

## Admissions Policy for Outwood Academies in North Yorkshire 2023/24

Outwood Grange Academies trust is the admission authority for Outwood Academy Easingwold, Outwood Academy Ripon and Outwood Primary Academy Greystone. The Trust has determined that admission arrangements to the academy will be managed by the local authority in line with their co-ordinated admission arrangements.

Their published admission number for each academy for September 2023 is:

Outwood Academy Easingwold	Year 7	210
	Year 12	75
Outwood Academy Ripon	Year 7	150
Outwood Primary Academy Greystone	Year R	30
Outwood Primary Academy Alne	Year R	21

### Children with an EHCP

All governing bodies are required by Section 324 of the Education Act 1996 or the Children's and Families Act 2014 to admit to the school a child with an education, health and care plan (EHCP), formerly a statement of special needs (SEN), which names the school. This is not an oversubscription criterion and relates only to children who have undergone statutory assessment and for whom an EHCP has been issued. If a school is oversubscribed after the admission of children with an EHCP the general oversubscription criteria will apply for North Yorkshire schools.

### Oversubscription Criteria

Where possible, we will allocate a place to your child to the school you have listed on your application form. However, if that school is oversubscribed, meaning that there are more applicants than there are places available, the oversubscription criteria will apply. 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 (i.e. all applications, regardless of order of preference).

These are the criteria for community and voluntary controlled primary and secondary schools in North Yorkshire.

Order	Priority group	More details
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- 1      Looked after children      This applies to all looked-after children, including and all previously those who are in the care of another local authority or looked after children for being provided with accommodation by a local whom the school has authority in the exercise of their social services been expressed as a function at the time of making an application. preference.

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 arrangement order or special guardianship order. This includes those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. In the case of previously looked after children, a copy of the relevant documentation will be required in support of the application. This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adopted & Children's Act 2002. Child Arrangements Orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a Child Arrangements Order.

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2 Children who appear to the Admissions Authority to have been in state care outside of England and cease to be in state care as a result of being adopted. A child is regarded as being in state care outside of England if they were accommodated by a public authority, a religious organisation or any another provider of care whose sole purpose is to benefit society.

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3 Children the authority considers have special social or medical reasons for admission. We will only consider applications on social or medical grounds if they are supported by a professional recommendation from a doctor, social worker, or other appropriate professional. The supporting evidence should set out the particular social or medical reason(s) why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school. Panels of professionally qualified people will consider all applications made under priority group 2. Find more information at <https://www.northyorks.gov.uk/special-circumstances-school-admissions>

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4 Children living within the normal area of the school. [Find out about catchment areas at https://www.northyorks.gov.uk/find-school](https://www.northyorks.gov.uk/find-school). If a school is oversubscribed, priority will be given to a sibling at that school in the September of the younger sibling's entry, and then to those living nearest the school.

In all cases, "sibling" refers to brother or sister, half-brother or half-sister, step brother or step sister, or the child of a parent / carer's partner, where the child for the school places sought is living at the

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same family unit and at the same address as the "sibling".

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- 5 Children living outside the normal area of the school. If a school is oversubscribed, priority will be given to a sibling at that school in the September of the younger sibling's entry, and then to those living nearest the school.

In all cases, "sibling" refers to brother or sister, half-brother or half-sister, step brother or step sister, or the child of a parent / carer's partner, where the child for the school places sought is living at the same family unit and at the same address as the "sibling".

### **Tie Break**

If there are not enough places for all the children in one of these priority groups, we will give priority first to those with a sibling at the school in September 2023 ( in all cases sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent / carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling ) and then to those living nearest the school.

If within a priority group there are not enough places for all those with a sibling at the school in September 2023, we will give priority to those children with a sibling living nearest the school.

All distance measurements are based on the nearest route recognised by the County Councils electronic mapping system from a child's home address to school. The measurement is made from a fixed point within the dwelling, as identified by Ordnance Survey, to the nearest school entrance using footpaths and roads. The routes measured to determine the allocation of school places will be those recognised by the electronic mapping system used by the school admissions team.

A home address means the place where your child lives permanently for most of the time. [If the residency of your child is split between both parents](#), we consider the home address to be the address where the child lives for the majority of the week (Monday to Friday). Parents will be required to complete and return a split residency form detailing the split.

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

Please note: if you preference a school other than your catchment area school, you will be responsible for [transporting your child to that school](#), together with any associated costs, for the duration of their time at their school.

### **Random allocation procedure**

Random allocations are necessary where:

1. There is more than one applicant ranked equally according to the published admission rules and there are insufficient places available to allocate all of the equally ranked applicants.
2. This occurs where applicants are equidistant from a school because the usual method of measuring distance to the school results in two unrelated applicants having the same distance measurement.

Each random allocation event only holds for the allocation of the currently available school place. On any waiting list the remaining applicants remain equally ranked and any further place is offered as the result of a further random exercise. In making a random allocation it is important that there is scrutiny from a person who is not involved in the allocation process.

### **Definitions**

#### **Residence - in all categories**

The home address used for school admission purposes is the address where the child is residing at the time of both application and admission. Where an application includes more than one address due to shared parental responsibility, we will use the address where the child resides for the majority of the school week (where they usually or mainly sleep between Monday and Friday).

Parents and carers are required to submit full details with supporting information to enable us to determine which address to use for the purpose of admission.

Where parents provide evidence that the child resides equally at both addresses during the school week, and we are unable to reach a decision based on the information received, parents will be asked to notify us of the mutually agreed address to be used for the purposes of school admissions. Please note the same address will be used in the assessment of eligibility for home to school transport assistance.

Where we have reasonable grounds for believing the home address is not the child's only or main residence we reserve the right to carry out investigations which may include visits to the property.

#### **What to do if both parents cannot agree on the school(s) to be applied for**

Parents are expected to consult with each other and agree on the school(s) for which they wish to express a preference. We are unable to investigate whether applications have been

agreed, or to resolve disagreements between parents. In the absence of agreement between parents we will process the preference of the parent who has care of the child for the greater part of the school week (see definition of residence). In cases where we are unable to determine the home address (see definition of residence) and / or there is no parental agreement or Court Order, we will be unable to process the application further until the matter has been resolved. Parents are encouraged to resolve disagreements as soon as possible, as delays may affect the availability of places at preferred schools.

Once a school place has been offered, any disagreement on the child's placement will be a matter for parents to resolve.

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

1 Parents of gifted and talented children, summer born children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group.

2 A determination on the exceptional circumstances will be made by the Authority based on the information provided by the parent.

3 Where the decision is to refuse admission there is no right of appeal if the child is offered a place in another year group in the school.

### **Children of UK Service Personnel**

1 For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas the admission authority must:

a) allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter declaring a relocation date and a Unit postal address or quartering area address when considering the application against oversubscription criteria.

### **Waiting Lists**

1 The Authority will establish a waiting list for all schools where the number of applications for those schools has exceeded the places available in the relevant year group.

2 Names of children will automatically be placed on the waiting list for a school where they have not been offered a place where that school is ranked above that at which a place has been offered to the parent.

3 Parents will have the right to request their child's name placed on the waiting list for a school where they have not been offered a place which is ranked lower than that at which they have received a single offer of a school place.

4 A vacancy arises in Reception Year and Year 7 only when the number of allocations to a particular school falls below the admission number (or a higher admission limit where one

has been set). Any vacancy which arises in Year R or Year 7 following allocation of places will be filled from the waiting list.

5 The waiting list will be established on the offer day and be maintained up to 31 December in the admission year.

6 The waiting list is determined according to the Authority's priority of admission oversubscription criteria.

7 Following the offer day should an application be received for a school where the pupil has a higher priority, as determined by the admissions criteria for a place at the school, they will be placed on the waiting list above those with a lower priority.

8 Parents who intend to appeal against the Authority's decision not to offer a place at a preferred school(s) should do so irrespective of having their child's name placed on the waiting list.

9 For those parents who proceed to an independent appeal, no consideration is given to a child's position on the waiting list.

### **False Information**

1 Where the Authority has made a single offer of a place at a school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.

2 Where a child starts attending the school on the basis of fraudulent or intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school. Where a place or an offer has been withdrawn the application will be re-considered and an independent appeal offered where the child is not re-admitted to the school.

3 Where it is established that the place was obtained on the basis of fraudulent or intentionally misleading application and the child continues to attend the school, the sibling criterion will cease to apply in the event of the parent making an application to the same school on behalf of a younger child in the family.

### **Appeal Against the Authority's Decision Not to Offer a Place**

1 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

2 The right of an independent appeal applies to all preferences expressed.

3 Parents who intend to make an appeal must submit a Notice of Appeal to the Authority within 20 school days of receiving the offer letter.

4 Normally appeal hearings will be held within 40 school days of the closing date for receiving the notice of appeal.