

# Admissions Policy for Richmond School 2023/24

Document Control Table	
Author:	T Braham
Date approved:	28 September 2021
Approved by	Local Governing Body



Richmond School is a fully comprehensive and inclusive Academy within the Areté Learning Trust. The Trust is committed to the overarching principle of “*being the best we can be*”, and to fostering a culture in which children and young people, regardless of their starting point or setting, have the right to an outstanding education, and, most importantly, one that prepares them to thrive as enterprising, global citizens in a fast-changing world. The Trust will admit children and young people to our Academies regardless of their aptitude or ability.

We welcome applications from parents who fully subscribe to our ethos and are prepared to support us in our drive for ever improving standards. The Board of Areté Learning Trust is the Admissions Authority with the Local Governing Body responsible for the administration of the admission arrangements. The Board remains responsible for any appeals. North Yorkshire County Council coordinates admissions and appeals on behalf of the Academy.

This policy covers the normal year of entry where students are starting secondary school for the first time. In-year applications will be dealt with on a case-by-case basis and whether or not a place can be offered will be determined by the availability of places and any resource issues within that year group. In-year admissions are those that are made either during the school year, or for admission into year groups other than the normal year of entry. If there are more applications for a place than places available, then the oversubscription criteria will be applied to ascertain which child is most entitled to a place.

Where a request is made to transfer a child with a Statement of Special Educational Needs/ Education Health Care Plan (EHCP), we will first liaise with the Local Authority issuing the statement/ EHCP to ascertain whether the Academy is able to meet the needs set out in the Statement/ EHCP.

### **ALLOCATION OF PLACES**

Children with statements of Special Educational Needs/ Education Health Care Plan (EHCP), where the Academy is named in Part IV of the statement/ recorded in the Plan, will be given places.

#### **Oversubscription Criteria:**

If the number of applications for places is greater than the admission number set for that year group, we will allocate places using the following criteria, in priority order. If there are more applicants than places within one of the priority groups those living nearest to the school will be offered a place with a tie breaker used if necessary.

1. Looked after children (children in public care), or previously looked after children.
2. Children whose main residence is within the catchment area.
3. Children attending a primary school which is a member of Areté Learning Trust
4. Children with brothers or sisters who are already at Richmond School
5. Children of staff employed by the Multi-Academy Trust.
6. Proximity to Richmond School.

### **DEFINITIONS OF TERMS USED IN THE ADMISSION ARRANGEMENTS**

1. **Children who have a statement of special education needs where the academy is named in Part IV of the statement/recorded in the Education Health Care Plan (EHCP)**



Those children will have undergone a statutory assessment of their special educational needs. Where an academy is named in the statement/ recorded in the EHCP, the academy must admit the child.

**2. Looked after children**

The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children's Act 1989. Previously looked after refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.

**3. Catchment Area**

Parents should refer to the North Yorkshire County Council website for the defined catchment area for the academy.

**4. Rules for Siblings**

Included in this factor are step brothers and sisters and half-brothers and sisters living at the same address and who will be attending the Academy at the expected time of admission. The special cases of twins and triplets will be referred to the allocation panel if one is eligible for a place and other(s) is/ are not. Generally the eldest will be given the place if a choice has to be made.

**5. Rules for Residence**

We have the right to investigate whether applicants live at the address they submit as their place of residence and we may withdraw any offer if incorrect information has been given.

**6. Rules for Primary School**

A child attending a primary school which is a member of Areté Learning Trust must be attending the primary school at the time of application.

**7. Children of staff at the Academy**

Either - where a member of staff is employed by the Areté Learning Trust on a permanent contract at the time the application for admission is made; or - where a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

**8. Distance**

Distance will be measured by North Yorkshire County Council using their GIS measuring system. Details of this can be found on the NYCC website.

**9. Tie Breakers**

Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified.

**TIMETABLE OF APPLICATIONS**

An up-to-date timetable of the applications process is published on the North Yorkshire County Council website.

**LATE APPLICATIONS**

If an application is received after the published closing date, it will be processed after all other on-time applications.



### **WAITING LISTS**

If the Academy is over-subscribed, a waiting list will be held from when all offers have been made until the 31st December in the year of entry. A child's position on the list will be determined by the oversubscription criteria set out above.

### **IN YEAR FAIR ACCESS**

As part of the co-ordinated admissions arrangements with the Local Authority, the Academy may accept hard-to-place pupils onto the school roll from time to time in accordance with the In-Year Fair Access agreement. These are special cases arranged outside the boundaries of this Admissions Policy.

### **ADMISSION OUTSIDE OF THE NORMAL AGE GROUP**

Children who have previously been educated outside their normal age group may be considered for admission outside the normal age group at Richmond School. Decisions on any such admissions will be made on a case by case basis, taking into account any relevant health and social factors, and will be taken in the best interests of the individual child.

### **APPEALS AGAINST A DECISION NOT TO OFFER A PLACE AT THE ACADEMY**

Parents have a legal right to appeal against a decision not to admit a child to the Academy. The Academy will be happy to provide information about this on request.

Enquiries regarding admissions should, in the first instance, be sent to [admin@richmondschool.net](mailto:admin@richmondschool.net)

----- **End of Policy** -----

**Policy Author:** Mr. T. Braham  
**Monitored by:** Mrs. J. Potter, Headteacher, Richmond School  
**Reviewed:** September 2021  
**Next Review:** September 2022