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Policy owner:	Director of Corporate Affairs
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# **NSAT North Yorkshire primary schools Admissions Policy 2026-27 (for all admissions in academic year 2026-27)**

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## 1. Introduction

This policy provides information about how to apply for a school place, how places are allocated and how to appeal a decision not to offer your child a place. It applies to the following primary schools within Northern Star Academies Trust (NSAT).

Name of academy	Location	Published Admissions Number (PAN)
Greatwood Community Primary and Nursery School	Skipton	30
Hookstone Chase Primary School	Harrogate	50
New Park Primary Academy	Harrogate	30
Starbeck Primary Academy	Harrogate	30
Willow Tree Community Primary School	Harrogate	60

This policy **does not** apply to nursery admissions. Details about nursery admissions can be found in separate policies, or by contacting the relevant school office.

This policy has been written based on the following documents from the Department of Education:

- School Admissions Code 2021
- School Admission Appeals Code 2022

As an academy, the schools named above are required to comply with these codes to ensure that all school places are offered in an open and fair way.

NSAT is the admissions authority for all academies within the Trust. This means it is responsible for making sure this policy is compliant with these codes and for setting an admissions number for each academy.

North Yorkshire Council (NYC) manages and co-ordinates the admissions process (including in-year admissions) on behalf of the above schools.

## 2. Applying for a place in reception

### 2.1. General information

The Published Admissions Number (PAN) can be found in the table in section 1. This is the number of children who can be admitted into reception, in each school, each year.

If your child already attends the school nursery you must still apply for a place in reception. Attending the school's nursery does not guarantee a place in reception and there is no priority given to children who attend nursery.

A place in primary school is offered to all children in the September following their fourth birthday.

**2.2 How to apply for a place in reception**

School admissions are coordinated by North Yorkshire Council (NYC). Parents and carers wishing to apply for a reception place at a school covered by this policy must complete the [NYC application form](#) which can be found on its website.

Applicants must check the website for more information about the process and deadlines for applications.

Parents and carers are reminded to state your school preferences, in order, on the application form.

If the number of applications does not exceed the PAN, all applicants will be offered a place.

Applicants will receive an offer from NYC at their highest preference school at which a place is available. The offer is made on National Offer Day which is 16 April for primary schools, or the next working day if it falls on a weekend or bank holiday.

**2.3 Oversubscription criteria**

If there are more applications than the PAN, places will first be offered to any child with an Education, Health and Care Plan (EHCP) which names the school. Thereafter, the oversubscription criteria will apply:

Priority group	Definition
<p>1: Looked after children and previously looked after children</p>	<p>A child who, at the time of application, is in the care of a local authority, or being provided with accommodation by a local authority, in the exercise of their social services functions. A “previously looked after child” is one who is no longer looked after, in England or Wales, because they were immediately adopted or subject to a special guardianship or child arrangements order in relation to whom the child lives.</p> <p>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 other provider of care whose sole purpose is to benefit society.</p>
<p>2: Children who the authority considers to have special social or medical reasons for admissions.</p>	<p>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 reasons why the school in question is the only 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.</p>

3: Children living within the catchment area of the school.	<p>Each school has its own catchment area. You can view the catchment maps for each school on the <a href="#">NYC website</a>.</p> <p>Please note that New Park Primary Academy has two catchment areas.</p> <p>Please be aware that living within the school catchment area DOES NOT guarantee a place at the school in the event that the applications exceed the PAN.</p>
4: Children of staff at the school.	<p>Where a staff member has been employed at the school for more than two years at the time when the admission to the school is made.</p> <p>And/or:</p> <p>The member of staff has been recruited to fill a demonstrable skills shortage.</p>
5: Children living outside the normal catchment area of the school.	All other children.

## 2.4 Tie-break

If there are not enough places for all the children in one of these priority groups, we will follow the NYC tie-break criteria. That is: we will give priority first to those with a sibling at the school at the time of admission and then to those living nearest the school.

2.4.1 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.

If within a priority group there are not enough places for all those with a sibling at the school at the time of admission, we will give priority to those children with a sibling living nearest the school.

2.4.2 All distance measurements are based on the nearest route recognised by NYC's electronic mapping system from a child's permanent 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 admissions team, and no other mapping system.

The definition of your child's 'permanent address' for the purpose of school admissions is the address at which your child resides most of the time. Where a child resides at more than one address, the address to be used to apply for a school place should be where the child lives for the majority of the school week. Further information is available on the [NYC website](#).

If the distance tie-break is not sufficient to distinguish between applicants in a particular priority group, a random allocation will be used. Information about this process can be found on the [NYC website](#).

## **2.5 Waiting list**

NYC compiles and manages any waiting lists on behalf of NSAT.

All applications received before the closing date will be ranked in accordance with the published oversubscription criteria. Applications that do not receive an offer will be held on a waiting list in rank order. If offers are declined, the next ranked application on the waiting list will receive an offer.

Any late applications will be considered after offers day and then placed in rank order on the waiting list, in accordance with the oversubscription criteria. Please note that the deadline for applications is 15 January 2025.

For applications in the normal year of entry the waiting list will be maintained until the end of the first term of the academic year (up to and including 31 December).

## **3. Children of UK service personnel**

For the children of service personnel with a confirmed posting, applications should still be made through the normal NYC process outlined in section 2.2. If the application is made before the family has relocated to the area it should be accompanied by an official letter that declares a relocation date. Applicants should provide evidence of their intended address which will be used when applying the oversubscription criteria (if required). Alternatively, the Unit or quartering address may be used for this purpose.

## **4. In-year applications**

If a parent/carer wishes to change the school their child attends at any point in the school year, they must apply through NYC. The application form and information about the process can be found on [its website](#).

Parents and carers are invited to contact the school office to arrange a visit. School staff will be able to advise on current spaces within year groups but will not have up to date information on any other applications that NYC may have received on the school's behalf.

Once you have submitted an application, NYC will liaise with the relevant school.

If there are more applications than available places, the published oversubscription criteria will apply and the pupil at the top of the list will be offered the place.

Even if there are no places available, parents/carers may still submit an application via NYC. This will offer you the right of appeal if your application is turned down.

Please note that waiting lists are not kept for in year applications, other than those described above in the normal year of entry.

## **5. Appeals**

If a child is refused a place at a school of their choice, the parent/carer has a right of appeal to an independent panel, established by the admission authority.

NYC manages the appeal process on behalf of NSAT and an appeal form and further information can be found on [its website \(www.northyorks.gov.uk\)](http://www.northyorks.gov.uk). Parents/carers should take care to understand the process and particularly the deadlines for any appeal to be submitted.

## **6. Withdrawing the offer of a place**

A school may withdraw the offer of a place where that offer was obtained through fraudulent or intentionally misleading application. For example; in relation to sibling connections or permanent address.

A school may also withdraw the offer of a place if a parent or carer has not responded to the offer within a reasonable period of time, although further contact will always be made first to give the parent or carer an additional opportunity to respond.

Applicants should familiarise themselves with the guidance available on the NYC website about completing the application form.

## **7. Deferral and admission out of the normal age group**

Usually, children start reception the September after their fourth birthday. However, applications can sometimes be deferred (meaning they start later in the academic year but no later than the term of their fifth birthday) or a child may be admitted to a year group outside of their normal age group (for example; 'summer born' children may start school the following September and, if agreed, this will be in reception, rather than year one).

If you wish to defer your child's school place or for your child to be admitted out of their normal age group, you should still submit an application for your child's normal age group at the usual time - this is in case the request for admission out of the normal age group is refused. At the same time, you should submit a request by contacting NYC well in advance of the normal application deadline. More information about this process can be found on [the NYC website](#). You should ensure that you consider all the implications of this decision before making the request.

Parents and carers should also contact the headteacher of their preferred school to discuss the possibility of a deferred entry or admission out of the normal age group.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned, taking account of the guidance from the Department for Education.

## **8. Equal opportunities**

NSAT is committed to equal opportunities and as such our admissions procedures will not, either directly or indirectly, unfairly discriminate an individual from a particular social or racial group, or a child with a disability or special educational need, or any other protected

## 9. Monitoring and review

This admissions policy will be reviewed and approved on an annual basis. The arrangements policy must also be consulted on at least every seven years, even if no changes are proposed.

### Revisions

Version	Description of Change	Author, date
1.0	This new version of the policy brings together the admissions policies for all NSAT North Yorkshire primary schools. It has been written to provide further clarity to the arrangements for parents and carers.	Director of Corporate Affairs, August 2024
1.1	Minor updates for 26-27, including the reduction of PAN at New Park Primary Academy.	Director of Corporate Affairs, January 2025