

# Admissions Policy

Signed on behalf of the Governing Body

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Review Date; Spring 2026

Next Review Date; Spring 2027

Produced by;



Latest Version Date;

## Links to other policies

Admission criteria taken from Coordinated Admission Arrangements 2026-2027 – Appendix 1, Appendix 3 - School Admission Policy and Appendix 5 – Nursery Policy for the years 2026-2027

## 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 1<sup>st</sup> September 2025 to 31<sup>st</sup> August 2026 - 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 1<sup>st</sup> and August 31<sup>st</sup> 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 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 2026 nursery admissions**

2 <sup>nd</sup> March	Initial deadline for receipt of request forms
Week of 16 <sup>th</sup> March	Initial nursery offer letters will be sent by second class post

#### **Late applications**

Applications received after 2<sup>nd</sup> March 2026 will be treated as a late application.

#### **In-year admissions**

Applications received after 1<sup>st</sup> September 2026 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 1<sup>st</sup> September 2026 to 31<sup>st</sup> August 2027 - Nursery

All governing bodies are required to admit to the school a child with an educational health and care plan 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 and care plan has been issued.

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

ORDER OF PRIORITY:	Notes
<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 adopted<sup>1</sup> or became subject to a child arrangement order<sup>2</sup> or special guardianship order.</p>	<p>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.</p> <p>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.</p> <p><sup>1</sup>This includes children who were adopted under the Adoption Act 1976 and Children who were adopted under the Adopted &amp; Children's Act 2002.</p> <p><sup>2</sup>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.</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>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.</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>This should be supported by the recommendation of a doctor, social worker or other appropriate professional.</p>
<p><u>Priority Group 4</u>  Children living within the normal area of the school, giving priority to the oldest children first.</p>	
<p><u>Priority Group 5</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 1<sup>st</sup> September 2026 to 31<sup>st</sup> August 2027 - School**

### **School Admissions**

The normal school admission limit is 60 full time places per year group.

#### Reception admission

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

It may be appropriate, in some 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 1<sup>st</sup> September 2026 to 31<sup>st</sup> August 2027 - School

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 - EHCP - which names the school. This is not an oversubscription criterion and relates only to children who have undergone statutory assessment and for whom an Education, Health and Care Plan has been issued.

This table shows the priority groups for community and voluntary controlled primary and secondary schools in North Yorkshire where the oversubscription criteria will apply:

ORDER OF PRIORITY:	Notes
<p><u>Priority Group 1</u>  Looked after children, all previously looked after children and children who appear to the admissions authority to have been in state care outside of England and cease to be in state care as a result of being adopted.</p> <p>Previously looked after children are children who were looked after but ceased to be so because they were adopted (1) or became subject to a child arrangement order (2) or special guardianship order.</p>	<p>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.</p> <p>In the case of previously looked after children, a copy of the relevant documentation will be required in support of the application.</p> <p>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.</p> <p>(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.</p> <p>(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.</p>
<p><u>Priority Group 2</u>  Children the Authority considers have special social or medical reasons for admission.</p>	<p>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.</p>
<p><u>Priority Group 3</u>  Children living within the catchment area of the school.</p>	<p>Refer to tie break.</p>

<u>Priority Group 4</u> Children of staff at the school.	Priority in this oversubscription criteria is given in either or both of the following circumstances: 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, and/or b) the member of staff has been recruited to fill a demonstrable skill shortage.
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 at the time of admission and then to those living nearest the school. In all cases sibling refers to brother or sister, half brother or sister, adopted brother or sister, step-brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

If within a priority group there are not enough places for all those with a sibling at the school at the time of admission, 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, and no other mapping system.

If the distance tie-break is not sufficient to distinguish between applicants in a particular priority group, a random allocation will be used. (See 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** - 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 – N.B. 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, that is, 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.



## Appendix Two

### **Admission of children below compulsory school age and deferred entry**

Admission authorities must provide for the admission of all children in the September following their fourth birthday.

Where a place is offered at a maintained North Yorkshire school:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
- b) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

### **Admission of children outside their normal age group**

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.

Parents of a summer-born child, for instance, children born from 1 April to 31 August may also request admission outside their normal age group.

When such a request is made, the admission 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 outside 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.

Where an admission authority agrees to a request and as a consequence of that decision the child will be admitted to a relevant age group for instance, the age group pupils are normally admitted to the school, the authority and admission authority will process the application as part of the main admissions round, unless the parental request is made too late to allow this. The determined admission arrangements and application of oversubscription may be applied.

An application will not be given lower priority on the basis that the child is being admitted out of their normal age group.

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.

### **Children of UK service personnel and crown servants**

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the admission authority will:

- a. Allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date.
- b. Use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address.



Admissions authorities must use a Unit or quartering address as the child's home address when considering the application against their oversubscription criteria, where a parent requests this.

### **Applications from outside of England**

Families moving or returning to North Yorkshire from outside of England can apply for a school place in the normal admission round.

Where a school is oversubscribed evidence that a family intends to return or move to North Yorkshire such as a copy of flight tickets or travel arrangements will be requested.

Where an application is made from another country, and the applicant is not resident in North Yorkshire on the last date for changes and is not able to provide the authority evidence of their return to the area, then the oversubscription criteria for the admission authorities of the preference school will be applied using the current home address.

It is the responsibility of parents of foreign nationals to check that their children have a right under their UK entry conditions to study at a school before applying for a school place.