

Admissions Policy

Signed on behalf of the Governing Body

Review Date; Spring 2024

Next Review Date; Spring 2025

Produced by;



Latest Version Date;

Links to other policies

Admission criteria taken from Coordinated Admission Arrangements 2024-2025 – Appendix 1, Appendix 2 - School Admission Policy and Appendix 3 – Nursery Policy for the years 2024-2025

Notes

Priority Group 1 has been amended to comply with the School Admissions Code 2021 that came into effect from 1 September 2021. This now includes children who have been in state care outside of England and cease to be as a result of being adopted.

Pickering Community Infant and Nursery School

Admissions Policy Academic Year 1st September 2023 to 31st August 2024 - Nursery

Admissions to Nursery Policy

Our Nursery admission is 26 full time places, which could be taken as up to 52 part time places per day, or a combination of full and part time equivalent places. Where there is sufficient demand then the Governing Body reserves the right to increase the Nursery admission limit to 39 full time places, or equivalent part and full time places.

Children whose fourth birthday is between September 1st and August 31st are normally admitted to the Nursery in the September of that academic year (up to admission places available).

The local authority has delegated the admission of nursery children to the Governing Body of community and voluntary controlled schools. The Governors abide by the terms of North Yorkshire County Council general regulations and policy governing the admission of children to Nursery classes. Admission to our school nursery does not guarantee admission into Reception. Applications for Reception must be made on a separate application and be submitted by the statutory deadline, in order to be considered.

Parents and carers wishing to apply for a place must complete the Pickering Community Infant and Nursery School Nursery application form, available from the school office or website. It should be submitted directly to the school as soon as possible. The nursery offers flexible places term time only. The sessions offered are mornings, lunchtime and afternoons. Parents can apply for a combination of days and a combination of sessions but lunchtimes must be taken in combination with either a morning or afternoon session. Parents will be asked to apply for their preferred sessions but no guarantee to meet this request can be given. Where places are oversubscribed then allocation to places will be made using the criteria on the next page. If your child falls under the first, second or third priority criteria, please attach appropriate evidence with your preference letter.

Waiting lists for the Nursery will be maintained and will be in date of birth order and with regard to the admissions criteria shown overleaf, not on a basis of first come first served.

Timetable for September 2024 nursery admissions

4 th March	Initial deadline for receipt of request forms
Week of 18 th March	Initial nursery offer letters will be sent by second class post

Late applications

Applications received after 4th March 2024 will be treated as a late application and will be considered after 29th April 2024.

In-year admissions

Applications received after 1st September 2024 for admission to Nursery will be treated as an in year admission. Where there are more applications than places available, each application will be ranked in accordance with the published oversubscription criteria.

Catchment area

The school's normal catchment area is that of the town of Pickering and the minor parishes of Stape, Newton-upon-Rawcliffe, Middleton, Aislaby, Wrelton, Kirby Misperton, Lockton, Levisham and Low Marishes.

Pickering Community Infant and Nursery School

Admissions Policy Academic Year 1st September 2024 to 31st August 2025 - Nursery

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

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

ORDER OF PRIORITY:	<i>Notes</i>
<p><u>Priority Group 1</u> Looked after children and all previously looked after children including children who appear to the Admissions Authority to have been in state care outside of England and cease to be in state care as a result of being adopted.</p> <p>Previously looked after children are children who were looked after, but ceased to be so because they were adopted¹ or became subject to a child arrangement order² or special guardianship order.</p>	<p><i>This applies to all looked-after children, including those who are in the care of another local authority or being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application.</i></p> <p><i>In the case of previously looked after children, a copy of the relevant documentation will be required in support of the application. A child is regarded as being in state care outside of England if they were accommodated by a public authority, a religious organisation or any another provider of care whose sole purpose is to benefit society.</i></p> <p><i>¹This includes children who were adopted under the Adoption Act 1976 and Children who were adopted under the Adopted & Children's Act 2002.</i></p> <p><i>²Child Arrangement Orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a Child Arrangement Order.</i></p>
<p><u>Priority Group 2</u> Children who are recommended by the Director of Children and Young Peoples Service, including children in the care of a local authority, or by the appropriate designated medical officer.</p>	<p><i>Note: we will only consider applications in this category if they are supported by a recommendation from a doctor, social worker or other appropriate professional which sets out the particular reason(s) why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school.</i></p>
<p><u>Priority Group 3</u> Children from homes with poor housing conditions or overcrowding, or from a background which could affect the child's normal educational development.</p>	<p><i>Note: this should be supported by the recommendation of a doctor, social worker or other appropriate professional.</i></p>
<p><u>Priority Group 5</u> Children living within the normal area of the school, giving priority to the oldest children first.</p>	
<p><u>Priority Group 6</u> Children living outside the normal area of the school giving priority to those whose home is nearest to school first.</p>	

Pickering Community Infant and Nursery School

Admissions Policy Academic Year 1st September 2024 to 31st August 2025 - School

School Admissions

The normal school admission limit is 75 full time places per year group.

Reception admission

All children whose fifth birthdays are between September 1st and August 31st are normally admitted full-time in September to a Reception class.

It may be appropriate in exceptional circumstances for your child to do things differently; please come and talk to the Head Teacher if you feel this is the case. The interests of your child would always be our main consideration.

Year One and Year Two school admission

Parents wishing to transfer their child to Pickering Community Infant and Nursery School are required to complete a North Yorkshire Common Application Form. The local education office and the school will liaise to organise admission in line with NYCC criteria.

Catchment area

The school's normal catchment area is that of the town of Pickering and the minor parishes of Stape, Newton-upon-Rawcliffe, Middleton, Aislaby, Wrelton, Kirby Misperton, Lockton, Levisham and Low Marishes. Children from out of area who apply to attend the school are referred to the Area Education Officer.

Pickering Community Infant and Nursery School

Admissions Policy Academic Year 1st September 2024 to 31st August 2025 - School

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

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 Care Plan the following oversubscription criteria will apply:

ORDER OF PRIORITY:	Notes
<p><u>Priority Group 1</u> Looked after children and all previously looked after children, including those children who appear to the Admissions Authority to have been in state care outside of England and cease to be in state care as a result of being adopted.</p> <p>Previously looked after children are children who were looked after, but ceased to be so because they were adopted¹ or became subject to a child arrangement order² or special guardianship order.</p>	<p><i>This applies to all looked-after children, including those who are in the care of another local authority or being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application.</i></p> <p><i>In the case of previously looked after children, a copy of the relevant documentation will be required in support of the application.</i></p> <p><i>¹This includes children who were adopted under the Adoption Act 1976 and Children who were adopted under the Adopted & Children's Act 2002. A child is regarded as being in state care outside of England if they were accommodated by a public authority, a religious organisation or any another provider of care whose sole purpose is to benefit society.</i></p> <p><i>²Child Arrangement Orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a Child Arrangement Order.</i></p>
<p><u>Priority Group 2</u> Children the Authority considers have special social or medical reasons for admission.</p>	<p><i>We will only consider applications on social or medical grounds if they are supported by a professional recommendation from a doctor, social worker, or other appropriate professional. The supporting evidence should set out the particular social or medical reason(s) why the school in question is the most suitable school and the 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.</i></p>
<p><u>Priority Group 3</u> Children living within the normal area of the school.</p>	<p><i>Refer to tie break.</i></p>
<p><u>Priority Group 4</u> Children of staff at the school.</p>	<p><i>Priority in this oversubscription criteria is given in either or both of the following circumstances: 1) 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, and/or 2) the member of staff has been recruited to fill a demonstrable skill shortage.</i></p>

Priority Group 5

Children living outside the normal area of the school.

Refer to tie break.

Children in higher priority groups will be offered places ahead of those in lower priority groups (priority group 1 being the highest and priority group 5 being the lowest). All applications within each priority group will be considered equally (i.e. all applications, regardless of order of preference).

Tie break: If there are not enough places for all the children in one of these priority groups, we will give priority first to those with a sibling at the school in September 2024 (in all cases sibling refers to brother or sister, half Appendix 1 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 the County Councils electronic mapping system from a child's home address to school. The measurement is made from a fixed point within the dwelling, as identified by Ordnance Survey, to the nearest school entrance using footpaths and roads. The routes measured to determine the allocation of school places will be those recognised by the electronic mapping system used by the school admissions team.

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

Appendix One

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 (IS) – this is a person who ensures the process is carried out in a correct and transparent way. The IS 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 (AO) – 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 IS.

Person who makes the draw (P) – 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 – N.B. This entire process is to be carried out in sight of, and under the scrutiny of, the IS

1. The AO 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 AO prepares as many equal sized pieces of white paper as are necessary, which are numbered consecutively.
3. The AO folds each numbered sheet and seals them in identical envelopes, i.e. envelopes with no visibly identifiable differences.
4. The AO shuffles the envelopes and hands them to P who shuffles the envelopes again, picks one envelope and opens it.
5. The AO 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 AO 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 AO, IS and P 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.

We may be able to meet your preference for a place at a school that does not serve the local area you live in. In this case, you will normally be responsible for travel arrangements and the costs of your child's travel to and from school.

Appendix Two

DEFERRED APPLICATIONS FOR INFANTS

Admission authorities **must** provide for the admission of all children in the September following their fourth birthday. Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

SUMMER BORN CHILDREN

Children born in the summer term are not required to start school 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 One. 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 school 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 of 19 April 2022. The DfE has issued non-statutory guidance, "Advice on the Admission of summer born children", which can be accessed via <https://www.gov.uk/government/publications/summer-born-children-admission> The DfE guidance states that:

- 'It is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case. This should demonstrate why it would be in the child's interests to be admitted to reception rather than year one.
- In some cases parents may have professional evidence that it would be appropriate for them to submit, for example, when a child receives support from a speech and language therapist. However, there should be no expectation that parents will obtain professional evidence that they do not already have. Admission authorities must still consider requests that are not accompanied by professional evidence. In such cases the supporting information might simply be the parent's statement as to why they have made their request.'

If your request is agreed, your application for the normal age group may be withdrawn before a place is offered. If your request is refused, you must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following your child's fifth birthday.

Where your request is agreed, you must make a new application as part of the main admissions round the following year.

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 One.'

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 head teacher 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 a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.