

**Admissions Arrangements for
Swanland Education Trust Schools
School Year 2019/20**

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Name and Title of Author: Chris Huscroft – CEO

Name of Responsible Committee: Board of Trustees

Trade Union Representative Approval: N/A

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Target Audience: Parents/Carers of children in Trust schools

Related Documents: Fair Access Protocol

References:

Revision History

Version	Date	Summary of Revision	Revision Author
1	Feb 16	Updated dates in Admission Arrangements section for implementation in 2017.	CJH
2	March 17	Updated dates in Admission Arrangements section for implementation in 2018.	CJH
3	Feb 18	Updated dates in Admission Arrangements section for implementation in 2019.	CJH

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Background

Upon a school's conversion, the Multi Academy Trust they join becomes that school's admissions authority; this means the trust is responsible for setting the admissions arrangements for the schools within its organisation.

The Local Authority in which the family reside (East Riding of Yorkshire Council or Hull City Council) continues to be responsible for co-ordinating all admissions in their area and making offers of places.

Further details on how to apply for a school place can be found on the council's website:

[East Riding of Yorkshire](#)

[Hull City Council](#)

Admission Arrangements

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 2019/20 the schools that make up Swanland Education Trust will use the following admission arrangements:

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

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 2019	31 December 2019	31 December 2019
1 January 2020	31 March 2020	31 March 2020
1 April 2020	31 August 2020	31 August 2020

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 school year in which the child becomes five years old.

Delayed Admission

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 Statements of Special Educational Needs or 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 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 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 2019 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 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 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 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.

Published Admission Number (PAN)

School	PAN
Dunswell Academy	15
Swanland Primary School	60