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Approved by:	Greatwood LGB
Responsibility of:	Headteacher
Trust or School Policy:	School

Greatwood Community Primary and Nursery School

Admissions Policy 2023-24

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1. Statement of intent

- 1.1. This policy sets out the admissions arrangements for Greatwood Community Primary and Nursery School.

2. Legal Framework

- 2.1. This policy has due regard to the Schools Admissions Code 2021.

3. Duties and Responsibilities

- 3.1. Northern Star Academies Trust is the admissions authority for all schools within the Trust. The Board of Trustees is responsible for setting an admissions number for each relevant age group.
- 3.2. The Local Governing Body is responsible for ensuring that admissions arrangements are compliant with the relevant legislation and guidance.
- 3.3. North Yorkshire Local Authority manages and co-ordinates the admissions process (including in-year admissions) on behalf of Greatwood Community Primary and Nursery School.

4. Applying for a Place at Greatwood Community Primary and Nursery School

- 4.1. Parents who wish to apply for a place should do so online at: <https://www.northyorks.gov.uk/school-admissions> or by contacting The Education Office on 01609 533679.
- 4.2. The Published Admission Number (PAN) is 30.
- 4.3. If no more than 30 applications are received for admission into reception class, all applicants will be offered a place.
- 4.4. Applicants are reminded that if you are applying for a place at Greatwood Community Primary and Nursery School, your preference for Greatwood Community Primary and Nursery School must be indicated on the Local Authority Common Application Form/online application.

5. Oversubscription Criteria

- 5.1. In the event of the number of applicants exceeding the number of places available, after the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care plan where the school is named in the statement or plan, the following oversubscription criteria will be applied to determine which children will be offered places. Governors will apply the admissions policy and arrangements fairly and rigorously.

- **Priority 1: Looked After and Previously Looked After Children**

- 5.2. The highest priority for admission if the school is oversubscribed will be given to a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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)

- **Priority 2: Children the Authority believes have special social or medical reasons for admission.**

- 5.3. We will only consider applications on social or medical grounds if they are supported by a professional recommendation from a doctor, social worker, or other appropriate professional. The supporting evidence should set out the particular social or medical reason(s) why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school. Panels of professionally qualified people will consider all applications under priority group 2.

- **Priority 3**

- 5.4. Children living within the normal area of the school. You can find out more about North Yorkshire LA catchment areas here: <https://www.northyorks.gov.uk/admissions-statistics-and-policies>. There is also a separate catchment group for service families working at AFC Harrogate.

- **Priority 4**

- 5.5. Children of staff members, where the staff member has been employed at the school for two or more years at the time of application, or where the staff member has been recruited to fill a post for which there is a demonstrable shortage.

- **Priority 5**

- 5.6. Children living outside the normal area of the school. You can find out more about North Yorkshire LA catchment areas here: <https://www.northyorks.gov.uk/admissions-statistics-and-policies>.
- 5.7. Children in higher numbered priority groups will be offered places ahead of those in lower numbered priority groups. All applications within each priority group will be considered equally.

6. Tie break

- 6.1. If there are not enough places for all of the children in one of these priority groups, the NYCC admissions service will give priority first to those with a sibling at the school in

September 2022. You can access full details of the tie break criteria used by the admissions service here: <https://www.northyorks.gov.uk/admissions-statistics-and-policies>

7. Admissions Appeals

- 7.1. Any applicant refused a place at a school of their choice has a right of appeal to an independent appeal panel, established by the admission authority for that school for a place at their preferred school.
- 7.2. An appeal form should be automatically sent out by the Local Authority if a preferred place is refused. However, a request for an appeal applications form can be made by contacting the Clerk to the School Admission Appeals Panel at the Local Authority.
- 7.3. Greatwood Community Primary and Nursery School uses the services of the North Yorkshire Local Authority to manage appeals, and you can find more information about the appeals process here: <https://www.northyorks.gov.uk/appeal-school-place>

8. Withdrawing an offer of a place

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

9. Waiting Lists

- 9.1. All applications received before the school's admission closing date will be ranked in accordance with the published oversubscription criteria. Applications that do not receive an offer will be held on a waiting list in rank order. As offers are declined the next ranked application on the waiting list will receive an offer.
- 9.2. Any late applications, received after the closing date will be considered after offers day and then placed in rank order on the waiting list, in accordance with the oversubscription criteria.
- 9.3. The waiting list will be maintained for at least until the end of the first term of the academic year (up to and including 31 December).

10. In Year Admissions

- 10.1. If a child is already at school and the parent/carer wishes to transfer to Greatwood Community Primary and Nursery School, they must first contact the Local Authority and follow the advice given by them. Parents who wish to apply for a place should do so online at: <https://www.northyorks.gov.uk/school-admissions> or by contacting The Education Office on 01609 533679.
- 10.2. The Local Authority will then contact Greatwood Community Primary and Nursery School to ascertain if there are any places available in the appropriate year group. If a

place is available, in accordance with the North Yorkshire Local Authority School Admission procedures, the school will consider the application. If there are more applications than places available then the school will follow its admission procedures, request completion of the school's Supplementary Form and apply the published oversubscription admissions criteria to award the place.

11. Equal Opportunities

- 11.1. Greatwood Community Primary and Nursery School is an equal opportunities school and, as such, our admissions procedure will not, either directly or indirectly, unfairly discriminate an applicant from a particular social or racial group, or a child with a disability or special educational need, or any other protected characteristic.

12. Monitoring and review

- 12.1. On an annual basis, the admission arrangements outlined in this policy will be formally reviewed and agreed, even if no changes have been made.
- 12.2. The admission arrangements outlined in this policy must also be consulted on at least every 7 years, even if no changes have been made throughout this period.