

## Admissions Policy

# Admissions Policy

Issued: March 2024

Review date: September 2026

## **Rationale**

This document sets out the proposed admission arrangements for Craven Primary for the academic year 2025/2026.

## **Background**

On 1st November 2013 Craven Primary converted to Academy status, as part of School Partnership Trust Academies. Upon conversion, Craven Primary Academy became its own admissions authority; this means it is responsible for setting its own admissions arrangements. The Local Authority (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 [www.hullcc.gov.uk/admissions](http://www.hullcc.gov.uk/admissions).

## **Admission arrangements**

The admission arrangements set out how many children the school will admit and how it 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 2025/26, Craven Primary Academy proposes to use the following admission arrangements:

Applications for pupils having Education and Health Care Plans 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 following consultation with the Head and Governors, the governing body is required to admit the pupil. If there are fewer applications than places available, all applicants will be allocated a place.

After the allocation of stated pupils, where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below (point 5 relates to the admission of children into the reception class only):

- 1) Children in public care at the time when preferences are expressed and who are still in public care at the time of their admission to school, and those who have been previously looked after (see note (i)).
- 2) Having a brother or sister who will be attending the school at the expected time of admission and resident in the catchment area of the school (see notes (ii) and (iii)).
- 3) Having a brother or sister who will be attending the school at the expected time of admission but not a resident in the catchment area of the school (see note (ii)).
- 4) A resident in the catchment area of the school, but not having a brother or sister who will be attending the school at the expected time of admission and (see note ii)).
- 5) Having attended Craven Primary Academy nursery (Foundation One) for at least the three terms prior to admission into the reception class (Foundation Two).
- 6) Children of staff members (see note (iv)).
- 7) Geographical, with priority being given to those living nearest to the school (see note (v)).

Criteria 6 will be used as a tie-breaker for other criteria if, after the allocation of stated and looked after children the school is full from within any of the other admission criteria. Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:

where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made,  
and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage .

### **Additional notes**

The highest priority must be given to looked after children

- (i) and children who were looked after, but ceased to be so because they were adopted
- (ii) (or became subject to a residence order
- (iii) or special guardianship order
- (iv) Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

- 1) A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see the definition in section 22(1) of the Children Act 1989).
- 2) Under the terms of the Adoption and Children Act 2002, see section 46 (adoption orders).
- 3) 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.
- 4) See section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order.

(ii) Brothers and sisters include children with the same natural parents living at the same address children with the same natural parents living at different addresses (e.g. due to separation of natural parents) half- brothers/sisters living at the same address step – brothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.

(iii) Residence is defined as the normal family address where the child resides. The qualification date is the closing date for applications under the co-ordinated admissions scheme. (Where families change normal address after the closing date but before the allocation process has

finished this can be considered under the review procedure). See appendix 1 catchment area map for community schools.

Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (i.e. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

(iv) This applies where a) the staff member has been employed by the school for two or more years at the time at which the application for admission to the school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage .

- (v) The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to main entrance of school site is used.

### **Published admissions numbers**

The published admissions numbers for Craven Primary Academy for the school year 2025/26 are proposed as follows: Craven Primary Academy: 30 pupils per class (Years reception - 6).

Admissions to reception (Year R): once a place is allocated, a child will be entitled to a full-time place in the September following their fourth birthday.

### **Deferred and Part time attendance**

Parents may defer the date their child is admitted into the academy until later in the year, but not to the point at which they reach compulsory school age, and not beyond the beginning of the final term of the school year in which the place was offered. Where parents wish, children may attend part time, until later in the year, but not beyond the point which they reach statutory school age.

### **Requests for the admission of children outside their normal age group**

Parents may request a place for their child outside of their normal age group. Any parent wishing to do so, should make this clear at the time of application, and also their reasons for such a request.

### **Appeals**

If no place is offered, then the right of appeal will be given. Any pupil not allocated, will be placed on a waiting list and this list is kept until at least the end of term. The Local Authority has a Fair Access Protocol for allocating places to pupils without a school or who are vulnerable. Craven Primary Academy participates in this protocol.

### **Formal appeals**

An appeal form and guidance will be included with your allocation letter. The completed form should be returned to the admissions team by the date specified on the appeals form. The appeal will be heard within 40 academic days of the closing date for appeals by an independent panel arranged locally. For more information please contact:

Admissions Team  
Children and Young People's Services  
Hull City Council  
Treasury Building  
Guildhall  
Hull  
HU1 2AB

**Tel: 01482 300 300**

**Text phone: 01482 300349**

**Email: [lsadmissions@hullcc.gov.uk](mailto:lsadmissions@hullcc.gov.uk)**

### **Children missing in Education**

When children are added to the admissions register, the academy will record the expected start date of the pupil. If the pupil does not arrive on the start date, the academy will contact the Local Authority at the earliest opportunity.

When a pupil is deleted from the academy role, the admissions register will also record:  
Name of the pupil's new school/academy  
The expected start date at the new school/academy .