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Admissions Policy for North Yorkshire Council Academies 2027-2028

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This policy is based on the following advice from the Department for Education (DfE):

- [Academy Admissions Code](#)
- [Academy Admission Appeals Code](#) and
- [Academy Standards and Framework Act 1998](#).

This policy applies to the following North Yorkshire academies for whom Elevate Multi Academy Trust (Elevate) is the admissions authority:

Academy	PAN	Does the academy have additional over subscription criteria
Alanbrooke Academy	15	No
Aspin Park Academy	60	No
Carlton Miniott Primary Academy	30	No
Hackness C of E Primary School	10	No
Hustwaite C of E Primary School	15	No
Keeble Gateway Academy	30	No
Knaresborough St Johns C of E Primary School	50	No
Knayton C of E Academy	20	No
Marton Cum Grafton VA C of E Primary School	15	No
Meadowside Academy	30	No
Rillington Primary School	20	No
Sessay C of E Primary School	15	No
South Kilvington C of E Academy	12	No
Sowerby Primary Academy	45	No
Thornton Dale C of E Primary School	26	No
Topcliffe C of E Academy	15	No
Wykeham C of E Primary School	10	No

Admissions for Elevate's academies are managed by North Yorkshire Council
 Applications can be made on line.

Further information on this process can be found on [School admissions | North Yorkshire Council](#)

The Published Admission Number (PAN) is the number of pupils it is intended to admit into the first year group of school.

Statement of intent

This policy sets out the admissions arrangements for those Elevate's academies who are in North Yorkshire.

Duties and Responsibilities

Elevate is the admissions authority for all academies within the trust. The board of trustees is responsible for setting an admissions number for each relevant age group.

The Local Committee is responsible for ensuring that admissions arrangements are compliant with the relevant legislation and guidance.

North Yorkshire Local Authority manages and co-ordinates the admissions process (including in-year admissions) on behalf of the academy.

Applying for a Place

Parents who wish to apply for a place should do so online at: [School admissions | North Yorkshire Council](#).

If the number of applications does not exceed the PAN, all applicants will be offered a place.

Applicants are reminded that if you are applying for a place at the academy, your preference for the academy must be indicated on the Local Authority Common Application Form/online application.

In accordance with North Yorkshire's Admission policy and section 324 of the Education Act 1996 to admit to the school a child with an Educational Health and Care Plan (EHCP) that names the school. This is not an oversubscription criterion. This relates only to children who have undergone statutory assessment and for whom a final Educational Health and Care Plan has been issued.

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

Priority 1: Looked After and Previously Looked After Children

Looked after children, all previously looked after children and children who appear to the Admissions Authority to have been in state care outside of England and cease to be in state care as a result of being adopted.

Previously looked after children are children who were looked after, but ceased to be so

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because they were adopted(1) or became subject to a child arrangement order(2) or special guardianship order.

This applies to all looked-after children, including those who are in the care of another local authority or being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application.

In the case of previously looked after children, a copy of the relevant documentation will be required in support of the application.

A child is regarded as being in state care outside of England if they were accommodated by a public authority, a religious organisation or any another provider of care whose sole purpose is to benefit society.

1. This includes children who were adopted under the Adoption Act 1976 and Children who were adopted under the Adopted and Children's Act 2002.

2. Child Arrangement Orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a Child Arrangement Order

Priority 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 academy in question is the only school which can meet the child's needs and the difficulties that would be caused if the child had to attend another school. Panels of professionally qualified people will consider all applications under priority group 2.

Priority 3 Children living within the normal area of the academy

Refer to tie break

Priority 4 Children of staff at the academy

Priority in this oversubscription criteria is given in either or both of the following circumstances:

- 🌱 Where a member of staff has been employed at the academy for more than 2 years at the time when the admission to the academy is made,
- and/or
- 🌱 the member of staff has been recruited to fill a post at the academy for which there is a demonstrable skill shortage.

Priority 5 Children living outside the normal area of the academy

Refer to tie break.

You can find out more about North Yorkshire LA catchment areas here:

<https://www.northyorks.gov.uk/admissionsstatistics-and-policies>.

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.

Tie Break

If there are not enough places for all of the children in one of these priority groups, the NYC admissions service will give priority first to those with a sibling at the academy in September 2027, who live the nearest to the academy (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 who lives permanently at the same address where the child for whom the academy place is sought is living in the same family unit) and then to those living nearest the academy.

All distance measurements are based on the nearest route which is recognised by North Yorkshire's Council's 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 the Ordnance Survey, to the nearest school entrance using footpaths and roads. The routes measured to determine the allocation of school places will be those recognised by the electronic mapping system used by the school admissions team.

If the distance tie break is not sufficient to distinguish between applicants in a particular priority group a random allocation will be used as set out in this document.

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.

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.

Process to be followed

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, for instance, envelopes with no visibly identifiable differences.
4. The Admissions Officer shuffles the envelopes and hands them to Person 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 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.

Admissions Appeals

Any applicant refused a place at a school of their choice has a right of appeal to an independent appeal panel, established by the admission authority for that school for a place at their preferred school.

An appeal form should be automatically sent out by the Local Authority if a preferred place is refused. However, a request for an appeal applications form can be made by contacting the Clerk to the School Admission Appeals Panel at the Local Authority.

Elevate uses the services of the North Yorkshire Local Authority to manage appeals, and you can find more information about the appeals process here:

<https://www.northyorks.gov.uk/appeal-school-place>

Withdrawing an offer of a place

In accordance with the School Admissions Code, the academy may withdraw the offer of a school place where false evidence is received in relation to sibling connections or place of residence.

Waiting Lists

All applications received before the academy's admission closing date will be ranked in accordance with the published oversubscription criteria. Applications that do not receive an offer will be held on a waiting list in rank order. As offers are declined the next ranked application on the waiting list will receive an offer.

Any late applications, received after the closing date will be considered after offers day and then placed in rank order on the waiting list, in accordance with the oversubscription criteria.

The waiting list will be maintained for at least until the end of the first term of the academic year (up to and including 31 December).

In Year Admissions

If a child is already at school and the parent/carer wishes to transfer to the academy, they must first contact the Local Authority and follow the advice given by them. Parents who wish to apply for a place should do so online at: <https://www.northyorks.gov.uk/school-admissions> .

The Local Authority will then contact the academy to ascertain if there are any places available in the appropriate year group. If a place is available, in accordance with the North Yorkshire Local Authority School Admission procedures, the academy will consider the application. If there are more applications than places available then the academy will follow its admission procedures, request completion of the Academy's Supplementary Form and apply the published oversubscription admissions criteria to award the place.

Equal Opportunities

The academy is an equal opportunities academy and, as such, our admissions procedure will not, either directly or indirectly, unfairly discriminate an applicant from a particular social or racial group, or a child with a disability or special educational need, or any other protected characteristic.

Monitoring and review

On an annual basis, the admission arrangements outlined in this policy will be formally reviewed and agreed, even if no changes have been made.

The admission arrangements outlined in this policy must also be consulted on at least every 7 years, even if no changes have been made throughout this period.

SUMMER BORN CHILDREN

Children born in the summer term are not required to start the academy until a full year after the point at which they could first have been admitted – the point at which other children in their age range are beginning year 1. As noted above, school admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin academy at this point.

If you feel that your summer born child is not ready to start school in the September following his/her fourth birthday, you should still submit your application for your child's normal age group at the usual time and at the same time submit a request for admission out of the normal age group directly to the local authority. You will be advised of the outcome of your request for delayed entry prior to the primary national offer date.

The DfE has issued non-statutory guidance, "Advice on the Admission of summer born children", which can be accessed via [Summer born children starting school: advice for parents - GOV.UK](https://www.gov.uk/guidance/summer-born-children-starting-school-advice-for-parents)

ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

The School Admission Code states that 'Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.'

When such a request is made, the local authority will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The local authority will notify parents in writing of the outcome of their request setting out the reasons for their decision. Parents have a statutory right to appeal against the refusal of a place at an academy for which they have applied. This right does not apply if they are offered a place at the academy but it is not in their preferred age group.