



Marfleet Admissions Policy 2024-2025

Draft Policy for public consultation 5th December 2022 to midnight 16th January 2023

Draft Admissions Policy approved by the determining authority Board (Ebor Academy Trust)

For publication on websites

Review autumn 2023

Admissions – for the 2024/25 Academic Year

1. Introduction

Marfleet Primary Academy is part of Ebor Academy Trust. The Academy Trust is its own admissions authority; this means it is responsible for setting its own admissions arrangements. All Admissions Authorities are required to act in accordance with the Department for Education's School Admissions Code and the relevant legislation and regulations.

Hull Local Authority has a duty to co-ordinate admission arrangements for all Hull Primary Schools. The Local Authority will ensure that all Hull parents whose children are starting school for the first time receive the offer of one primary school place on the agreed date. The criteria which are to be used to allocate places are described below.

This policy applies to applications for Marfleet Primary Academy. Admissions criteria for other Academy, Voluntary Aided or Trust Schools can be obtained from the individual institution or on the local authority website.

This policy sets out how many children the school will admit and how we will decide which applicants will qualify for places if the number of applications is more than the number of places available.

Further details on how to apply for a school place can be found on the council's website

<http://www.hull.gov.uk/education-and-schools/applications-and-transfers>

2. Admission Arrangements

The admission arrangements set out how many children the schools will admit and how they will decide which applicants will qualify for places if the number of applications is more than the number of places available.

An admission number will be published showing the maximum number of pupils that the school will admit into reception the academic year 2024/25. Parents are given the opportunity to express three preferences for a primary school. Published criteria are used to decide which children should be offered the available places. Where there are places available for all pupils that have applied then all pupils will qualify for a place

Marfleet Primary Academy's published admission number **(PAN) for 2024/25 is 30**. PANs remain in force until 31st July 2025, at the end of the year of entry.

Each school maintains a catchment area and parent/carers are advised to consider their 'catchment' school when making an application. If the place a child is allocated is at a school which parent/carers are not in the catchment area for, or if they move out of the catchment area they now reside in, then they may have less chance of being successful when applying for any younger siblings. A copy of the map of the catchment area for this school is attached to this policy.

Applications for pupils having an Education, Health and Care plan (EHC) will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child's EHC, following consultation with the Head and Governors, the governing body is required to admit the pupil.

Some schools will be oversubscribed – that is where the number of applicants exceeds the relevant admission number. Where this is the case, priority is given to certain categories of children. The oversubscription criteria set out below will be used by the admission authority to prioritise all applicants who have applied for a place, in these circumstances in the following priority order:

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, but immediately after being looked after became subject to adoption, a child arrangement order, or special guardianship order (see note (i) below),
Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted (see note vi below)
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) below)
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 notes (iii) and (iv) below).
4. Being resident in the catchment area of the school (see note (v) below.)
5. Geographical, with priority given to those living nearest to the school (see note (vi) below)

Criteria 5 will be used as a tie-breaker for other criteria if, after the allocation of statemented/EHC plan and looked after children the school is full, from within any of the other admission criteria.

3. Notes

(i) The highest priority **must** be given to looked after children (1) and children who were looked after, but ceased to be so because they were adopted (2) (or became subject to a residence order (3) or special guardianship order (4). 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 functions (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 'child arrangement 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 appointing one or more individuals to be a child's guardian.

(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 coordinated 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).

(iv) 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

(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 the main entrance of the school's permanent site is used.

Crown servants Paragraph 2.18 of the School Admissions Code requires that for families of UK service personnel with a confirmed posting to their area or Crown servants returning from overseas to live in that area, admission authorities must allocate a school place in advance of their move, provided their application is accompanied by an official letter declaring a relocation date and unit address or quartering address

(vi) A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

4. Starting School - Admission into Reception

The school has a PAN - Published Admission Number (limit) of 30 pupils to Foundation Stage.

Applications for admission must be made through the Local Authority. The online application process opens annually from October until January. Applications should be made by the closing date for applications which is 15 January 2024.

Timetable for applications

by 12 September 2023	Opening date for applications
15 January 2024	Closing date for 'on-time' applications
from 16 January 2024	Applications received may be treated as 'late'
16 April 2024	National Offer Day for primary and junior schools
17 May 2024	Deadline for return of appeal papers for 'on-time' applicants
June - July 2024	Admission appeals for 'on-time' applicants
September 2024	Start of the school year
31 December 2024	Waiting lists close, become in year waiting lists

The council also publishes details of the timetable dates on its website:

<http://www.hull.gov.uk/education-and-schools/applications-and-transfers/primary-school-applications>

If parents disagree on an application made in the normal round only one parent can submit a school place application and we cannot resolve disputes between parents only a family court can do this. When you apply, you are confirming you have the consent of all other persons to make the application. If we (or the local authority) receive two conflicting applications, both applications will be placed on hold (and school places may have to be offered to other applicants) until the local authority has received (either):

- written evidence that everyone holding parental responsibility agrees the application
- a Court Order specifying who should apply

Your home local authority may be required to allocate a place at the closest school to the child's home with spaces remaining available if the child needs a school place offer.

The school will admit all children with a statement of special educational needs or an Education, Health and Care plan (EHCP) in which the school is named.

At Marfleet Primary Academy we work with parents to ensure that the transition from pre-school to school runs as smoothly as possible. We invite the parents/carers and children to our transition events. We also arrange for our staff to visit you at home to discuss your child on a more personal basis.

5. Admission into Nursery

The admission of children into the Reception year at a primary school is a completely separate process to Nursery admissions.

Children may be admitted to the Nursery at the start of the term following their third birthday, providing there are spaces.

Applications to go on the waiting list should be made via the school office. The school will then contact you during the term that your child turns three to complete application forms, invite you and your child to visit the school for taster sessions and arrange for staff to visit you at home to discuss your child on a more personal basis.

Attendance at a particular nursery class or early years provider does not give a child any priority within the admission arrangements for admission to the Reception year at a primary school, even if the school and nursery are located on the same premises or run by the school itself. A separate application must be made to transfer to Reception.

6. Pupils moving into the area during the academic year – In Year Transfer admissions

Parents / carers moving into Hull during the academic year should complete an In Year Transfer Form. This will allow parents to express up to three preferences, in rank order, for a place at a school and give reasons for their preferences.

The local admissions authority for the schools requested will then consider the request. If a place can be allocated at one school named on the In Year Transfer Form, then the admissions team will allocate a place. Where a place can be allocated at more than one school the admissions team will allocate a place at the school ranked highest on the form. If a place cannot be allocated at any of the named schools, your child will be allocated a place at the nearest school with a place available. If there are more applications for a place than places available, then the oversubscription criteria of this policy will be applied to ascertain which child is most entitled to a place.

Any parent refused a place will be offered their right to appeal against the decision to an independent appeals panel. This is likely to occur when the year group is full.

7. Admission of children below compulsory school age and deferred entry to school

This policy includes an option of 'delayed' or 'deferred' 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, as long as their admission is not delayed beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made.

A child normally reaches compulsory school age at the start of the term following their fifth birthday. The table below sets out the position:

Date of birth	Date of compulsory school age	Latest date child may start school full time
1 September 2019 – 31 December 2019	31 December 2024	The start of the 'Spring' term in January 2025
1 January 2020 – 31 March 2020	31 March 2025	The start of the 'Summer' term in April 2025
1 April 2018 – 31 August 2020	31 August 2025	The start of the 'Autumn' term in September 2025

If you would like to delay your child's entry, so they do not start full time in September 2024, you must still apply at the normal time. Once allocated a school place, you should then advise the school in writing of your child's intended start date and keep in regular contact with the school regarding any changes to this intended date. Start dates are recommended to be at the start of each half term, but these can be varied by agreement with the school.

The school will hold a place for that child and not offer it to another child during the remainder of the Reception year. You should contact the school to make arrangements for admission of your child by no later than 20 school days before the intended start date. If you do not contact the school in the 20 school days before an intended and/or previously communicated start date, the school will make all reasonable efforts to contact you by telephone and in writing at any known physical address or email address. In the event that all attempts to contact you are unsuccessful, the school place may be withdrawn.

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, but if you would like to discuss part-time education for your child so they do not start full-time in September 2024, you must still apply at the normal time. Once allocated a school place, you should then ask the school in writing what part-time provision may be offered, advise them of your child's intended fulltime start date and keep in regular contact with the school regarding any changes to this intended date

8. Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

The Trust makes these decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The views of the head teacher are also taken into account. When informing a parent of the trust's decision on the year group the child should be admitted to, we will set out clearly the reasons for their decision.

If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of the usual year group has been agreed.

The application will then be considered in accordance with this admissions policy. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group.

Where a request to delay entry is approved, parent/carers are advised to note that as places are not held open for children who delay entry, they then must reapply by 15 January the following year for a place in Reception alongside children who are one school year younger. Parent/carers may make an identical application for the same schools, or request different schools from their initial application. As the numbers of applications and preferences, and even the number of available places, may differ from year to year, an approved delay does not mean a place at the same school can be allocated one year later. It will not be known which school is allocated for an agreed delay until 16 April in the school year the child turns 5 and the results of the application one year later may result in a different school being allocated.

9. In Year Fair Access

The operation of this policy is subject to Hull City Council's Fair Access Protocol. This Protocol is agreed with schools within the Hull to ensure that – outside the normal admissions round – unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. It also requires local authorities to ensure that no school is required to take a disproportionate number of children with challenging behaviour. The Fair Access Protocol will take priority over this policy.

The council accordingly has a protocol detailing arrangements for the placement of pupils who may be hard to place or who may require a managed move transfer to a new school for the purpose of making a fresh start.

10. Appeals

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.

Marfleet Primary subscribes to Hull city 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.

The appeals timetable is displayed on the council's website. Applicants who wish to appeal should contact the LA School Services team to request the correct appeal form. Appeal forms should be returned in accordance with the instructions contained in the appeals paperwork.

Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the admission authority has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school

11. Late applications

Applications received after the closing date for applications may be treated as 'late' applications – that is processed after all 'on-time' applications.

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 admission authority's processes.

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.

Late applications received after the first day of the school year will be considered as 'in-year' applications.

12. Waiting List

If a year group is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2024. After 31 December 2024, if there is still a waiting list, an 'in-year' waiting list is then held until the end of that school year.

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.

A child's position on the list will be determined by the oversubscription criteria set out in this policy and will reflect their current circumstances where these circumstances have been provided to the admission 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.

Applications may only be made once for each school year unless there has been a significant and material change in the circumstances of the parent/carer, child or school, which the admission authority agrees requires a new application.

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

13. Further Information

When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority by providing this information in writing direct to the school or by contacting Hull City Council with the child's details. For example, additional information will need to be provided when applying on the basis of being 'previously looked after'

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.

For further information on admissions please do not hesitate to contact the school office on 01482 781943 or email admin.mar@ebor.academy

Further information regarding the admission arrangements for Hull Primary schools can be found in the Kingston upon Hull "Admissions to Primary Schools" booklet, which is found on their website. The link below will take you to the Hull City Council Information Page about school admissions.

website www.hullcc.gov.uk

<http://www.hull.gov.uk/resident/schools-and-learning/primary-school-applications>