

# Guide for Parents

Applying for a primary  
or junior school place  
in September 2020



EAST RIDING  
OF YORKSHIRE COUNCIL



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**The information given in this booklet which relates to the school year 2020/2021 was valid in August 2019. It should be noted, however, that changes could affect arrangements generally described, or any part of them, before the start of the school year 2020/2021 or in subsequent years.**

# INTRODUCTION

This booklet gives information and advice for parents, carers and guardians who want to apply for a place for their child to start school for the first time at an infant or primary school or whose child has reached the last year at an infant school and wants to transfer to a junior school.

If your child is already of compulsory school age, is attending a school full time and you want them to transfer to another school, you should refer to the Council's In-Year Guidance and Application Form.

For most parents, applying for a school place is a simple and straightforward process. If you follow the advice given in this booklet and use the information provided you should have no trouble in getting a school place for your child. Most infant, junior and primary schools in the East Riding have a **catchment area**. Children who live in the school's catchment area are given a high priority in the admission arrangements. Detailed information about catchment areas is available from the school or from the Council's School Admissions Team.

**Most parents apply online using the Council's electronic application form. Details are on the Council's website:**

**[www.eastriding.gov.uk](http://www.eastriding.gov.uk)**

## IMPORTANT INFORMATION

### **ALL PARENTS HAVE TO APPLY TO THEIR OWN LOCAL AUTHORITY FOR A SCHOOL PLACE**

If you live in the East Riding of Yorkshire, you must apply to the East Riding of Yorkshire Council, even if the school at which you want a place is outside the East Riding. If you live outside the East Riding but want a place at an East Riding school, you must apply to your home authority. All local authorities will ensure that applications for places at schools outside their areas are passed on to the right admissions authority.

### **MAKE SURE YOU KNOW WHICH IS YOUR CATCHMENT AREA SCHOOL**

When deciding what schools you name as your preferences, it is important that you take account of the advice given in this booklet. Everyone living in the East Riding of Yorkshire lives in the catchment area of a school. Children living in a school's catchment area have a high priority for a place at the school if their parents name it as one of their preferences. If you live outside the East Riding of Yorkshire you should take account of the advice issued by your home local authority.

### **THE DEADLINE FOR APPLICATIONS TO BE MADE IS 15 JANUARY 2020**

### **NOTIFICATION ABOUT THE OUTCOME OF YOUR APPLICATION WILL BE SENT TO YOU ON 16 APRIL 2020**

Letters will be sent to applicants living in the East Riding of Yorkshire on 16 April 2020. **No information about the outcome of your application can be given to you until after 16 APRIL 2020.**

**East Riding of Yorkshire Council will, on request, provide this document in Braille, audio or large print format.**

**If English is not your first language and you would like a translation of this document into any other language, please telephone (01482) 393939.**

# MAKING AN APPLICATION

## What are the arrangements for making an application for a place at an infant, junior or primary school?

Anyone wanting to apply for a place at an infant, junior or primary school in the East Riding of Yorkshire has to apply using an application form (either the on-line or the paper forms) provided by the local authority responsible for the area where they live. The application then has to be submitted by the applicant and processed by their home local authority in accordance with that authority's co-ordinated scheme for school admissions. All local authorities in England have to have in place co-ordinated schemes for infant, junior and primary school admissions. The aim of a co-ordinated scheme is to set out how applications have to be made and to ensure that applicants who apply in the normal admissions round for places for their children at infant, junior or primary schools are allocated places at no more than one school. The co-ordinated 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 (the school's governing body or the local authority) will be used to determine a child's eligibility for a place at a school. Some applicants will qualify for a place at more than one school. However, the co-ordinated scheme will be used to ensure that each applicant is only given a place at one school.

## How will the co-ordinated scheme work in the East Riding and how do I apply for a school place?

A full copy of the East Riding's co-ordinated scheme for primary school admissions is available on the East Riding of Yorkshire Council's website ([www.eastriding.gov.uk](http://www.eastriding.gov.uk)) or from the School Admissions Team. A summary is given below.

**An applicant living in the East Riding of Yorkshire** has to apply to the East Riding of Yorkshire Council's School Admissions Team either on-line using the electronic form available on the Council's website or using the application form attached at the back of this booklet (more details below). Applicants will be asked to name up to three schools and to say which is their first, second and third preference. The admission authorities for all the schools named will be asked to consider the application and use their published admission arrangements to determine whether or not the child concerned qualifies for a place at the school.

- **If the child qualifies for a place at one of the schools** named on the application form, they will be given a place at that school.
- **If the child qualifies for a place at more than one of the schools** named on the form, the child will be given a place at the school ranked highest by the applicant.
- **If the child does not qualify for a place at any of the schools** named on the application form, the child will be given a place at their catchment area school, if a place is available, or at the nearest school in the East Riding of Yorkshire which has a place available.

**An applicant living outside the East Riding of Yorkshire** must apply to the local authority responsible for their home area. Any application naming an East Riding school as one of the applicant's preferences will be forwarded to the East Riding to determine whether or not the child concerned qualifies for a place at an East Riding school using the published admission arrangements and the co-ordinated scheme. It will then be for the applicant's home authority to decide which one school place the child should be given.

## When should I apply?

Children born between 1 September 2015 and 31 August 2016 should start school in the 2020-2021 school year. The main stages in the process are set out below.

Timetable	
Applications must be made by	15 January 2020
Result of applications sent to parents	16 April 2020
Appeals against admissions decisions must be submitted by	22 May 2020
Hearings of admission appeals start	June and July 2020

If an application is received after 15 January 2020, it will be regarded as a late application. Where the applicant has a good reason for applying late, for example if the family have moved in to the area after the deadline, the

application will be considered with all other applications so long as it is lodged by 26 February 2020. Applications lodged after 26 February 2020 but before 15 April 2020 may be considered if it is practicable to do so. If it is not possible to consider an application made after 26 February 2020, the application will be treated as an in-year application and the Council's arrangements for processing in-year applications will be used to determine the outcome. Separate advice and guidance on in-year applications are available from the School Admissions Team.

### **When will I hear about the result of my application?**

If you apply online or using the paper application form, a letter telling you the outcome of your application will be posted to you on 16 April 2020. If you apply online, an e-mail will be sent to the e-mail address you used to make the application on 16 April 2020. Once the application is submitted, the e-mail address on the application cannot be changed. Therefore, if your e-mail address changes after 15 January 2020, you will be sent a letter but you will not receive an e-mail.

**The school and the School Admissions Team will not be able to let you know the outcome of your application until after 16 April 2020.**

**Every effort will be made to ensure that the letters and e-mails are sent out on 16 April 2020. However, the Council cannot accept responsibility for any technical problems or mail delivery problems which delay the delivery of a letter or e-mail.**

### **When will my child start at school?**

**For infant and primary schools**, all children will be able to start at the school on the first day of the 2020/2021 school year in September 2020. Parents can decide to delay their child's admission to school to a later date in the same school year up to the point at which the child reaches compulsory school age. More information about compulsory school age is given later in this booklet. In exceptional cases and usually where a child has significant special educational needs, the local authority can agree to allow a parent to make an application a year later than would normally be the case given the child's age, thereby delaying the child's admission to the Reception year group by a year. Requests to delay a child's entry to full time education to a later school year have to be submitted to the School Admissions Team with full supporting evidence. More information is available from the School Admissions Team.

**For children transferring from an infant school to a junior school**, your child will be on roll and will be required to attend from the first day of the school year in September.

**SCHOOL ATTENDANCE – Parents have a legal duty to ensure that their child receives a suitable education. When a child is on roll at a school, the parent has a legal duty to ensure that their child attends regularly, on time and in a state ready to learn. There is a clear link between attendance and achievement. Absences from school that are not authorised, including holidays in term time, may result in either a fine or a prosecution in a Magistrate's court.** More information is available from schools or from the Education Welfare Service, East Riding of Yorkshire Council, County Hall, Beverley HU17 9BA, telephone 01482 392146, e-mail [education.welfare@eastriding.gov.uk](mailto:education.welfare@eastriding.gov.uk).

### **My child attends a nursery class or a foundation stage unit at a school, does that make a difference?**

Nurseries and pre-school providers can be organised by the local authority, schools or private and voluntary organisations. Some schools in the East Riding of Yorkshire have nursery classes or foundation stage units. **Attending a nursery class or the first year of a foundation stage unit does not guarantee a place at a particular infant or primary school. If your child has been attending a nursery or a Foundation Stage 1 class or unit, you must still apply in the normal way for a full time place at a school in the Reception (or Foundation Stage 2) year group.** Equally, attending a nursery class or a foundation stage unit at a school does not mean that your child has to attend that school: you can apply for a place at any other school.

### **How do I find out more about Free Early Education for 3 and 4 year olds?**

The government funds local authorities to ensure a free early education place is available for eligible three and four year olds in settings that have been inspected by Ofsted. A free early education place is available starting the term after a child's third birthday (see table below) until they start school.

Third birthday between	Eligible from
1 January – 31 March	Summer Term
1 April – 31 August	Autumn Term
1 September – 31 December	Spring Term

All eligible three and four year olds are entitled to 15 hours of free early education per week for 38 weeks of the year. You can take the 15 hours at a maximum of two childcare settings/schools.

Free early education can be provided at:

- Childminders (those who are specifically accredited to offer free early education places)
- Day nurseries
- Foundation stage units
- Independent schools
- Nursery class
- Nursery schools
- Pre-school playgroups

To find out about childcare settings and schools offering free early education near where you live please call the Families Information Service Hub (FISH) before your child is three years old if possible. Advice can also be provided about funded early education and child care for eligible two year olds.

Tel: (01482) 396469 Email: fish@eastriding.gov.uk Website: www.fish.eastriding.gov.uk

### **Do I have to apply to move my child from an infant school to a junior school?**

**Yes.** If your child is now in Year 2 at an infant school and you want them to transfer to a junior school in September 2020, you **must apply** for a place at the junior school. This is the case even if the infant and junior schools are on the same site and the children from the infant school have always transferred to the junior school.

### **How do I apply for my child to transfer between schools outside of the normal admission round?**

See the section on **In-Year Admissions** later in this booklet. Separate in-year guidance and application forms are also available from the Schools Admissions Teams and on the Council's website.

### **What if I am moving house?**

If you are not sure which is the nearest school to your proposed address, you can use the Council's website to identify which school's catchment area your new address is in. Alternatively, the information later in this booklet may help you or you can contact the School Admissions Team.

If your house move takes place by 26 February 2020, your new address will be taken into account when deciding which school place to give to your child in the normal admissions round. House moves which take place after 26 February 2020 will be considered under the arrangements in place for in-year applications. Evidence of a move to a new address may be required. For the new address to be taken into account you may have to prove that the house move has taken place, is a permanent or long term arrangement and that the child is living at the new address for the majority of the school week.

## How do I choose a school?

In deciding which school is the best one for their child, parents usually take into account a whole range of factors. What factors are important to you will depend on your circumstances and your preferences.

### Catchment area

**For most children, it is usually better if they go to the school designated as serving the area where they live, their catchment area school.** All areas of the East Riding fall within a school's catchment area and for most children their catchment area school is their nearest school. Most children living in the East Riding go to their catchment area school. Attending the school serving the area where they live means that children are taught in their local area, with other children from the same area, making it easier to make and keep friends and ensuring the child has a familiar and stable social group and environment. A place at your catchment area school cannot be guaranteed. Although it is very rare, on occasions it is not possible to give everyone a place at their catchment area school. Therefore, when completing the online or paper application, even if you name your catchment area school as your first preference, we recommend that you also name at least a second preference and preferably a third as well.

### Siblings

Most parents will want their children to attend the same school. The admission arrangements of many schools give a priority to children with brothers or sisters already attending the school. However, it cannot be guaranteed that children will get a place at the same school as their siblings. Normally, applying for your children to attend your catchment area school is the best way to make sure that your children attend the same school.

### What are your chances of being given a place?

It is important that you make a **realistic** assessment of your chances of getting a place at the schools you name on your form. Some schools in the East Riding of Yorkshire regularly receive far more applications than they have places available. Where this happens, we have to use the over-subscription criteria which are set out in this booklet to decide which children should be given a place. Parents have to be given the opportunity to state all their reasons for wanting a place at a particular school. However, when deciding which children can be given a place, the only factors which can be taken into account by the admission authority are those that relate to the published over-subscription criteria. The information on individual schools later in this booklet shows how many applications each school received last year.

### Find out about the school

**Visit the School** - meet the headteacher and some of the staff. Most schools arrange specific days and times for parents and children to visit the school and talk to teachers. Many schools are also happy for you to visit them at other times by appointment.

**Performance tables** – performance tables give an indication about the levels of pupil achievement at the school and allow some comparison with other schools in the area. They do not give the whole story and need to be read along with other information about the particular circumstances of the school. Information about performance tables is available from the Department for Education's website: <https://www.gov.uk/school-performance-tables>.

**Read the school prospectus** - school prospectuses are available from the individual schools and will give you important information about the life and character of the school.

**Read the latest OFSTED inspection report** - inspection reports can be seen at the school, the local library and the OFSTED internet website (<https://www.gov.uk/government/organisations/ofsted>). These reports give a detailed snapshot of the school as it was at the time the inspection took place. Look carefully at the date of the inspection: if the inspection was some time ago, the information may be out of date.

**Talk to other parents** - talk to as many parents who have children at the school as you can to get a range of opinions: one person's experience of a school will be different from another's, so it is important that you get as wide a range of opinions as possible.

## Let your child have a say

Your child may have thoughts and opinions which you might want to take into account when deciding your preferences.

## Distance to the school

Most parents want their child to attend their nearest school or the school which normally serves the community in which they live. Parents can consider applying to more distant schools. However, you should bear in mind the effects that lengthy journeys can have on a child. You should also consider the availability of transport: bus services can change or be withdrawn and transport costs can increase. **The East Riding of Yorkshire Council normally provides free transport only if the child has to travel some distance to their catchment area school.** More details are given in the section on home to school transport later in this guide. Transport services are subject to change: timetables, routes and fares can change and services can be withdrawn at short notice. If your choice of school is dependent on specific transport services being available, you should consider what might happen if the transport service changed.

## What different types of school are there in the East Riding?

Most infant, junior and primary schools in the East Riding are community or voluntary controlled schools. For community and voluntary controlled schools, the local authority is the admission authority. There are four voluntary aided schools and three foundation schools. For these schools, the admission authority is the school's governing body. For the twenty-one academies, the admission authority is the academy trust. All infant, junior and primary schools in the East Riding are listed later in this booklet and their different categories are shown.

## How many schools can I apply for?

The number of schools you can apply for will depend on the arrangements in your local authority's co-ordinated scheme. If you live in the East Riding of Yorkshire, you can apply for places at up to three schools. Only one application form can be accepted for each child. If more than one application for a given child are received from applicants who have parental responsibility and who express preferences for different schools or prioritise the same schools differently, the applications will be suspended and the applicants will be required to submit one list of preferences.

**You can only use the East Riding online application form or the form at the back of this booklet if you live in the East Riding of Yorkshire.**

# DECIDING WHO GETS PLACES

## How do admission authorities decide which applicants will be given places?

After the applications for school places have been received and the deadline set has passed, admission authorities have to decide which applicants can be given places. At all schools, if the number of applications received is less than the school's published admission number, all those who have applied will be given places. If the number of applications is more than the published admission number, the admission authority has to use its published admission arrangements to decide which applicants should be given places.

## What are published admission arrangements?

Each year, admission authorities have to decide how they are going to handle applications for places at their schools. They have to then publish their admission arrangements which set out how many children they will admit (the published admission number) and how they will decide which applicants will be given places if the number of applications is more than the number of places available (the over-subscription criteria).

For community and voluntary controlled schools in the East Riding, the East Riding of Yorkshire Council is the admission authority and decides the schools' admission arrangements. The academy trusts of academies and the governing bodies of voluntary aided and foundation schools decide the admission arrangements for those schools.

## What are the admission arrangements for community and voluntary controlled schools?

The admission arrangements for community and voluntary controlled schools are set out on the next few pages.

### 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 compulsory school 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 2020	31 December 2020	31 December 2020
1 January 2021	31 March 2021	31 March 2021
1 April 2021	31 August 2021	31 August 2021

### 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 autumn term.

### 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 or attends full time 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. The Director or his nominated officer must also consult the headteacher of the school or schools for which the parent wants to apply before making a decision about the parent's request. 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 in the same way as described above for delayed admission to Reception.

### **Children with Education, Health and Care Plans**

Applications received relating to children with 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, including those who were previously looked after by a local authority outside England, 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 26 February 2020 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.

## **Waiting Lists**

The East Riding of Yorkshire Council will maintain waiting lists for the normal year of entry for all East Riding schools.

### ***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.

### ***Prioritisation***

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

### ***Allocation of places to those on the waiting list***

If the number of 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.

### ***Renewal of the waiting list***

A waiting list will be maintained until the end of the autumn term 2020. However, the lists drawn up after the allocation of places on 16 April 2020 will be deleted on 30 September 2020 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.

### ***Deletion of the waiting list***

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

## **Appeals**

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 Code of Practice on School Admission Appeals.

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 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.

Applicants refused a place at a school for their child normally have the right to make an appeal against the decision to refuse admission.

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; and 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.

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.

# COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS

Information about each of the community and voluntary controlled schools is shown on the next few pages.

For each school the following information is given:

- **The school's full name, address, telephone number and website address** (where applicable).
- **The headteacher's name.**
- **The type of school** – whether the school is a community or a voluntary controlled school and whether it is an infant, junior or primary school. Primary schools cater for children aged between four and eleven, infant schools cater for four to seven year olds and junior schools cater for children aged seven to eleven.
- **The school's published admission number (PAN).**
- **For junior schools, the school's "feeder infant school"** – this is provided so you can tell if your child meets the requirements of the over-subscription Criterion (iv) set out in the previous section of this booklet
- **Number of applications last year** – this shows the number of applications received by the published deadline where parents had named the school as one of their preferences last year and in brackets the number of first preferences.
- **The secondary school that the pupils normally move on to** – each secondary school has a number of "feeder" junior and primary schools. The infant, junior and primary schools are grouped according to the secondary school they "feed" into.

More information about each school is available from the school itself, including information about the school's ethos and values and the school's approach to: teaching and learning, special educational needs, supporting vulnerable children, including looked after children, and managing pupil behaviour.

<b>Beverley Grammar and Beverley High School Area</b>		
<b>School</b>	<b>Admission Number</b>	<b>Applications received last year (first preferences)</b>
<b>Beverley Minster C.E. Primary School</b> (Voluntary-Controlled) St Giles Croft, Beverley HU17 8LA <b>Telephone:</b> 01482 869947 <b>Website:</b> www.beverleyminsterprimary.co.uk <b>Headteacher:</b> Mrs R Hatter	60	69 (33)
<b>Beverley St Nicholas Primary School</b> (Community) Holme Church Lane. Beverley HU17 0QP <b>Telephone:</b> 01482 862882 <b>Website:</b> https://beverleystnicholasprimary.org.uk <b>Headteacher:</b> Mrs. L. Pollard	60	65 (39)
<b>Keldmarsh Primary School</b> (Community) Woodmansey Mile, Beverley HU17 8FF <b>Telephone:</b> 01482 873131 <b>Website:</b> https://keldmarshprimaryschool.org.uk <b>Headteacher:</b> Mrs. C. Tomkinson	30	74 (33)
<b>Tickton C.E. Primary School</b> (Voluntary-Controlled) Main Street, Tickton, Beverley HU17 9RZ <b>Telephone:</b> 01964 542498 <b>Website:</b> www.ticktonprimary.co.uk <b>Headteacher:</b> Miss C. Brown	30	36 (24)
<b>Walkington Primary School</b> (Community) Crake Wells, Walkington, Beverley HU17 8SB <b>Telephone:</b> 01482 861115 <b>Website:</b> https://walkingtonschool.org/ <b>Headteacher:</b> Mr. C. Bullough	40	36 (21)
<b>Wawne Primary School</b> (Community) Greens Lane, Wawne HU7 5XT <b>Telephone:</b> 01482 835599 <b>Website:</b> www.wawneprimary.co.uk <b>Headteacher:</b> Mrs C Marshall	15	25 (11)
<b>Woodmansey C.E. Primary School</b> (Voluntary-Controlled) Hull Road, Woodmansey, Beverley HU17 0TH <b>Telephone:</b> 01482 862186 <b>Website:</b> https://woodmanseyprimary.school/ <b>Acting Head of School</b> Mrs S Grainger <b>Executive Head Teacher:</b> Mr M Loncaster	7	15 (12)

<b>Bridlington School Area</b>		
<b>School</b>	<b>Admission Number</b>	<b>Applications received last year (first preferences)</b>
<b>Bay Primary School</b> (Community) St. Alban Road, Bridlington YO16 7SX <b>Telephone:</b> 01262 603312 <b>Website:</b> www.bayprimaryschool.co.uk <b>Headteacher:</b> Mrs H Gee	60	135 (67)
<b>Boynton Primary School</b> (Community) Boynton, Bridlington YO16 4XQ <b>Telephone:</b> 01262 677880 <b>Website:</b> www.boyntonprimaryschool.co.uk <b>Headteacher:</b> Mr. L. Fletcher	10	14 (9)
<b>Hilderthorpe Primary School</b> (Community) Shaftesbury Road, Bridlington YO15 3PP <b>Telephone:</b> 01262 672475 <b>Website:</b> www.hilderthorpeprimaryschool.co.uk <b>Headteacher:</b> Mrs. K. Carlisle	60	51 (32)
<b>Our Lady and St Peter Catholic Primary School</b> (Academy) See separate section on Foundation, Voluntary Aided, and Academy Schools This school is located in the Bridlington School area but is not a named feeder school for Bridlington School		
<b>Quay Academy</b> (Academy) See separate section on Foundation, Voluntary Aided, and Academy Schools		

<b>Cottingham High School and Sixth Form College Area</b>		
<b>School</b>	<b>Admission Number</b>	<b>Applications received last year (first preferences)</b>
<b>Bacon Garth Primary School</b> (Community) The Garth, Cottingham HU16 5BP <b>Telephone:</b> 01482 849521 <b>Website:</b> www.bacongarth.co.uk <b>Headteacher:</b> Mrs E. Fieldhouse	30	78 (27)
<b>Cottingham Croxby Primary School</b> (Academy) See separate section on Foundation, Voluntary Aided, and Academy Schools		
<b>Dunswell Academy</b> (Academy) See separate section on Foundation, Voluntary Aided, and Academy Schools		
<b>Hallgate Primary School</b> (Community) Hallgate, Cottingham HU16 4DD <b>Telephone:</b> 01482 846136 <b>Website:</b> www.hallgateprimaryschool.co.uk <b>Headteacher:</b> Mrs. C Shiels	40	60 (27)
<b>Little Weighton Rowley C.E. Primary School</b> (Voluntary Controlled) White Gap Road, Little Weighton HU20 3XE <b>Telephone:</b> 01482 844743 <b>Website:</b> www.littleweightonrowleyprimary.co.uk <b>Headteacher:</b> Miss S. Varley	13	7 (4)
<b>Skidby C.E. Primary School</b> (Voluntary Controlled) Main Street, Skidby, Cottingham HU16 5TX <b>Telephone:</b> 01482 846169 <b>Website:</b> www.skidbyprimaryschool.org.uk <b>Headteacher:</b> Mr S. Richardson	12	15 (11)
<b>Westfield Primary School</b> (Community) Westfield Road, Cottingham HU16 5PE <b>Telephone:</b> 01482 844369 <b>Website:</b> www.westfieldprimaryschool.org <b>Headteacher:</b> Mrs. S. Hickey	60	84 (45)

<b>Driffield School and Sixth Form Area</b>		
<b>School</b>	<b>Admission Number</b>	<b>Applications received last year (first preferences)</b>
<b>Beswick and Watton C.E. Primary School</b> (Voluntary Controlled) Beverley Road, Beswick, Driffield YO25 9AR <b>Telephone:</b> 01377 270339 <b>Website:</b> www.beswickwattonprimary.co.uk <b>Executive Headteacher:</b> Mrs. E. Harros	8	7 (2)
<b>Burton Agnes C.E. Primary School</b> (Voluntary Controlled) Rudston Road, Burton Agnes YO25 4NE <b>Telephone:</b> 01262 490320 <b>Website:</b> www.burtonagnesprimaryschool.co.uk <b>Headteacher:</b> Mrs. H. Jameson	14	28 (17)
<b>Driffield C.E. Infant School *</b> (Voluntary Controlled) Cross Hill, Driffield YO25 6RS <b>Telephone:</b> 01377 253094 <b>Website:</b> www.driffieldinfantschool.co.uk <b>Headteacher:</b> Mrs. S. Thackray	90	76 (54)
<b>Driffield Junior School</b> (Community) Bridlington Road, Driffield YO25 5HN <b>Telephone:</b> 01377 253371 <b>Website:</b> www.driffieldjuniorschool.co.uk <b>Headteacher:</b> Mrs. L. Laird	150	106 (106)
<b>Driffield Northfield Infant School *</b> (Community) Southfield Close, Driffield YO25 5YN <b>Telephone:</b> 01377 257487 <b>Website:</b> www.driffieldnorthfieldinfants.co.uk <b>Headteacher:</b> Mrs. S. Woolhouse	60	67 (47)
<b>Garton-on-the-Wolds C.E. Primary School</b> (Voluntary Controlled) Station Road, Garton-on-the-Wolds YO25 3EX <b>Telephone:</b> 01377 253110 <b>Website:</b> www.gartonprimary.co.uk <b>Headteacher:</b> Mrs. D. Chadwick	8	8 (6)
<b>Hutton Cranswick Community Primary School</b> (Community) The Green, Hutton Cranswick, Driffield YO25 9PD <b>Telephone:</b> 01377 270482 <b>Website:</b> www.huttoncranswickschool.co.uk <b>Headteacher:</b> Mrs E Burkinshaw	30	33 (22)
<b>Kilham C.E. Primary School</b> (Voluntary Controlled) Millside, Kilham, Driffield YO25 4SR <b>Telephone:</b> 01262 420214 <b>Website:</b> www.kilhamschool.co.uk <b>Headteacher:</b> Mr. R. Palmer	15	11 (8)
<b>Middleton-on-the-Wolds C.E. Primary School</b> (Voluntary Controlled) Station Road, Middleton-on-the-Wolds, Driffield YO25 9UQ <b>Telephone:</b> 01377 217323 <b>Website:</b> www.middletononthewoldsprimary.co.uk <b>Executive Headteacher:</b> Mrs. E. Harros	15	9 (7)

\* Feeder Infant Schools for Driffield Junior School

School	Admission Number	Applications received last year (first preferences)
<b>Nafferton Primary School</b> (Community) Westgate, Nafferton, Driffield YO25 4LJ <b>Telephone:</b> 01377 254307 <b>Website:</b> www.naffertonprimaryschool.co.uk <b>Headteacher:</b> Mr. P. Johnson	40	56 (41)
<b>North Frodingham Primary School</b> (Community) Main Street, North Frodingham, Driffield YO25 8LA <b>Telephone:</b> 01262 488227 <b>Website:</b> www.northfrodinghamprimary.co.uk <b>Executive Headteacher:</b> Mrs. M. Bell	12	10 (8)
<b>Sledmere C.E. Primary School</b> (Voluntary Controlled) Sledmere, Driffield YO25 3XP <b>Telephone:</b> 01377 236267 <b>Website:</b> www.sledmereandwetwangfederation.co.uk <b>Executive Headteacher:</b> Mr P Richardson	10	3 (2)
<b>Wetwang C.E. Primary School</b> (Voluntary Controlled) Pulham Lane, Wetwang, Driffield YO25 9XT <b>Telephone:</b> 01377 236679 <b>Website:</b> www.sledmereandwetwangfederation.co.uk <b>Executive Headteacher:</b> Mr P Richardson	15	8 (7)
<b>Wold Newton Foundation Primary School</b> (Foundation) See separate section on Academy, Foundation and Voluntary Aided Schools		

<b>Goole Academy Area</b>		
<b>School</b>	<b>Admission Number</b>	<b>Applications received last year (first preferences)</b>
<b>Airmyn Park Primary School (Academy)</b> See separate section on Academy, Foundation and Voluntary Aided Schools		
<b>Boothferry Primary School (Community)</b> Newport Street, Goole DN14 6TL <b>Telephone:</b> 01405 762151 <b>Website:</b> www.boothferryprimary.co.uk <b>Headteacher:</b> Mr. M. Sibley	50	76 (50)
<b>Hook Church of England Primary School (Academy)</b> See separate section on Academy, Foundation and Voluntary Aided Schools		
<b>Kingsway Primary School (Community)</b> Fountayne Street, Goole DN14 5HQ <b>Telephone:</b> 01405 763716 <b>Website:</b> www.kingsway.eriding.net <b>Headteacher:</b> Mrs K Frarey	60	79 (61)
<b>Marshlands Primary School (Community)</b> Hall Road, Old Goole, Goole DN14 5UE <b>Telephone:</b> 01405 765094 <b>Website:</b> www.marshlandsprimaryschool.co.uk <b>Headteacher:</b> Mrs. S. Tang	50	47 (43)
<b>Parkside Primary School (Community)</b> Western Road, Goole DN14 6RQ <b>Telephone:</b> 01405 763634 <b>Website:</b> www.parkside.eriding.net <b>Headteacher:</b> Miss S. O'Brien	60	110 (77)
<b>Reedness Primary School (Community)</b> Reedness, Goole DN14 8HG <b>Telephone:</b> 01405 704264 <b>Website:</b> www.reednessprimaryschool.co.uk <b>Executive Headteacher:</b> Mr L Jackson	15	6 (3)
<b>St Joseph's Catholic Primary School (Voluntary Aided)</b> See separate section on Foundation, Voluntary Aided, and Academy Schools This school is located in the Goole Academy area but is not a named feeder school for Goole Academy		
<b>Swinefleet Primary School (Community)</b> Low Street, Swinefleet, Goole DN14 8BX <b>Telephone:</b> 01405 704386 <b>Website:</b> www.swinefleetprimaryschool.co.uk <b>Headteacher:</b> Miss L. Bishell-Wells	11	6 (4)

<b>Headlands School Area</b>		
<b>School</b>	<b>Admission Number</b>	<b>Applications received last year (first preferences)</b>
<b>Bay Primary School</b> (Community) St. Alban Road, Bridlington YO16 7SX <b>Telephone:</b> 01262 603312 <b>Website:</b> www.bayprimaryschool.co.uk <b>Headteacher:</b> Mrs H Gee	60	135 (67)
<b>Bempton Primary School</b> (Community) School Lane, Bempton, Bridlington YO15 1JA <b>Telephone:</b> 01262 850508 <b>Website:</b> www.bemptonprimary.co.uk <b>Acting Headteacher:</b> Mrs M Blackburn	12	22 (11)
<b>Burlington Infant School</b> * (Community) Marton Road, Bridlington YO16 7AQ <b>Telephone:</b> 01262 673858 <b>Website:</b> www.burlingtoninfants.org.uk <b>Headteacher:</b> Mrs. M.L. Booth	80	97 (62)
<b>Burlington Junior School</b> (Community) Marton Road, Bridlington YO16 7AQ <b>Telephone:</b> 01262 674487 <b>Website:</b> www.burlingtonjuniorschool.org <b>Headteacher:</b> Mrs. A. Beckett	90	69 (69)
<b>Flamborough C.E. Primary School</b> (Voluntary Controlled) Carter Lane, Flamborough, Bridlington YO15 1LW <b>Telephone:</b> 01262 850513 <b>Website:</b> www.flamboroughprimary.co.uk <b>Headteacher:</b> Mrs. M. Blackburn	20	18 (16)
<b>Martongate Primary School</b> (Community) Martongate, Bridlington YO16 6YD <b>Telephone:</b> 01262 673975 <b>Website:</b> www.martongateschool.co.uk <b>Headteacher:</b> Mr. D. Carruthers	60	119 (73)
<b>New Pasture Lane Primary School</b> (Community) Burstall Hill, Bridlington YO16 7NR <b>Telephone:</b> 01262 601684 <b>Website:</b> www.http://newpasturelanepprimary.co.uk <b>Headteacher:</b> Mrs. A. Tadman	30	42 (36)

\* Feeder Infant School for Burlington Junior School

<b>Hessle High School and Sixth Form College Area</b>		
<b>School</b>	<b>Admission Number</b>	<b>Applications received last year (first preferences)</b>
<b>All Saints C.E. Infant School</b> * (Voluntary Controlled) Northholme Road, Hessle HU13 9JD <b>Telephone:</b> 01482 648061 <b>Website:</b> www.allsaintscefederationhessle.co.uk <b>Acting Headteacher:</b> Ms. Z Newsham	120	115 (79)
<b>All Saints C.E. Junior School</b> (Voluntary Controlled) Northholme Road, Hessle HU13 9JD <b>Telephone:</b> 01482 648082 <b>Website:</b> www.allsaintscefederationhessle.co.uk <b>Acting Headteacher:</b> Ms. L Jackson	120	97 (97)
<b>Penshurst Primary School</b> (Academy) See separate section on Academy, Foundation and Voluntary Aided Schools		

\* Feeder Infant School for All Saints CE Junior School

<b>Holderness Academy Area</b>		
<b>School</b>	<b>Admission Number</b>	<b>Applications received last year (first preferences)</b>
<b>Aldbrough Primary School</b> (Community) Headlands Road, Aldbrough HU11 4RR <b>Telephone:</b> 01964 527422 <b>Website:</b> www.aldbrough.e-riding.sch.uk <b>Headteacher:</b> Ms. Z Robins	30	18 (16)
<b>Bilton Community Primary School</b> (Community) School Lane, Lim Tree Lane, Bilton HU11 4EG <b>Telephone:</b> 01482 811342 <b>Website:</b> www.biltonprimary.co.uk <b>Headteacher:</b> Mr K. Robinson	30	33 (22)
<b>Burstwick Community Primary School</b> (Community) Main Street, Burstwick HU12 9EA <b>Telephone:</b> 01964 623411 <b>Website:</b> www.burstwickprimaryschool.co.uk <b>Headteacher:</b> Mr. I. Cutts	20	21 (14)
<b>Hedon Primary School</b> (Community) Ketwell Lane, Hedon HU12 8BN <b>Telephone:</b> 01482 899327 <b>Website:</b> www.hedonprimaryschool.co.uk <b>Headteacher:</b> Mrs. A. Barnett	30	41 (21)
<b>Inmans Primary School</b> (Community) Inmans Road, Hedon HU12 8NL <b>Telephone:</b> 01482 899485 <b>Website:</b> www.inmansprimaryschool.co.uk <b>Headteacher:</b> Ms. S Fellows	60	71 (52)
<b>Paull Primary School</b> (Community) Main Street, Paull HU12 8AV <b>Telephone:</b> 01482 898352 <b>Website:</b> www.paullprimaryschool.co.uk <b>Executive Headteacher:</b> Mr. P. Rowe	10	6 (6)
<b>Preston Primary School</b> (Community) Station Road, Preston HU12 8UY <b>Telephone:</b> 01482 896800 <b>Website:</b> www.prestonprimaryschool.org <b>Headteacher:</b> Mrs. T. Coates	30	30 (20)
<b>Skirlaugh CE VC Primary School</b> (Voluntary Controlled) Dorset Avenue, Skirlaugh HU11 5EB <b>Telephone:</b> 01964 562454 <b>Website:</b> www.skirlaughprimary.com <b>Headteacher:</b> Mrs. J. Forth	20	20 (17)
<b>Sproatley Endowed Church of England Academy</b> (Academy) See separate section on Foundation, Voluntary Aided, and Academy Schools		
<b>Thorngumbald Primary School</b> (Community) Plumtree Road, Thorngumbald HU12 9QQ <b>Telephone:</b> 01964 623402 <b>Website:</b> www.thorngumbaldprimaryschool.org.uk <b>Headteacher:</b> Mrs J Carroll	40	45 (28)

<b>Hornsea School Area</b>		
<b>School</b>	<b>Admission Number</b>	<b>Applications received last year (first preferences)</b>
<b>Beeford C.E. Primary School</b> (Voluntary Controlled) Main Street, Beeford YO25 8AY <b>Telephone:</b> 01262 488444 <b>Website:</b> www.beefordprimary.org.uk <b>Executive Headteacher:</b> Mrs. M. Bell	10	11 (8)
<b>Brandesburton Primary School</b> (Community) Main Street, Brandesburton, Driffield YO25 8RG <b>Telephone:</b> 01964 542472 <b>Website:</b> https://brandesburton.e-riding.sch.uk <b>Headteacher:</b> Mrs. J. Ledingham	20	21 (15)
<b>Hornsea Burton Primary School</b> (Community) Hornsea Burton Road, Hornsea HU18 1TG <b>Telephone:</b> 01964 536594 <b>Website:</b> www.hornseaburton.eriding.net <b>Headteacher:</b> Mrs. C. Shiels	17	11 (5)
<b>Hornsea Primary School</b> (Community) Newbegin, Hornsea HU18 1PB <b>Telephone:</b> 01964 532382 <b>Website:</b> www.hornseaprimarieschool.net <b>Acting Headteacher:</b> Mrs. A. Whitehead	90	55 (55)
<b>Leven C.E. Primary School</b> (Voluntary Controlled) South Street, Leven, Beverley HU17 5NX <b>Telephone:</b> 01964 542474 <b>Website:</b> www.levenprimary.eriding.net <b>Headteacher:</b> Mr. A. Dolman	30	21 (15)
<b>Riston Church of England Primary Academy</b> (Academy) See separate section on Academy, Foundation and Voluntary Aided Schools		
<b>Sigglethorpe CE Primary Academy</b> (Academy) See separate section on Academy, Foundation and Voluntary Aided Schools		
<b>Skipsea Primary School</b> (Community) Hornsea Road, Skipsea YO25 8ST <b>Telephone:</b> 01262 468394 <b>Website:</b> www.skipsea.eriding.net <b>Executive Headteacher:</b> Mrs. C. Shiels	10	7 (5)

<b>Howden School Area</b>		
<b>School</b>	<b>Admission Number</b>	<b>Applications received last year (first preferences)</b>
<b>Barmby on the Marsh Primary School</b> (Community) Barmby on the Marsh, Goole DN14 7HU <b>Telephone:</b> 01757 638336 <b>Website:</b> www.barmbyonthemarshprimary.co.uk <b>Headteacher:</b> Mr. L. Jackson	8	9 (7)
<b>Bubwith Primary School</b> (Community) Church Street, Bubwith YO8 6LW <b>Telephone:</b> 01757 288261 <b>Website:</b> www.bubwithprimary.co.uk <b>Acting Headteacher:</b> Miss A. Bailiss	20	17 (14)
<b>Eastrington Primary School</b> (Community) Portington Road, Eastington, Goole DN14 7QE <b>Telephone:</b> 01430 410219 <b>Website:</b> www.eastringtonprimaryschool.co.uk <b>Headteacher:</b> Mrs. H. Gallagher	25	31 (24)
<b>Gilberdyke Primary School</b> (Academy) See separate section on Academy, Foundation and Voluntary Aided Schools		
<b>Howden C.E. Infant School</b> * (Foundation) See separate section on Academy, Foundation and Voluntary Aided Schools		
<b>Howden Junior School</b> (Community) Hailgate, Howden, Goole DN14 7SL <b>Telephone:</b> 01430 430385 <b>Website:</b> www.howdenjuniors.co.uk <b>Headteacher:</b> Mr L Hill	60	56 (56)
<b>Newport Primary School</b> (Community) Main Road, Newport, Brough HU15 2PP <b>Telephone:</b> 01430 440259 <b>Website:</b> www.newportprimary.co.uk <b>Headteacher:</b> Mrs. D O'Connell	20	39 (22)

\*Feeder infant school for Howden Junior School

<b>Longcroft School and Sixth Form Area</b>		
<b>School</b>	<b>Admission Number</b>	<b>Applications received last year (first preferences)</b>
<b>Cherry Burton C.E. Primary School</b> (Voluntary Controlled) Cherry Burton, Beverley HU17 7RF <b>Telephone:</b> 01964 550445 <b>Website:</b> www.cherryburtonprimary.co.uk <b>Headteacher:</b> Mrs. D. Joy	30	35 (20)
<b>Leconfield Primary School</b> (Community) Arram Road, Leconfield, Beverley HU17 7NP <b>Telephone:</b> 01964 550303 <b>Website:</b> www.leconfieldprimary.co.uk <b>Headteacher:</b> Mrs. K. Tracey	25	18 (16)
<b>Lockington C.E. Primary School</b> (Voluntary Controlled) Front Street, Lockington, Driffield YO25 9SH <b>Telephone:</b> 01430 810240 <b>Website:</b> www.lockingtonprimary.co.uk <b>Headteacher:</b> Mrs. J. Cattle	8	4 (3)
<b>Molescroft Primary School</b> (Community) St. Leonard's Road, Molescroft, Beverley HU17 7HF <b>Telephone:</b> 01482 861762 <b>Website:</b> www.molescroftprimary.net <b>Headteacher:</b> Mr. M. Loncaster	60	133 (74)
<b>St John of Beverley Catholic Primary School</b> (Academy) See separate section on Foundation, Voluntary Aided, and Academy Schools This school is located in the Longcroft School and Sixth Form College area but is not a named feeder school for Longcroft School and Sixth Form College.		
<b>St Mary's C.E. Primary School</b> (Voluntary Controlled) Eden Road, Beverley HU17 7HD <b>Telephone:</b> 01482 868149 <b>Website:</b> www.stmaryscofe-beverley.co.uk <b>Acting Headteacher:</b> Mrs L. Wallis	60	114 (46)
<b>Swinemoor Primary School</b> (Community) Burden Road, Beverley HU17 9LP <b>Telephone:</b> 01482 869247 <b>Website:</b> www.swinemoorprimary.org.uk <b>Headteacher:</b> Mr. L. Myers	40	56 (30)

<b>South Hunsley School and Sixth Form College Area</b>		
<b>School</b>	<b>Admission Number</b>	<b>Applications received last year (first preferences)</b>
<b>Brough Primary School</b> (Community) Springfield Avenue, Elloughton Road, Brough HU15 1BU <b>Telephone:</b> 01482 667352 <b>Website:</b> www.broughprimarieschool.co.uk <b>Headteacher:</b> Mrs. H. Shepherdson	60	66 (37)
<b>Elloughton Primary School</b> (Community) Stockbridge Road, Elloughton, Brough HU15 1HN <b>Telephone:</b> 01482 666231 <b>Website:</b> www.elloughtonprimarieschool.co.uk <b>Headteacher:</b> Mrs C Fulstow	60	98 (50)
<b>Hunsley Primary School</b> (Academy – Free School) See separate section on Foundation, Voluntary Aided and Academy schools.		
<b>North Cave C.E. Primary School</b> (Voluntary Controlled) Station Road, North Cave, Brough HU15 2LA <b>Telephone:</b> 01430 422551 <b>Website:</b> www.northcave-school.co.uk <b>Headteacher:</b> Mr. R. Winks	20	25 (15)
<b>North Ferriby C.E. Primary School</b> (Voluntary Controlled) Church Road, Ferriby HU14 3BZ <b>Telephone:</b> 01482 631200 <b>Website:</b> www.northferribyprimarieschool.co.uk <b>Headteacher:</b> Mr. R. Orr	40	62 (39)
<b>South Cave C.E. Primary School</b> (Voluntary Controlled) Church Street, South Cave, Brough HU15 2EP <b>Telephone:</b> 01430 422526 <b>Website:</b> www.southcaveprimary.co.uk <b>Headteacher:</b> Mrs. J. Newby	60	30 (24)
<b>Swanland Primary School</b> (Academy) See separate section on Foundation, Voluntary Aided and Academy Schools		
<b>Welton Primary School</b> (Community) Elloughtonthorpe Way, Welton HU15 1TJ <b>Telephone:</b> 01482 667222 <b>Website:</b> www.weltonprimarieschool.com <b>Headteacher:</b> Mrs. N. Pidgeon	60	84 (44)

<b>The Market Weighton School Area</b>		
<b>School</b>	<b>Admission Number</b>	<b>Applications received last year (first preferences)</b>
<b>Holme on Spalding Moor Primary School</b> (Community) High Street, Holme on Spalding Moor YO43 4HL <b>Telephone:</b> 01430 860287 <b>Website:</b> www.holmeprimary.co.uk <b>Headteacher:</b> Mr S. Woodhouse	50	41 (36)
<b>Market Weighton Infant School *</b> (Community) Princess Road, Market Weighton YO43 3EY <b>Telephone:</b> 01430 873159 <b>Website:</b> www.mwis.eriding.net <b>Headteacher:</b> Mrs. S. Kay-Wood	76	91 (78)
<b>Mount Pleasant C.E. Junior School</b> (Voluntary Controlled) Princess Road, Market Weighton YO43 3EY <b>Telephone:</b> 01430 873338 <b>Website:</b> www.mountpleasantjuniors.co.uk <b>Headteacher:</b> Mr D. Nixon	75	69 (69)
<b>Market Weighton St. Mary's RC Primary School</b> (Academy) See separate section on Foundation, Voluntary Aided, and Academy Schools This school is located in The Market Weighton School's area but is not a named feeder school for The Market Weighton School		
<b>Newbald Primary School</b> (Community) North Newbald YO43 4SQ <b>Telephone:</b> 01430 827612 <b>Website:</b> www.newbaldprimary.eriding.net <b>Headteacher:</b> Mrs. M. Sinclair	10	23 (17)

\* Feeder Infant School for Mount Pleasant CE Junior School

<b>The Snaith School Area</b>		
<b>School</b>	<b>Admission Number</b>	<b>Applications received last year (first preferences)</b>
<b>Cowick C.E. Primary School</b> (Voluntary Controlled) Snaith Road, East Cowick, Goole DN14 9DG <b>Telephone:</b> 01405 860417 <b>Website:</b> www.cowickprimary.org.uk <b>Headteacher:</b> Mrs K Rawes	15	27 (16)
<b>Pollington-Balne VA Primary School</b> (Voluntary Aided) See separate section on Foundation, Voluntary Aided and Academy Schools		
<b>Rawcliffe Bridge Primary School</b> (Community) Bridge Lane, Rawcliffe Bridge, Goole DN14 8PJ <b>Telephone:</b> 01405 839249 <b>Website:</b> www.therawcliffeschools.co.uk <b>Executive Headteacher:</b> Mrs. H. McNeill	14	7 (3)
<b>Rawcliffe Primary School</b> (Community) Riddings Lane, Rawcliffe, Goole DN14 8RG <b>Telephone:</b> 01405 839282 <b>Website:</b> www.therawcliffeschools.co.uk <b>Executive Headteacher:</b> Mrs H. McNeill	17	16 (12)
<b>Snaith Primary School</b> (Community) Bourn Mill, Balk Road, Snaith DN14 9RE <b>Telephone:</b> 01405 860452 <b>Website:</b> www.snaithprimary.org.uk <b>Headteacher:</b> Mrs. H. Calpin	40	52 (44)

<b>Withernsea High School Area</b>		
<b>School</b>	<b>Admission Number</b>	<b>Applications received last year (first preferences)</b>
<b>Burton Pidsea Primary School</b> (Community) Church Street, Burton Pidsea HU12 9AU <b>Telephone:</b> 01964 670518 <b>Website:</b> www.burtonpidseaprimarieschool.co.uk <b>Headteacher:</b> Ms. S. Ward	14	10 (7)
<b>Easington CE Primary Academy</b> (Academy) See separate section on Foundation, Voluntary Aided and Academy Schools		
<b>Keyingham Primary School</b> (Community) School Lane, Keyingham HU12 9RT <b>Telephone:</b> 01964 622319 <b>Website:</b> www.keyinghamprimarieschool.co.uk <b>Headteacher:</b> Mrs S. Edmiston	30	31 (23)
<b>Patrington CE Primary Academy</b> (Academy) See separate section on Foundation, Voluntary Aided and Academy Schools		
<b>Roos C.E. Primary School</b> (Voluntary Controlled) Main Street, Roos HU12 0HB <b>Telephone:</b> 01964 670535 <b>Website:</b> www.roosprimary.org.uk <b>Headteacher:</b> Mrs. M. Miller	14	20 (12)
<b>Withernsea Primary School</b> (Academy) See separate section on Foundation, Voluntary Aided and Academy Schools		

<b>Woldgate School and Sixth Form College Area</b>		
<b>School</b>	<b>Admission Number</b>	<b>Applications received last year (first preferences)</b>
<b>Barmby Moor C.E. Primary School</b> (Foundation) See separate section on Foundation and Voluntary Aided Schools		
<b>Bishop Wilton C.E. Primary School</b> (Voluntary Controlled) Main Street, Bishop Wilton YO42 ISP <b>Telephone:</b> 01759 368313 <b>Website:</b> www.bishopwiltonprimaryschool.co.uk <b>Executive Headteacher:</b> Mrs. E. Harros	8	6 (3)
<b>Bugthorpe C.E. Primary School</b> (Voluntary Controlled) Bugthorpe YO41 1QQ <b>Telephone:</b> 01759 368247 <b>Website:</b> www.bugthorpeprimaryschool.co.uk <b>Interim Headteacher:</b> Mrs. Y Methley	13	7 (4)
<b>Melbourne Primary School</b> (Academy) See separate section on Foundation, Voluntary Aided and Academy Schools		
<b>Pocklington C.E. Infant School *</b> (Voluntary Controlled) Maxwell Road, Pocklington YO42 2HE <b>Telephone:</b> 01759 302699 <b>Website:</b> www.pocklington-infants.org.uk <b>Headteacher:</b> Dr. L Bartram	90	55 (45)
<b>Pocklington Community Junior School</b> (Academy) See separate section on Foundation, Voluntary Aided and Academy Schools		
<b>St Martin's C.E. School</b> (Voluntary Aided) See separate section on Foundation, Voluntary Aided and Academy Schools		
<b>St Mary &amp; St Joseph Catholic Primary School</b> (Academy) See separate section on Foundation, Voluntary Aided, and Academy Schools This school is located in the Woldgate School area but is not a named feeder school for Woldgate School.		
<b>Stamford Bridge Primary School</b> (Academy) See separate section on Foundation, Voluntary Aided, and Academy Schools		
<b>Sutton upon Derwent C.E. Primary School</b> (Voluntary Controlled) Main Street, Sutton on Derwent, York, YO41 4BN <b>Telephone:</b> 01904 608440 <b>Website:</b> www.suttonuponderwentprimaryschool.co.uk <b>Executive Headteacher:</b> Mrs. D. Taylor Curry	7	22 (17)
<b>Warter C.E. Primary School</b> (Foundation) See separate section on Foundation, Voluntary Aided and Academy Schools		
<b>Wilberfoss C.E. Primary School</b> (Voluntary Controlled) Storking Lane, Wilberfoss YO41 5ND <b>Telephone:</b> 01759 380327 <b>Website:</b> www.wilberfossprimary.co.uk <b>Headteacher:</b> Mr K Henderson	30	35 (25)

\* Feeder Infant School for Pocklington Community Junior School

<b>Wolfreton School and Sixth Form College Area</b>		
<b>School</b>	<b>Admission Number</b>	<b>Applications received last year (first preferences)</b>
<b>Acre Heads Primary School</b> (Community) Welbourn Walk, Norland Avenue HU4 7ST <b>Telephone:</b> 01482 308380 <b>Website:</b> www.anlabyacreheads.org.uk <b>Headteacher:</b> Mr G Sitch	50	109 (54)
<b>Anlaby Primary School</b> (Community) First Lane, Anlaby HU10 6UE <b>Telephone:</b> 01482 653077 <b>Website:</b> www.anlabyprimaryschool.co.uk <b>Headteacher:</b> Mr. G. May	60	110 (32)
<b>Kirk Ella St. Andrew's Primary School</b> (Community) West Ella Road, Kirk Ella HU10 7QL <b>Telephone:</b> 01482 657208 <b>Website:</b> www.kirkellaprimarieschool.org.uk <b>Headteacher:</b> Mr. J. Church	60	137 (78)
<b>Springhead Primary School</b> (Community) Forty Steps, Anlaby HU10 6TW <b>Telephone:</b> 01482 307870 <b>Website:</b> www.springheadschoole-riding.net <b>Headteacher:</b> Mrs. C. Jones	30	96 (31)
<b>Willerby Carr Lane Primary School</b> (Community) Carr Lane, Willerby HU10 6JT <b>Telephone:</b> 01482 653388 <b>Website:</b> www.willerbycarrlane.e-riding.sch.uk <b>Headteacher:</b> Mr. S. Smith	60	06 (61)

# FOUNDATION, VOLUNTARY AIDED AND ACADEMY SCHOOLS

For academies and for foundation and voluntary aided primary and infant schools the governing body of each school is the admission authority and determines the school's admission arrangements. The following pages give details about these schools, including the admission arrangements we believe each admissions authority will apply to applications in this year group. Where the arrangements refer to home to school distances "measured by the local authority" the distance will be measured in the same way as for community and voluntary controlled schools. Where a school's over-subscription criteria do not define a specific term used and the same term is used in the admission arrangements for community or voluntary controlled schools, the definition will be the same as that set out for community and voluntary controlled schools.

## How do I apply for a place for my child at one of these foundation, voluntary aided or academy schools?

**If you live in the East Riding of Yorkshire**, you can apply for a place at one of these schools using the online application form available on the Council's website at [www.eastriding.gov.uk](http://www.eastriding.gov.uk) or by completing the application form at the back of this booklet.

**If you live outside the East Riding of Yorkshire**, you must apply for a place at these schools using the online or paper forms available from the local authority responsible for the area where you live.

You may have to complete a **supplementary information form**. This supplementary information form is not an application form: it is only used to provide the school with any extra information which might be needed to determine your application for a place at the particular school. A copy of the supplementary information form is attached at the back of this booklet.

## When should I apply and when will I know if my application is successful?

Applications for places at academies, foundation and voluntary aided schools will be dealt with in the same way as applications for other schools. Applications will be dealt with in accordance with the co-ordinated scheme for school admissions applicable in the local authority area where you live.

## What foundation, voluntary aided and academy schools are in the East Riding of Yorkshire?

Details about each foundation, voluntary aided and academy school and their admission arrangements are shown on the following pages. More information about each school is available from the school itself, including information about the school's ethos and values and the school's approach to: teaching and learning, special educational needs, supporting vulnerable children, including looked after children, and managing pupil behaviour.

## AIRMYN PARK PRIMARY SCHOOL

Percy Drive, Airmyn, East Riding of Yorkshire DN14 8NZ

**Telephone:** 01405 762086 **Website:** www.airmynparkprimaryschool.co.uk

**Email:** airmynpark.primary@eastriding.gov.uk **Head Teacher:** Mrs H Whyley

**Published Admission Number:** 16

**Applications received last year:** 30 (11)

### 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 2020	31 December 2020	31 December 2020
1 January 2021	31 March 2021	31 March 2021
1 April 2021	31 August 2021	31 August 2021

### Timing of Admission

Children allocated Reception places in the normal admissions round 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's governing body 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 school's governing body. 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 governing body will consider each case on its own, individual merits and may seek advice from the East Riding 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 Education, Health and Care Plans

Applications received relating to children with an Education, Health and Care Plan will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a 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.

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.

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 26 February 2020 to qualify under this criterion for the normal admissions round.

If applications are submitted for siblings in the same year group and there are insufficient places available for the siblings who meet this criterion to be allocated places, 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) and (iv).

**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.**

If applications are submitted for siblings in the same year group and there are insufficient places available for the siblings who meet this criterion to be allocated places, 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) 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 Criterion (iv).

**Criterion (iv) - Places will next be given to children of members of staff at a Swanland Education Trust School**

The member of staff must have been employed at the school for two years or more at the time the application for admission to the school is made or have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

If the number of applications meeting Criteria (i), (ii), (iii) and (iv) is greater than 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 there are insufficient places available for the siblings who meet this criterion to be allocated places, 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.

**Waiting List**

After the allocation date, unsuccessful applicants will be placed on a waiting list if the child has not been allocated a place at a school which was ranked as a higher preference. Children on the waiting list will be prioritised using the oversubscription criteria shown above. If the number allocated places at the school falls below the published admission number, the child who is top of the waiting list will be allocated the vacant place.

Unless the applicant applies for their child's name to be kept on the waiting list until the end of the autumn term 2020, the details of children on the waiting list will be deleted on 30 September 2020.

The waiting list will be deleted at the end of the autumn term 2020.

**Late Applications/In Year Applications**

Late applications and in year applications will be dealt with in accordance with the East Riding of Yorkshire Co-ordinated Scheme for Admissions and the Academy Trust's In Year Admission Arrangements.

**Admission Appeals**

All school admission authorities have to make arrangements for applicants to appeal against admissions decisions. Admission appeals will be arranged and conducted in accordance with the relevant legislation and the Department for Education's School Admission Appeals Code.

# **BARMBY MOOR C.E. PRIMARY SCHOOL**

Barmby Moor, East Riding of Yorkshire, YO42 4EQ.

**Telephone:** 01759 304409 **Website:** www.barmbymoorschool.com

**Email:** barmbymoorschool.primary@eastriding.gov.uk **Headteacher:** Mrs. D. Chadwick

**Published Admission Number:** 17

**Applications received last year:** 19 (12)

Children are admitted at the start of the school year in which they become aged five without reference to ability or aptitude.

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

## **Over subscription criteria**

Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below:

### **Children who are looked after by a local authority and 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).

### **Children whose parents are resident in the parish of St Catherine's, Barmby Moor.**

The parents must be resident in the stated parish by 28 February 2020 to qualify under this criterion.

### **Children who have a sibling currently attending the school in Reception or Years 1 to 5.**

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.

### **Children who have special social or medical reasons for attending the school**

Supporting letters from a social worker, medical specialist, Minister of Religion or other appropriately qualified person are required.

### **Where the family are regular worshipping members of a Christian church. (Supported by evidence from a parish priest or minister).**

The Governors understand "regular worshipping members" to mean those who attend at least once per month for a period of at least a year.

### **Other children.**

If any of the foregoing criteria are inadequate to differentiate within categories without exceeding the published admission number, places will be given to those children who live closest to the 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. 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.

## **Appeals**

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the Governing Body. An independent appeal panel will then meet to consider all appeals by parents who have been refused a place and wish to appeal against the decision. The appeal panel's decision is binding on all parties concerned.

## **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 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 Governing Body 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 Governing Body. 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 Governing Body will consider each case on its own, individual merits and may seek advice from the East Riding of Yorkshire 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.

## COTTINGHAM CROXBY PRIMARY SCHOOL

Bricknell Avenue, Cottingham, East Riding of Yorkshire HU5 4TN

Telephone: 01482 846171 Website: [www.croxbyprimary.co.uk](http://www.croxbyprimary.co.uk)

Email: [office@croxbyprimary.co.uk](mailto:office@croxbyprimary.co.uk) Head Teacher: Mr D Waterson

Published Admission Number: 60

Applications received last year: 76 (29)

### 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 2020	31 December 2020	31 December 2020
1 January 2021	31 March 2021	31 March 2021
1 April 2021	31 August 2021	31 August 2021

### Timing of Admission

Children allocated Reception places in the normal admissions round 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's governing body 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 school's governing body. 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 governing body will consider each case on its own, individual merits and may seek advice from the East Riding 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 Education, Health and Care Plans**

Applications received relating to children with an Education, Health and Care Plan will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a 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.

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.

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 26 February 2020 to qualify under this criterion for the normal admissions round.

If applications are submitted for siblings in the same year group and there are insufficient places available for the siblings who meet this criterion to be allocated places, 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) and (iv).

**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**

If applications are submitted for siblings in the same year group and there are insufficient places available for the siblings who meet this criterion to be allocated places, 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) 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 Criterion (iv).

**Criterion (iv) - 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 there are insufficient places available for the siblings who meet this criterion to be allocated places, 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.

### **Waiting List**

After the allocation date, unsuccessful applicants will be placed on a waiting list if the child has not been allocated a place at a school which was ranked as a higher preference. Children on the waiting list will be prioritised using the oversubscription criteria shown above. If the number allocated places at the school falls below the published admission number, the child who is top of the waiting list will be allocated the vacant place.

Unless the applicant applies for their child's name to be kept on the waiting list until the end of the autumn term 2020, the details of children on the waiting list will be deleted on 30 September 2020.

The waiting list will be deleted at the end of the autumn term 2020.

### **Late Applications/In Year Applications**

Late applications and in year applications will be dealt with in accordance with the East Riding of Yorkshire Co-ordinated Scheme for Admissions and the Academy Trust's In Year Admission Arrangements.

### **Admission Appeals**

All school admission authorities have to make arrangements for applicants to appeal against admissions decisions. Admission appeals will be arranged and conducted in accordance with the relevant legislation and the Department for Education's School Admission Appeals Code.

## DUNSWELL ACADEMY

Beverley Road, Dunswell, East Riding of Yorkshire HU6 0AD.

**Telephone:** 01482 855279 **Website:** [www.dunswellacademy.co.uk](http://www.dunswellacademy.co.uk)

**Email:** [office@dunswellacademy.co.uk](mailto:office@dunswellacademy.co.uk) **Head of School:** Miss A. Oxtoby

**Published Admission Number:** 15

**Applications received last year:** 63 (22)

If there are less applications than places available, all applicants will be allocated a place.

### 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 2020	31 December 2020	31 December 2020
1 January 2021	31 March 2021	31 March 2021
1 April 2021	31 August 2021	31 August 2021

### Timing of Admission

Children allocated Reception places in the normal admissions round 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's governing body 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 school's governing body. 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 governing body will consider each case on its own, individual merits and may seek advice from the East Riding 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 Education, Health and Care Plans**

Applications received relating to children with an Education, Health and Care Plan will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a 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.

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.

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 26 February 2020 to qualify under this criterion for the normal admissions round.

If applications are submitted for siblings in the same year group and there are insufficient places available for the siblings who meet this criterion to be allocated places, 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) and (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.**

If applications are submitted for siblings in the same year group and there are insufficient places available for the siblings who meet this criterion to be allocated places, 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) 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 Criterion (iv) and (v).

**Criterion (iv) – Places will next be given to children of members of staff at a Swanland Education Trust School**

The member of staff must have been employed at the school for two years or more at the time the application for admission to the school is made or have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

If the number of applications meeting Criteria (i), (ii), (iii) and (iv) is greater than 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 there are insufficient places available for the siblings who meet this criterion to be allocated places, 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.

**Waiting List**

After the allocation date, unsuccessful applicants will be placed on a waiting list if the child has not been allocated a place at a school which was ranked as a higher preference. Children on the waiting list will be prioritised using the oversubscription criteria shown above. If the number allocated places at the school falls below the published admission number, the child who is top of the waiting list will be allocated the vacant place.

Unless the applicant applies for their child's name to be kept on the waiting list until the end of the autumn term 2019, the details of children on the waiting list will be deleted on 30 September 2019.

The waiting list will be deleted at the end of the autumn term 2019.

**Late Applications/In Year Applications**

Late applications and in year applications will be dealt with in accordance with the East Riding of Yorkshire Co-ordinated Scheme for Admissions and the Academy Trust's In Year Admission Arrangements.

**Admission Appeals**

All school admission authorities have to make arrangements for applicants to appeal against admissions decisions. Admission appeals will be arranged and conducted in accordance with the relevant legislation and the Department for Education's School Admission Appeals Code.

## EASINGTON CE PRIMARY ACADEMY

High Street, Easington, East Riding of Yorkshire HU12 0TS.  
**Telephone:** 01964 650214 **Website:** [www.easingtonprimaryschool.co.uk](http://www.easingtonprimaryschool.co.uk)  
**Email:** [admin@ep.ebor.academy](mailto:admin@ep.ebor.academy) **Head of School:** Mrs K Verity

**Published Admission Number:** 17

**Applications received last year:** 6 (6)

### 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 2020	31 December 2020	31 December 2020
1 January 2021	31 March 2021	31 March 2021
1 April 2021	31 August 2021	31 August 2021

### Timing of Admission

Children allocated Reception places in the normal admissions round 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 head of school 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 academy trust 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 academy trust. 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 academy trust will consider each case on its own, individual merits and will consult the head of school of the academy. 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 academy.

## **Children with Education, Health and Care Plans**

Applications received relating to children with an Education, Health and Care Plan will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where the academy is named in a child's Education, Health and Care Plan, the academy 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 the academy has to be measured, the measurement will be done by the East Riding of Yorkshire Council's School Admissions Team using a computer GIS mapping system using Ordnance Survey information. In measuring the distance, the address points for the child's home and the school as recorded on the Local Land & Property Gazetteer (referred to as LLPG) will be used. 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 academy.

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

## **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.**

Children who are either currently or have previously been 'looked after'. This applies to all children who are currently in the care of a local authority; all children who have been adopted from local authority care (subject to an adoption, residence or special guardianship order); and all children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

**Criterion (ii) – Places will next be given to children who live in the academy'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 26 February 2020 to qualify under this criterion for the normal admissions round.

If applications are submitted for siblings in the same year group and there are insufficient places available for the siblings who meet this criterion to be allocated places, 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) and (iv).

**Criterion (iii) – For primary schools, places will next be given to children who have a sibling attending the academy in Reception or Years 1 to 5.**

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 academy.

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 Criterion (iv).

**Criterion (iv) - Places will next be given to those children who live closest to the academy. The distance from the child's home to the academy will be measured and priority will be given to those living nearest to the academy.**

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 academy.

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 academy is the same. The process will be independently verified.

## GILBERDYKE PRIMARY SCHOOL

Scalby Lane, Gilberdyke, Brough, East Riding of Yorkshire, HU15 2SS  
**Telephone:** 01430 440668 **Website:** gilberdykeprimary.co.uk  
**Email:** gilberdykeprimary@eastriding.gov.uk **Headteacher:** Mrs M. Shirley

**Published Admission Number:** 40

**Applications received last year:** 39 (34)

The admission arrangements set out how many children the schools will admit and how they will decide which applicants will qualify for places if the number of applications is more than the number of places available. For the school year 2020/21 the schools that make up Hull Collaborative Academy Trust will use the following admission arrangements.

Applications for pupils having education, health and care plans will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child's statement following consultation with the Head and Governors, the governing body are required to admit the pupil. If there are less applications than places available, all applicants will be allocated a place.

Applications by parents of children who wish to defer their child's admission until the following year will be assessed on a case by case basis by each school.

After the allocation of statemented/EHC Plan pupils, where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below:

- 1. Children in public care at the time when preferences are expressed and who are still in public care at the time of their admission to school, and those who have been previously looked after (see note (i))**
- 2. Having a brother or sister who will be attending the school at the expected time of admission and resident in the catchment area of the school. (see notes (ii) and (iii))**
- 3. Having a brother or sister who will be attending the school at the expected time of admission but not a resident in the catchment area of the school. (see note (ii))**
- 4. Having attended a HCAT Primary School nursery (Foundation One) for at least the three terms prior to admission into the reception class (Foundation Two).**
- 5. A resident in the catchment area of the school, but not having a brother or sister who will be attending the school at the expected time of admission and (see note ii)**
- 6. A child whose parent is a member of staff at the school. (see note v)**
- 7. Geographical, with priority being given to those living nearest to the school. (see note (iv))**

Criteria 7 will be used as a tie-breaker for other criteria if, after the allocation of statemented/EHC Plan and looked after children the school is full, from within any of the other admission criteria.

### Notes

(i) The highest priority must be given to looked after children 1 and children who were looked after, but ceased to be so because they were adopted 2 (or became subject to a residence order<sup>3</sup> or special guardianship order 4). Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

1. A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see the definition in section 22(1) of the Children Act 1989)
2. Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders)
3. Under the terms of the Children Act 1989. See section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live
4. See section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order.
5. This includes children who have been in state care outside England and have been adopted. State Care includes those looked after by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings.

(ii) Brothers and sisters include children with the same natural parents living at the same address children with the same natural parents living at different addresses (e.g. due to separation of natural parents) half-

brothers/sisters living at the same address step – brothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.

(iii) Residence is defined as the normal family address where the child resides. The qualification date is the closing date for applications under the coordinated admissions scheme. (Where families change normal address after the closing date but before the allocation process has finished this can be considered under the review procedure). See catchment area map for community schools.

Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (i.e. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

(iv) The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to main entrance of school site is used.

Crown servants Paragraph 2.18 of the School Admissions Code requires that for families of UK service personnel with a confirmed posting to their area or Crown servants returning from overseas to live in that area, admission authorities must allocate a school place in advance of their move, provided their application is accompanied by an official letter declaring a relocation date and unit address or quartering address.

(v) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

# HOOK CHURCH OF ENGLAND PRIMARY SCHOOL

Garth Lane, Hook, East Riding of Yorkshire DN14 5NW

**Telephone:** 01405 762576 **Website:** www.hookprimary.eriding.net

**Email:** hook.primary@eastriding.gov.uk **Head of School:** Mrs C. Ainley

**Published Admission Number:** 30

**Applications received last year:** 46 (31)

## 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 2020	31 December 2020	31 December 2020
1 January 2021	31 March 2021	31 March 2021
1 April 2021	31 August 2021	31 August 2021

## Timing of Admission

Children allocated Reception places in the normal admissions round 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's governing body 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 school's governing body. 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 governing body will consider each case on its own, individual merits and may seek advice from the East Riding 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 Education, Health and Care Plans**

Applications received relating to children with an Education, Health and Care Plan will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a 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.

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.

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 26 February 2020 to qualify under this criterion for the normal admissions round.

If applications are submitted for siblings in the same year group and there are insufficient places available for the siblings who meet this criterion to be allocated places, 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) and (iv).

**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.**

If applications are submitted for siblings in the same year group and there are insufficient places available for the siblings who meet this criterion to be allocated places, 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) 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 Criterion (iv).

**Criterion (iv) – Places will next be given to children of members of staff at a Swanland Education Trust School**

The member of staff must have been employed at the school for two years or more at the time the application for admission to the school is made or have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

If the number of applicants meeting Criteria (i), (ii), (iii) and (iv) is greater than 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 there are insufficient places available for the siblings who meet this criterion to be allocated places, 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.

**Waiting List**

After the allocation date, unsuccessful applicants will be placed on a waiting list if the child has not been allocated a place at a school which was ranked as a higher preference. Children on the waiting list will be prioritised using the oversubscription criteria shown above. If the number allocated places at the school falls below the published admission number, the child who is top of the waiting list will be allocated the vacant place.

Unless the applicant applies for their child's name to be kept on the waiting list until the end of the autumn term 2020, the details of children on the waiting list will be deleted on 30 September 2020.

The waiting list will be deleted at the end of the autumn term 2020.

**Late Applications/In Year Applications**

Late applications and in year applications will be dealt with in accordance with the East Riding of Yorkshire Co-ordinated Scheme for Admissions and the Academy Trust's In Year Admission Arrangements.

**Admission Appeals**

All school admission authorities have to make arrangements for applicants to appeal against admissions decisions. Admission appeals will be arranged and conducted in accordance with the relevant legislation and the Department for Education's School Admission Appeals Code.

## HOWDEN C.E. INFANT SCHOOL

Hailgate, Howden, Goole, East Riding of Yorkshire DN14 7SL.

**Telephone:** 01430 430767 **Website:** [www.howdeninfants.ik.org](http://www.howdeninfants.ik.org)

**Email:** [howden.infants@eastriding.gov.uk](mailto:howden.infants@eastriding.gov.uk) **Headteacher:** Miss J. Cawthorne

**Published Admission Number:** 63

**Applications received last year:** 46 (35)

Children are taken into school in the September of the academic year in which they will be five. In exceptional circumstances, very occasionally, requests are received for delayed admission but the majority of children do experience three terms in Foundation 2 as a vital preparation for work to follow in Year 1.

Any application received from children with an Education, Health and Care Plan will be dealt with in accordance with the Code of Practice on Special Educational Needs; where this school is named on such a plan, a place will be allocated.

We have agreed to follow the Scheme for Primary School Admissions coordinated by the local authority (LA). Applicants for places at Howden Church of England Infant School should apply for a place either online or by using the Application Form supplied with the LA's Admission Booklet.

Where applications for admissions to school exceed the number of places available, the following criteria will be applied in order.

**1. Looked after children and 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).

**2. Children who have special needs on social, medical grounds (supporting letters from a social worker, medical specialist are required and must accompany the application form in a sealed envelope).**

**3. Children whose parents/carers are resident in the designated catchments area of the school. (Howden, Brind, Howdendyke, Kilpin, Knedlington, Laxton, Newsholme, Saltmarshe, Skelton, Spaldington, and Wressle)**

**4. Children who will have a brother or sister (including half-, step- or adoptive brother or sister) in the school/in Howden Junior School.**

**5. Children whose parents are regular worshipping members of a Christian Church** (a written statement of support from your Priest/Minister in a sealed envelope will be required to accompany the application). The Governors understand "regular worshipping members" to mean those who attend at least once per month for a period of at least a year.

**6. Other children.**

Where the above criteria are not adequate to distinguish between requests for admission which cannot all be accepted without exceeding the Governors' Annual Admission Limit, priority will be decided on the basis of the distance from the home to the school. Where the distance from the child's home to the 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.

Children from multiple births – Where twins, triplets etc. might be split when allocations take place, and there are too few places available at the school to accommodate them all the Admissions Committee will use random allocation to decide which of the children can be offered a place. Where infant class size of 30 would be breached by the admission of the additional child or children the governors will consider whether it is possible to offer a place or places and may decide to do so.

Armed Services Personnel – Where Infant Class Size of 30 would be breached by the admission of the child or children of armed services personnel the governors will consider whether it is possible to offer a place or places and may decide to do so.

**Appeals** – If the governors are not able to offer a place, the school has in place an appeals Panel to deal with appeals against non-admission. Information about this will be sent to parents if an application is unsuccessful.

**Waiting List** - Following the allocation of places under the local authority's coordinated scheme, a waiting list will be drawn up for unsuccessful applicants. Children will be placed on the waiting list for a place at Howden Church of England Infant School if they have not been allocated a place at another school they ranked higher on their application form. Children will be prioritised on the list using the criteria set out above. In ordering the list, no value will be placed on the date on which the application was received. If a place becomes available, it will be offered to the applicant with the highest ranking at that time. The waiting lists will be maintained by the Local Authority, according to their coordinated scheme. Putting a child's name on the waiting list does not affect the parental right to go to appeal.

# HUNSLEY PRIMARY SCHOOL

Bluebird Way, Brough, HU15 1XB

Telephone: 01482 330883 Website: [www.hunsleyprimary.org.uk](http://www.hunsleyprimary.org.uk)

Email: [enquiries@hunsleyprimary.org.uk](mailto:enquiries@hunsleyprimary.org.uk) Headteacher: Mrs L. Hudson

**Published Admission Number:** 30

**Applications received last year:** 91 (37)

## Introduction

Hunsley Primary is a publically funded, co-educational, independent primary free school with capacity for 210 4 – 11 year olds.

## Applications

Applicants must apply in accordance with the co-ordinated scheme for school admissions determined by the local authority responsible for the areas where they live.

## Timing of Admission

Children allocated Reception places in the normal admissions round will normally be admitted to the school in the September following their fourth birthday.

## 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's governing body 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 school's governing body. 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 governing body will consider each case on its own, individual merits and may seek advice from the East Riding 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.

## Compulsory School Age

There is a legal requirement that all children attend school or receive suitable education from the term in which 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 2020	31 December 2020	31 December 2020
1 January 2021	31 March 2021	31 March 2021
1 April 2021	31 August 2021	31 August 2021

### **Children with Education and Health Care Plans**

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

### **Allocation of Places**

The school will admit applicants up to the published admissions number if there are sufficient applications. Where there are fewer applications received than the published admissions number all applicants will be admitted. Where there are more applicants than the published admissions number, the criteria set out below will be used to prioritise all applicants.

### **Oversubscription Criteria**

Where the school is oversubscribed and after the admission of children an Education, Health and Care Plan, priority for admission will be given to those children who meet the criteria in the order set out below:

<b>Criterion (i) – 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.</b>
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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 which came into force in December 2005. 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).

<b>Criterion (ii) – Children who live in the school's designated catchment area.</b>
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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 26 February 2020 to qualify under this criterion for the normal admissions round. Applicants will be expected to produce proof of residence. The Trust reserves the right to seek verification of residence from the local authority

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).

<b>Criterion (iii) – Children who have a sibling attending the school at the point of application.</b>
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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.

<b>Criterion (iv) – Children of members of staff at Hunsley Primary School</b>
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The member of staff must have been employed at the school for two years or more at the time the application for admission to the school is made or have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

<b>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.</b>
--

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. 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.

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.

### **Twins and same-year siblings**

Where applications are received from twins, triplets or same-year siblings and there are insufficient places available for the siblings who meet this criterion to be allocated places, the admission number will be exceeded to allow them to be placed at the school

### **Waiting List**

After the allocation date, unsuccessful applicants will be placed on a waiting list if the child has not been allocated a place at a school which was ranked as a higher preference. Children on the waiting list will be prioritised using the oversubscription criteria shown above. If the number allocated places at the school falls below the published admission number, the child who is top of the waiting list will be allocated the vacant place.

Unless the applicant applies for their child's name to be kept on the waiting list until the end of the autumn term 2020, the details of children on the waiting list will be deleted on 30 September 2020.

The waiting list will be deleted at the end of the autumn term 2020.

### **Late Applications/In Year Applications**

Late applications and in year applications will be dealt with in accordance with the East Riding of Yorkshire Co-ordinated Scheme for Admissions and the Academy Trust's In Year Admission Arrangements.

### **Admission Appeals**

All school admission authorities have to make arrangements for applicants to appeal against admissions decisions. Admission appeals will be arranged and conducted in accordance with the relevant legislation and the Department for Education's School Admission Appeals Code.

# MELBOURNE PRIMARY SCHOOL

Main Street, Melbourne York, YO42 4QE

Telephone: 01759 318 369 Website: [www.melbourneprimary.org.uk](http://www.melbourneprimary.org.uk)

Email: [admin@mcps.org.uk](mailto:admin@mcps.org.uk) Headteacher: Mrs C Fielding

**Published Admission Number: 24**

**Applications received last year: 25 (22)**

## 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 2020	31 December 2020	31 December 2020
1 January 2021	31 March 2021	31 March 2021
1 April 2021	31 August 2021	31 August 2021

## Timing of Admission

Children allocated Reception places in the normal admissions round 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's governing body 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 school's governing body. 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 governing body will consider each case on its own, individual merits and may seek advice from the East Riding 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 Education, Health and Care Plans**

Applications received relating to children with an Education, Health and Care Plan will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a 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.

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.

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 26 February 2020 to qualify under this criterion for the normal admissions round.

If applications are submitted for siblings in the same year group and there are insufficient places available for the siblings who meet this criterion to be allocated places, 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) and (iv).

**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.**

If applications are submitted for siblings in the same year group and there are insufficient places available for the siblings who meet this criterion to be allocated places, 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) 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 Criterion (iv).

**Criterion (iv) - 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 there are insufficient places available for the siblings who meet this criterion to be allocated places, 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.

**Waiting List**

After the allocation date, unsuccessful applicants will be placed on a waiting list if the child has not been allocated a place at a school which was ranked as a higher preference. Children on the waiting list will be prioritised using the oversubscription criteria shown above. If the number allocated places at the school falls below the published admission number, the child who is top of the waiting list will be allocated the vacant place.

Unless the applicant applies for their child's name to be kept on the waiting list until the end of the autumn term 2020, the details of children on the waiting list will be deleted on 30 September 2020.

The waiting list will be deleted at the end of the autumn term 2020.

**Late Applications/In Year Applications**

Late applications and in year applications will be dealt with in accordance with the East Riding of Yorkshire Co-ordinated Scheme for Admissions and the Academy Trust's In Year Admission Arrangements.

**Admission Appeals**

All school admission authorities have to make arrangements for applicants to appeal against admissions decisions. Admission appeals will be arranged and conducted in accordance with the relevant legislation and the Department for Education's School Admission Appeals Code.

# OUR LADY AND ST PETER CATHOLIC PRIMARY SCHOOL

George Street, Bridlington, East Riding of Yorkshire YO15 3PS.

**Telephone:** 01262 670138 **Website:** [www.olsp.eriding.net](http://www.olsp.eriding.net)

**Email:** [olsp@eastriding.gov.uk](mailto:olsp@eastriding.gov.uk) **Co-Headteachers:** Mrs. A. Parr and Mrs. A. Spencer

**Published Admission Number:** 30

**Applications received last year:** 37 (30)

Our Lady & St Peter Catholic School – A Catholic Voluntary Academy was founded by the Catholic Church to provide education for baptised Catholic children. The school is run by the Board of Directors of St Margaret Clitherow Catholic Academy Trust as part of the Catholic Church in accordance with its Trust Deed and Articles of Association and seeks at all times to be a witness to Jesus Christ.

Whenever there are more applications than places available priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below.

The Board of Directors is the Admissions Authority and is responsible for determining the academy's admissions policy. The Planned admission number for September 2020 is 30.

The Admissions Policy Criteria will be applied on an Equal Preference basis.

## How and When to apply

Applications must be made on the Local Authority Common Application Form. Parents applying to a Catholic Academy should also complete the Supplementary Information Form (SIF) as if the school is oversubscribed; the information contained within the SIF will allow the Board of Directors to identify which over subscription criteria your application is to be considered against. All forms must be returned by the closing date set by the Local Authority. Failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the parent/carer to complete all forms and supply evidence – reminders will not be sent.

Children with an Educational Health and Care Plan which after formal consultation names our academy in their plan will be admitted to the school.

## Late Applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

## Oversubscription Criteria

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

(First priority in each category will be given to siblings (see note 4) that is, children who will have older brothers or sisters attending the academy in September 2020.)

1. Catholic 'children looked after' (in public care) and Catholic children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
2. Other Catholic children.
3. Other 'children looked after' (in public care) and other children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
4. Children from other Christian denominations (see note 3)
5. Other children.

## **ADDITIONAL NOTES**

### **1. Definition of Catholic**

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under any of criteria 1 to 3 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

### **2. Definition of Looked After Child in Public Care**

A looked after child is a child who is (a) in the care of a Local Authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989):

### **3. Definition of children of other Christian denominations.**

“Children of other Christian denominations” means: children who belong to other churches and ecclesial communities which, acknowledging God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and of CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. All applicants seeking admission under any of criteria 6 will be asked to provide evidence that they are members of another Christian denomination. A baptismal certificate or a letter from their religious leader will suffice.

### **4. Definition of Sibling**

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 is in attendance at the same school on the date of admission.

### **5. Multiple Births**

For twins and multiple births, where only 1 place remains the additional child(ren) will also be offered a place in school.

### **Tie-breaker**

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor, Distance will be measured by a straight from the front door of the child’s home address (including flats) to the main entrance of the school, [using the Local Authority’s computerised measuring system], with those living closer to the school receiving the higher priority. If the admission number is reached at the point at which the next applicant resides in a home equal distance from the last successful place(s) offered, the last place will be offered by drawing lots. When the application of this rule would lead to the separation of twins or multiple birth siblings, both (or all) will be admitted.

### **Right of Appeal**

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the school address.

### **Home Address**

It is the parental address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

### **Waiting Lists**

If your child has been refused admission, a waiting list is available where priority will be given according to the above criteria based on the information provided at the time of application. The waiting list will be open until the end of the Autumn term.

# PATRINGTON CE PRIMARY ACADEMY

Southside, Patrington, East Riding of Yorkshire HU12 0RW.

Telephone: 01964 630315 Website: [www.patringtonprimary.co.uk](http://www.patringtonprimary.co.uk)

Email: [admin@pp.ebor.academy](mailto:admin@pp.ebor.academy) Head of School: Helen Atkinson

Published Admission Number: 30

Applications received last year: 29 (24)

## 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 2020	31 December 2020	31 December 2020
1 January 2021	31 March 2021	31 March 2021
1 April 2021	31 August 2021	31 August 2021

## Timing of Admission

Children allocated Reception places in the normal admissions round 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 academy trust 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 academy trust. 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 academy trust will consider each case on its own, individual merits and will consult the Headteacher of the academy. 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 academy.

## Children with Education, Health and Care Plans

Applications received relating to children with an Education, Health and Care Plan will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child's Education, Health and Care Plan, the academy 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 the academy has to be measured, the measurement will be done by the East Riding of Yorkshire Council’s School Admissions Team using a computer GIS mapping system using Ordnance Survey information. In measuring the distance, the address points for the child's home and the school as recorded on the Local Land

& Property Gazetteer (referred to as LLPG) will be used. 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 academy.

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 academy’s designated catchment area.**

Information about catchment areas can be obtained from the academy. The child concerned must be resident in the catchment area by 26 February 2020 to qualify under this criterion for the normal admissions round.

If applications are submitted for siblings in the same year group and there are insufficient places available for the siblings who meet this criterion to be allocated places, 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) and (iv).

**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.**

If applications are submitted for siblings in the same year group and there are insufficient places available for the siblings who meet this criterion to be allocated places, the admission number will be exceeded to allow them to be placed at the academy.

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 Criterion (iv).

**Criterion (iv) - Places will next be given to those children who live closest to the academy. The distance from the child's home to the academy will be measured and priority will be given to those living nearest to the academy.**

If applications are submitted for siblings in the same year group and there are insufficient places available for the siblings who meet this criterion to be allocated places, the admission number will be exceeded to allow them to be placed at the school.

# THE HESSLE ACADEMY COMMUNITY TRUST PENSHURST PRIMARY SCHOOL

Winthorpe Road, First Lane, Hessle HU13 9EX

Telephone: 01482 648808 Website: [www.thehesslefederation.co.uk/penshurst-primary](http://www.thehesslefederation.co.uk/penshurst-primary)

Email: [ppsoffice@hessleacademy.com](mailto:ppsoffice@hessleacademy.com) Headteacher: Ms J. Spencer

**Published Admission Number: 70**

**Applications received last year: 144 (89)**

## 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 2020	31 December 2020	31 December 2020
1 January 2021	31 March 2021	31 March 2021
1 April 2021	31 August 2021	31 August 2021

## Timing of Admission

Children allocated Reception places in the normal admissions round 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's governing body 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 school's governing body. 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 governing body will consider each case on its own, individual merits and may seek advice from the East Riding 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 Education, Health and Care Plans

Applications received relating to children with an Education, Health and Care Plan will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a 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.

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.

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 26 February 2020 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) and (iv).

**Criterion (iii) – Places will next be given to children who have a sibling attending the Hesse Federation in Reception or Years 1 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 unless this would lead to the statutory limit on infant class sizes being exceeded.

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 Criterion (iv).

**Criterion (iv) - 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 there are insufficient places available for the siblings who meet this criterion to be allocated places, 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.

**Criterion (v) – Places will next be given to children of members of staff at The Hesse Federation.**

The member of staff must have been employed at the school for two years or more at the time the application for admission to the school is made or have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

### **Waiting List**

After the allocation date, unsuccessful applicants will be placed on a waiting list if the child has not been allocated a place at a school which was ranked as a higher preference. Children on the waiting list will be prioritised using the oversubscription criteria shown above. If the number allocated places at the school falls below the published admission number, the child who is top of the waiting list will be allocated the vacant place.

Unless the applicant applies for their child's name to be kept on the waiting list until the end of the autumn term 2019, the details of children on the waiting list will be deleted on 30 September 2019.

The waiting list will be deleted at the end of the autumn term 2019.

### **Late Applications/In Year Applications**

Late applications and in year applications will be dealt with in accordance with the East Riding of Yorkshire Co-ordinated Scheme for Admissions and the Academy Trust's In Year Admission Arrangements.

### **Admission Appeals**

All school admission authorities have to make arrangements for applicants to appeal against admissions decisions. Admission appeals will be arranged and conducted in accordance with the relevant legislation and the Department for Education's School Admission Appeals Code.

## **POCKLINGTON COMMUNITY JUNIOR SCHOOL**

65 Kirkland Street, Pocklington, East Riding of Yorkshire YO42 2BX  
**Telephone:** 01759 302224 **Website:** [www.pocklingtonjunior.co.uk](http://www.pocklingtonjunior.co.uk)  
**Email:** [admin@pocklingtonjuniors.co.uk](mailto:admin@pocklingtonjuniors.co.uk) **Headteacher:** Mr A Reppold

**Published Admission Number:** 80

**Applications received last year:** 57 (53)

### **Year Group for Admission**

A child will be admitted to the school into the National Curriculum Year relevant to the child's age.

### **Early or Late Transfer from Infant to Junior School**

If the child's progress through an infant school has been accelerated or delayed, the child concerned will be able to transfer to the junior school with the year group in which he or she has been taught. Being taught in a mixed age group class will not, on its own, be regarded as evidence of accelerated or delayed progress. The child's transfer to the junior school cannot be delayed or accelerated by more than one year.

### **Children with Education, Health and Care Plans**

Applications received relating to children with an Education, Health and Care Plan will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a 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.

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.

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 26 February 2020 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) and (iv).

**Criterion (iii) – Places will next be given to children who have a sibling attending the school in Years 3 to 5.**

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 Criterion (iv).

**Criterion (iv) - Places will next be given to children who have attended the school’s named feeder infant school 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 there are insufficient places available for the siblings who meet this criterion to be allocated places, 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 unless this would lead to the statutory limit on infant class sizes being exceeded.

**Waiting List**

After the allocation date, unsuccessful applicants will be placed on a waiting list if the child has not been allocated a place at a school which was ranked as a higher preference. Children on the waiting list will be prioritised using the oversubscription criteria shown above. If the number allocated places at the school falls below the published admission number, the child who is top of the waiting list will be allocated the vacant place.

Unless the applicant applies for their child’s name to be kept on the waiting list until the end of the autumn term 2020, the details of children on the waiting list will be deleted on 30 September 2020.

The waiting list will be deleted at the end of the autumn term 2020.

**Late Applications/In Year Applications**

Late applications and in year applications will be dealt with in accordance with the East Riding of Yorkshire Co-ordinated Scheme for Admissions and the Academy Trust’s In Year Admission Arrangements.

**Admission Appeals**

All school admission authorities have to make arrangements for applicants to appeal against admissions decisions. Admission appeals will be arranged and conducted in accordance with the relevant legislation and the Department for Education’s School Admission Appeals Code.

**POLLINGTON-BALNE C.E. (VA) PRIMARY SCHOOL**

**Published Admission Number:** 20

**Applications received last year:** 35 (21)

This school is a Church of England School in the Parish of Great Snaith in the Diocese of Sheffield. The church, through the governors, parish and diocese makes a significant contribution to the maintenance of the building with grant aid from central government. The church wishes its school to provide an environment in which faith is respected and honoured, and the spiritual dimension of both adults and children is nurtured, in a way that respects the beliefs and integrity of all within the school community.

Applications must be submitted in accordance with the admission arrangements in the Local Authority in which the child lives. Applications should be made through the relevant local authority, either as a 'normal' school application for Reception pupils, or and 'in-year' application. We are happy to support parents with this application process.

If, in the event of the applications exceeding the limit for the school, your child is not given a place by the Governor's Admissions Sub-committee, you have the right to appeal. Appeals will be considered by an Independent Appeals Panel.

Applications received relating to children with an Education, Health and Care Plan will be dealt with in accordance with the Code of Practice on Special Educational Needs.

#### **Over subscription criteria**

The governors are responsible for admission to the school. Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below:-

**1. Children who are looked after by a local authority and 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 and 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).

**2. Children normally resident within the civil parishes of Pollington and Balne.**

**3. Children who have a brother or sister (including half and step siblings) who will be a registered pupil of the school at the proposed date of admission.**

**4. Children who have social or medical needs that the school is able to meet.** Parents applying must also submit a sealed letter from a medical specialist (not their G.P.) or social worker in support of their application.

**5. Children of families in \*regular attendance at a Church of England place of worship within the parish of Great Snaith.** (\*The Governors understand "regular attendance" to mean at least once per month for a period of at least a year. Parents applying under this category must provide a sealed letter from their Priest or Minister along with their application form).

**6. Other children.** Where the above criteria are inadequate to distinguish between requests for admission, priority will be given to those who have put the school as their first choice on the admissions form. Following this those children who live nearest to the school, measured by the shortest distance by road will be given preference. 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. 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.

### **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 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 Governing Body 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 Governing Body. 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 Governing Body will consider each case on its own, individual merits and may seek advice from the East Riding of Yorkshire 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.

## QUAY ACADEMY

Oxford Street, Bridlington, East Riding of Yorkshire YO16 4LB  
**Telephone:** 01262 673219 **Website:** www.quayacademy.co.uk  
**Email:** office@quayacademy.co.uk **Headteacher:** Mrs. K. Lawton

**Published Admission Number:** 60

**Applications received last year:** 53 (34)

Arrangements for applications for places in Reception at Quay Academy will be made in accordance with East Riding of Yorkshire's co-ordinated admission arrangements; parents resident in East Riding of Yorkshire can apply online at:

[www.eastriding.gov.uk](http://www.eastriding.gov.uk)

Parents resident in other areas must apply through their home local. Quay Academy will use East Riding of Yorkshire's timetable published online for these applications and East Riding of Yorkshire will make the offers of places as required by the School Admissions Code.

### **Published Admission Number (PAN)**

The PAN for Reception is 60. If there are fewer applicants than places available all applicants will be admitted.

### **Special Educational Needs**

Any child with an Education, Health and Care Plan that names the academy will be admitted.

### **Oversubscription Criteria**

If there are more applications than places available we will apply the oversubscription criteria listed below:

1. Looked after children and previously looked after children. A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order.)
2. Children living within the catchment area, information about which can be obtained by contacting the admissions team.
3. A child with a sibling on roll at the time of application. Siblings include a brother or sister who share the same parents; a half-brother, half-sister or legally adopted child living at the same address; a child looked after by a local authority placed in a foster family with other school age children; a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.
4. The distance from the child's permanent home address to the school. Priority will be given to the child living nearest the school. Distances are measured using the post office address point of the home to the post office address point of the main school gate and using East Riding of Yorkshire's computerised distance measuring software.

Where a child lives normally during the school week with more than one parent at different addresses, the permanent home address for the purposes of school admissions will be the one where the child spends the majority of school nights Monday–Friday.

### **Tie-break**

If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place then random allocation will be used. This process will be supervised by somebody independent of the school.

## **Multiple Births**

In the case of twins or other multiple births, where there is only one place available in the school, both will be considered together as one application. The school will be allowed to go above its admission number by one.

## **Fraudulent or Misleading Applications**

As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim. We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

## **Fair Access Protocol**

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced, vulnerable children are offered a place at a suitable school as quickly as possible. The school will comply with East Riding of Yorkshire's Fair Access Protocol. This may mean admitting children above the PAN.

## **Deferred Entry to School**

In accordance with the requirements of the Admissions Code, if your child has been offered a place:-

- a) your child is entitled to a full-time place in the September following their fourth birthday;
- b) you can defer the date your child is admitted to the school until later in the school year but not beyond the point at which your child reaches compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- c) if you wish, your child may attend part-time until later in the school year but not beyond the point at which your child reaches 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. It is important for parents to note that they will have responsibility for providing evidence to support their request. If parents wish for their child to be considered for admission to a year group which is outside their normal age group, then they must:

- a) Complete the LA common application form or the in-year admission form, as appropriate
- b) Attach a letter outlining reasons for the request and all supporting letters and/or documentary evidence in support of the application.

Quay Academy will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's views;
- any available 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;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the views of the head teacher.

## **In-year and Casual admissions**

These are coordinated by East Riding of Yorkshire Council and details of how to apply can be found at [www.eastriding.gov.uk](http://www.eastriding.gov.uk):

## **Waiting List**

Any child refused a place at the school will automatically be put on the waiting list unless a higher preference school has been offered. A waiting list will be maintained until the end of the academic year after which it will be cleared. If you would like your child to be placed on the waiting list for the following academic year please contact the school.

The waiting list is maintained in the order of the oversubscription criteria. This means that names can move down the list if, e.g. someone moves into the area and is higher placed under the oversubscription criteria.

### **Appeals**

The parents of any child refused a place at the school have a right to appeal to an independent appeal panel. The decision of the independent appeal panel is binding on all parties.

# RISTON CHURCH OF ENGLAND PRIMARY ACADEMY

Main Street, Long Riston, East Riding of Yorkshire HU11 5JF  
**Telephone:** 01964 562422 **Website:** www.ristonprimaryschool.co.uk  
**Email:** admin@rp.ebor.academy **Headteacher:** Mrs S Hall

**Published Admission Number:** 10

**Applications received last year:** 6 (5)

## 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 2020	31 December 2020	31 December 2020
1 January 2021	31 March 2021	31 March 2021
1 April 2021	31 August 2021	31 August 2021

## Timing of Admission

Children allocated Reception places in the normal admissions round 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's governing body 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 school's governing body. 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 governing body will consider each case on its own, individual merits and may seek advice from the East Riding 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 Education, Health and Care Plans**

Applications received relating to children with an Education, Health and Care Plan will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a 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.

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.

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 26 February 2020 to qualify under this criterion for the normal admissions round.

If applications are submitted for siblings in the same year group and there are insufficient places available for the siblings who meet this criterion to be allocated places, 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) and (iv).

**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.**

If applications are submitted for siblings in the same year group and there are insufficient places available for the siblings who meet this criterion to be allocated places, 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) 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 Criterion (iv).

**Criterion (iv) - 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 there are insufficient places available for the siblings who meet this criterion to be allocated places, 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.

### **Waiting List**

After the allocation date, unsuccessful applicants will be placed on a waiting list if the child has not been allocated a place at a school which was ranked as a higher preference. Children on the waiting list will be prioritised using the oversubscription criteria shown above. If the number allocated places at the school falls below the published admission number, the child who is top of the waiting list will be allocated the vacant place.

Unless the applicant applies for their child's name to be kept on the waiting list until the end of the autumn term 2020, the details of children on the waiting list will be deleted on 30 September 2020.

The waiting list will be deleted at the end of the autumn term 2020.

### **Late Applications/In Year Applications**

Late applications and in year applications will be dealt with in accordance with the East Riding of Yorkshire Co-ordinated Scheme for Admissions and the Academy Trust's In Year Admission Arrangements.

### **Admission Appeals**

All school admission authorities have to make arrangements for applicants to appeal against admissions decisions. Admission appeals will be arranged and conducted in accordance with the relevant legislation and the Department for Education's School Admission Appeals Code.

# SIGGLESTHORNE CHURCH OF ENGLAND PRIMARY ACADEMY

Main Street, Sigglesthorne, East Riding of Yorkshire, HU14 5QA  
**Telephone:** 01964 533770 **Website:** sigglesthorne.ebor.academy  
**Email:** admin@sp.ebor.academy **Headteacher:** Mrs. J Grant

**Published Admission Number:** 12

**Applications received last year:** 9 (7)

## 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 2020	31 December 2020	31 December 2020
1 January 2021	31 March 2021	31 March 2021
1 April 2021	31 August 2021	31 August 2021

## Timing of Admission

Children allocated Reception places in the normal admissions round 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 the 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 or delay the point at which the child attends full time 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 head of school of the school after the 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 academy trust 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 academy trust. 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 academy trust will consider each case on its own, individual merits and will consult the head of school of the academy. 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 east Riding of Yorkshire Co-ordinated Scheme and the published admission arrangements for the academy.

## **Children with Education, Health and Care Plans**

Applications received relating to children with an Education, Health and Care Plan will be dealt with in accordance with the Special Educational Needs and Disability Code of Practice. Where the academy is named in a child's Statement of Special Educational Needs or in the child's Education, Health and Care Plan, the academy 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 the academy has to be measured, the measurement will be done by the East Riding of Yorkshire Council's School Admissions Team using a computer GIS mapping system using Ordnance Survey information. In measuring the distance, the address points for the child's home and the school as recorded on the Local Land & Property Gazetteer (referred to as LLPG) will be used. 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 academy.

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.**

**Children who are either currently or have previously been 'looked after'.** This applies to all children who are currently in the care of a local authority; all children who have been adopted from local authority care (subject to an adoption, residence or special guardianship order); and all children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

**Criterion (ii) – Places will next be given to children who live in the academy's designated catchment area.**

Information about catchment areas can be obtained from the academy. The child concerned must be resident in the catchment area by 26 February 2020 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 academy.

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) and (iv).

**Criterion (iii) – For primary schools, places will next be given to children who have a sibling attending the academy in Reception or Years 1 to 5.**

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 academy.

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 Criterion (iv).

**Criterion (iv) - Places will next be given to those children who live closest to the academy. The distance from the child's home to the academy will be measured and priority will be given to those living nearest to the academy.**

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 academy.

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 academy is the same. The process will be independently verified.

# SPROATLEY ENDOWED CHURCH OF ENGLAND ACADEMY

Balk Lane, Sproatley, East Riding of Yorkshire HU11 4PR  
**Telephone:** 01482 811499 **Website:** [www.sproatleycevcprimary.co.uk](http://www.sproatleycevcprimary.co.uk)  
**Email:** [admin@se.ebor.academy](mailto:admin@se.ebor.academy) **Head Teacher:** Mrs G Pepper

**Published Admission Number:** 30

**Applications received last year:** 18 (12)

## 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 2020	31 December 2020	31 December 2020
1 January 2021	31 March 2021	31 March 2021
1 April 2021	31 August 2021	31 August 2021

## Timing of Admission

Children allocated Reception places in the normal admissions round will normally be admitted to the school at the beginning of the autumn term.

## Delayed and Deferred Admission to Reception

Children normally start in a Reception (Foundation Stage 2) year group at the 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 or delay the point at which the child attends full time 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 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 academy trust 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 academy trust. 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 academy trust will consider each case on its own, individual merits and will consult the headteacher of the academy. 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 east Riding of Yorkshire Co-ordinated Scheme and the published admission arrangements for the academy.

## **Children with Education, Health and Care Plans**

Applications received relating to children with an Education, Health and Care Plan will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where the academy is named in a child's Education, Health and Care Plan, the academy 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 the academy 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 academy.

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.

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 academy's designated catchment area.**

Information about catchment areas can be obtained from the academy. The child concerned must be resident in the catchment area by 26 February 2020 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.

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) and (iv).

**Criterion (iii) – For primary schools, places will next be given to children who have a sibling attending the academy in Reception or Years 1 to 5.**

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 Criterion (iv).

**Criterion (iv) - Places will next be given to those children who live closest to the academy. The distance from the child's home to the academy 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.

### **Waiting List**

After the allocation date, unsuccessful applicants will be placed on a waiting list if the child has not been allocated a place at a school which was ranked as a higher preference. Children on the waiting list will be prioritised using the oversubscription criteria shown above. If the number allocated places at the school falls below the published admission number, the child who is top of the waiting list will be allocated the vacant place.

Unless the applicant applies for their child's name to be kept on the waiting list until the end of the autumn term 2020, the details of children on the waiting list will be deleted on 30 September 2020.

The waiting list will be deleted at the end of the autumn term 2020.

### **Late Applications/In Year Applications**

Late applications and in year applications will be dealt with in accordance with the East Riding of Yorkshire Co-ordinated Scheme for Admissions and the Academy Trust's In Year Admission Arrangements.

### **Admission Appeals**

All school admission authorities have to make arrangements for applicants to appeal against admissions decisions. Admission appeals will be arranged and conducted in accordance with the relevant legislation and the Department for Education's School Admission Appeals Code.

## STAMFORD BRIDGE PRIMARY SCHOOL

Godwinsway, Stamford Bridge, East Riding of Yorkshire YO41 1RA

**Telephone:** 01759 371430 **Website:** [www.stamfordbridgeschool.co.uk](http://www.stamfordbridgeschool.co.uk)

**Email:** [stamfordbridge.primary@eastriding.gov.uk](mailto:stamfordbridge.primary@eastriding.gov.uk) **Headteacher:** Mrs. T. Fitzhenry

**Published Admission Number:** 50

**Applications received last year:** 40 (34)

### 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 2020	31 December 2020	31 December 2020
1 January 2021	31 March 2021	31 March 2021
1 April 2021	31 August 2021	31 August 2021

### Timing of Admission

Children allocated Reception places in the normal admissions round 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's governing body 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 school's governing body. 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 governing body will consider each case on its own, individual merits and may seek advice from the East Riding 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 Education, Health and Care Plans

Applications received relating to children with an Education, Health and Care Plan will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a 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.

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.

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 26 February 2020 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) and (iv).

**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.**

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) 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 Criterion (iv).

**Criterion (iv) - 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.

#### **Waiting List**

After the allocation date, unsuccessful applicants will be placed on a waiting list if the child has not been allocated a place at a school which was ranked as a higher preference. Children on the waiting list will be prioritised using the oversubscription criteria shown above. If the number allocated places at the school falls below the published admission number, the child who is top of the waiting list will be allocated the vacant place.

Unless the applicant applies for their child's name to be kept on the waiting list until the end of the autumn term 2019, the details of children on the waiting list will be deleted on 30 September 2019.

The waiting list will be deleted at the end of the autumn term 2019.

#### **Late Applications/In Year Applications**

Late applications and in year applications will be dealt with in accordance with the East Riding of Yorkshire Co-ordinated Scheme for Admissions and the Academy Trust's In Year Admission Arrangements.

#### **Admission Appeals**

All school admission authorities have to make arrangements for applicants to appeal against admissions decisions. Admission appeals will be arranged and conducted in accordance with the relevant legislation and the Department for Education's School Admission Appeals Code.

## ST. JOHN OF BEVERLEY R.C. PRIMARY SCHOOL

Wilberforce Crescent, Beverley, East Riding of Yorkshire HU17 0BU

**Telephone:** 01482 882487 **Website:** [www.stjohnofbeverleyrcprimaryschool.co.uk](http://www.stjohnofbeverleyrcprimaryschool.co.uk)

**Email:** [stjohnofbeverley.primary@eastriding.gov.uk](mailto:stjohnofbeverley.primary@eastriding.gov.uk) **Headteacher:** Mrs. A. Nicholl

**Published Admission Number:** 50

**Applications received last year:** 40 (34)

St John of Beverley Catholic Primary School was founded by the Catholic Church to provide education for baptised Catholic children. The school is run by the Board of Directors of St Margaret Clitherow Catholic Academy Trust as part of the Catholic Church in accordance with its Trust Deed and Articles of Association and seeks at all times to be a witness to Jesus Christ.

Whenever there are more applications than places available priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below.

The Board of Directors is the Admissions Authority and is responsible for determining the academy's admissions policy.

The Planned admission number for September 2020 is 28.

The partner parishes are:

St John of Beverley

The Admissions Policy Criteria will be applied on an Equal Preference basis.

### How and When to apply

Applications must be made on the Local Authority Common Application Form. Parents applying to a Catholic Academy should also complete the Supplementary Information Form (SIF) as if the academy is oversubscribed; the information contained within the SIF will allow the Board of Directors to identify which over subscription criteria your application is to be considered against. All forms must be returned by the closing date set by the Local Authority. Failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the parent/carer to complete all forms and supply evidence – reminders will not be sent.

Children with an Educational Health and Care Plan which following formal consultation names our academy in their plan will be admitted to the academy.

### Late Applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

### Oversubscription Criteria

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

**(First priority in each category will be given to siblings (see note 4) that is, children who will have older brothers or sisters attending the academy in September 2020.)**

1. Catholic 'children looked after' (in public care) and Catholic children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
2. Catholic children whose home address is within the parishes of (insert parishes).
3. Catholic children of members of academy staff who have been employed at the academy or its predecessor school for two or more years at the time at which the application for admission to the academy is made.
4. Other Catholic children.

5. Other 'children looked after' (in public care) and other children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
6. Children of other Christian denominations (see note 3)
7. Other children of members of academy staff who have been employed at the academy or its predecessor school for two or more years at the time at which the application for admission to the academy is made.
8. Other children.

## **ADDITIONAL NOTES**

### **1. Definition of Catholic**

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under any of criteria 1 to 4 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

### **2. Definition of Looked After Child in Public Care**

A looked after child is a child who is (a) in the care of a Local Authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989):

### **3. Definition of children of other Christian denominations.**

"Children of other Christian denominations" means: children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and of CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. All applicants seeking admission under any of criteria 6 will be asked to provide evidence that they are members of another Christian denomination. A baptismal certificate or a letter from their religious leader will suffice

### **4. Definition of Sibling**

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 is in attendance at the same school on the date of admission.

### **5. Multiple Births**

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 31st child is a twin or from multiple births. The 'excepted pupil' will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit.

### **6. Admission of a child 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. In addition parents of a Summer born child (born between 1st April and 31st August) may choose not to send their child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group – to reception rather than Year 1. If you wish to request admission of a child outside of their normal year group you must contact the school to discuss your request four weeks before the closing date of the admission period for your child's normal year group. If the school agrees to your request you should submit your application in the application window for the deferred year in which you wish your child to be admitted to the school. **Please note – the deferred application will be considered against all other applications for entry that year based upon a strict application of the admissions criteria and agreement to deferral does not automatically mean your child will be offered a place at the academy in that year.**

### **Tie-breaker**

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor. Distance from the front door of the child's home address (including flats) to the main entrance of the school, [using the Local Authority's computerised measuring system], will be measured by walking distance for in-year admissions and for Foundation Stage admissions direct distance.

The local authority admissions team uses a computer GIS mapping system and ordnance survey information. Those living closer to the school will receive the higher priority. If the admission number is reached at the point at which the next applicant resides in a home equal distance from the last successful place(s) offered, the last place will be offered by drawing lots. When the application of this rule would lead to the separation of twins or multiple birth siblings, both (or all) will be admitted.

### **Right of Appeal**

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school or academy. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of the Board of Directors at the academy address.

### **Home Address**

It is the parental address which will be used in applying the admission criteria. This means that, when stating your choice of school or academy, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

### **Waiting Lists**

If your child has been refused admission, a waiting list is available where priority will be given according to the above criteria based on the information provided at the time of application. The waiting list will be open until the end of the Autumn term.

### **Application Information**

It is very helpful to have an early indication of the number of children to be admitted to the Reception class in the following September. However, it must be stressed that formal written applications for admission must be made on the form provided by the Local Authority and returned to them by the stated date. Place will then be allocated by strict application of the above criteria, with no reference to the date of application. Parents will be notified as to whether or not their child has been allocated a place according to the published Local Authority timetable.

# ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL

Kennedy Drive, Goole, East Riding of Yorkshire DN14 6HQ

**Telephone:** 01405 762607 **Website:** [www.stjosephsrcprimaryschool.co.uk](http://www.stjosephsrcprimaryschool.co.uk)

**Email:** [admin@stjosephs.eriding.net](mailto:admin@stjosephs.eriding.net) **Headteacher:** Mrs T. Connell

**Published Admission Number:** 15

**Applications received last year:** 20 (10)

St. Joseph's Catholic Primary School, Goole was founded by the Catholic Church to provide education for baptised Catholic children. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is run by its governing body as part of the Catholic Church in accordance with its Trust Deed and Articles of Association and seeks at all times to be a witness to Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic Doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Governing Body is the admissions authority and has responsibility for admissions to the school and intends to admit 15 pupils to reception in the school year which begins in September 2020.

## **Pupils with a Statement of Special Educational Needs or an Education, Health & Care Plan (see note 1)**

The admission of pupils with a Statement of Special Educational Needs or an Education, Health & Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or an Education, Health & Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children

## **Oversubscription criteria**

**At any time where there are more applications for places than the number of places available, places will be offered in the following order of priority:**

1. Catholic looked after Children and previously looked after Catholic children or looked after/previously looked after children from catholic families. (see notes 2 & 3)
2. Baptised Catholic children with a sibling(s) who attends St. Joseph's Catholic Primary School, Goole (see note 4)
3. Baptised Catholic children who live in the defined area. (see note 5)
4. Other baptised Catholic children.
- 5 Other looked after and previously looked after children with a sibling who attends St. Joseph's Catholic Primary School, Goole. (see note 2 & 4)
6. Other looked after and previously looked after children. (see note 2)
7. Members of an Eastern Christian Church. (see note 6)
8. Other children with a sibling(s) who attends St. Joseph's Catholic Primary School, Goole. (see note 4)
9. Other children.

## **Tie Break**

- Where the offer of places to all the applicants in any of the categories listed above would still lead to oversubscription, the available places will be offered to those living nearest to the school. 'straight line distance' will be used as the measure (see notes 8 & 9).
- If two or more pupils live equidistant from the school, places will be decided by random allocation (see note 10).

- Where there is more than one application from a postal address contained within a block of flats, places will be decided by random allocation (see note 10).

### **Application Procedures and Timetable**

To apply for a place at this school a standard application form, known as the Common Preference Form must be completed and returned to the Local Authority Admissions Team at County Hall, Beverley by 15 January 2020. Failure to provide a Common Preference Form (CPF) would mean that the application is not valid.

If parents/carers feel that they should be in a specific category i.e. Baptised Catholic, then they are required to complete a Supplementary Information Form and provide the required evidence. The Supplementary Information Form is attached to this policy and must be submitted by 15 January 2020 to the school, St. Joseph's Catholic Primary School, Goole. Therefore, failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the parent/carer to complete all forms and supply evidence – reminders will not be sent.

Parents or carers will be advised of the outcome of their applications on 16 April 2020, by the local authority on our behalf. Unsuccessful applicants will be given reasons related to the over-subscription criteria listed above and advised of their right of appeal to an independent appeal panel. (Details of the appeals process can be found on the school website).

### **Late applications**

Late applications will be administered in accordance with the Local Authority Primary Co-ordinated scheme.

### **Admission of Children Below Compulsory School Age and Deferred Entry**

A Child is entitled to a full time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part time place as above.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted 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, i.e a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the Chair of the Governing Body, St. Joseph's Catholic Primary School at the same time as the admission application is made to the Local Authority and no later than closing date of 15 January 2020. The Governing Body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and educational professional as appropriate.

### **Waiting lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in the order of the oversubscription criteria set out above, and not in the order in which applications are received or added to the list. Each time a child is added, the waiting list will be re-ranked in line with the published oversubscription criteria. Waiting lists for admission will operate throughout the school year. Names are removed from the waiting list at the end of each academic year. Inclusion on the waiting list does not mean that a place will eventually become available

# ST. MARTIN'S C.E. (VOLUNTARY AIDED) SCHOOL, FANGFOSS

Fangfoss, East Riding of Yorkshire YO41 5QG

Telephone: 01759 368446 Website: [www.stmartinsfangfoss.co.uk](http://www.stmartinsfangfoss.co.uk)

Email: [fangfossprimary@eastriding.gov.uk](mailto:fangfossprimary@eastriding.gov.uk) Acting Headteacher: Ms J Robinson

**Published Admission Number: 16**

**Applications received last year: 10 (8)**

Our school is a Church of England Voluntary Aided school in the Diocese of York. This means that the members of the Parish Church and the Diocese of York have contributed towards the building of the school and continue to care for it; both buildings and people. It has been serving the young people of Fangfoss and Yapham cum Meltonby for over 50 years.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice for pupils aged 3 to 11. It encourages an understanding of the meaning and significance of the Christian faith, and promotes Christian values through the experience it offers to all its pupils.

As a Church of England school, we welcome applications from Christian families and those of other faiths and none. We ask that all parents/carers applying for a place at the school respect the school's ethos and its importance to the whole community.

The school's Governing Body is the Admissions Authority for the school. The Governing Body is responsible for determining the school's admission arrangements (including this policy) and deciding who can be offered a place in accordance with it. This admissions policy has been determined having regard to the York Diocesan Board of Education's guidance and will be operated in accordance with the East Riding of Yorkshire Council's coordinated admissions scheme. All Admissions Authorities are required to act in accordance with the Department for Education's School Admissions Code and the relevant legislation and regulations.

Applicants for places at St. Martin's School should apply for a place either online or by using the Application Form supplied with the LA's Admission Booklet.

## Statutory School Age

There is a legal requirement that all children attend school or receive a suitable education once they reach five years of age. The actual points at which a child reaches statutory school age are set out below:

Child's fifth birthday (inclusive dates)		Child reaches compulsory school age
From	To	
1 September 2020	31 December 2020	31 December 2020
1 January 2021	31 March 2021	31 March 2021
1 April 2021	31 August 2021	31 August 2021

## Timing of Admission

Children allocated reception places will normally be admitted to the school at the beginning of the school year in which the child becomes five years old.

## Delayed Admission

Parents can arrange to delay their child's first admission to school. For example, parents could ask for their child not to start school until January instead of September. However, a child's admission to a school cannot be delayed beyond the date that the child reaches statutory school age and if admission is deferred to the following school year, the child may lose their place at the school.

## Waiting Lists

The school will maintain a waiting list until the end of the autumn term 2020.

The school's over-subscription criteria will be used to prioritise those children on the waiting list. Should the number of children allocated places (or the number on roll on the first day of the school year) fall below the

published admission number, the spare places will be allocated to the children with the highest priority on the waiting list.

**The number of places available for admission to the Reception Class in the year 2020 will be a maximum of 16.**

Applications received relating to children with Education Health Care Plans (EHCPs) will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where the school is named in a child's EHCP the local authority and the school have a duty to admit the child.

The governing body will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds their admission number. By law, no infant class may contain more than thirty children. The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority notifies parents of the result. In the event that there are more applicants than places, after admitting all children with a statement of educational need naming the school, the governing body will allocate places using the criteria below, which are listed in order of priority.

**1(a) Children in public care.**

This includes any "looked after child" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.

**(b) Children with special medical or social circumstances affecting the child where these needs can only be met at this school.**

Professional supporting evidence from a professional, e.g. a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why the school in question is the most suitable school and the difficulties which would be caused if the child had to attend another school.

**2. Children normally resident within the ecclesiastical parishes of Fangfoss and Yapham cum Meltonby.**

A map showing the boundaries is available in the school brochure which is also available on the school website: [www.stmartinsfangfoss.co.uk](http://www.stmartinsfangfoss.co.uk)

**3. Children who have a sibling attending the school on the date of application and on the date of admission.**

Siblings include step, half, foster, adopted brothers and sisters living at the same address.

**4. Children who regularly worship, or whose parent(s)/carer(s) regularly worship, at a Christian place of worship.**

The applicant must be able to demonstrate the required frequency of worship by the child or at least one parent/carers. The minimum level of worship will be attendance an average of at least once a month for one year immediately prior to the date of application. The worship must be at a regular public service at a Christian place of worship. A Christian place of worship is defined as a Church which is in full membership of Churches Together in Britain and Ireland. (For up to date information access on membership of Churches Together In Britain and Ireland, please visit their website at [www.ctvi.org.uk](http://www.ctvi.org.uk).)

In order to be eligible for consideration under this criterion, you will need to submit the attached Supplementary Information Form which includes verification of attendance at worship from your minister of religion. Please return this form to School Admissions Team, East Riding of Yorkshire Council, County Hall, Beverley. HU17 9BA by 15 January 2020.

**5. Children of staff who have been employed in the school for the whole of the two years prior to the closing date for applications.**

This applies to all staff, full and part time, who are employed in the school.

**6. Other children**

### **Tie Break**

Where the above are not adequate to distinguish between request for admission within the Planned Admission Limit, priority will be given to those who live nearest to the school, measured by the shortest distance by road. The distance will be measured by the local authority on a computerised GIS mapping system using Ordnance Survey information.

### **Children from multiple births**

Where twins, triplets etc. might be split when allocations take place, and there are too few places at the school to accommodate them all, then the Admissions Committee will use random allocation to decide which of the children can be offered a place. Where Infant Class Size of 30 would be breached by the admission of the additional child or children the governors will consider whether it is possible to offer a place or places and may decide to do so.

### **Armed Services Personnel**

Where infant class size of 30 would be breached by the admission of the child or children of armed service personnel **the governors will consider whether it is possible to offer a place or places and may decide to do so.**

### **Fraudulent applications**

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw its offer of a place. The application will be considered afresh and a right of appeal offered if a place is refused.

### **Parents who are not given a place for their child have a right of appeal to an independent panel.**

This information is published by the Governors of St. Martin's Church of England Aided School, Fangfoss in accordance with the relevant sections of the Education Acts and the Education (School Information) Regulations.

Admissions criteria may change from one year to the next.

## **ST. MARY AND ST. JOSEPH R.C. V.A. PRIMARY SCHOOL**

Maxwell Road, Pocklington, East Riding of Yorkshire YO42 2HE.

**Telephone:** 01759 303287 **Website:** [www.stmaryandstjosephrcprimary.co.uk](http://www.stmaryandstjosephrcprimary.co.uk)

**Email:** [stmstjocklington@eastriding.gov.uk](mailto:stmstjocklington@eastriding.gov.uk) **Executive Headteacher:** Mrs. J. Sutherland

**Published Admission Number:** 16

**Applications received last year:** 21 (11)

St Mary & St Joseph Primary School was founded by the Catholic Church to provide education for baptised Catholic children. The school is run by the Board of Governors as part of the Catholic Church in accordance with its Trust Deed and Instrument of Governance and seeks at all times to be a witness to Jesus Christ.

Whenever there are more applications than places available priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below.

The Board of Governors is the Admissions Authority and is responsible for determining the schools admissions policy. The Planned admission number for September 2020 is 16.

The partner parishes are:  
St Mary & St Joseph, Pocklington

The Admissions Policy Criteria will be applied on an Equal Preference basis.

### **How and When to apply**

Applications must be made on the Local Authority Common Application Form. Parents applying to a Catholic primary school should also complete the Supplementary Information Form (SIF) as if the school is oversubscribed; the information contained within the SIF will allow the Board of Governors to identify which over subscription criteria your application is to be considered against. All forms must be returned by the closing date set by the Local Authority. Failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the parent/carer to complete all forms and supply evidence – reminders will not be sent.

Children with an Educational Health and Care Plan which following formal consultation names our school in their plan will be admitted to the school.

### **Late Applications**

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

### **Oversubscription Criteria**

Parents are asked to note that admission to the Nursery unit is no guarantee of entry into the main school. Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

**(First priority in each category will be given to siblings (see note 4) that is, children who will have older brothers or sisters attending the school in September 2020.)**

1. Catholic 'children looked after' (in public care) and Catholic children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
2. Catholic children whose home address is within the parishes of St Mary & St Joseph.
3. Other Catholic children.
4. Other 'children looked after' (in public care) and other children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
5. Other children who have siblings in attendance at the school on the date of admission
6. Children of other Christian denominations (see note 3)
7. Other children.

## **ADDITIONAL NOTES**

### **1. Definition of Catholic**

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under any of criteria 1 to 4 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

### **2. Definition of Looked After Child in Public Care**

A looked after child is a child who is (a) in the care of a Local Authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989).

### **3. Definition of children of other Christian denominations.**

“Children of other Christian denominations” means: children who belong to other churches and ecclesial communities which, acknowledging God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and of CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. All applicants seeking admission under any of criteria 6 will be asked to provide evidence that they are members of another Christian denomination. A baptismal certificate or a letter from their religious leader will suffice

### **4. Definition of Sibling**

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 is in attendance at the same school on the date of admission.

### **5. Multiple Births**

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 31st child is a twin or from multiple births. The ‘excepted pupil’ will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit.

### **6. Admission of a child 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. In addition parents of a Summer born child (born between 1st April and 31st August) may choose not to send their child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group – to reception rather than Year 1. If you wish to request admission of a child outside of their normal year group you must contact the school to discuss your request four weeks before the closing date of the admission period for your child’s normal year group. If the school agrees to your request you should submit your application in the application window for the deferred year in which you wish your child to be admitted to the school. Please note – the deferred application will be considered against all other applications for entry that year based upon a strict application of the admissions criteria and agreement to deferral does not automatically mean your child will be offered a place at the academy in that year.

### **Tie-breaker**

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor, Distance will be measured by a straight line from the front door of the child’s home address (including flats) to the main entrance of the school, [using the Local Authority’s computerised measuring system], with those living closer to the school receiving the higher priority. If the admission number is reached at the point at which the next applicant resides in a home equal distance from the last successful place(s) offered, the last place will be offered by drawing lots. When the application of this rule would lead to the separation of twins or multiple birth siblings, both (or all) will be admitted.

### **Right of Appeal**

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school or academy. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of the Board of Governors at the schools address.

### **Home Address**

It is the parental address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

### **Waiting Lists**

If your child has been refused admission, a waiting list is available where priority will be given according to the above criteria based on the information provided at the time of application. The waiting list will be open until the end of the Autumn term.

### **Application Information**

It is very helpful to have an early indication of the number of children to be admitted to the Reception class in the following September. However, it must be stressed that formal written applications for admission must be made on the form provided by the Local Authority and returned to them by the stated date. Place will then be allocated by strict application of the above criteria, with no reference to the date of application. Parents will be notified as to whether or not their child has been allocated a place according to the published Local Authority timetable

## ST. MARY'S R.C. V.A. PRIMARY SCHOOL

Sancton Road, Market Weighton, East Riding of Yorkshire YO43 3DB

**Telephone:** 01430 872330 **Website:** www.mwsm.org

**Email:** mwsm@eastriding.gov.uk **Executive Headteacher:** Mrs. J. Sutherland

**Published Admission Number:** 15

**Applications received last year:** 17 (15)

St Mary's RC Primary School was founded by the Catholic Church to provide education for baptised Catholic children. The school is run by the Board of Governors as part of the Catholic Church in accordance with its Trust Deed and Instrument of Governance and seeks at all times to be a witness to Jesus Christ.

Whenever there are more applications than places available priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below.

The Board of Governors is the Admissions Authority and is responsible for determining the schools admissions policy. The Planned admission number for September 2020 is 15.

The partner parishes are:

St Mary's, Market Weighton – Our Lady of Perpetual Help  
St John the Baptist, Holme on Spalding Moor

The Admissions Policy Criteria will be applied on an Equal Preference basis.

### How and When to apply

Applications must be made on the Local Authority Common Application Form. Parents applying to a Catholic primary school should also complete the Supplementary Information Form (SIF) as if the school is oversubscribed; the information contained within the SIF will allow the Board of Governors to identify which over subscription criteria your application is to be considered against. All forms must be returned by the closing date set by the Local Authority. Failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the parent/carer to complete all forms and supply evidence – reminders will not be sent.

Children with an **Educational Health and Care Plan** which following formal consultation names our school in their plan will be admitted to the school.

### Late Applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

### Oversubscription Criteria

Parents are asked to note that admission to the Nursery unit is no guarantee of entry into the main school.

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

**(First priority in each category will be given to siblings (see note 4) that is, children who will have older brothers or sisters attending the school in September 2020.)**

1. Catholic 'children looked after' (in public care) and Catholic children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
2. Catholic children whose home address is within the parishes of St Mary & St Joseph.
3. Other Catholic children.

4. Other 'children looked after' (in public care) and other children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
5. Other children who have siblings in attendance at the school on the date of admission
6. Children of other Christian denominations (see note 3)
7. Other children.

## **ADDITIONAL NOTES**

### **1. Definition of Catholic**

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under any of criteria 1 to 4 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

### **2. Definition of Looked After Child in Public Care**

A **looked after child** is a child who is (a) in the care of a Local Authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989).

### **3. Definition of children of other Christian denominations.**

**“Children of other Christian denominations”** means: children who belong to other churches and ecclesial communities which, acknowledging God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and of CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. All applicants seeking admission under any of criteria 6 will be asked to provide evidence that they are members of another Christian denomination. A baptismal certificate or a letter from their religious leader will suffice.

### **4. Definition of Sibling**

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 is in attendance at the same school on the date of admission.

### **5. Multiple Births**

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 31st child is a twin or from multiple births. The ‘excepted pupil’ will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit

### **6. Admission of a child 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. In addition parents of a Summer born child (born between 1st April and 31st August) may choose not to send their child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group – to reception rather than Year 1. If you wish to request admission of a child outside of their normal year group you must contact the school to discuss your request four weeks before the closing date of the admission period for your child’s normal year group. If the school agrees to your request you should submit your application in the application window for the deferred year in which you wish your child to be admitted to the school. **Please note – the deferred application will be considered against all other applications for entry that year based upon a strict application of the admissions criteria and agreement to deferral does not automatically mean your child will be offered a place at the academy in that year.**

**Tie-breaker**

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor, Distance will be measured by a *straight line* from the front door of the child's home address (including flats) to the main entrance of the school, [using the Local Authority's computerised measuring system], with those living closer to the school receiving the higher priority. If the admission number is reached at the point at which the next applicant resides in a home equal distance from the last successful place(s) offered, the last place will be offered by drawing lots. When the application of this rule would lead to the separation of twins or multiple birth siblings, both (or all) will be admitted.

**Right of Appeal**

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school or academy. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of the Board of Governors at the schools address.

**Home Address**

It is the parental address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

**Waiting Lists**

If your child has been refused admission, a waiting list is available where priority will be given according to the above criteria based on the information provided at the time of application. The waiting list will be open until the end of the Autumn term.

**Application Information**

It is very helpful to have an early indication of the number of children to be admitted to the Reception class in the following September. However, it must be stressed that formal written applications for admission must be made on the form provided by the Local Authority and returned to them by the stated date. Place will then be allocated by strict application of the above criteria, with no reference to the date of application. Parents will be notified as to whether or not their child has been allocated a place according to the published Local Authority timetable.

# SWANLAND PRIMARY SCHOOL ACADEMY TRUST

Tranby Lane, Swanland, East Riding Of Yorkshire, HU14 3NE

Telephone: 01482 631300 Website: [www.swanlandschool.co.uk](http://www.swanlandschool.co.uk)

Email: [office@swanlandschool.co.uk](mailto:office@swanlandschool.co.uk) Executive Headteacher: Mr. C. Huscroft

**Published Admission Number: 60**

**Applications received last year: 113 (62)**

If there are less applications than places available, all applicants will be allocated a place.

## 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 2020	31 December 2020	31 December 2020
1 January 2021	31 March 2021	31 March 2021
1 April 2021	31 August 2021	31 August 2021

## Timing of Admission

Children allocated Reception places in the normal admissions round 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's governing body 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 school's governing body. 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 governing body will consider each case on its own, individual merits and may seek advice from the East Riding 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 Education, Health and Care Plans**

Applications received relating to children an Education, Health and Care Plan will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a 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.

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.

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 26 February 2020 to qualify under this criterion for the normal admissions round.

If applications are submitted for siblings in the same year group and there are insufficient places available for the siblings who meet this criterion to be allocated places, 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) and (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.**

If applications are submitted for siblings in the same year group and there are insufficient places available for the siblings who meet this criterion to be allocated places, 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) 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 Criterion (iv) and (v).

**Criterion (iv) – Places will next be given to children of members of staff at Swanland Primary School**

The member of staff must have been employed at the school for two years or more at the time the application for admission to the school is made or have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

If the number of applications meeting Criteria (i), (ii), (iii) and (iv) is greater than 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 there are insufficient places available for the siblings who meet this criterion to be allocated places, 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.

## WARTER C.E. PRIMARY SCHOOL

Warter, York, East Riding of Yorkshire YO42 1XR.

**Telephone:** 01759 302061 **Website:** [www.warterschool.eriding.net](http://www.warterschool.eriding.net)

**Email:** [office@warterschool.eriding.net](mailto:office@warterschool.eriding.net) **Headteacher:** Miss A Metcalfe

**Published Admission Number:** 20

**Applications received last year:** 34 (31)

Pupils will be admitted at the beginning of the year in which they are five without reference to ability or aptitude. Applications must be submitted in accordance with the co-ordinated scheme for admissions in operation in the area where the applicant lives.

Applications received relating to children with Education Health Care Plans (EHCPs) will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child's Education Health and Care plan, the local authority and the school have a duty to admit the child.

### **Over subscription criteria**

If no more than 20 applications for admission to reception are received, all applications will be offered places. Where, after the admission of any children with a statement of Special Educational Needs or an EHCP naming the school, there are more applications for places than the number of places available, places will be offered according to the following order of priority:

- (i) Children who are looked after by a local authority and 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).
- (ii) Places will next be given to children who live in the school's designated catchment area** (the parishes of Warter, Huggate and Nunburnholme). A map or list of relevant postcodes is available from East Riding of Yorkshire Council.
- (iii) Places will next be given to children who have a sibling attending the school.** For the purpose of these school admission arrangements, the term "sibling" refers to a child who will be on roll at Warter CE Primary School when the child for whom the application is made will start and includes: brothers and sisters; half brothers and half sisters living at the same address; step brothers and step sisters living at the same address; and foster children.
- (iv) Children who, together with at least one parent/guardian/carer attend an Act of Worship at least once per month at a regular public service at a church in a Membership of Churches together in Britain and Ireland.** At least monthly attendance must be sustained for two years prior to the date of application. Evidence of attendance must be supported by a letter from the Parish Priest. Parents should arrange for the letter of support to be sent to the school by 31 December. A list of churches in membership of Churches Together in Britain and Ireland can be viewed at [www.ctbi.org.uk](http://www.ctbi.org.uk)
- (v) Any other children, with the proximity given according to the proximity of the child's home to school, with the distance measured as described below.**

In the event that the school has reached its published admissions limit within any of the over-subscription criteria (i) to (v) above, the criterion (v) will be used to prioritise the applicants.

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. 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.

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.

### **Appeals**

Parents have the right to appeal against an admission decision.

### **Waiting Lists**

A Waiting list of unsuccessful applicants will be drawn up after the allocation of places. Children will be placed on the waiting list for a place at Warter CE Primary School and will be prioritised on the waiting list using the criteria set out above. In ordering the waiting list, no value will be placed on the date on which the application was received. If places are not taken up or children in the relevant year group leave the school later on and pupil numbers fall below the published admission number, places will be offered to those receiving the highest priority on the waiting list. The waiting list will only be maintained until 31 December at the end of the autumn term.

### **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 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 for Admission Outside a Child's Normal Age Group**

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 Governing Body 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 Governing Body. 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 Governing Body will consider each case on its own, individual merits and may seek advice from the East Riding of Yorkshire 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.

## **WITHERNSEA PRIMARY SCHOOL**

Hull Road, Withernsea, East Riding of Yorkshire HU19 2EG  
**Telephone:** 01964 612800 **Website:** www.withernseaprimary.co.uk  
**Email:** admin.withernsea@hcat.org.uk **Headteacher:** Mrs. A. Harper

**Published Admission Number:** 90

**Applications received last year:** 74 (69)

The admission arrangements set out how many children the schools will admit and how they will decide which applicants will qualify for places if the number of applications is more than the number of places available. For the school year 2020/21 the schools that make up Hull Collaborative Academy Trust will use the following admission arrangements.

Applications for pupils having education, health and care plans will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child's statement following consultation with the Head and Governors, the governing body are required to admit the pupil. If there are less applications than places available, all applicants will be allocated a place.

Applications by parents of children who wish to defer their child's admission until the following year will be assessed on a case by case basis by each school.

After the allocation of statemented/EHC Plan pupils, where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below:

1. **Children in public care at the time when preferences are expressed and who are still in public care at the time of their admission to school, and those who have been previously looked after (see note (i))**
2. **Having a brother or sister who will be attending the school at the expected time of admission and resident in the catchment area of the school. (see notes (ii) and (iii))**
3. **Having a brother or sister who will be attending the school at the expected time of admission but not a resident in the catchment area of the school. (see note (ii))**
4. **Having attended a HCAT Primary School nursery (Foundation One) for at least the three terms prior to admission into the reception class (Foundation Two).**
5. **A resident in the catchment area of the school, but not having a brother or sister who will be attending the school at the expected time of admission and (see note ii)**
6. **A child whose parent is a member of staff at the school. (see note v)**
7. **Geographical, with priority being given to those living nearest to the school. (see note (iv))**

Criteria 7 will be used as a tie-breaker for other criteria if, after the allocation of statemented/EHC Plan and looked after children the school is full, from within any of the other admission criteria.

### **Notes**

(i) The highest priority must be given to looked after children 1 and children who were looked after, but ceased to be so because they were adopted 2 (or became subject to a residence order<sup>3</sup> or special guardianship order 4). Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

1. A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see the definition in section 22(1) of the Children Act 1989)
2. Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders)
3. Under the terms of the Children Act 1989. See section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live
4. See section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order.
5. This includes children who have been in state care outside England and have been adopted. State Care includes those looked after by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings.

(ii) Brothers and sisters include children with the same natural parents living at the same address children with the same natural parents living at different addresses (e.g. due to separation of natural parents) half-brothers/sisters living at the same address step – brothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.

(iii) Residence is defined as the normal family address where the child resides. The qualification date is the closing date for applications under the coordinated admissions scheme. (Where families change normal address after the closing date but before the allocation process has finished this can be considered under the review procedure). See catchment area map for community schools.

Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (i.e. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

(iv) The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to main entrance of school site is used.

Crown servants Paragraph 2.18 of the School Admissions Code requires that for families of UK service personnel with a confirmed posting to their area or Crown servants returning from overseas to live in that area, admission authorities must allocate a school place in advance of their move, provided their application is accompanied by an official letter declaring a relocation date and unit address or quartering address.

(v) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

# WOLD NEWTON FOUNDATION PRIMARY SCHOOL

Wold Newton, Drifffield, East Riding of Yorkshire YO25 0YJ

**Telephone:** 01262 470633 **Website:** [www.woldnewton.eriding.net](http://www.woldnewton.eriding.net)

**Email:** [woldnewton.primary@eriding.gov.uk](mailto:woldnewton.primary@eriding.gov.uk) **Headteacher:** Mr. L. Fletcher

**Published Admission Number:** 20

**Applications received last year:** 11 (11)

Pupils are admitted at the beginning of the school year in which they are five. Parents can arrange to delay their child's entry to school. For example, parents could ask for their child not to start school until January instead of September. However, parents should be aware that their child's admission to a school cannot be delayed beyond the date that the child reaches statutory school age and if admission is deferred to the following school year, the child may lose their place at the school.

Applications received relating to children with Education, Health and Care Plans will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child's plan, the school has a duty to admit the child.

As a Foundation school, it is the Governing Body which has responsibility for admissions and in September 2020 intends to admit 20 pupils into the Reception class. All applications will be treated in a sensitive manner.

## Over subscription criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

**1. Children who are looked after by a local authority and 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 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).

**2. Children who reside in the school's designated catchment area.**

Where this criterion is not adequate to distinguish between requests for admissions which cannot all be accepted without exceeding the Published Admission Number, priority will be given to those who meet criterion 1; and those who fulfil criterion 2 will be prioritised using criteria 3 and 4.

**3. Children who have a sibling attending school in Reception or Years 1 to 5.**

Where this criterion is not adequate to distinguish between requests for admissions which cannot all be accepted without exceeding the Published Admission Number, priority will be given to those fulfilling criteria 1 and 2 and those who fulfil criterion 3 will be prioritised using criteria 4. 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.

**4. Children who live closest to the 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. 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.

## **Waiting List**

Unsuccessful applicants will be placed on a waiting list which will be set up and maintained as described in the East Riding of Yorkshire Co-ordinated Scheme.

## **Appeals**

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the Governing Body. An independent appeals panel will then meet to consider all appeals by parents who have been refused a place and wish to appeal against the decision. The appeals panel's decision is binding on all parties concerned.

## **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 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 Governing Body 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 Governing Body. 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 Governing Body will consider each case on its own, individual merits and may seek advice from the East Riding of Yorkshire 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.

Pupils are admitted at the beginning of the school year in which they are five. Parents can arrange to delay their child's entry to school. For example, parents could ask for their child not to start school until January instead of September. However, parents should be aware that their child's admission to a school cannot be delayed beyond the date that the child reaches statutory school age and if admission is deferred to the following school year, the child may lose their place at the school.

Applications received relating to children with statements of special educational needs will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child's statement of special educational needs, the school has a duty to admit the child.

As a Foundation school, it is the Governing Body which has responsibility for admissions and in September 2019 intends to admit 20 pupils into the Reception class. All applications will be treated in a sensitive manner.

## **Over subscription criteria**

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

### **1. Children who are looked after by a local authority and 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).

### **2. Children who reside in the school's designated catchment area.**

Where this criterion is not adequate to distinguish between requests for admissions which cannot all be accepted without exceeding the Published Admission Number, priority will be given to those who meet criterion 1; and those who fulfil criterion 2 will be prioritised using criteria 3 and 4.

### **3. Children who have a sibling attending school in Reception or Years 1 to 5.**

Where this criterion is not adequate to distinguish between requests for admissions which cannot all be accepted without exceeding the Published Admission Number, priority will be given to those fulfilling criteria 1 and 2 and those who fulfil criterion 3 will be prioritised using criteria 4. 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.

### **4. Children who live closest to the 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.

### **Waiting List**

Unsuccessful applicants will be placed on a waiting list which will be set up and maintained as described in the East Riding of Yorkshire Co-ordinated Scheme.

### **Appeals**

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the Governing Body. An independent appeals panel will then meet to consider all appeals by parents who have been refused a place and wish to appeal against the decision. The appeals panel's decision is binding on all parties concerned.

### **Delayed and Deferred Admission to Reception**

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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 Governing Body 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 Governing Body. 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 Governing Body will consider each case on its own, individual merits and may seek advice from the East Riding of Yorkshire 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.

# IN-YEAR ADMISSIONS

Pupils normally start at an infant or primary school in Reception and at a junior school in Year 3 with applications being made during the normal admissions round. In-year admissions are applications for school places which are made during the school year, outside the normal admissions round. In-year admissions generally arise when parents want their child to transfer between schools or when a child moves in to a school's area.

## How do I apply for my child to transfer between schools?

If you want to move your child from one school to another one, you should first discuss the matter with the headteacher at your child's present school. If there are things at your child's school that you are not happy about, it might be possible to resolve the problems without moving your child to another school and disrupting your child's education. If, after discussing the matter with the headteacher, you still want to transfer to another school, you should complete and submit an in year application form. Forms are available from the School Admissions Team.

Unless there are exceptional circumstances, any move to a new school will normally take place at the start of a new term, or after the half term break if the application is dealt with close to the end of a term.

## What if I am moving house?

If you are not sure which is the nearest school to your proposed address, information about catchment areas is available on the Council's website ([www.eastriding.gov.uk](http://www.eastriding.gov.uk)) or from the School Admissions Team. Normally, if a child moves in to a school's catchment area outside the normal admissions round, the child will be given a place at their catchment area school. However, there are exceptions and it is sometimes not possible to give a child a place at their local school, for example, if the statutory limit on infant class sizes has been reached or if the child's previous school is within a reasonable travelling distance of the new house.

# SPECIAL EDUCATIONAL NEEDS

## What happens if my child has special educational needs?

Children with special educational needs will be admitted to schools in accordance with the government's Code of Practice on School Admissions and the Special Educational Needs and Disability Code of Practice. Wherever possible, children with special educational needs attend their local mainstream school although in some cases it is recognised that specialist provision is more appropriate.

## What if my child has an Education Health and Care plan?

All parents of pupils with Education Health and Care plans can express a preference for the school they would like their children to attend. A list of all mainstream infant, junior and primary schools is included in this booklet. Information about special schools is available on request from the Specialist Services Team.

More information and a booklet setting out the provisions made by the authority for children with special educational needs are available from the Specialist Services Team, East Riding of Yorkshire Council, County Hall, Beverley, HU17 9BA, telephone: 01482 394000, or from the Families Information Service at the same address, telephone: 01482 396469.

# HOME TO SCHOOL TRANSPORT

In certain circumstances, the East Riding of Yorkshire Council will meet the costs of part or all of your child's journey from home to school. The Council has a policy on home to school transport which sets out the circumstances in which a child would be eligible for transport. Some brief information about home to school transport is given below. More information is available from the School Admissions Team, from the Passenger Services Team and on the Council's website ([www.eastriding.gov.uk](http://www.eastriding.gov.uk)).

## Is my child entitled to free transport?

Your child will be entitled to free home to school transport if:

- you live in the East Riding of Yorkshire; **and**
- your child attends the nearest school or the school designated as serving the area in which you live (i.e. your catchment area school); **and**
- the journey to school is more than two miles for a child in Reception and Years 1, 2 and 3 or more than three miles for a child in Years 4 to 6. (See the notes below about families on low incomes).

## Does the Council provide transport in any other circumstances?

In certain circumstances the Council will meet the costs of your child's journey to school in full or in part, even if they do not meet the criteria set out above. For example, if a child has a medical condition which prevents them walking to school or using public transport or if the child is looked after by the local authority.

## What if my child has special educational needs?

The above arrangements also apply for pupils with special educational needs. Other exceptional circumstances where transport may be provided are for pupils attending special schools or pupils with learning difficulties.

## Do children from low income families get any extra support?

As noted above, free transport is normally only provided for children in Years 4 to 6 if the child has to travel more than three miles to their nearest school or their catchment area school. That qualifying distance is reduced to two miles if your child qualifies for free school meals or if you are in receipt of your maximum level of Working Tax Credit. More information and an application form are available from the Passenger Services team.

# SCHOOL MEALS

School meals are available to all children attending school. For information about the charge for a school meal you should contact the school. **Free School meals** are available to pupils in Reception, Year 1 and Year 2. Children in other year groups can receive free school meals if their parents are: in receipt of Income Support, Income Based Job Seekers' Allowance or income-related Employment and Support Allowance; or, in certain circumstances, if the parents are in receipt of Child Tax Credit only with an annual taxable income less than the threshold level; in receipt of the Guarantee element of Pension Credit; or receive support under Part VI of the Immigration and Asylum Act 1999 (IAA). More information and application forms are available from the school, from Customer Service Centres or from the Benefits Team at County Hall.

# COMPLAINTS

If you have a concern or complaint about your child's schooling, you should raise the issue first with the class teacher or headteacher. If this does not solve the problem you should contact the chair of governors of the school who can be reached through the school or the local authority.

# CONTACT ADDRESSES AND TELEPHONE NUMBERS

## School Admissions

Admissions Team  
East Riding of Yorkshire Council  
County Hall, Beverley, HU17 9BA  
**Telephone:** 01482 392100

## Home to School Transport

Passenger Services Team  
East Riding of Yorkshire Council  
Annie Reed Road, Beverley, HU17 0LF  
**Email:** school.transport@eastriding.gov.uk  
**Website:** www.eastriding.gov.uk/schoolstransport

## Free School Meals

Benefits Team, Revenue Services Division  
East Riding of Yorkshire Council  
County Hall, Beverley, HU17 9BA  
**Telephone:** 01482 394799

## Special Educational Needs

Specialist and Inclusive Services  
East Riding of Yorkshire Council  
County Hall, Beverley, HU17 9BA  
**Telephone:** 01482 392163

## General Enquiries

Support Services, Corporate Resources  
Directorate  
East Riding of Yorkshire Council  
County Hall, Beverley, HU17 9BA  
**Telephone:** 01482 392020

## Customer Service Centres

**Anlaby** – Haltemprice Customer Service Centre and Library, Springfield Way, Anlaby, HU10 6QJ

**Beverley** - Cross Street, Beverley, HU17 9BA

**Bridlington** - Town Hall, Quay Road, Bridlington, YO16 4LP

**Brough** - Petuaria Centre, Centurion Way, Brough, HU15 1AY

**Cottingham** - Civic Hall, Market Green, Cottingham, HU16 5QG

**Driffield** - Council Offices, Mill Street, Driffield, YO25 6TR

**Goole** - Council Offices, Church Street, Goole, DN14 5BG

**Hedon** - 2 New Road, Hedon, HU12 8EN

**Hessle** – Hessle Centre, Southgate, Hessle, HU13 0RB

**Hornsea** - 75 Newbegin, Hornsea, YO18 1PA

**Howden** - 69 Hailgate, Howden, DN14 7SX

**Market Weighton** - Wicstun Centre, Beverley Road, Market Weighton, YO43 3JP

**Pocklington** – Pocela Centre, 23 Railway Street, Pocklington, YO42 2QU

**Withernsea** – Withernsea Centre, Queen Street, Withernsea, HU19 2HH

Information on the opening times for the customer services centres can be obtained by visiting the Council's website or by telephoning: (01482) 393939.

## Contact Centre

For general enquiries and help call: 01482 393939.

## Neighbouring Local Authorities

### **Doncaster**

Pupil Management Team  
Civic Office, Waterdale, Doncaster  
DNI 3BU  
**Telephone:** 01302 737204  
**Website:** [www.doncaster.gov.uk](http://www.doncaster.gov.uk)

### **Kingston upon Hull**

Children and Young Peoples' Services  
Room 128, Guildhall, Alfred Gelder  
Street, Kingston upon Hull HU1 3ER  
**Telephone:** 01482 300300  
**Website:** [www.hullcc.gov.uk](http://www.hullcc.gov.uk)

### **North Lincolnshire**

Education and Personal Development  
PO Box 35, Hewson House  
Station Road, Brigg DN20 8XJ  
**Telephone:** 01724 297133  
**Website:** [www.northlincs.gov.uk](http://www.northlincs.gov.uk)

### **North Yorkshire**

Harrogate Local Education Office  
CYPS – Admissions Team,  
Jesmond House,  
31 - 33 Victoria Avenue  
Harrogate HG1 5QE  
**Telephone:** 01609 533679  
**Website:** [www.northyorks.gov.uk](http://www.northyorks.gov.uk)

### **York**

School Services  
West Offices, Station Rise, York  
YO1 6GA  
**Telephone:** 01904 551554  
**Website:** [www.york.gov.uk](http://www.york.gov.uk)

## Families Information Service: Childcare, Free Early Education for 2, 3 and 4 year olds

### **East Riding of Yorkshire**

Families Information Service  
East Riding of Yorkshire Council  
County Hall, Beverley  
HU17 9BA  
**Telephone:** 01482 396469  
**Email:** [fish@eastriding.gov.uk](mailto:fish@eastriding.gov.uk)  
**Website:** [www.fish.eastriding.gov.uk](http://www.fish.eastriding.gov.uk)

### **Kingston upon Hull City Council**

Children's Information Service  
St. Andrews  
Baker Street  
Hull  
HU2 8HQ  
**Telephone:** 01482 318318  
**Website:** [www.hullcc.gov.uk](http://www.hullcc.gov.uk)

# PRIVACY NOTICE

The School Admissions Team is part of a Council service called Pupil Services. Information about how the information provided on your application will be used is given below.

## What do we use the information for?

Pupil Services uses the information provided by applicants on application forms and associated documents to undertake the Council's statutory functions as identified in legislation (for example, the Education Act 1996, the School Standards and Framework Act 1998, the Education and Inspections Act 2006) and in statutory guidance. The Council's statutory functions carried out by Pupil Services include:

- ensuring the provision of sufficient school places for children resident in the East Riding of Yorkshire;
- acting as the admission authority for community and voluntary controlled schools;
- receiving and processing applications for places at all state funded schools in the East Riding of Yorkshire and for all children resident in the East Riding;
- advising the Council on matters relating to home to school and college transport for children of compulsory school age and students of sixth form age;
- ensuring that the Council's policy on home to school and college transport is administered and applied so that children and students who qualify for support are identified and the transport support provided;
- providing advice and guidance for parents on all of the Council functions for which Pupil Services is responsible.

## What information do we hold and use?

We collect and process the following information:

- personal information (such as name, title, address including postcode, home telephone number, work telephone number, email address, date of birth, gender, medical information)
- school data information, including pupil data.

## On what grounds do we use the information?

Pupil Services collect and lawfully process information about schools and children to whom we provide services under the following:

- Children Act 1989
- Education Act 1996
- School Standards and Framework Act 1998
- Human Rights Act 1998
- Children Act 2004
- Working Together to Safeguard Children 2015
- Education and Inspections Act 2006
- The School Information (England) Regulations 2008
- The School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) Regulations 2012
- The School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) (Amendment) Regulations 2014
- The School Admissions Code
- The School Admissions Appeals Code
- Home to school and college travel and transport guidance

We process personal data for the following reasons:

- consent has been given for the processing of personal data for one or more specific purposes;

- processing is necessary for compliance with a legal obligation to which East Riding of Yorkshire Council is subject ;
- processing is necessary in order to protect the vital interests of you or of another person;
- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in East Riding of Yorkshire Council.

We process special categories data for the following reasons:

- explicit consent has been given for the processing of the personal data for one or more specified purposes;
- processing is necessary to protect the vital interests of the applicant, the applicant's children or of another person where they are physically or legally incapable of giving consent.

### How do we collect this information?

Pupil Services collect personal information as part of the process of supporting children, young people and their families. Information will be collected from face-to face meetings, over the telephone, by letter, application forms, online forms and email. Information may also be collected from relevant partner agencies as appropriate.

### Who we share your information with?

Pupil Services may share relevant information within the East Riding of Yorkshire Council and various external partners to support schools, children and young people and their families. Services might include:

- schools (including academies and schools in other local authority areas)
- other local authorities
- children's social care
- early years
- youth and family support
- education inclusion services
- welfare rights
- Special Educational Needs and Disabilities (SEND)
- safeguarding unit
- legal department
- educational psychology team
- exclusion reintegration team
- human resources
- council tax
- child health

### How long do we store it and is it secure?

The council has retention schedules in place to ensure that information is only held for as long as it is needed. Information on how long your information will be held is available on the Council's website, [www.eastriding.gov.uk](http://www.eastriding.gov.uk), on the retention page.

Details of how we keep your information secure are available on the general **privacy information** page.

### What rights do you have?

The rights that you have depend upon the grounds upon which we collected your information. All of the rights you could have are outlined on the council's website on the data protection page. In most cases, people who have been involved with Pupil Services will have the following rights:

- **The right of access** - You are entitled to see the information the service holds about you and can request a copy by emailing [data.protection@eastriding.gcsx.gov.uk](mailto:data.protection@eastriding.gcsx.gov.uk)

- **The right to rectification** - If you believe any information the service holds about you to be incorrect please email [ils.support@eastriding.gov.uk](mailto:ils.support@eastriding.gov.uk) and we will amend the information accordingly.
- **The right to erasure/right to be forgotten** – The service has determined that all requests to permanently delete a service user record will be dealt with on an individual basis. All requests for deletion should be sent to [ils.support@eastriding.gov.uk](mailto:ils.support@eastriding.gov.uk)
- **The right to restrict processing** - Should you wish the service to limit how we use your data please email [ils.support@eastriding.gov.uk](mailto:ils.support@eastriding.gov.uk) with the reason for your request.
- **The right to data portability** – The service has determined that there will be no requirement for data portability.
- **The right to object** - In addition to the right to limit the use of your data, you also have a right to object to the use of your data for certain actions. Should you wish to object please email [ils.support@eastriding.gov.uk](mailto:ils.support@eastriding.gov.uk) with the reason for your request.

### Where can I find out more?

If you want to know more about how the council uses information, your rights or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Contact details are available on the **general privacy information** page. Alternatively, you can contact the **Information Commissioner's Office**.

# APPLICATION CHECK LIST

## REMEMBER

**If you live in the East Riding of Yorkshire you can also apply online on the Council's web site: [www.eastriding.gov.uk](http://www.eastriding.gov.uk)**

- 1. Make sure you are filling out the right form.**  
If you live outside the East Riding of Yorkshire you must apply using a form from your home authority and you must hand the completed form in to that local authority.
  - 2. Read the guidance booklet.**  
More help and information is available from the School Admissions Team, from Customer Service Centres or through the Council's Citizen Link.
  - 3. Write clearly.**
  - 4. Fill in all the sections that apply and make sure you include all information you believe is relevant to your application.**  
The form asks for all the information needed to determine an application for most schools. However, in some cases more information or additional documents may be needed by the school. If that is the case, you will also need to complete the supplementary information form.
  - 5. Make sure you know which your catchment area school is.**
  - 6. You can name up to three schools on the form and rank them in order of preference.**  
We recommend that you name three schools even if you put your catchment area school as your first choice.
  - 7. Sign and date the form.**
  - 8. You may wish to complete the attached supplementary information form if you want to apply for a place at one of the following schools in the East Riding of Yorkshire:**
    - Barmby Moor CE Primary School
    - Howden CE Infant School
    - Our Lady and St. Peter Catholic School, Bridlington
    - Pollington-Balne CE VA Primary School
    - St. John of Beverley Catholic Primary School
    - St. Joseph's Catholic Primary School, Goole
    - St. Martin's CE VA School, Fangfoss
    - St. Mary and St. Joseph Primary School, Pocklington
    - St. Mary's RC Primary School, Market Weighton
    - Warter CE Primary School
- Schools outside the East Riding may also require a supplementary information form. If you are applying for place at a school in another local authority area, check with the school or the local authority to see if a separate information form is needed.
- 9. Make sure your form is submitted to the School Admissions Team by the deadline, 15 January 2020.**
  - 10. If you apply for a school place using a paper application form you will be sent an acknowledgement letter by the School Admissions Team. Keep a note of the date you post the form in. If you have not received an acknowledgement letter three weeks after sending in your form, contact the School Admissions Team.**
  - 11. If your circumstances change after you have submitted your application, make sure you change your application or contact the School Admissions Team.**

**EAST RIDING OF YORKSHIRE COUNCIL**  
**ADMISSION TO INFANT, JUNIOR OR PRIMARY SCHOOL 2020/2021**

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

<b>My third preference is</b>				
<b>My reasons for expressing a preference for a place at this school are...</b> Tick all the appropriate boxes and provide additional information where necessary				
<b>Child is or was formerly in local authority care*</b>	<b>This is my catchment area school</b>	<b>Sibling at the school</b> <i>(give name and date of birth of the brother or sister below)</i>	<b>Attending a feeder school or nursery</b>	<b>Other</b> Please state below
<b>Additional Information</b> (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, including children who were previously looked after by a local authority outside England, 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**

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

Remember to return your form by 15 January 2020

Send to:

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

# SUPPLEMENTARY INFORMATION FORM

CHILD'S DETAILS			
<b>Surname</b>		<b>Forename(s)</b>	

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

<b>NAME OF MINISTER/ RELIGIOUS LEADER</b>	Print please	Signature
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<b>TELEPHONE NUMBER</b>	<b>DATE</b>
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**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.**

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



# COMMENTS, CRITICISMS, FEEDBACK AND SUGGESTIONS

If you have any comments on the admissions process, the content of this booklet, the information available on schools or any other aspect of the school admissions process in the East Riding, please let us know. We are keen to improve the service and information we provide. We would therefore be grateful for your comments.

## EAST RIDING OF YORKSHIRE COUNCIL

### Admission to Infant, Junior or Primary School, 2020/2021 Comments

We would be happy to know whether you found this booklet helpful. Please complete the following questions, tear out this page and return it to the Admissions Team at the address below with your application form.

**Please circle as appropriate**

**Did you find this booklet:**

	Very good			Poor	
	1	2	3	4	5
clearly written ?					
easy to understand, without too much jargon ?					
contained the information you wanted ?					
well laid out, so that you could find the sections you wanted ?					
gave you a better understanding of the admission process and related matters ?					
Overall, did you find this guide helpful?					

Are there any things not covered in this booklet which you think should be included in the future?

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Do you have any other suggestions for improving this booklet?

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*Please continue overleaf if you need more space.*



