



EBOR ACADEMY TRUST

Policy Number

1

**Statutory  
Ebor Admissions Policy**

Signed: \_\_\_\_\_

Dated: June 2017

Review Date: June 2018

Review Period: Annually

# Admissions to schools in the Ebor Academy Trust

## Introduction

Academies are schools that are independent of the Local Authority but are still publicly funded. The Trustees of the Ebor Academy Trust set the admission policy for the schools within the MAT. The Trustees have agreed that all schools within the Trust will follow the policy on admission to school for the Local Authority in which the school belongs.

Where the number of applications for admissions is greater than the published admission numbers and after the admission of pupils with Statements of Special Educational Needs where the Academy is named in the Statement, the Ebor Academy Trust will adhere to the school's Local Authority's criteria for the allocation of places when a school is oversubscribed.

Parents/Carers are encouraged to read the Local Authority's guidance, as outlined in the school specific admissions procedure, prior to making an application. Most of the information contained in the document will be applicable to all applications, whether starting school for the first time or requesting a change of school – an In-Year application.

This guide provides information and guidance for Parents/Carers about:

- Key Information – what you need to know before making an application
- Applying – how to make an application
- The oversubscription criteria
- Frequently asked questions

## **Admissions to Reception Class for schools in the Ebor Academy Trust**

Children having their fifth birthday between 1st September and 31st August join the Reception class in Ebor Academy Trust schools in the September of that school year, although they are not legally required to start school until the term after their fifth birthday.

All applications for a school place are co-ordinated by each Local Authority. Parents/Carers should apply to the Local Authority, either by submitting a paper form or online, where this is available. This process usually takes place between September and January the previous year.

We want our children to be ready for school so that they have the best possible start and feel it is important that they do not enter formal full-time education before they are ready. The schools in the Ebor Academy Trust will be happy to meet with Parents/Carers in advance of children starting school to discuss and agree with the Parents/Carers whether their child should start full-time or part-time in the first instance. If Parent/Carers wish to defer entry or start later, they are requested to speak to the appropriate Headteacher/Head of School as soon as possible. Each of the Academies in the Trust will offer an induction to school for Parents/Carers and children.

Although you may have completed a 'registration of interest' form at one of our school offices, this is not an application form and Parents/Carers must apply for a school place through the Local Authority.

Parents/Carers are asked to note that attendance at an Academy Nursery or Early Years class does not guarantee a place at a school belonging to the Ebor Academy Trust.

Admission appeals will be organised by the Governors of the individual school and they will use the same appeals process as other schools in their each Local Authority.

### **Admissions to Nursery Class in Academies in the Ebor Academy Trust**

Parents/Carers can access up to fifteen hours of free early education provision for three and four year olds, over a minimum of two days per week over thirty eight weeks of the years. From September 2016, working parents/carers who meet the eligibility criteria may be able to access a further 15 hours of funded provision for three and four year olds under the 30 Hours Early Implementers initiative. Parents/Carers who are not eligible for the further 15 hours of funding may purchase top up childcare in Nursery between the hours of 08.30 – 3.30 Monday to Friday.

Children can start nursery from the age of three:

- Children who have their third birthday between 1<sup>st</sup> September and 31<sup>st</sup> December should be admitted to nursery from the start of the spring term
- Children who have their third birthday between 1<sup>st</sup> January and 31<sup>st</sup> March should be admitted from the beginning of the summer term
- Children who have their third birthday between 1<sup>st</sup> April and 31<sup>st</sup> August should be admitted from the beginning of the autumn term

Parents/Carers who wish their child to join the nursery class at are asked to complete an admission form, available from the school.

As nursery provision is non -statutory, the school's decision to admit a child to nursery will be final. There is no formal right of appeal.

### **Admissions to Tiny Steps Two Year Old Provision in the Ebor Academy Trust**

Parents/Carers who meet the eligibility criteria can access up to fifteen hours of free early education provision for their two year old. This needs to be taken over a minimum of two days per week over thirty eight weeks of the years. Parents/Carers who are not eligible or who require further hours may also purchase top up childcare in Tiny Steps between the hours of 08.30 – 3.30 Monday to Friday.

Children can start Tiny Steps from the age of two:

- Children who have their second birthday between 1<sup>st</sup> September and 31<sup>st</sup> December should be admitted to Tiny Steps from the start of the spring term
- Children who have their second birthday between 1<sup>st</sup> January and 31<sup>st</sup> March should be admitted from the beginning of the summer term
- Children who have their second birthday between 1<sup>st</sup> April and 31<sup>st</sup> August should be admitted from the beginning of the autumn term

Parents/Carers who wish their child to join Tiny Steps at are asked to complete an admission form, available from the school.

As two-year old provision is non -statutory, the school's decision to admit a child to Tiny Steps will be final. There is no formal right of appeal.

### **Older Children Joining a Primary Academy**

Children living in the catchment area of Ebor Academy Trust schools are usually assured of a place in the school. Families moving into the area will usually register children for places before their move, although we realise that this is not always possible. Our schools welcome visits from Parents/Carers who are considering sending their child to the school. This provides a valuable opportunity to find out more about the school as well as to discuss an individual child's needs. Parents/Carers are requested to contact the appropriate school to make an appointment at a time that is convenient to them.

## **Secondary School Children**

Parent/Carers are encouraged to read the Local Authority guidance and the school specific admissions procedure, prior to making an application.

**For school specific admissions policies please visit the school website or your Local Authority Admissions page.**

***Please note** – wherever this policy states Trustee this means Trustee of the Ebor Academy Trust*

***Please Note:** Trustees of the Ebor Academy Trust have overall responsibility for this policy, however where applicable responsibility is delegated to the individual schools Local Governing Body.*