
My second preference is				
My reasons for expressing a preference for a place at this school are... Tick all the appropriate boxes and provide additional information where necessary				
Child is or was formerly in local authority care*	This is my catchment area school	Sibling at the school <i>(give name and date of birth of the brother or sister below)</i>	Attending a feeder school or nursery	Other Please state below
Additional Information (continue on a separate sheet if necessary):				

Please turn over

My third preference is				
My reasons for expressing a preference for a place at this school are... Tick all the appropriate boxes and provide additional information where necessary				
Child is or was formerly in local authority care*	This is my catchment area school	Sibling at the school <i>(give name and date of birth of the brother or sister below)</i>	Attending a feeder school or nursery	Other Please state below
Additional Information (continue on a separate sheet if necessary):				

* Includes children who are looked after by a local authority or who are provided with accommodation by that authority (see section 22 of the Children Act 1989). Also includes 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. Documentary evidence that a child was previously in local authority care and has since been adopted or become subject to a residence order or special guardianship order should be submitted with the application.

All information supplied by you in connection with this application, both now and in the future, will be processed in confidence by East Riding of Yorkshire Council for the purposes of considering your application for a school place and (where appropriate) arranging the provision of home to school transport. However, in order to ensure that your needs and the accuracy of the information supplied are assessed properly and to ensure the efficient operation of the school admissions process, we may share this information with other bodies, in particular schools and other local authorities. We have a legal responsibility to protect public funds. We may use the information provided to prevent and detect fraud. We may also share this information with other organisations that handle public funds.

DETAILS GIVEN ON THIS FORM MAY BE VERIFIED. THE OFFER OF A PLACE MAY BE WITHDRAWN IF THE APPLICATION IS FOUND TO CONTAIN FRAUDULENT OR INTENTIONALLY MISLEADING INFORMATION

Signed <i>(Person with Parental Responsibility)</i>		Date	
Print Name			

Remember to return your form by 15 January 2017

Send to:

School Admissions Team
East Riding of Yorkshire Council
County Hall
Beverley
HU17 9BA

SUPPLEMENTARY INFORMATION FORM

CHILD'S DETAILS			
Surname		Forename(s)	

You only need to complete this form if you are applying for a place at one of the following schools. Please tick the school for which you are applying. If you are applying for places at more than one of the schools listed below you will have to complete a separate supplementary information form for each school.

- | | |
|--|--|
| <input type="checkbox"/> Barmby Moor CE Primary School
<input type="checkbox"/> Howden CE Infant School
<input type="checkbox"/> Our Lady and St. Peter's RC Primary School, Bridlington
<input type="checkbox"/> Pollington-Balne CE (VA) Primary School
<input type="checkbox"/> St. John of Beverley RC VA Primary School | <input type="checkbox"/> St. Joseph's Catholic Primary School, Goole
<input type="checkbox"/> St. Martin's CE VA School, Fangfoss
<input type="checkbox"/> St. Mary and St. Joseph's RC Primary School, Pocklington
<input type="checkbox"/> St. Mary's RC Primary School, Market Weighton
<input type="checkbox"/> Warter CE Primary School |
|--|--|

PLEASE TICK ONE BOX FROM THOSE BELOW TO INDICATE YOUR CHILD'S FAITH OR RELIGION

- CHRISTIAN - CHURCH OF ENGLAND
- CHRISTIAN - ROMAN CATHOLIC
- OTHER CHRISTIAN Please state
- OTHER FAITH Please state
- NOT APPLICABLE

PRESENT PARISH/PLACE OF WORSHIP (If applicable)

If your child is a baptised or formally dedicated Christian, please enclose a photocopy of the Baptismal Certificate or proof of Baptism or Dedication. In addition, please ask your Minister or Religious Leader to complete the reference below.

Reference to be completed by your Minister/Religious Leader

PLEASE STATE HOW YOU KNOW THE CHILD AND HOW REGULARLY THE FAMILY ATTEND YOUR CHURCH OR PLACE OF WORSHIP

NAME OF MINISTER/ RELIGIOUS LEADER	Print please	Signature
TELEPHONE NUMBER		DATE <input style="width: 150px;" type="text"/>

STATEMENT OF SPECIAL SOCIAL, MEDICAL OR OTHER REASONS

Please describe the special social, medical or other reasons you have for wanting a place at the school indicated above and explain why you believe your child's needs can only be met at this school. Supporting evidence from an appropriate, qualified professional should be sent in to support of your application.

Please tick this box to confirm that you are prepared to accept fully the aims and ethos of the school.

Please tick this box to confirm that you are committed to your child's participation in worship and prayer.

Signed <i>(Person with Parental Responsibility)</i>		Date	
Print Name			

**COMMON APPLICATION FORM AND SUPPLEMENTARY APPLICATION FORM FOR
IN YEAR ADMISSIONS TO INFANT, JUNIOR AND PRIMARY SCHOOLS**

IN-YEAR APPLICATION FOR A SCHOOL PLACE

SECTION ONE: Details about you and your child

Your Child's Details

First Name		Middle Name(s)		Surname	
Date of Birth (DD/MM/YYYY)	DD	MM	YYYY	Gender (Please delete as appropriate)	Male / Female

Child's Nationality (e.g. British Citizen)	
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House Name/Number

Street

Town/City	Postcode
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Please answer the following questions and provide additional information as required.

<ul style="list-style-type: none"> • Has your child has been permanently excluded from any school ? <i>Please give details of all permanent exclusions on a separate sheet</i> 	Yes / No
<ul style="list-style-type: none"> • Is your child in local authority care (see guidance notes) ? <i>Please provide details on a separate sheet</i> 	Yes / No
<ul style="list-style-type: none"> • Was your child formerly in local authority care but has now been adopted, become subject to a residence order or special guardianship order (see guidance notes) ? <i>Please provide details on a separate sheet</i> 	Yes / No

Parent/Guardian/Carer Details

Mr/Mrs/Ms/Other (please state)	Initial	Surname
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House Name/Number

Street

Town/City	Postcode
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Telephone Number	E-mail Address
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What is your relationship to the above child? (e.g. mother, father, foster carer etc.)

Do you have parental responsibility for the above child? Please delete as appropriate.	Yes / No
--	----------

If 'No' please state who has responsibility and explain why they are not making the application

When do you want your child to transfer to the new school ? (see guidance notes)
--

Your Child's Previous School

Name of school, (please give full address and telephone number if the previous school is not in the East Riding of Yorkshire)

Which local authority is your child's previous school in?

When did your child last attend school?

Reason for leaving - if you are moving house, please provide full information about your new address and when the house move will take place

continue on separate sheet if necessary

Your Child's Special Educational Needs Details

SEN stage (please tick if applicable and provide latest IEP/PSP)

SEN Support

Statement/ EHC Plan

If statement/ EHCP, date of the last annual review or interim review:

Name of local authority officer attending review:

Additional Needs:

SECTION TWO: School Preferences

FIRST PREFERENCE

I would like to apply for a place at:
(*enter the name of an East Riding school*)

My reasons for choosing this school are:
(*tick boxes which apply and enter other reasons or details below*)

This is my catchment area school

Sibling at the school
(*give name and date of birth of the brother or sister below*)

Religion or belief

Please explain any other reasons why you want your child to go to this school:

Continue on separate sheet if necessary

SECOND PREFERENCE

I would like to apply for a place at:
(enter the name of an East Riding school)

My reasons for choosing this school are:
(tick boxes which apply and enter other reasons or details below)

This is my catchment area school		Sibling at the school <i>(give name and date of birth of the brother or sister below)</i>		Religion or belief	
---	--	---	--	---------------------------	--

Please explain any other reasons why you want your child to go to this school:

continue on separate sheet if necessary

THIRD PREFERENCE

I would like to apply for a place at:
(enter the name of an East Riding school)

My reasons for choosing this school are:
(tick boxes which apply and enter other reasons or details below)

This is my catchment area school		Sibling at the school <i>(give name and date of birth of the brother or sister below)</i>		Religion or belief	
---	--	---	--	---------------------------	--

Please explain any other reasons why you want your child to go to this school:

continue on separate sheet if necessary

SECTION THREE: Declaration

All information supplied by you in connection with this application, both now and in the future, will be processed in confidence by East Riding of Yorkshire Council for the purposes of considering your application for a school place and (where appropriate) arranging the provision of home to school transport. However, in order to better assess your needs and the accuracy of the information supplied and to ensure the efficient operation of the school admissions process, we may share this information with other bodies, in particular schools and other local authorities. We have a legal responsibility to protect public funds. We may use the information provided to prevent and detect fraud. We may also share this information with other organisations that handle public funds.

DETAILS GIVEN ON THE APPLICATION FORM MAY BE VERIFIED. THE OFFER OF A PLACE MAY BE WITHDRAWN IF THE APPLICATION IS FOUND TO CONTAIN FRAUDULENT OR INTENTIONALLY MISLEADING INFORMATION.

I declare that all the information I have given on this form is correct and true and that I have read and understood the guidance notes supplied with this form.

Signed
(parent / guardian / carer)

Date

Please send your form to: **School Admissions Team
Children, Family and Adult Services
East Riding of Yorkshire Council
County Hall
Beverley, HU17 9BA**

SECTION FOUR: Children in Local Authority Care

This form should be countersigned by a senior manager from Children's Social Care or the local authority's virtual school for looked after children.

I confirm that:

- There are good reasons for this child's in year transfer between schools
- The school chosen as the first preference is the most suitable for this child and the school has been assessed by OFSTED as being good or outstanding, or there are special reasons why a school assessed as requiring improvement or inadequate has been chosen
- A pre-admission form has been completed and the child's PEP and/or Care Plan are enclosed (not required for children in the care of the East Riding of Yorkshire Council)

Signature		Date	
Print name			
Local authority		Role, designation or job title	

SUPPLEMENTARY INFORMATION FORM

CHILD'S DETAILS			
Surname		Forename(s)	

You only need to complete this form if you are applying for a place at one of the following schools. Please tick the school for which you are applying. If you are applying for places at more than one of the schools listed below you will have to complete a separate supplementary information form for each school.

- | | |
|--|--|
| <input type="checkbox"/> Barmby Moor CE Primary School
<input type="checkbox"/> Howden CE Infant School
<input type="checkbox"/> Our Lady and St. Peter's RC Primary School, Bridlington
<input type="checkbox"/> Pollington-Balne CE (VA) Primary School
<input type="checkbox"/> St. John of Beverley RC VA Primary School | <input type="checkbox"/> St. Joseph's Catholic Primary School, Goole
<input type="checkbox"/> St. Martin's CE VA School, Fangfoss
<input type="checkbox"/> St. Mary and St. Joseph's RC Primary School, Pocklington
<input type="checkbox"/> St. Mary's RC Primary School, Market Weighton
<input type="checkbox"/> Warter CE Primary School |
|--|--|

PLEASE TICK ONE BOX FROM THOSE BELOW TO INDICATE YOUR CHILD'S FAITH OR RELIGION

- CHRISTIAN - CHURCH OF ENGLAND
- CHRISTIAN - ROMAN CATHOLIC
- OTHER CHRISTIAN Please state
- OTHER FAITH Please state
- NOT APPLICABLE

PRESENT PARISH/PLACE OF WORSHIP (If applicable)

If your child is a baptised or formally dedicated Christian, please enclose a photocopy of the Baptismal Certificate or proof of Baptism or Dedication. In addition, please ask your Minister or Religious Leader to complete the reference below.

Reference to be completed by your Minister/Religious Leader

PLEASE STATE HOW YOU KNOW THE CHILD AND HOW REGULARLY THE FAMILY ATTEND YOUR CHURCH OR PLACE OF WORSHIP

NAME OF MINISTER/ RELIGIOUS LEADER	Print please	Signature
TELEPHONE NUMBER		DATE <input style="width: 150px;" type="text"/>

STATEMENT OF SPECIAL SOCIAL, MEDICAL OR OTHER REASONS

Please describe the special social, medical or other reasons you have for wanting a place at the school indicated above and explain why you believe your child’s needs can only be met at this school. Supporting evidence from an appropriate, qualified professional should be sent in to support of your application.

Please tick this box to confirm that you are prepared to accept fully the aims and ethos of the school.

Please tick this box to confirm that you are committed to your child’s participation in worship and prayer.

Signed <i>(Person with Parental Responsibility)</i>		Date	
Print Name			

Please see the guidance notes to find out where your form should be sent. If you are not sure, send your form to:

**School Admissions Team
Children, Family and Adult Services
East Riding of Yorkshire Council
County Hall
Beverley, HU17 9BA**

EAST RIDING OF YORKSHIRE COUNCIL

Co-Ordinated Scheme for 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 a School Admissions Code.

2 Aims of a Co-ordinated Scheme

The Co-ordinated Scheme for 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 in the normal admissions round 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.

The Common Application Form is attached at Appendix A.

5 The Co-ordinated Scheme for Normal Admissions

Normal admissions are admissions which are determined by 1 March 2017 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.

5.2 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

Notifications about the school place their child has been allocated by the East Riding of Yorkshire Council's School Admissions Team will be sent to applicants resident in the East Riding of Yorkshire on 1 March 2017. 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 2017 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 23 May 2017. Appeals lodged by the deadline will be heard in June or July 2017. Appeals lodged after 23 May 2017 will be heard in June or July 2017 wherever possible.

5.4 The Scheme Timetable

The timetable for the Scheme is summarised below:

11 September 2016 – Information about applying for school places will be distributed to applicants and the composite prospectus will be made available.

31 October 2016 - Closing date for submission of Common Application Forms. Forms received after this date will be treated as late applications (see below).

28 November 2016 - 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 2016 – 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 2017 - 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 2017 - 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 2017 - Applicants will be notified of the school place they have been allocated for their child.

15 March 2017 - Applicants should notify the School Admissions Team if they do not want their child to take up the school place they have been allocated.

23 May 2017 – Deadline for applicants to lodge appeals against admissions decisions in the normal admissions round.

June and July 2017 – 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 2016) 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 2016 and 9 January 2017 (inclusive)** will be considered under the Scheme and the applicants notified of the allocation of a school place on 1 March 2017 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 January 2017 and 1 March 2017 (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 2017. 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 2017, the application will be treated as an in-year admission (see In-Year Admission Arrangements).
- **Common Application Forms received after 1 March 2017** 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 Admission to a different year group than that appropriate to the child's age

Any parent wanting to apply for their child to be admitted to a year group other than that appropriate to the child's age must contact the School Admissions Team before applying for a school place. The parents will have to identify the schools for which they want to express a preference and produce evidence to show that there is sufficient justification for the child to be educated in a year group other than that appropriate to the child's age. Before a parent can be allowed to make an application for a different year group than that relevant to the child's age, the School Admissions Team must have secured the agreement of the admission authority of the school that such an admission is justified and that an application can be submitted. The parent's application for a school place will then have to be

processed and determined in accordance with the relevant Co-ordinated Scheme and the published admission arrangements for the school.

5.7 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.

5.7.1 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.

5.7.2 Prioritisation

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

5.7.3 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.

5.7.4 Renewal of the waiting list

A waiting list will be maintained until the end of the autumn term 2017. However, the lists drawn up after the allocation of places on 1 March 2017 will be deleted on 30 September 2017 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.

5.7.5 Deletion of the waiting list

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

6 The Co-ordinated Scheme for In-year Applications

For the purposes of this scheme, an in-year application is an application which:

- a). is submitted for a place at a school in a year group other than the normal year of entry to the school (the normal year of entry is, for example, Reception at an infant or primary school, Year 3 at a junior school or Year 7 at a secondary school);
- b). is submitted outside the normal admissions round for a place in the normal year of entry to a school;
- c). is submitted in the normal admissions round for a place in the normal year of entry to a school but was submitted too late to be determined under the co-ordinated scheme for normal admissions.

6.1 Making an in-year application

6.1.1 Applicants living in the East Riding of Yorkshire

Applicants living in the East Riding of Yorkshire who want to apply for a place for their child at an infant, junior or primary school must use the East Riding of Yorkshire Council's In-Year Common Application Form to express their preferences for places at maintained schools within the East Riding of Yorkshire and at maintained schools in other local authority areas. Applicants will only be allowed to make one application for a place at a given school in a given year group unless 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.

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 local authority responsible for area in which the school is located.

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.

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

6.1.2 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 make an application in accordance with the in-year co-ordinated scheme determined by their home local authority. If the applicant's home local authority does not have an in-year co-ordinated scheme, the applicant should send their application to the East Riding of Yorkshire Council's School Admissions Team. Applicants will only be allowed to make one application for a place at a given school in a given year group unless 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.

6.2 Allocating a school place

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

6.2.1 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, preferences for places at East Riding of Yorkshire schools and places at schools in other local authority areas will be taken into account. If a child is eligible for a place at a school named as one of the parents' preferences, eligibility for places at schools named by the applicant as lower preferences will not be considered.

- ***If a child is eligible for a place at just one school named on the In-Year 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 In-Year Common Application Form***, the child will be allocated a place at the school the applicant ranked as their highest preference.
- ***If the child is not eligible for a place at any of the schools named on the In-Year Common Application Form and the child is on roll at a school which is within a reasonable travelling distance of their home address***, the child will not be allocated a place at another 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 11; 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.
- ***If the child is not eligible for a place at any of the schools named on the In-Year Common Application Form and the child is not on roll at a school which is within a reasonable travelling distance of their home address (as defined above)***, 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 in the child's year group.

6.2.2 Applicants resident outside the East Riding of Yorkshire

Details about an applicant's eligibility for places at schools maintained by the East Riding of Yorkshire Council will be sent to the applicant's home local authority. Eligibility for a place at a school will be determined by reference to the school's published admission arrangements and the Fair Access Protocol. The applicant's home 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 allocated or not required. If the applicant's home local authority does not have an in-year co-ordinated scheme, the School Admissions Team will allocate the child a place at the highest ranked preference at which a place is available.

6.2.3 Notifying applicants resident in the East Riding of Yorkshire

Applicants resident in the East Riding of Yorkshire will be notified 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, academy or is at a school 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 within two weeks if they do not want their child to take up the school place allocated.

6.2.4 Notifying the governing bodies of academies, foundation and voluntary aided schools and the headteachers of community and voluntary controlled schools

If the applicant has been allocated a place at an East Riding of Yorkshire school, the governing body of an academy, a foundation or a voluntary aided school and the headteacher of a community or a voluntary controlled school will be sent the details of a child who has been allocated a place at their school.

6.2.5 Applying for a place in a year group other than that appropriate to the child's age

Parents will have to identify the schools for which they want to express a preference and produce evidence to show that there is sufficient justification for the child's admission to a year group other than that appropriate to the child's age. Before a parent can be allowed to make an application for admission to a year group other than that determined by the child's age, the School Admissions Team must have secured the agreement of the admission authority of the school to such an application being submitted. The parent's application for a school place will then have to be processed and determined in accordance with the Co-ordinated Scheme and the published admission arrangements for the school.

6.3 Timetable for processing an in-year application

All in-year applications will normally be dealt with in accordance with the following timetable. Special circumstances relating to an individual case may mean that the timetable below cannot be followed. Where applications are received or processed during school holiday periods, applications may take considerably longer to process.

6.3.1 Applicants resident in the East Riding of Yorkshire

Day 1 Application received with all necessary documentation.

By day 6 Applications requesting places at community and voluntary controlled schools maintained by the East Riding of Yorkshire Council are determined and applicants and schools are notified.

Details of applications naming schools maintained by other local authorities are forwarded to the relevant local authorities.

Details of applications naming academies in the East Riding and foundation and voluntary aided schools maintained by the East Riding of Yorkshire Council whose governing bodies have not delegated authority to the Council's School Admissions Team will be forwarded to the governing bodies.

By day 11 Other local authorities and the East Riding academies and foundation and voluntary aided schools respond with notifications of places available for East Riding resident applicants.

By day 16 School Admissions Team notifies applicants and the relevant local authorities of places allocated at schools outside the East Riding of Yorkshire.

6.3.2 Applicants resident outside the East Riding of Yorkshire

Day 1 Notification received from another local authority of an application for a place at an East Riding of Yorkshire school.

Details of applications naming East Riding academies and foundation and voluntary aided schools whose governing bodies have not delegated authority to the Council's School Admissions Team will be forwarded to the governing bodies.

- By day 6** Foundation and voluntary aided schools' governing bodies' responses received.
- Response sent by the School Admissions Team notifying the applicant's local authority of the availability of places at East Riding schools.
- By day 11** The applicant's local authority notifies the School Admissions Team of any school places allocated or no longer required.

6.4 Waiting Lists

Waiting lists will only be maintained for the normal year of admission to a school, as described above in Co-ordinated Scheme for Normal Admissions. Waiting lists will not be maintained for any other year group.

COMMON APPLICATION FORM FOR NORMAL ADMISSIONS TO SECONDARY SCHOOLS

**EAST RIDING OF YORKSHIRE COUNCIL
ADMISSION TO SECONDARY SCHOOL 2017/2018**

CHILD'S DETAILS					
Surname			Forename(s)		
Date of Birth		Gender Circle Answer	Male/Female	Current School	
Home Address				Post Code	
If your child has a statement of special educational needs please tick here <input type="checkbox"/>					

PARENT/GUARDIAN/CARER'S DETAILS					
I am the parent/guardian/carer and I have full parental responsibility for the child named above					
Prefix Circle Answer	Mr/Mrs/Miss/Ms/ Other (please state)	Initial		Surname	
Please state your relationship to the above child (e.g. mother, father, foster carer)					
Home Address If different to above				Post Code	
Telephone Number			Email Address		

CHOICE OF SCHOOL					
My first preference is					
My reasons for expressing a preference for a place at this school are... Tick all the appropriate boxes and provide additional information where necessary					
Child is or was formerly in local authority care*	This is my catchment area school	Sibling at the school <i>(give name and date of birth of the brother or sister below)</i>	Religion or belief	Attending a feeder school	Other Please state
Additional Information (continue on a separate sheet if necessary):					
My second preference is					
My reasons for expressing a preference for a place at this school are... Tick all the appropriate boxes and provide additional information where necessary					
Child is or was formerly in local authority care*	This is my catchment area school	Sibling at the school <i>(give name and date of birth of the brother or sister below)</i>	Religion or belief	Attending a feeder school	Other Please state
Additional Information (continue on a separate sheet if necessary):					
					Please turn over

My third preference is					
My reasons for expressing a preference for a place at this school are... Tick all the appropriate boxes and provide additional information where necessary					
Child is or was formerly in local authority care*	This is my catchment area school	Sibling at the school <i>(give name and date of birth of the brother or sister below)</i>	Religion or belief	Attending a feeder school	Other Please state
Additional Information (continue on a separate sheet if necessary):					

* Includes children who are looked after by a local authority or who are provided with accommodation by that authority (see section 22 of the Children Act 1989). Also includes 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. Documentary evidence that a child was previously in local authority care and has since been adopted or become subject to a residence order or special guardianship order should be submitted with the application.

All information supplied by you in connection with this application, both now and in the future, will be processed in confidence by East Riding of Yorkshire Council for the purposes of considering your application for a school place and (where appropriate) arranging the provision of home to school transport. However, in order to better assess your needs and the accuracy of the information supplied and to ensure the efficient operation of the school admissions process, we may share this information with other bodies, in particular schools and other local education authorities. We have a legal responsibility to protect public funds. We may use the information provided to prevent and detect fraud. We may also share this information with other organisations that handle public funds.

DETAILS GIVEN ON THIS FORM MAY BE VERIFIED. THE OFFER OF A PLACE MAY BE WITHDRAWN IF THE APPLICATION IS FOUND TO CONTAIN FRAUDULENT OR INTENTIONALLY MISLEADING INFORMATION

Signed <i>(Person with Parental Responsibility)</i>		Date	
Print Name			

Remember to return your form by 31 October 2016

Send to:

**School Admissions Team
East Riding of Yorkshire Council
County Hall
Beverley
HU17 9BA**

COMMON APPLICATION FORM FOR IN YEAR ADMISSIONS TO SECONDARY SCHOOLS

IN-YEAR APPLICATION FOR A SCHOOL PLACE

SECTION ONE: Details about you and your child

Your Child's Details

First Name		Middle Name(s)			Surname	
Date of Birth (DD/MM/YYYY)	DD	MM	YYYY	Gender (Please delete as appropriate)	Male / Female	
Child's Nationality (e.g. British Citizen)						
House Name/Number						
Street						
Town/City				Postcode		
Please answer the following questions and provide additional information as required.						
<ul style="list-style-type: none"> Has your child has been permanently excluded from any school ? <i>Please give details of all permanent exclusions on a separate sheet</i> 					Yes / No	
<ul style="list-style-type: none"> Is your child in local authority care (see guidance notes) ? <i>Please provide details on a separate sheet</i> 					Yes / No	
<ul style="list-style-type: none"> Was your child formerly in local authority care but has now been adopted, become subject to a residence order or special guardianship order (see guidance notes) ? <i>Please provide details on a separate sheet</i> 					Yes / No	
Parent/Guardian/Carer Details						
Mr/Mrs/Ms/Other (please state)			Initial		Surname	
House Name/Number						
Street						
Town/City				Postcode		
Telephone Number			E-mail Address			
What is your relationship to the above child? (e.g. mother, father, foster carer etc.)						
Do you have parental responsibility for the above child? Please delete as appropriate.					Yes / No	
If 'No' please state who has responsibility and explain why they are not making the application						
When do you want your child to transfer to the new school ? (see guidance notes)						

Your Child's Previous School

Name of school, (please give full address and telephone number if the previous school is not in the East Riding of Yorkshire)

Which local authority is your child's previous school in?

When did your child last attend school?

Reason for leaving - if you are moving house, please provide full information about your new address and when the house move will take place

continue on separate sheet if necessary

Your Child's Special Educational Needs Details

SEN stage (please tick if applicable and provide latest IEP/PSP)

SEN Support

Statement/ EHC Plan

If statement/ EHCP, date of the last annual review or interim review:

Name of local authority officer attending review:

Additional Needs:

SECTION TWO: School Preferences

FIRST PREFERENCE

I would like to apply for a place at:
(enter the name of an East Riding school)

My reasons for choosing this school are:
(tick boxes which apply and enter other reasons or details below)

This is my catchment area school

Sibling at the school
(give name and date of birth of the brother or sister below)

Religion or belief

Please explain any other reasons why you want your child to go to this school:

Continue on separate sheet if necessary

SECOND PREFERENCE

I would like to apply for a place at:
(enter the name of an East Riding school)

My reasons for choosing this school are:
(tick boxes which apply and enter other reasons or details below)

This is my catchment area school		Sibling at the school <i>(give name and date of birth of the brother or sister below)</i>		Religion or belief	
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Please explain any other reasons why you want your child to go to this school:

continue on separate sheet if necessary

THIRD PREFERENCE

I would like to apply for a place at:
(enter the name of an East Riding school)

My reasons for choosing this school are:
(tick boxes which apply and enter other reasons or details below)

This is my catchment area school		Sibling at the school <i>(give name and date of birth of the brother or sister below)</i>		Religion or belief	
---	--	---	--	---------------------------	--

Please explain any other reasons why you want your child to go to this school:

continue on separate sheet if necessary

SECTION THREE: Declaration

All information supplied by you in connection with this application, both now and in the future, will be processed in confidence by East Riding of Yorkshire Council for the purposes of considering your application for a school place and (where appropriate) arranging the provision of home to school transport. However, in order to better assess your needs and the accuracy of the information supplied and to ensure the efficient operation of the school admissions process, we may share this information with other bodies, in particular schools and other local authorities. We have a legal responsibility to protect public funds. We may use the information provided to prevent and detect fraud. We may also share this information with other organisations that handle public funds.

DETAILS GIVEN ON THE APPLICATION FORM MAY BE VERIFIED. THE OFFER OF A PLACE MAY BE WITHDRAWN IF THE APPLICATION IS FOUND TO CONTAIN FRAUDULENT OR INTENTIONALLY MISLEADING INFORMATION.

I declare that all the information I have given on this form is correct and true and that I have read and understood the guidance notes supplied with this form.

Signed
(parent / guardian / carer)

Date

Please send your form to: **School Admissions Team
Children, Family and Adult Services
East Riding of Yorkshire Council
County Hall
Beverley, HU17 9BA**

SECTION FOUR: Children in Local Authority Care

This form should be countersigned by a senior manager from Children’s Social Care or the local authority’s virtual school for looked after children.

I confirm that:

- There are good reasons for this child’s in year transfer between schools
- The school chosen as the first preference is the most suitable for this child and the school has been assessed by OFSTED as being good or outstanding, or there are special reasons why a school assessed as requiring improvement or inadequate has been chosen
- A pre-admission form has been completed and the child’s PEP and/or Care Plan are enclosed (not required for children in the care of the East Riding of Yorkshire Council)

Signature		Date	
Print name			
Local authority		Role, designation or job title	

SUPPLEMENTARY INFORMATION FORM

CHILD'S DETAILS			
Surname		Forename(s)	

You only need to complete this form if you are applying for a place at one of the following schools. Please tick the school for which you are applying. If you are applying for places at more than one of the schools listed below you will have to complete a separate supplementary information form for each school.

- | | |
|--|--|
| <input type="checkbox"/> Barmby Moor CE Primary School
<input type="checkbox"/> Howden CE Infant School
<input type="checkbox"/> Our Lady and St. Peter's RC Primary School, Bridlington
<input type="checkbox"/> Pollington-Balne CE (VA) Primary School
<input type="checkbox"/> St. John of Beverley RC VA Primary School | <input type="checkbox"/> St. Joseph's Catholic Primary School, Goole
<input type="checkbox"/> St. Martin's CE VA School, Fangfoss
<input type="checkbox"/> St. Mary and St. Joseph's RC Primary School, Pocklington
<input type="checkbox"/> St. Mary's RC Primary School, Market Weighton
<input type="checkbox"/> Warter CE Primary School |
|--|--|

PLEASE TICK ONE BOX FROM THOSE BELOW TO INDICATE YOUR CHILD'S FAITH OR RELIGION

- CHRISTIAN - CHURCH OF ENGLAND
- CHRISTIAN - ROMAN CATHOLIC
- OTHER CHRISTIAN Please state
- OTHER FAITH Please state
- NOT APPLICABLE

PRESENT PARISH/PLACE OF WORSHIP (If applicable)

If your child is a baptised or formally dedicated Christian, please enclose a photocopy of the Baptismal Certificate or proof of Baptism or Dedication. In addition, please ask your Minister or Religious Leader to complete the reference below.

Reference to be completed by your Minister/Religious Leader

PLEASE STATE HOW YOU KNOW THE CHILD AND HOW REGULARLY THE FAMILY ATTEND YOUR CHURCH OR PLACE OF WORSHIP

NAME OF MINISTER/ RELIGIOUS LEADER	Print please	Signature	
TELEPHONE NUMBER		DATE	

STATEMENT OF SPECIAL SOCIAL, MEDICAL OR OTHER REASONS

Please describe the special social, medical or other reasons you have for wanting a place at the school indicated above and explain why you believe your child's needs can only be met at this school. Supporting evidence from an appropriate, qualified professional should be sent in to support of your application.

Please tick this box to confirm that you are prepared to accept fully the aims and ethos of the school.

Please tick this box to confirm that you are committed to your child's participation in worship and prayer.

Signed <i>(Person with Parental Responsibility)</i>		Date	
Print Name			

Please see the guidance notes to find out where your form should be sent. If you are not sure, send your form to:

**School Admissions Team
Children, Family and Adult Services
East Riding of Yorkshire Council
County Hall
Beverley, HU17 9BA**

EAST RIDING OF YORKSHIRE COUNCIL

In-Year Admissions to East Riding of Yorkshire Community and Voluntary Controlled Schools

1 Introduction

- 1.1 These in-year admission arrangements set out how in-year applications for places at community and voluntary controlled schools maintained by the East Riding of Yorkshire Council will be determined.
- 1.2 For the purposes of these arrangements, an in-year application is an application which:
- a). is submitted for a place at a school in a year group other than the normal year of entry to the school (the normal year of entry is, for example, Reception at an infant or primary school, Year 3 at a junior school or Year 7 at a secondary school);
 - b). is submitted outside the normal admissions round for a place in the normal year of entry to a school;
 - c). is submitted in the normal admissions round for a place in the normal year of entry to a school but was submitted too late to be determined under the co-ordinated scheme for normal admissions.
- 1.3 The term “East Riding of Yorkshire schools” refers to all community, foundation and voluntary schools maintained by the East Riding of Yorkshire Council and to all academies located in the East Riding of Yorkshire.

2 Making an in-year application

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

3 Determining an application

3.1 The Fair Access Protocol

- 3.1.1 A child’s eligibility for a place at a school will be determined by reference to the in-year admission arrangements and the Fair Access Protocol. **The admission of a child to a school can normally only be considered under the provisions of the Fair Access Protocol if the child cannot be allocated a place through the operation of the in-year admission arrangements.** (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 Admission Limit

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 Child's Year Group

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

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

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

3.2.4 Siblings in the Same Year Group

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

3.2.5 Children Permanently Excluded Twice

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

3.2.6 Processing Applications

Applications will be dealt with in order of the date on which the application is received. If more than one in-year application for the same year group at the same school are received at the same time, the school's published over-subscription criteria will be used to prioritise the children if places cannot be offered to all applicants.

3.2.7 Waiting Lists

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

4 Admission to a school

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

- a). If the child is not on roll at a school or their current school is not within a reasonable travelling distance of the child's home, the child will be admitted to the 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. A school is within a reasonable travelling distance if: the journey to the school from the child's home using the shortest available walking route is up to two miles for a child in Reception or Years 1 to 3 or three miles for a child in Years 4 to 11; or if the child is entitled to free transport to their current school under the provisions of the relevant local authority's home to school and college transport policy.
- b). If the child is on roll at a school which is within a reasonable travelling distance of the child's home (as defined above), the child will be admitted to the new school at the start of the next school term, unless the notification is sent to the school within 20 school days of the end of a term, in which case the child will be admitted after the half term break in the next school term.

5 The Fair Access Protocol

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

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

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

Special arrangements apply to the in-year admission of children who are looked after by a local authority and to children who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order. A looked after child is a child who is in the care of a local authority or is provided with accommodation by that authority (see section 22 of the Children Act 1989). An "adopted child" is a child adopted

under the Adoption and Children Act 2002 or the Adoption Act 1976. A “residence order” is an order made under the terms of the Children Act 1989. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians). Where an application is submitted for a school place for a looked after or previously looked after child (as defined above), if the child cannot be allocated a place at the most suitable school through the standard in-year arrangements, the Fair Access Protocol will be used to allocate the child a place at the most suitable school. The School Admissions Team will determine the most suitable school, taking into account, among other things, the catchment area the child lives in, the preferences expressed by the applicant and the availability of places at schools. The Fair Access Panel will determine applications where the School Admissions Team’s determination and the applicant’s preference cannot be reconciled (see Fair Access Protocol). The admission to school of a looked after child or a child who was looked after prior to their adoption must take place as soon as possible. If the child cannot be placed on roll quickly or is not attending within 10 school days of the application being determined, the headteacher must notify the School Admissions Team.

5.2.2 Children with no access to another school

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

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.

Compulsory 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 compulsory school age are set out in the table below.

Child's fifth birthday (inclusive dates)		Child reaches compulsory school age
From	To	
1 September 2017	31 December 2017	31 December 2017
1 January 2018	31 March 2018	31 March 2018
1 April 2018	31 August 2018	31 August 2018

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 and Deferred Admission to Reception

Children normally start in a Reception (Foundation Stage 2) year group at a school at the beginning of the autumn term of the school year in which the child reaches five years of age. Parents can delay the date their child is admitted to the Reception year group at a school until the date on which the child reaches compulsory school age or until the beginning of the final term of the school year for which they have applied, whichever is the earlier date. Any parent wanting to delay their child's admission in

this way should make the relevant arrangements with the headteacher of the school after the parent's application for a place has been determined and notification of the allocation of a school place has been received by the parent.

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

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

Early or Late Transfer from Infant to Junior School

If the child's parents want to apply for their child to transfer to a junior school with a year group other than that appropriate to the child's age, the parent must submit a request to the School Admissions Team with any supporting documents.

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

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

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

Siblings

For the purposes of these school admission arrangements, the term "siblings" refers to children living as part of the same family unit at the same address. A family unit consists of children and their parents/carers. The term "parent/carer" includes any person who is the birth parent, person with parental responsibility, special guardianship or who has care of that child.

Measurement of Distance from Child's Home to School

Where distance from the child's home to school has to be measured, the school's admission authority uses a computer GIS mapping system using Ordnance Survey information, to measure the distance and adopts the address points for the child's home and the school as recorded on the Local Land & Property Gazetteer, (referred to as LLPG). The actual distance measured is a straight line from the LLPG recorded address point for the child's normal home address to the LLPG recorded address point for the school. If a school has a split site, the distance will be measured to the LLPG address point for the school site which is 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 or Adoption Act 1976. A "residence order" is an order made under the terms of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Criterion (ii) – Places will next be given to children who live in the 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 27 February 2017 to qualify under this criterion for the normal admissions round.

If applications are submitted for siblings in the same year group and a place is available for one or more but not all of the siblings from the same family, the admission number will be exceeded to allow them to be placed at the 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 a place is available for one or more but not all of the siblings from the same family, the admission number will be exceeded to allow them to be placed at the school.

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 a place is available for one or more but not all of the siblings from the same family, the admission number will be exceeded to allow them to be placed at the 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 a place is available for one or more but not all of the siblings from the same family, the admission number will be exceeded to allow them to be placed at the school unless this would lead to the statutory limit on infant class sizes being exceeded.

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

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 parents want their child to transfer to secondary school in a year group other than that relevant to the child’s age, the child’s parents must submit a request to be allowed to make such an application to the School Admissions Team with any supporting documents.

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

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

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

Siblings

For the purposes of these school admission arrangements, the term “siblings” refers to children living as part of the same family unit at the same address. A family unit consists of children and their parents/carers. The term “parent/carer” includes any person who is the birth parent, person with parental responsibility, special guardianship or who has care of that child.

Measurement of Distance from Child's Home to School

Where distance from the child's home to school has to be measured, the school's admission authority uses a computer GIS mapping system using Ordnance Survey information, to measure the distance and adopts the address points for the child's home and the school as recorded on the Local Land and Property Gazetteer, (referred to as LLPG). The actual distance measured is a straight line from the LLPG recorded address point for the child's normal home address to the LLPG recorded address point for the school. If a school has a split site, the distance will be measured to the LLPG address point for the school site which is 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 or Adoption Act 1976. A "residence order" is an order made under the terms of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Criterion (ii) - Places will next be given to children who live in the 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 2017 to qualify under this criterion in the normal admissions round.

If applications are submitted for siblings in the same year group and a place is available for one or more but not all of the siblings from the same family, the admission number will be exceeded to allow them to be placed at the 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 a place is available for one or more but not all of the siblings from the same family, the admission number will be exceeded to allow them to be placed at the 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 a place is available for one or more but not all of the siblings from the same family, the admission number will be exceeded to allow them to be placed at the 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 a place is available for one or more but not all of the siblings from the same family, the admission number will be exceeded to allow them to be placed at the school.

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

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 2016/2017 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 2016/2017 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 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
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, Hutton Cranswick Primary School, Kilham CE VC 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
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.
Withernsea High School	Burton Pidsea Primary School, Easington Primary Academy, Keyingham Primary School, Patington Primary Academy, 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	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 academy or 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 a child's entitlement to home to school transport or for determining the relevant secondary school's catchment area. If the governing body of a secondary academy 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 children's entitlement to home to school transport.

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
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	Bacon Garth Primary School, Cottingham Croxby Primary School, Dunswell Academy, 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 Penshurst Primary School
South Hunsley School	Brough Primary School, Elloughton Primary School, Hunsley 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.
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

EAST RIDING OF YORKSHIRE COUNCIL

2017/2018 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.

School Name	Published 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
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	150
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
Boynton Primary School	10
Brandesburton Primary School	20
Bridlington School	165
Brough Primary School	60
Bubwith Primary School	20
Bugthorpe CE VC Primary School	13
Burlington Infant School	80
Burlington Junior School	90
Burstwick Community Primary School	20
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
Eastrington Primary School	15
Elloughton Primary School	45
Flamborough CE VC Primary School	20
Garton-on-the-Wolds CE VC Primary School	8
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	Published 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
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	15
Molescroft Primary School	60
Mount Pleasant CE VC Junior School	75
Nafferton Primary School	40
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
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	Published 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 (<i>Beverley</i>)	60
Stamford Bridge Primary School	50
Sutton Upon Derwent CE VC Primary	7
Swinefleet Primary School	11
Swinemoor Primary School	40
The Market Weighton School	142
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	15
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 COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS

Admission Arrangements

Admission to the sixth form will be from:

- a) students in Year 11 at the school (internal applicants); and
- b) students not on roll at the school (external applicants).

The normal year of entry to the school's sixth form is Year 12.

The admission number for external applicants entering the normal year of entry to the sixth form is 10. The admission number is the minimum number of eligible external applicants the school must admit before a student can be refused a place. The admission number can be exceeded if the school is able to accommodate more students, for example if the additional students have applied to study under-subscribed courses. Internal applicants are required to apply for a place in Year 12 in the same way as external applicants.

To be admitted to Year 12, a student must achieve a minimum level of formal qualifications. The entry requirements for admission to Year 12 are the same for internal and external applicants: four GCSEs at grades A* to C or equivalent. These minimum requirements for admission to Year 12 are different to the requirements for entry to specific courses of study and admission to Year 12 does not guarantee that a student will be able to study their preferred choice of course.

Over-subscription Criteria

Where the number of eligible external applicants for admission exceeds the places available, the over-subscription criteria determined for the admission of pupils to Year 7 will be used to prioritise the applicants. The third criterion will include siblings in Years 11 and 12.

Appeals

Any applicant refused admission to the school's sixth form has the right to appeal. Appeals will be heard by an independent admission appeal panel.

Timetable for Admission

School's sixth form admission arrangements (and course entry requirements) published	December 2016
Applications to be submitted by (internal and external applicants)	February 2017
GCSE results published	August 2017
Allocation of a place confirmed or refused	August 2017
Independent admission appeals heard	September/October 2017

Late Applications

Late applications will be considered and processed where possible.

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 School Admission Appeals Code.
- 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 to 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. Staff from that department also 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 Secretary of State's School Admission Appeals Code.

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

1 Introduction

- 1.1 The School Admissions Code 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 the allocation of a school place for 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.
- 1.3 The East Riding of Yorkshire Fair Access Protocol applies to admissions to schools maintained by the East Riding of Yorkshire Council and to academies (including free schools) located in the East Riding of Yorkshire.

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 in section 3 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 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, Families and Schools 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 or Adoption Act 1976. A "residence order" is an order made under the terms of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). Applications for school places for looked after children and for previously looked after children will initially be determined by the school's admission authority in accordance with their in year admission arrangements. If a child cannot be offered a place at a suitable school through the operation of the in year admission arrangements, the school's admission authority can apply the Fair Access Protocol without reference to the Fair Access Panel. Applications relating to looked after children can be referred to the Fair Access Panel for consideration and determination where concerns arise about the placement of the child at the school named as the applicant's preference.

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)¹;
- the child's home address is within a reasonable distance (two miles for a child in Reception and Years 1 to 3 or three miles for a child in Years 4 to 11) of a school which has a place available for the child in the child's year group;
- 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 initially be determined by the school's admission authority in accordance with their in year admission arrangements. If a child cannot be offered a place at their catchment area school through the operation of the in year admission arrangements, the school's admission authority can apply the Fair Access Protocol without reference to the Fair Access Panel. For children living in an area served by two or more East Riding schools' catchment areas, the availability of places at any alternative catchment area school will be taken into account.

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 in school after being electively home educated or who will be subject to a flexi-schooling arrangement.

¹ The distance will be measured by the School Admissions Team using a computer GIS mapping system and Ordnance Survey information. The distance measured will be the shortest available walking route using routes recorded on the GIS mapping system.

3.1.7 Other Vulnerable or Challenging Children

The Director of Children, Families and Schools can refer any case to the Fair Access Panel where the Director considers the child's circumstances warrant special consideration for admission to a school 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 Special Educational Needs and Disability Code of Practice.

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 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 or an Education, Health and Care Plan 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 or circumstances are such that they are 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 a school of a notification from the School Admissions Team to admit a child.

In exceptional circumstances, late representations can be considered where relevant information is not received until after the application for a school place is determined.

- 4.5 Representations against the admission of a child under the school's standard in year admission arrangements will be considered and determined by the Fair Access Panel. Representations against a decision by the Fair Access Panel will be considered and determined by the Fair Access Review Panel.
- 4.6 In determining the representations, the Fair Access Panel and the Fair Access Review 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, Families and Schools to determine.
- 4.7 Admission authorities and governing bodies preparing representations against a child's admission and members of the Fair Access Panel and the Fair Access Review 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 and Fair Access Review Panel

- 5.1 With the exception of cases to which paragraphs 3.1.2 and 3.1.3 apply and representations submitted to the Fair Access Review Panel under section 4, 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: Children and Young People's Specialist Services; Education and Schools ; Inclusion and Access; Corporate Parenting; 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 Specialist Services and one from 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 school admission authorities and school governing bodies against the admission of children with challenging behaviour under the school's standard in year admission arrangements.
- Refer to the Fair Access Review Panel (see above) representations by schools against the admission of children with challenging behaviour who have been allocated places by the Fair Access Panel under provisions in the Fair Access Protocol.
- Monitor the admission and attendance of children allocated places under the Fair Access Protocol and other children who are deemed to be vulnerable or to have a history of challenging behaviour.
- Consider and provide advice for school admission authorities on requests submitted by parents who want to apply for a place for their child in a year group other than that appropriate to the child's age.

5.4 The Fair Access Review Panel's Membership will be the Head of Children and Young People's Education and Schools, Service Manager Corporate Parenting and the Head of Children and Young People Specialist Services.

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 can be recommended by the Fair Access Panel and approved for implementation by the Director of Children, Families and Schools. Any changes made will be submitted to the Council's Cabinet as part of the annual determination of admission arrangements.

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 to 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.