Admissions Arrangements for

Hull Collaborative Academy Trust (HCAT) Primary Schools,

School Year 2027/28

1. Background

Hull Collaborative Academy Trust's strapline is 'Children First'. This is central to our vision, ethos and culture and informs every decision we make. All our schools are immersed in restorative approaches, which forms the foundation of our culture and helps our children thrive in a caring and inclusive environment. We are fully committed to ensuring pupils within the trust receive the highest quality education and acquire the necessary skills and characteristics to enable them to be happy and successful in life.

We do not discriminate against any child or adult on the grounds of race, disability, gender, age, gender reassignment, pregnancy, maternity, religion or belief, sex, or sexual orientation. We embrace the individuality of all our community members and comply fully with the Equality Act 2010.

HCAT is responsible for setting its own admissions arrangements, but individual local authorities are responsible for coordinating admissions in their respective areas and making offers of places.

Further details on how to apply for a school place can be found on each of the council's website
In Hull www.hullcc.gov.uk/admissions

In the East Riding https://www.eastriding.gov.uk/learning/schools-colleges-and-academies/schools-and-school-places/school-admissions-and-catchment-finder/school-admission-arrangements-for-2023-24/

In North Yorkshire https://www.northyorks.gov.uk/education-and-learning/school-admissions

2. Admission Arrangements

The admission arrangements set out how many children the schools will admit and how they will decide which applicants will qualify for places if the number of applications is more than the number of places available.

For the school year 2027/28 the schools that make up Hull Collaborative Academy Trust will use the following admission arrangements.

Applications for pupils having Educational Health Care Plan, (EHCP) will be dealt with in accordance with the Code of Practice on Special Educational Needs.

Where a school is named in a child's EHCP following consultation with the Head and the link trustee, the school is required to admit the pupil.

If there are less applications than places available, all applicants will be allocated a

place.
Applications by parents of children who wish to defer their child's admission until the following year will be assessed on a case-by-case basis by each school.

After the allocation of EHCP pupils, where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below:

1. **Children in public care at the time when preferences are expressed and who are still in public care at the time of their admission to school, and those who have been previously looked after *(see note (i))***
2. **Having a brother or sister who will be attending the school at the expected time of admission and resident in the catchment area of the school. *(see notes (ii) and (iii))***
3. **Having a brother or sister who will be attending the school at the expected time of admission but not a resident in the catchment area of the school. *(see note (ii))***
4. **Having attended a HCAT Primary School nursery (Foundation One) for at least the three terms prior to admission into the reception class (Foundation Two).**
5. **A resident in the catchment area of the school, but not having a brother or sister who will be attending the school at the expected time of admission and *(see note ii)***
6. **A child whose parent is a member of staff at the school. (*see note v)***
7. **Geographical, with priority being given to those living nearest to the school. *(see note (iv))***

Notes

(i) The highest priority must be given to looked after children [1] and children who were looked after, but ceased to be so because they were adopted [2] (or became subject to a residence order[3] or special guardianship order [4]). Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

1. A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see the definition in section 22(1) of the Children Act 1989)
2. Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders)
3. Under the terms of the Children Act 1989. See section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live
4. See section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order.
5. This includes children who have been in state care outside England and have been adopted. State Care includes those looked after by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings.

(ii) Brothers and sisters include children with the same natural parents living at the same address children with the same natural parents living at different addresses

(e.g. due to separation of natural parents) half- brothers/sisters living at the same address step – brothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.

(iii) Residence is defined as the normal family address where the child resides. The qualification date is the closing date for applications under the coordinated admissions scheme. (Where families change normal address after the closing date but before the allocation process has finished this can be considered under the review procedure). See catchment area map for community schools.

Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (i.e. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

(iv) The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to main entrance of school site is used**. For schools in the East Riding** measurement is as follows: - Where distance from the child's home to school has to be measured, the Council uses a computer GIS mapping system using Ordnance Survey information, to measure the distance and adopts the address points for the child's home and the school as recorded on the Local Land & Property Gazetteer, (referred to as LLPG). The actual distance measured is a straight line from the LLPG recorded address point for the child's normal home address to the LLPG recorded address point for the school. For Malton Primary School, please refer to the following web page. https://www.northyorks.gov.uk/education-and-learning/school-admissions/school-admission-policies-and-statistics

If a school has a split site, the distance will be measured to the LLPG address point for the school site which is appropriate for the child's year group. The distance will be measured on the School Admissions team's computerised GIS mapping system using Ordnance Survey information.

Crown servants Paragraph 2.18 of the School Admissions Code requires that for families of UK service personnel with a confirmed posting to their area or Crown servants returning from overseas to live in that area, admission authorities must allocate a school place in advance of their move, provided their application is accompanied by an official letter declaring a relocation date and unit address or quartering address

(v) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, **or** the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

Tie Break
If we have more applications meeting one of these priorities than there are places available, we will offer places in order of distance from the school – so those living closer to the school would be offered a place before those living further away, when measured in a straight line. (see note iv).

In the unlikely event there are insufficient places for two (or more) pupils living in the same building (e.g. flats) or otherwise equidistant from the school, then any final place will be allocated by the drawing of lots, witnessed by an independent person. The drawing of lots for random allocation will not be applied to siblings from the same family where they are tied for the final place. We will admit them all, exceeding the PAN for the school.

Admission authorities may give priority in their oversubscription criteria to children eligible for the early year's pupil premium, the pupil premium, or the service premium who:
a) are in a nursery class which is part of the school; or
b) attend a nursery that is established and run by the school. The nursery must be named in the admission arrangements and its selection must be transparent and made on reasonable grounds.

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. Pupils allocated under fair access protocols will take precedence over those on a waiting list.

Admission of summer born children into reception year:
Almost all children start the reception year in the September of the academic year they turn 5. In exceptional circumstances parents of summer born children (those born between 1st April and 31st August) may request in writing to defer entry to join their peers later in the same academic year.

Requests for the admission of children outside their normal age group:
On rare occasions the parents of summer born children (those born between 1st April and 31st August) may request at the time of application that their child starts school a whole academic year later outside of their normal age group.
Any parent wishing to do so should make this clear, in writing and their reasons for such a request. Parents do not have the right to insist on their child being admitted into a particular age group – this is a decision for the Academy Trust (Admissions Authority).

Decisions will take into account the following factors:

- the parent's views;
- any available information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the views of the head teacher.

There is no statutory right of appeal when a place is offered but it is not in the parents' preferred age group.

If parents/carers are unhappy with Trust's decision to refuse their child a place out of their normal age group, complaints should be made through the trust's Complaints Policy.

In-year admissions

A parent can apply for a place for their child at any school, at any time. Applications should be made to the appropriate local authority.

Our schools will accept admissions up to the Published Admission Number.

Where places are available an offer will be made, unless admitting the child would cause prejudice to the provision of efficient education or the efficient use of resources. If there are more applications than places, then the oversubscription criteria will be used to decide who should be offered the place. If it is necessary to refuse a place, then applicants will be informed of their right of appeal.

Multiple Births and Brothers and Sisters in the Same Year Group
If twins, multiple birth children or brothers and sisters in the same year group are split by operation of the oversubscription criteria, the school will go above its published admission number to accommodate all children unless this would make the class too large and prejudice the education of the other children or if this would breach infant class size limits.

Fraudulent or Misleading Applications
Our schools reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly. As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example if a false address was given which denied a place to a child with a stronger claim.

Waiting Lists
In the event of a place not being available, the academy will maintain a waiting list until the end of the autumn term for all normal round admissions. In the event of either a written request from a parent or an unsuccessful appeal, the *LA will maintain a waiting list for all year groups for the duration of the academic year.
The East Riding and North Yorkshire only hold waiting lists for the year of entry, not for all year groups and only until 31 December.

Appeals
An appeal form and guidance will either be included with the allocation letter or provided on request, we would refer you to the specific LA website for how this is administered. The completed form should be returned to the admissions team by the date specified on the appeal form. Appeals for normal round admissions will be heard within 40 academy days of the closing date for appeals by an independent appeal panel arranged locally and 30 days for in-year admissions. For more information, please contact:

Hull
Admissions team
Children and young people's services Hull City Council
Treasury Building
Guildhall Road
Hull
HU1 2AB
Tel: 01482 300 300
Email: lsadmissions@hullcc.gov.uk

East Riding
School Admissions Team
Tel: (01482) 392100
Email: schooladmissions@eastriding.gov.uk

North Yorkshire
Admission Appeals Office North Yorkshire Council County Hall
NORTHALLERTON DL7 8AD
Email: **appeals@northyorks.gov.uk**

If the appeal is unsuccessful, the options are then as follows:

- accept a place at the academy allocated.

- consider requesting a place at an alternative primary academy which still has vacancies.

- appeal against the decision of the admissions authority to an independent panel, which will consider the matter. Appeals may still be submitted for the preferred academy when a child is allocated to the second or third preference.

3. SEND Units

On the site of Wansbeck Primary School is The Arc and The Burrows which are Local Authority SEND Units.

On the site of Dorchester Primary School is The Hive which is a Local Authority SEND Unit.

All children and young people attending have an Education, Health and Care Plan (EHCP), which is reviewed annually.

The Local Authority determines which pupils are admitted to the school and supports those pupils placed here. The Local Authority moderates all applications and decides which pupils are most suitable for placement, in agreement with the school.

There is an appeal process for families who make an unsuccessful bid for a place at the school for their child.

4. Published Admissions Number

The published admissions numbers for the Academy Trust schools for the school year 2027/28 are as follows:

	PAN
Bellfield	30
Collingwood	45
Eastfield	90
Thoresby	75
Wansbeck	30
Dorchester	30
Sutton Park	30
Westcott	45
Wheeler	60
Pearson	30
Gilberdyke	30
Longhill	30
Stockwell	45
Withernsea	60
Malton Primary School	42