



# Reedness Primary School

## Admissions Policy



Under the Education Act parents have a right to choose a school for their children. Each school has a 'standard number' of places, which is the minimum number of children who should be admitted in any year.

**Admission Number (planned admission level):-** 15

The law states that children have to start school by the beginning of the term after they reach the age of five. The Local Authority Admission Policy states that children should be admitted at the start of the school year in which they are 5.

### **Admissions**

There are two different types of admissions – those to start school at the 'normal' time for the start of the Reception year/Year 3/Year 7, and those for places in other year groups or at any other time – these are called 'in-year' applications for school places. In-year applications are made for example when a child is already attending one school and the parent/carers wish to move their child from one school to another, and when a family moves to a different area and needs a new school place for their child(ren).

### **'Normal' admissions process.**

The admission authority for our school is East Riding of Yorkshire Council and admissions applications are co-ordinated by the Local Authority.

Admission to Reedness Primary School is co-ordinated centrally by the Local Authority. All parents must fill in a Common Application Form which allows parents to list up to 3 schools that they would like their child to attend, and give the reasons for the preference.

The form is available from: [schooladmissions@eastriding.gov.uk](mailto:schooladmissions@eastriding.gov.uk)

It must be filled in and returned to [schooladmissions@eastriding.gov.uk](mailto:schooladmissions@eastriding.gov.uk). The actual closing date and full details of the arrangements are provided in Guide to Primary Education booklet that accompanies the form: [www.eastriding.gov.uk/school-admission](http://www.eastriding.gov.uk/school-admission). Late applications will be considered after those submitted by the deadline, often when there are no places available so it is important that you apply on-time.

If you live in the East Riding of Yorkshire Council area, then you can find more information about 'normal' admissions processes, deadlines, details of the appeal process and other information at [www.eastriding.gov.uk/apply-for-a-school-place](http://www.eastriding.gov.uk/apply-for-a-school-place). If you live outside the East Riding, you should apply to your 'home' Local Authority and not East Riding of Yorkshire Council.

### **In-Year Applications**

All applications received after the normal admissions round, or for an existing year group, will be treated as 'in-year applications'. Applications for school places are made through the local authority's co-ordinated admissions scheme for in-year applications. Applications to start our school in-year should be made direct to the Local Authority. Applications are considered in the order that they have been received, for example if there is one space available in a year group, the parent/carer who applied for their place first will likely be allocated the place for their child.

Proof of residence may be required before places can be allocated, and the school fully adheres to the East Riding Fair Access Protocol. Applicants will be informed of the outcome of their application as soon as is possible, though this is commonly ten school days after an application has been received, but may be later in certain circumstances.

If you live in the East Riding of Yorkshire Council area, then you can find more information about 'in-year' admissions processes, and details of the co-ordinated admissions scheme at [www.eastriding.gov.uk/school-admissions](http://www.eastriding.gov.uk/school-admissions) where you can also find and download an application form along with details of how to appeal for a school place where you have been refused. If you live outside the East Riding, you should apply to your 'home' Local Authority and not East Riding of Yorkshire Council.

Arrangements are made during each term for parents of new entrants to visit the school. Parents will be able to meet their child's teacher and visit the classroom. Children will be invited to visit the school for taster days in order to meet their teacher and the other children in their class. A school prospectus will be given to all new parents. Entry for early admissions can be granted for SEN/medical reasons with a planned programme of visits and meetings.

### **Decision Process**

As we are a local maintained school, the admissions authority for the school is East Riding of Yorkshire Council. It is the admission authority who determines whether there is an available place based upon the capacity of the class/year group and the number of pupils already on roll, but the Council do so working closely with schools when applications are received.

You can contact the East Riding School Admissions Team by email at [schooladmissions@eastriding.gov.uk](mailto:schooladmissions@eastriding.gov.uk), by writing to School Admissions Team, East Riding of Yorkshire Council, County Hall, Beverley, HU17 9BA. You can also call 01482 392100 in school hours.

**Review and Monitoring:**

This policy will be reviewed by the Governing Body.

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Date: September 2023

Date to be reviewed: September, 2025

Approved by: Governing Body

Signed: M.Herbert