

# Hope SENTAMU LEARNING TRUST

## ADMISSIONS POLICY, 2025 - 2026 GRAHAM SCHOOL

THIS POLICY APPLIES TO GRAHAM SCHOOL ONLY

**Please note:** This policy complies with the requirements of the School Admissions Code 2021



# Admissions Policy

## GRAHAM SCHOOL ADMISSIONS POLICY FOR THE ACADEMIC YEAR 2025-2026

### Rationale

Graham School works within the framework of the Co-ordinated Admissions Arrangements as set out by the North Yorkshire Council for the admissions into Year 7. A waiting list will be kept until 31 December 2025. Appeals will be heard by an independent panel. Further details can be obtained from the school. For more information about the closing date for applications and the allocation date, please see the NYCC website: [www.northyorks.gov.uk/admissions](http://www.northyorks.gov.uk/admissions)

### Introduction

At **Graham School** we welcome all pupils, and places at the school are offered in an open, fair, clear and objective manner. We work to the principle that any parent/carer accessing our admissions arrangements will be able to understand easily how places for that school will be allocated, and will not be alienated or discouraged from applying based on admissions criteria.

### Published Admission Number (PAN)

The Published Admission Number (PAN) is the number of pupils it is intended to admit into the first year group of school. This number for 2025 - 2026 is 240 places.

Admissions to Graham School can be defined as follows:

1. **Secondary transfer admissions;** students joining the school at the beginning of Year 7 through the Secondary Transfer Scheme.
2. **In-Year Admissions;** students joining a pre-existing year group or students joining the school as an in-year admission.
3. **In-Year Fair Access Protocol Admissions;** students joining the school who are admitted through the Locality Inclusion Panel as they are transferring outside the normal admissions round and may find it difficult to secure a school place.

## Guidelines - Secondary Transfer Admissions

1. The primary/secondary transfer scheme is co-ordinated by the Local Authority (LA). The primary school will write to all Year 5 families in June advising them that they should apply on-line for up to 5 secondary schools of their choice.
2. The deadline for applications is 31 October. The Local Authority will then allocate school places using the priorities listed above.
3. The offer of a single school place will be made to families on 1 March. On or just before this date, schools will receive their Year 7 admission numbers.
1. The Year 7 admission list will be held, co-ordinated and updated by the school administrator in liaison with NYC.
4. Scarborough Area Common Transfer Forms will be delivered to the primary schools and completed and returned to School to inform setting, grouping and SEN resourcing.
5. The Head of Year 7 together with the SENCo will co-ordinate the sorting of Tutor Groups and will be kept updated as the admission list changes.
6. Applications for secondary transfer received by the LA after 2 March will be allocated where they can.

## Educational Health and Care Plan (EHCP) Admissions

All governing bodies are required by section 324 of the Education Act 1996 to admit to the school a child with an Educational Health and Care Plan (EHCP) that names the school. This is not an oversubscription criterion. This relates only to children who have undergone statutory assessment and for whom a final Educational Health and Care Plan has been issued. If your child has any such EHCP, please contact your home local authority who will advise you on your options.

If the number of applications exceeds the Published Admission Number (PAN), after the admission of children where the school is named in the Education Health and Care Plan the following oversubscription criteria will apply:

## Oversubscription Criteria - Priority listings

### **Priority Group 1:**

#### **Children who are either currently or have previously been 'looked after'**

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 functions (see the definition in Section 22(1) of the Children Act

1989).

**Priority Group 2:**

Children the Admission Authority considers have special social or medical reasons for admission.

We will only consider applications on social or medical grounds if they are supported by a professional recommendation from a doctor, social worker, or other appropriate professional. The supporting evidence should set out the particular social or medical reason(s) why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school. Panels of professionally qualified people will consider all applications made under priority group 2.

**Priority Group 3:**

Children living within the normal area of the school. (Refer to tie break)

**Priority Group 4:**

Children of staff at the school.

Priority in this oversubscription criteria is given in either or both of the following circumstances: a) Where a member of staff has been employed at the school for more than two years at the time when the admission to the school is made, and/or b) the member of staff has been recruited to fill a demonstrable skill shortage.

**Priority Group 5:**

Children living outside the normal area of the school. (Refer to tie break)

Children in higher numbered priority groups will be offered places ahead of those in lower numbered priority groups. All applications within each priority group will be considered equally (i.e. all applications, regardless of order of preference).

**Tie break:** If there are not enough places for all the children in one of these priority groups, we will give priority first to those with a sibling at the school in September 2025. We define siblings as brothers or sisters living in the same house as their primary place of residence as defined within 'home address'. This includes half-, step- and foster- brothers or sisters at the same address, but does not include full-, half-, step- and foster- brothers or sisters living at different addresses as their primary place of residence. If within a priority group there are not enough places for all those with a sibling at the school in September 2025, we will give priority to those children with a sibling living nearest the school.

All distance measurements are based on the nearest route recognised by the Councils electronic mapping system from a child's home address to school. The measurement is made from a fixed point within the dwelling, as identified by Ordnance Survey, to the nearest school entrance using footpaths and roads. The routes measured to determine the allocation of school places will be those recognised by the electronic mapping system used by the school admissions team.

If the distance tie-break is not sufficient to distinguish between applicants in a particular priority group a random allocation will be used.

You should consult your “home” local authority’s guidance on what is the child’s address for the purposes of your application, including which address should be used in situations of shared care. You may only use one address when making an application. This must be the address at which the parent/carer and child are ordinarily resident. We may check addresses against other records held by the Local Authority, in accordance with the Admission Authority’s Data Protection Registration.

Addresses must be a permanent address. Addresses must not be those of relatives or temporary addresses such as staying with family or holiday accommodation. Where there is joint residence, the address used should be the address at which the child is resident for the majority of the school week. If this is evenly split, then parents/carers must jointly select one address and note only this address on the application, which will apply to all preferences. This address cannot then be changed later after an application has been submitted.

If false or misleading information is used to gain entry to the school, the offer of a place may be withdrawn.

## **RANDOM ALLOCATION PROCEDURE**

Random allocations are necessary where:

1. There is more than one applicant ranked equally according to the published admission rules and there are insufficient places available to allocate all of the equally ranked applicants.
2. This occurs where applicants are equidistant from a school because the usual method of measuring distance to the school results in two unrelated applicants having the same distance measurement. Each random allocation event only holds for the allocation of the currently available school place. On any waiting list the remaining applicants remain equally ranked and any further place is offered as the result of a further random exercise. In making a random allocation it is important that there is scrutiny from a person who is not involved in the allocation process.

## **DEFINITION OF ROLES**

Independent Scrutineer (IS) – this is a person who ensures the process is carried out in a correct and transparent way. The IS must be independent of the school for which the allocation is to be made and also must be independent of the Council’s Admissions and Transport team. Admissions Officer (AO) – this is an officer from the Council’s Admissions and Transport team who is responsible for carrying out the administration of the random allocation procedure and recording the results, under the scrutiny of the IS. Person who makes the draw (P) – this must be a person independent of the school for which the allocation is to be made and must be a person who is not part of the Council’s Admissions and Transport team.

## **PROCESS TO BE FOLLOWED**

**N.B. This entire process is to be carried out in sight of, and under the scrutiny of, the IS**

1. The AO allocates each pupil to be included in the draw a number and records it on the 'Random Allocation Cross Reference Sheet'. This is placed in a sealed envelope.
2. The AO prepares as many equal sized pieces of white paper as are necessary, which are numbered consecutively.
3. The AO folds each numbered sheet and seals them in identical envelopes, i.e. envelopes with no visibly identifiable differences.
4. The AO shuffles the envelopes and hands them to P who shuffles the envelopes again, picks one envelope and opens it.
5. The AO records the first number drawn on the 'Random Allocation Record sheet'.
6. If more than one place can be offered they continue to draw envelopes and record numbers until all of the available places are allocated.
7. The AO then opens the previously sealed envelope containing the 'Random Allocation cross reference sheet' and records the numbers drawn on the 'Random Allocation cross reference sheet', marking clearly which child(ren) has(have) been allocated a place and which have not.
8. Once the process has been completed, the AO, IS and P should sign and date both the 'Random Allocation Record sheet' and the 'Random Allocation cross reference sheet' in order to certify that the procedure has been carried out correctly.

## **Appeals**

1. Applicants refused a place at the school have a statutory right of appeal. If a preference for a place at the school is refused, the applicant will be informed of the reasons and of their right of appeal. This right does not apply if they are allocated a place but it is not in their preferred year group.
2. Hope Sentamu Learning Trust subscribes to the North Yorkshire Council's independent appeals procedure and any decision made under this admissions policy can be appealed using that process. Appeals are heard by an independent appeals panel and their decisions are legally binding in line with the School Admission Appeals Code.
3. Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the admissions authority has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school.

## **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 may be withdrawn.

## 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. In the secondary admissions round, applications will be treated as late from 01 November 2024. Please refer to North Yorkshire Council's admissions website for further information.
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.

## Waiting List

1. If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2025. After 31 December 2025, if there is still a waiting list, an 'in-year' waiting list is then held by the school until the end of that school year and the school will liaise with the LA before an offer is made. Beyond the first school year, refused preferences do not 'roll over' into future school years. Should applicants wish to remain on a waiting list for a future school year, they should submit a new application by 1 June in the relevant year.
2. A child's position on the list will be determined by the oversubscription criteria set out above and will reflect their current circumstances where these circumstances have been provided to the admissions authority. The list will also contain all other on-time and late preferences that have been refused or are requested. Should a place become available while the waiting list is in operation, a place will be made available to the applicant on the top of the waiting list on the day the place became available.
3. A new application may be submitted where there has been a significant and material change in the circumstances of the parent/carer, child or school, which the admissions authority agrees requires a new application. A parent/carer can apply for a place for their child at any school, at any time.

4. Being on a waiting list does not affect a parent/carer's right of appeal against an unsuccessful preference.

## In-Year Admissions

### Local Authority's Co-ordinated Admission Scheme

Graham School participates in the Local Authority's Co-ordinated Admission Scheme for in-year admissions. If parents/carers wish to apply for a school place, applications can be made at: <https://www.northyorks.gov.uk/apply-place-primary-or-secondary-school>

Full details of North Yorkshire Council's in-year admissions process is available at: <https://www.northyorks.gov.uk/changing-schools-and-year-applications>

- In-year admissions are those which occur outside of the normal admissions round. Families who wish to transfer children into the local authority or within the local authority must apply through the LA.
- Once a parent has preferenced Graham School, the LA Admissions Office will contact the school with details of the admission and an offer will be made.
- The Head of Year will contact the child's current school to gain information and data regarding attainment, reason for transfer and details of any special needs.
- Once the admission has been received, details will be passed on to the relevant Head of Year. The Headteacher/Principal may request further action regarding the admission or may wish to discuss the admission further with the LA.
- The Head of Year will make initial contact with the family and arrange a pre-admission meeting. This will involve a tour and a meeting to discuss Graham School's systems and procedures and any special arrangements. It may be appropriate for the Vice Principal or SENCo to be present at this meeting.
- Should the pre-admission meeting be deemed successful a date will be agreed for the student to attend an assessment session where assessments in English, Maths and Science will be completed. Heads of Faculty will allocate sets following the results of these tests.
- Following the assessments, an admission date will be set (this will normally be the next Monday). Should the pre-admission meeting be deemed unsuccessful the admission will be referred to the Headteacher/Principal.
- The child will be admitted once they have obtained Graham School uniform and school has received an Admission Form and all Declaration and Consent Forms. We should also normally receive a full student record from the previous school prior to admittance.
- The Head of Year will place the new student in a tutor group. The SENCo will arrange a Learning Passport, Teaching Assistant Support, intervention groups etc. (as appropriate).



## In-Year Fair Access Protocol Admissions

The IYFAP ensures that a Locality Inclusion Panel made up of representatives from local schools meet regularly to discuss the in-year transfer of students who have been excluded from another school, children who have challenging behaviour and those children who are transferring outside the normal admissions round and may find it difficult to secure a school place. From September 2020 this falls to the Locality Inclusion Panel.

The following are examples of children who may find it difficult to secure a school place and may be admitted through the IYFAP Locality Inclusion Panel:

- Children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education;
- Children who have been out of education for 2 months or more;
- Children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- Children who are homeless;
- Children with unsupportive family backgrounds for whom a place has not been sought;
- Children who are carers; and
- Children with special education needs, disabilities or medical conditions (but without a statement).

Graham School is a partner school and is represented on the IYFAP Locality Inclusion Panel.

The school may wish to bring to the attention of the Locality Inclusion Panel any genuine concerns that we have regarding the admission of the child. (For example; a previous serious breakdown in the relationship between the school and the family).

The school may wish to bring to the attention of the Locality Inclusion Panel any compelling reason why a child should not be admitted to a specific year group.

## Conclusion

The aim of the Admissions Policy is to ensure that new students are admitted to Graham School with sufficient information to allow them to settle quickly; and with their ability and any special educational needs met so that learning and progress is as uninterrupted as possible. The admission of Year 7 students will be accompanied by the transition procedures co-ordinated throughout the Scarborough Area Transition Team. This policy will be updated annually.

## Contact details for correspondence

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