



**TRINITY ACADEMY RICHMOND, EPPLEBY
FORCETT AND MIDDLETON TYAS**

ADMISSIONS POLICY

**SEPTEMBER 2018 –
AUGUST 2019**

The Trinity Academies are all members of the Dales Academies Trust. This admissions policy has been designed to comply with the Academy's Funding Agreement and the Department for Education Schools Admissions Code 2012 and all relevant legislation, including that on infant class sizes and equal opportunities.

This policy sets out the admissions arrangements for:

- 1) **Reception (Foundation Stage) entry in September 2019**
- 2) **Casual In-Year admissions**

In all admission cases the oversubscription criteria described in this policy will be applied.

1. Admissions

(a) Admissions to the Reception Year - Richmond

Trinity Academy Richmond has an agreed Published Admission Number (PAN) of 45 children for entry into the Reception year. The Academy will accordingly admit 45 pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 45 or fewer apply. Subject to the criteria set out below, children will be admitted in the September following their fourth birthday.

(b) Admissions to the Reception Year – Eppleby Forcett and Middleton Tyas has an agreed Published Admission Number (PAN) of 29 collectively (7 for Eppleby Forcett and 22 for Middleton Tyas) children for entry into the Reception year. The Academy will accordingly admit 29 pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 29 or fewer apply. Subject to the criteria set out below, children will be admitted in the September following their fourth birthday.

Places will be allocated by the Governing Body on the basis of applications received through North Yorkshire County Council Primary School Admissions criteria. This allows parents*/guardians to apply for entry to any North Yorkshire primary school by means of the North Yorkshire Primary School Admissions Preference form available on-line via the North Yorkshire County Council website <https://www.northyorks.gov.uk/apply-primary-or-junior-school-place>.

Full information on how to apply and other useful information is available from their website address as shown above.

Admission to voluntary-aided, foundation, trust schools and academies are controlled by the governing body or academy trust of the school, although North Yorkshire County Council co-ordinate admissions and will make the offer on the Academy's behalf to parents highest preference school with an available place.

2. “In-Year” Admissions

Admissions after the age of 5 (in-year admissions) will be handled by the Academy. Parents are advised to contact the Academy direct as we will handle waiting lists, and will apply the admissions criteria as per our admissions policy.

This policy also links with the Dales Academies Trust School Admissions Policy.

Oversubscription Criteria for all types of admissions.

Once children with statements of special educational need naming Trinity Academy Richmond, Eppleby Forcett or Middleton Tyas have been admitted, then places are allocated to children in accordance with the criteria set out below, in priority order:

1. Children in Public Care: “Looked after Children” and previously “Looked after children” (see Note 1)
2. Children whose normal home address is within the area normally served by the school (catchment area). (See note 2)
3. Children who will have a sibling still in attendance at the academy on the date of admission. (See note 3)
4. Children with exceptional medical or social needs that make it essential that they attend Trinity Academy Richmond, Eppleby Forcett or Middleton Tyas rather than any other school. These needs must be fully supported by written evidence from a medical doctor, social worker, education welfare officer or other appropriate person involved with the family.
5. Once the above criteria have been applied, any further places will be awarded according to the journey distance between the family’s normal home address and the academy’s nearest entrance gate; closest first, measured in accordance with the straight line distance used to determine proximity of the home to the academy.

Note for Parents

When distinguishing between children within the same criteria, the child with the highest second criteria will be admitted. i.e. a child living within the admission zone who has a brother or sister attending the school in the September of admission, will have a higher criterion than a child who lives in the admission zone but does not have a brother or sister attending the school.

Operation of Waiting Lists

The academy will maintain a waiting list for those children who are not offered a place and parents are required to request a place on it by writing directly to the academy. A child’s position on the waiting list is determined according to the oversubscription criteria above, and does not depend on the date of application. No account is taken of length of time on a waiting list. The waiting list is therefore regularly adjusted and a child’s place on the list could go up or down in accordance with withdrawals from the list or new applicants joining it. This list will be kept in accordance with GDPR requirements and the approval of the parents.

Fair Access Protocol

The academy participates in North Yorkshire County Council Fair Access Protocol.

Right of Appeal

In the event of an unsuccessful application, parents have the right to appeal against non-admission. Details can be found on the North Yorkshire County Council website. Where a transfer application and subsequent appeal are unsuccessful and a child has been offered a place on the waiting list, the Admissions Committee will not consider a repeat application within the same academic year unless there has been a relevant and significant change of circumstances relating to the application, or a place has become available in school. If a place becomes available, it will be allocated according to the oversubscription criteria.

Parents who wish to appeal against the decision of the Admissions Authority to refuse their child a place in the Academy may apply in writing to the Chair of Governors and or the Chair of Trustees at the following address:

Chair of Governors
Trinity Academy Richmond, Eppleby Forcett
and Middleton Tyas
Frances Road
Richmond
North Yorkshire
DL10 4NF

Chair of Trustees
All Saints Academy
Blair Avenue
Ingleby Barwick
Stockon-on-Tees
TS17 5BL

Appeals will be heard by an independent panel.

Notes

Note 1: Definition of “Looked after child”

The Code offers definitions as follows:

(a) A 'looked after child' is a child who is in the care of a local authority, or 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 (b) (or became subject to a residence order(c) or special guardianship order (d).**

(b) Under the terms of the Adoption and Children Act 2002. See Section 46 (adoption orders).

(c) 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.

(d) See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Note 2: Definition of “normal home address”:

The address should be where the parent and the child live and evidence of this is required in the form of a utility bill, rent book or mortgage statement showing the address concerned. Where a child has two homes due to parental responsibility being shared by two people who live apart, the address used will be the one where he or she spends most of the Academy's week (Sunday to Thursday nights inclusive) as confirmed by written evidence from both parents/guardians. If a false declaration of address is deemed to have been made, the offer of a place may be withdrawn, even after a child has started at Academy.

Note 3: Definition of “Sibling”:

By sibling we mean brother and sister. This means a brother or sister of half or whole blood, or any other children (including Adopted children) who permanently reside at the same address and for whom the parent also has parental responsibility.

Definition of “Catchment Area”:

Children living within the area traditionally served by the school defined as being the area bounded. A map of the catchment area is available from North Yorkshire County Council using the following link:

<https://www.northyorks.gov.uk/apply-primary-or-junior-school-place>