

# South Bank Academy Trust

Admissions Policy

2018 – 2019



**SOUTH BANK  
ACADEMY  
TRUST**

## Introduction

- 1 This policy applies to applications for schools for whom the South Bank Academy Trust is the admissions authority, which are located within the City of York Local Authority area. These schools are:
  - Knavesmire Primary School
  - Millthorpe School
  - Scarcroft Primary School
  
- 2 This policy applies in the following admissions rounds:
  - for Knavesmire Primary School and Scarcroft Primary School - the primary admissions round, that is when applying for a place in Reception as the normal year of entry to start primary school for the first time;
  - for Millthorpe School - the secondary admissions round, that is when applying for a place in Year 7 as the normal year of entry to start secondary school for the first time.
  
- 3 The Published Admission Number (PAN) is the number of pupils it is intended to admit into the first year group of school. This number differs for each school and for 2018 – 2019 these PANs are:
  - for Knavesmire Primary School, 60 places
  - for Millthorpe School, 212 places
  - for Scarcroft Primary School, 45 places
  
- 4 This policy complies with and operates within the relevant City of York Coordinated Admissions Schemes in the City of York Local Authority area. The admissions authority for these schools is the trust board of the South Bank Academy Trust.

- 5 This policy does not apply to 'in-year' applications for a place. In-year admissions are those that are made either during the school year, or for admission into year groups other than the normal year of entry. Where applications for an in-year place are received, whether a place can be offered will depend upon the availability of places in the relevant class/year group. If there are more applications for a place than places available, then the oversubscription criteria as in Section C of this policy will be applied to ascertain which child is most entitled to a place.
- 6 The admission of children into the Reception year at a primary school is a completely separate process to nursery admissions. Attendance at a particular nursery class or early years provider does not give a child any priority within the admissions policy for admission to primary school, even if the school and nursery are located on the same premises or run by the school itself.
- 7 Attendance at a particular primary school does not give a child any priority for admission to a secondary school, even if both schools are within the South Bank Academy Trust, located on the same premises, or run by or share the same leadership or resources.
- 8 Advice and information for parent/carers on school admissions, including **key information that applies to all applications** as well as some frequently asked questions are available in the City of York Guide for Parents which is available at [www.york.gov.uk/guideforparents](http://www.york.gov.uk/guideforparents) or upon request from the City of York School Services team.
- 9 The admission of children with an education, health and care plan or a statement of special educational needs is covered by different admission regulations. Following negotiation, if a school within the South Bank Academy Trust has been named, a place will be allocated for these children before considering other applications.

## A Admissions into Reception

- 1 Children will normally be admitted into the year group relevant to the child's age and will start full-time in the school year they turn five. All children will be offered the opportunity of a full time place from September in the year of entry.
- 2 This policy includes an option of 'delayed entry'. This means that parent/carers may secure a place at a school under the normal admission arrangements but choose to postpone their child's admission to school until as late as the start of the school term after a child turns five. Parent/carers will also be able to request a part-time place until the start of the term after the child turns five. It is a legal requirement that all children must enter formal full-time education at the start of the term after their fifth birthday. South Bank Academy Trust has adopted the City of York Delayed and Deferred Admissions Policy for the purposes of administering requests for deferred entry for 'summer born' children.
- 3 Applications should be made by the closing date for applications which is 15 January 2018. Applications can be made online at [www.york.gov.uk/schooladmissions](http://www.york.gov.uk/schooladmissions) or by completing a paper 'School admissions application for Primary School in September 2018' form, which can be obtained from the City of York School Services team, online, or from primary schools. There is no additional 'Supplementary Information Form' required to apply for a school place at any South Bank Academy Trust school covered by this policy.
- 4 When making an application, parent/carers are advised to supply any additional information that may be required to the admissions authority by providing this information in writing direct to the academy or by emailing [education@york.gov.uk](mailto:education@york.gov.uk) with the child's details. For example, additional information will need to be provided when applying on the basis of being 'previously looked after' or having exceptional social or medical needs which relate to the preferred

school. Further guidance on additional information can be found in the [Guide for Parents](#).

- 5 Any school's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of children that can go to a school each year these standards could not be maintained. Infant Class Size legislation may also limit the number of pupils that can be admitted in Reception, Year 1 and Year 2. For these reasons each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.
- 6 Applicants will be responsible for travel arrangements and the costs of travel to and from school.
- 7 Both Knavesmire Primary School and Scarcroft Primary School maintain their own catchment area. The City of York Local Authority advises applicants to consider their 'catchment' school when making an application. If the place your child is allocated is at a school which you are not in the catchment area for, or if you move out of the catchment area you now reside in, then you may have less chance of being successful when applying for any younger siblings. Catchment areas are designated by the Local Authority and are made available to applicants in the [Guide to School Catchment Areas](#), online at [www.york.gov.uk](http://www.york.gov.uk) and upon request from the City of York School Services team.

## B Admissions into Year 7

- 1 Pupils will normally be admitted into the year group relevant to the pupil's age.
- 2 Applications should be made by the closing date for applications which is 31 October 2017. Applications can be made online at

[www.york.gov.uk/schooladmissions](http://www.york.gov.uk/schooladmissions) or by completing a paper 'School admissions application for Secondary School in September 2018' form, which can be obtained from the School Services team, online, or from a City of York primary or junior school. There is no additional 'Supplementary Information Form' required to apply for a school place at any South Bank Academy Trust school covered by this policy.

- 3 When making an application, parent/carers are advised to supply any additional information that may be required to the admissions authority by emailing [education@york.gov.uk](mailto:education@york.gov.uk) with the pupil's details. For example, additional information will need to be provided when applying on the basis of being 'previously looked after' or having exceptional social or medical needs which relate to the preferred school. Further guidance on additional information can be found in the [Guide for Parents](#).
- 4 Any school's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of pupils that can go to a school each year these standards could not be maintained. For this reason each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.
- 5 Applicants may be successful in obtaining a place at a school that does not serve the local 'catchment' area in which they live. If allocated a place at such a school, applicants will be responsible for travel arrangements and the costs of travel to and from school.
- 6 Millthorpe School maintains a catchment area. The City of York Local Authority advises applicants to consider their 'catchment' school when making an application. If the place your child is allocated is at a school which you are not in the catchment area for, or if you move out of the catchment area you now reside in, then you may have less chance of being successful when applying for any younger siblings. Catchment areas are designated by the Local Authority and are made available to applicants in the [Guide to School Catchment Areas](#), online at

www.york.gov.uk and upon request from the City of York School Services team.

## C Oversubscription criteria

If the number of applicants exceeds the Published Admission Number, priority is given to certain categories of children. The oversubscription criteria set out below will be used to prioritise all applicants who have applied for a place at a school covered by this policy in these circumstances in the following priority order:

- 1 Children who are either currently or have previously been 'looked after'. This applies to all children who are currently in the care of a local authority and all children who have been adopted from local authority care (subject to an adoption, residence or special guardianship order);
- 2 Children who live within the catchment area normally served by the preferred school, with a sibling at the preferred school at the time of admission. Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide to School Catchment Areas](#), online at [www.york.gov.uk](http://www.york.gov.uk), and upon request from the City of York School Services team. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half- and step-brothers or sisters);
- 3 Children who live within the catchment area normally served by the preferred school. Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide to School Catchment Areas](#), online at [www.york.gov.uk](http://www.york.gov.uk), and upon request from the City of York School Services team;
- 4 Children considered by the admissions authority to have exceptional social or medical needs which relate to the preferred school. The admissions authority may consult with other medical or educational professionals for a further opinion as to whether the child should be

allocated a place at the preferred school due to a particular medical condition or social need;

- 5 Children with a sibling at the preferred school at the time of admission. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half- and step-brothers or sisters);
- 6 Children who live closest to the preferred school using the nearest available safe walking route. Distances are measured by a GIS mapping system from the child's home address to the entrance of the school.

Where there are fewer places than children in an oversubscription priority as above, places will be allocated to the child(ren) who also fulfil the next highest priority.

For example, for two children who are both resident in the catchment area without a sibling on roll at the time of admission and are thus assigned the same (third) priority, the place would first be allocated to the child who also fulfils the next highest priority, for example, an exceptional social or medical need (fourth priority) over a child who lives closer to the school (sixth priority).

In the unlikely case of identical distances under the sixth priority, the applications will be ordered randomly by the Authority's admissions software.

## D Appeals

- 1 Applicants refused a place at a school have the right of appeal. Appeals are heard by an independent appeals panel and their decisions are legally binding.
- 2 South Bank Academy Trust subscribes to the City of York's



independent appeals procedure and any decision made under this admissions policy can be appealed using that process. Applicants who wish to appeal should contact the City of York School Services team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.

- 3 Applicants will only be able to appeal once for a place at a given school in any one school year, unless any significant new information is available which was not available at the original hearing.

## E False Information

Where an offer of a place has been made on the basis of fraudulent or intentionally misleading information, which has effectively denied a place to a child with a stronger claim, the offer of a place will be withdrawn.

## F Late Applications

- 1 Applications received after the relevant closing date for applications of may be treated as 'late' applications – that is processed after all 'on-time' applications.
  - For applications for Knavesmire Primary School and Scarcroft Primary School - the primary admissions round, applications will be treated as late from 15 January 2018;
  - for Millthorpe School - the secondary admissions round, applications will be treated as late from 01 November 2017.

- 2 Where possible, 'late' applications and changes of preference and/or circumstances will be treated as 'on-time' applications if:
  - a) this is accompanied by a satisfactory reason provided at the time of application; and
  - b) it can be accommodated within the timescales of the coordinated scheme and/or admissions authority's processes.
- 3 Late applications received after the offer day, but before the start of the school year will be processed using the same arrangements and criteria as 'on-time' applications, although the availability of places will depend on where places are still available as well as the preferences of applicants.
- 4 Late applications received after the first day of the school year will be considered as 'in-year' applications. However, these preferences, if unsuccessful, will be held on a waiting list until the end of the first term in line with 'on-time' applications as set out in Section G of this scheme.

## G Waiting List

- 1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2018.
- 2 A child's position on the list will be determined by the oversubscription criteria set out in Section C of this policy and will reflect their current circumstances where these circumstances have been provided to the admissions authority.

## H

## Timetable

by 12 September 2017	Opening date for applications. 'School admissions application for Primary School in September 2018' and 'School admissions application for Secondary School in September 2018' forms made available and online applications start to be accepted at <a href="http://www.york.gov.uk/schooladmissions">www.york.gov.uk/schooladmissions</a>
September 2017 – October 2017	Secondary school open evenings
31 October 2017	Closing date for 'on-time' applications for secondary schools (both online and by paper 'School admissions application for Secondary School in September 2018' form)
from 01 November 2017	Applications for secondary schools received may be treated as 'late'
15 January 2018	Closing date for 'on-time' applications for primary schools (both online and by paper 'School admissions application for Primary School in September 2018' form)
from 16 January 2018	Applications for primary schools received may be treated as 'late'
01 March 2018	National Offer Day for secondary schools
13 April 2018	Deadline for return of appeal papers for 'on-time' secondary applicants
16 April 2018	National Offer Day for primary schools
08 May 2018 – 15 June 2018	Admission appeals for 'on-time' secondary applicants
18 May 2018	Deadline for return of appeal papers for 'on-time' primary applicants
11 June 2018 – 20 July 2018	Admission appeals for 'on-time' primary applicants
September 2018	Start of the school year
31 December 2018	Waiting lists close

## I Contact details for correspondence

The Chair of the Trust Board  
The South Bank Academy Trust  
c/o Millthorpe School  
Nunthorpe Avenue, York, YO23 1WF  
01904 686404  
clerk@southbanktrust.co.uk  
www.southbanktrust.co.uk

## J Schools in the South Bank Academy Trust

Knavesmire Primary School (Primary, 5-11)  
Millthorpe School (Secondary, 11-16)  
Scarcroft Primary School (Primary, 5-11)

[View school contact details on the City of York website](#)