



St. Peter's  
Church of England Primary School



Yorkshire  
Causeway  
SCHOOLS TRUST

# St Peter's CE Primary School

## Admissions Policy

Date Adopted	February 2026
Date for Review	February 2027

The next round of admissions for starting school in reception will be for starting school in the academic year 2027-2028.

In year admissions can also be made see section 2.

### **Section 1: Admission to Reception**

Arrangements for applications for places will be made in accordance with North Yorkshire County Council (NYCC) co-ordinated admission arrangements, this is including in-year applications.

We follow NYCC's admissions policy and published timetable for applications, and NYCC will make offers of places as required by the School Admissions Code. Full detailed information, including how to apply can be found at; <https://www.northyorks.gov.uk/school-admissions>

Families are welcome and encouraged to talk to and visit school in advance of making a formal application for a school place to ensure their request is fully informed and they have knowledge and understanding of the ethos values and context of the school.

Parents of children starting Primary School in North Yorkshire are asked to complete a preference form stating their preferred school.

Admission to our schools is administered by North Yorkshire. Further information on schools admissions can be found on the [admissions website](#) page.

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### **Published Admission Number (PAN)**

The PAN for reception is 30. If there are fewer applicants than places available all applicants will be admitted.

When the School's PAN (Published Admission Number), for 2027-2028 and has been reached, requests for the admission of children in Reception Year are granted by the Local Education Authority, using the oversubscription criteria below. The Governing Body of the school has adopted the Local Authority Admissions Policy.

### **Children with an EHCP**

All governing bodies are required by Section 324 of the Education Act 1996 or the Children's and Families Act 2014 to admit to the school a child with an education, health and care plan (EHCP), formerly a statement of special needs (SEN), which names the school. This is not an oversubscription criterion and relates only to children who have undergone statutory assessment and for whom an EHCP has been issued.

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

Order	Priority group	More details
1	<p>Looked after children, all previously looked after children and children who appear to the Admissions Authority to have been in state care outside of England and cease to be in state care as a result of being adopted.</p> <p>Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order.</p>	<p><i>This applies to all looked-after children, including those who are in the care of another local authority or being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application.</i></p> <p><i>In the case of previously looked after children, a copy of the relevant documentation will be required in support of the application.</i></p> <p><i>A child is regarded as being in state care outside of England if they were accommodated by a public authority, a religious organisation or any another provider of care whose sole purpose is to benefit society.</i></p> <p><i>This includes children who were adopted under the Adoption Act 1976 and Children who were adopted under the Adopted &amp; Childrens Act 2002.</i></p> <p><i>Child Arrangement Orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a Child Arrangement Order.</i></p>
2	<p>Children the Authority considers have special social or medical reasons for admission.</p>	<p><i>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.</i></p>
3	<p>Children living within the normal area of the school.</p>	<p><i>Refer to tie break</i></p>
4	<p>Children of staff at the school.</p>	<p><i>Priority in this oversubscription criteria is given in either or both of the following circumstances:</i></p> <p style="padding-left: 40px;"><i>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</i></p> <p style="padding-left: 40px;"><i>the member of staff has been recruited to fill a post at the school for which there is a demonstrable skill shortage.</i></p>
5	<p>Children living outside the normal area of the school.</p>	<p><i>Refer to tie break</i></p>

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 2026, who live the nearest to the school ( in all cases sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent / carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling ) and then to those living nearest the school.

All distance measurements are based on the nearest route which is recognised by the County 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.

### **Admission of children outside their normal age group**

Families may seek a place for their child outside of his/her normal age group under various circumstances such as:

- ill health,
- if the child is gifted and talented or
- when the child has experienced problems
- delayed entry for summer born children

### **Late applications and waiting lists**

Late applications and waiting lists will be managed in accordance with the NYCC co-ordinated admissions arrangements. You are encouraged to ensure that your application is received on time.

### **Appeals**

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing. You are required to fill out an appeals form, details of which can be found on the North Yorkshire County Council website.

You can find details of the form and the appeals timetable on the following webpage: <https://www.northyorks.gov.uk/appeal-school-place>

### **Section 2: In Year Admissions**

Families are welcome and encouraged to talk to and visit school in advance of making a formal application for a school place to ensure their request is fully informed and they have knowledge and understanding of the ethos values and context of the school.

Applications should be made via NYCC - <https://www.northyorks.gov.uk/changing-schools-and-year-applications>

Once places have been allocated the school will work with the family to agree an appropriate start date and transition arrangements.

### **Fair Access Protocol**

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. Students allocated under fair access protocols will take precedence over those on a waiting list. St Peter's CE School will participate in NYCC's fair access protocol.