



Policy Number

2EAF/18/19

**Statutory  
Ebor Academy Filey  
Admissions & Appeals Policy  
2018 -2019**

Determined by: Ebor Board of Trustees

Date: 21<sup>st</sup> February 2017

Signed:

## Aims

- To ensure that places are awarded fairly and openly.
- To demonstrate that we are applying our oversubscription criteria equally and fairly.
- To ensure that all prospective parents, carers and students are aware of the admissions procedures.
- To guarantee that all legitimate applications will be processed efficiently and within an agreed time span.
- To demonstrate that our procedures comply with the School Admissions Code.
- To provide an appropriate Appeal procedure for those who are dissatisfied with the outcome of their applications.

### ***The admission arrangements:***

- There are 112 places available.
- Applications have to be made on the Ebor Academy **Supplementary Form** which can be obtained from the Ebor Filey website <http://fileyschool.com/academy-admissions/> or directly from the Academy and **Common Application Form (CAF)** provided by the local authority which can be obtained directly from the North Yorkshire Local Authority's website.
- There will be a strict deadline for return of the **Supplementary Form**; forms received by this deadline will be considered first.
- Where the Academy receives more applications than places available, the oversubscription criteria for admission will apply.

### **Oversubscription criteria:**

The Academy will admit up to 112 children in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 112 or fewer apply.

If the Academy is oversubscribed, after the admission of children with a Statement of Special Educational Needs or an Education, Health and Care Plan, where the Academy is named as first choice, priority for admission will be given to those children who meet the criteria in the order set out below:

#### **Priority One:**

- Looked-after children or children who were previously looked-after e.g. because they were adopted or became subject to a residence or special guardianship order. (See note 1 for a definition of the term looked-after child.) AND children with a Statement of Special Educational Needs or an Education, Health and Care Plan.

#### **Priority Two:**

- Children whose siblings at the time of application will be within Years 7 to 10 at the Academy and who live at the same address. (See note 2 for a definition of the term sibling.)

#### **Priority Three:**

- Children who attend a named feeder school (see note 3 for a definition of a named feeder school) and whose parents completed a **Supplementary Form** by the advertised deadline and who named the Academy on the CAF.

#### **Priority Four:**

- Children that **attend any other** school (not a named feeder school) and whose parents completed a **Supplementary Form** by the advertised deadline and who named the Academy on the CAF.

#### **Priority Five:**

- Children whose parents **did not return/complete a supplementary form** by the advertised deadline but named the Academy on the CAF, in the order set out above. These may include children who attend a named feeder school but have not completed the supplementary form.

## Exceptions

The criteria listed in the above policy **may** be overridden and a place offered, based on:

- i) special medical reasons for admission where they are deemed essential by an independent professional recommendation from the child's paediatrician/consultant, or
- ii) social reasons for admission where they are deemed essential by an independent professional.

Allocation of a place would be decided based on receipt of a letter by the governors and where the governors consider that a place should be offered on these grounds.

## Notes

1. A looked-after child is a child who is in the care of the local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (as defined in the Children Act 1989).
2. The term sibling includes legally adopted children, and step- and half-brothers or sisters *living at the same address*. Please note that if we are heavily oversubscribed and we cannot always guarantee to offer a place to every sibling.
3. The term "*named feeder school*" refers to those schools invited by the academy to be a named feeder school and where the governing body of the school have requested the school to be designated as a named school. Our named feeder schools include Filey Juniors, Hunmanby Primary, Sherburn C of E Primary, and Hertford Vale C of E Primary.

## Calendar for admission

<b>End of July 2017 onwards</b>	Ebors' Supplementary Form available.
<b>by 12 September 2017</b>	Opening date for applications. online applications start to be accepted at <a href="http://www.northyorks.gov.uk/article/23544/Apply-for-a-primary-school-place">http://www.northyorks.gov.uk/article/23544/Apply-for-a-primary-school-place</a>
<b>Date to be confirmed</b>	Parents are invited to open events to be held with presentations by the Head of school, followed by a tour of the Academy.
<b>31st October 2017</b>	<b>Deadline for the return of the supplementary form.</b>
<b>31<sup>st</sup> October 2017</b>	Closing date for 'on-time' applications Deadline for submission of the local authorities' CAF.
<b>1<sup>st</sup> March 2018</b>	National Offer Day
<b>April/July 2018 (These dates may change)</b>	Deadline for return of appeal papers for 'on-time' applicants
	Admission appeals for 'on-time' applicants
<b>31<sup>st</sup> December 2018</b>	Waiting list closes

In the event of oversubscription, those children who cannot be offered a place will automatically remain on the waiting list at the Academy until the end of December of the year of admissions.

## **Waiting lists and appeals**

If your child is not offered a place at the Academy, your child's details will automatically remain on the waiting list until the end of December in that admission year. After this date, you will need to contact the Academy on an annual basis to ask for your child's details to be kept on the waiting list in case a place becomes available.

Furthermore, if you wish your child to be considered for a place at the Academy, you would also need to re-apply each year on the local authorities' in-year application form.

Where places become available they will be allocated in accordance with the oversubscription criteria above.

If you are dissatisfied with the admission decision, you will have the right of appeal. The Appeals Panel is independent of the Academy. The Panel's decision is final and binding on the Academy. If you are considering an appeal, please contact the Clerk to the Local Governing Body for further information and advice.

### ***In-year admissions (Years 7 to 10)***

- There are 112 places in each year.
- All parents must also complete an in-year application form, available from the local authorities, as part of the co-ordinated admission scheme.

Where vacancies occur, places are not offered based on the length of time names have been on the list. They are instead filled in coordination with the local authorities and in line with the oversubscription criteria above. It is, therefore, possible that a child may be added to the list who qualifies higher within the admission criteria than children already on the list.