



Aiskew, Leeming Bar
Church of England Primary School

'Rooted in love and growing together
to become lifelong learners'

Admissions Policy

2023-2024

Date written: September 2023

Date agreed and ratified by the Board of Governors: 25th September 2023

Signed: _____ Date: _____
(Headteacher)

Signed: _____ Date: _____
(on behalf of the Board of Governors)

Date of review: September 2024

Admissions Policy

Aiskew, Leeming Bar CE Primary School is a Voluntary Controlled school which means we adopt NYCC's Admissions Policy.

All governing bodies are required by section 324 of the Education Act 1996 or the Children's and Families Act 2014 to admit to the school a child with an education, health and care plan, formerly a statement of special needs, which names the school. This is not an oversubscription criterion. This relates only to children who have undergone statutory assessment and for whom an education, health and care plan has been issued.

If a school is oversubscribed after the admission of children with an education, health and care plan the general oversubscription criteria will apply for North Yorkshire schools.

Where possible, we will allocate a place to your child to the school you have listed on your application form. However, if that school is oversubscribed, meaning that there are more applicants than there are places available, the oversubscription criteria will apply. Children in higher numbered priority groups will be offered places ahead of those in lower numbered priority groups. All applications within each priority group will be considered equally (for instance, all applications, regardless of order of preference).

These are the criteria for community and voluntary controlled primary and secondary schools in North Yorkshire.

Order of priority	Notes
1 Looked after children and all previously looked after children for whom the school has been expressed as a preference. Children who appear to the Admissions Authority to have been in state care outside of England and cease to be in state care as a result of being adopted.	Children who appear to the Admissions Authority to have been in state care outside of England and cease to be in state care as a result of being adopted.
2 Children the authority considers have special social or medical reasons for admission.	We will only consider applications on social or medical grounds if they are supported by a professional recommendation from a doctor, social worker, or other appropriate professional. The supporting evidence should set out the particular social or medical reason(s) why the school in question is the only school and the

	<p>difficulties that would be caused if the child had to attend another school. Panels of professionally qualified people will consider all applications made under priority group 2. Find more information here.</p>
<p>3</p> <p>Children living within the normal area of the school.</p>	<p>We will only consider applications on Find out about catchment areas here.</p> <p>If a school is oversubscribed, priority will be given to a sibling at that school in the September of the younger sibling's entry, and then to those living nearest the school.</p> <p>In all cases, "sibling" refers to brother or sister, half-brother or half-sister, step brother or step sister, or the child of a parent / carer's partner, where the child for the school places sought is living at the same family unit and at the same address as the "sibling".</p>
<p>4</p> <p>Children of staff at the school</p>	<p>Priority in this oversubscription criteria is given in either or both of the following circumstances:</p> <p>a) Where a member of staff has been employed at the school for more than two years at the time when the admission to the school is made,</p> <p>and/or</p> <p>b) the member of staff has been recruited to fill a demonstrable skill shortage.</p>
<p>5</p> <p>Children living outside the normal area of the school.</p>	<p>If a school is oversubscribed, priority will be given to a sibling at that school in the September of the younger sibling's entry, and then to those living nearest the school.</p> <p>In all cases, "sibling" refers to brother or sister, half-brother or half-sister, step brother or step sister, or the child of a parent / carer's partner, where the child for the school places sought is living at the same family unit and at the same address as the "sibling".</p>

Priority Group 1 has been amended to comply with the School Admissions Code 2021 that came into effect from 1 September 2021. The change was to give children who have been in state care outside of England the highest priority, this was originally Priority group 2 and it is now included in priority group 1).

Tie break:

If there are not enough places for all the children in one of these priority groups, we will give priority first to those with a sibling at the school in September 2023 (in all cases sibling refers to brother or sister, half brother or sister, adopted brother or sister, step-brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling) and then to those living nearest the school.

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

All distance measurements are based on the nearest route recognised by our electronic mapping system from a child's home address to school. The measurement is made from a fixed point within the dwelling, as identified by Ordnance Survey, to the nearest school entrance using footpaths and roads. The routes measured to determine the allocation of school places will be those recognised by the electronic mapping system used by the admissions team.

A home address means the place where your child lives permanently for most of the time. If the residency of your child is split between both parents, we consider the home address to be the address where the child lives for the majority of the week (Monday to Friday). Parents will be required to complete and return a split residency form detailing the split.

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

Please note: if you preference a school other than your catchment area school, you will be responsible for transporting your child to that school, together with any associated costs, for the duration of their time at their school.

Random allocation procedure

Random allocations are necessary where:

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

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

This entire process is to be carried out in sight of, and under the scrutiny of, the independent scrutineer.

1. The admissions officer allocates each pupil to be included in the draw a number and records it on the 'random allocation cross reference sheet'. This is placed in a sealed envelope.
2. The admissions officer prepares as many equal sized pieces of white paper as are necessary, which are numbered consecutively.
3. The admissions officer folds each numbered sheet and seals them in identical envelopes, i.e. envelopes with no visibly identifiable differences.
4. The admissions officer shuffles the envelopes and hands them to the person who makes the draw, who shuffles the envelopes again, picks one envelope and opens it.
5. The admissions officer records the first number drawn on the 'random allocation record sheet'.
6. If more than one place can be offered they continue to draw envelopes and record numbers until all of the available places are allocated.
7. The admissions officer then opens the previously sealed envelope containing the 'random allocation cross reference sheet' and records the numbers drawn on the 'random allocation cross reference sheet', marking clearly which child(ren) has(have) been allocated a place and which have not.
8. Once the process has been completed, the admissions officer, independent scrutineer and person who makes the draw should sign and date both the 'random allocation record sheet' and the 'random allocation cross reference sheet' in order to certify that the procedure has been carried out correctly.

Definition of roles

- **independent scrutineer** - this is a person who ensures the process is carried out in a correct and transparent way (the independent scrutineer must be independent of the school for which the allocation is to be made and also must be independent of the council's admissions and transport team)
- **admissions officer** - this is an officer from the council's admissions and transport team who is responsible for carrying out the administration of the random allocation procedure and recording the results, under the scrutiny of the independent scrutineer
- **person who makes the draw** - this must be a person independent of the school for which the allocation is to be made and must be a person who is not part of the council's admissions and transport team

- [Co-ordinated admissions arrangements executive report 2022-2023](#)
- [Appendix 1 - Determined NYC co-ordinated admission arrangements 2023/2024](#)
- [Appendix 2 - Admissions policy for community and voluntary controlled schools for the school year 2023-24](#)
- [Appendix 3 - Admission policy for community and voluntary controlled nurseries 2023/2024](#)
- [Appendix 4 - Determined Primary Admission Numbers 2023-2024](#)
- [Appendix 5 - Determined Secondary Admission Numbers 2023 - 2024](#)

How can I make an objection about a school's admissions arrangements?

Any person or body who considers that any maintained school or academy's arrangements are unlawful, or not in compliance with the code or relevant law relating to admissions, can make an objection to the schools adjudicator.

Objections must be referred to the adjudicator by 15 May in the determination year. Further information on how to make an objection can be obtained from the office of the schools adjudicator:

Office of the Schools Adjudicator, Bishopsgate House, Feethams, Darlington DL1 5QE

Telephone: 01325 340402

Email: osa.team@osa.gsi.gov.uk

Website: GOV.UK office of the schools adjudicator

How can I view the local authority report to the schools' adjudicator?

[You can view the annual report which we send to the schools adjudicator here \(pdf / 130 KB\).](#)

How can I ask for more information?

[Contact us](#) for further information about the determined admissions arrangements and advice on the objection procedure.

For general enquiries about your child's school application, please [contact the appeals team](#).

Can my child go on a waiting list?

The local authority will automatically maintain a waiting list for all over-subscribed community and voluntary controlled schools, using its oversubscription criteria, between national offer day and 31 December that calendar year; at which point the waiting lists will cease.

Your child will not be placed on a waiting list for another school if we have been able to offer a place at one of your higher preference schools. Schools that are their

own admission authority, such as voluntary aided, foundation, trust schools and academies maintain their own waiting lists.

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

The school admissions code (2014) requires all admission authorities to maintain a waiting list for the standard year of entry into primary and secondary school, that is, reception and year 7 respectively. The code states each admission authority must maintain a clear, fair and objective waiting list for at least the first term of the academic year of admission that is, from national offer day up to and including 31 December.

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

Do I have the right to appeal if I do not get my preferred school?

Do I have the right to appeal if I do not get my preferred school?

You have the statutory right of appeal to an independent admission appeal panel, should you wish to do so.

[Appeal forms and details of the procedure can be found here.](#)