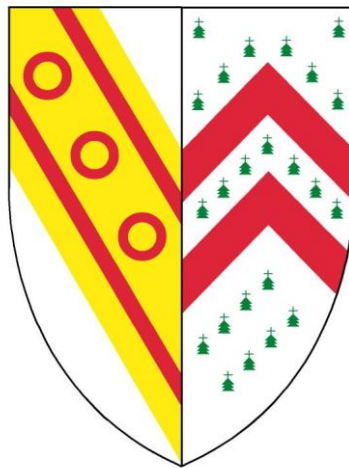


Pollington-Balne CE Primary School



Admissions Policy 2027 - 2028

Published Admission Number: 20

Adopted by Governors: Draft

To be reviewed: Sept 2026

Achieving and Aspiration – *a school in which children aspire to achieve their personal potential.*

Belonging and Becoming – *a place in which strong roots enable personal flourishing.*

Care and Community – *a school that is from and for the community*

Introduction to the Policy

This school is a Church of England School in the Parish of Great Snaith in the Diocese of Sheffield. The church, through the governors, parish and diocese makes a significant contribution to the maintenance of the building with grant aid from central government. The church wishes its school to provide an environment in which faith is respected and honoured, and the spiritual dimension of both adults and children is nurtured, in a way that respects the beliefs and integrity of all within the school community.

Applications:

Applications must be submitted in accordance with the admission arrangements in the Local Authority in which the child lives. Applications should be made either as a 'normal' school application for Reception pupils, or/and 'in-year' applications. We are happy to support parents with this application process.

If, in the event of the applications exceeding the limit for the school, your child is not given a place by the Governor's Admissions Sub-committee, you have the right to appeal. Appeals will be considered by an Independent Appeals Panel.

Applications received relating to children with Statements of Special Educational Needs or an Education, Health and Care Plan will be dealt with in accordance with the Code of Practice on Special Educational Needs.

Over Subscription Criteria:

The Governors are responsible for admission to the school. Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below:-

- 1. Children who are looked after by a local authority and children who were previously looked after but ceased to be so because they were adopted or became subject to a residence order of special guardianship order.** A looked after child is a child who is in the care of a local authority or is provided with accommodation by that authority (see section 22 of the Children Act 1989). Any application submitted for a child who is looked after by a local authority should be supported by the authority's Children's Services Department. An "adopted child" is a child adopted under the Adoption and Children Act 2002 and the Adoption Act 1976. A "residence order" is an order made under the terms of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardian (or special guardians).
- 2. Children normally resident within the civil parishes of Pollington and Balne.**
- 3. Children who have a brother or sister (including half and step siblings) who will be a registered pupil of the school at the proposed date of admission.**

- 4. Children who have social or medical needs that the school is able to meet.** Parents applying must also submit a sealed letter from a medical specialist (not their G.P) or social worker in support of their application.
- 5. Children of families in *regular attendance at the Church of England place of worship within the parish of Great Snaith.** (*The Governors understand “regular attendance” to mean at least once per month for a period of at least a year. Parents applying under this category must provide a sealed letter from their Priest or Minister along with their application form).

“In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.”
- 6. Other children.** Where the above criteria are inadequate to distinguish between requests for admission, priority will be given to those who live nearest to the school, measured by the shortest distance by road. Where distance from the child’s home to school has to be measured, the school’s admission authority 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 and 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. Random allocation will be used as a tie-break to decide who has the highest priority for admission if the distance between two children’s homes and the school is the same. The process will be independently verified.
- 7. Feeder school.** Attending a feeder early years setting does not guarantee a child a place at the primary school.

Delayed and Deferred Admission to Reception

Children normally start in a Reception (Foundation Stage 2) year group at a school at the beginning of autumn term of the school year in which the child reaches five years of age. Parents can delay the date their child is admitted to the Reception year group at a school until the date on which the child reaches compulsory school age or until the beginning of the final term of the school year for which they have applied, whichever is the earlier date. Any parent wanting to delay their child’s admission in this way should make the relevant arrangements with the Head teacher after the parent’s application for a place has been determined and notification of the allocation of a school place has been received by the parent.

Requests from applications wanting to submit an application for a place for their child in a year group other than that appropriate to the child’s age should be submitted to the Governing Body with any supporting documents.

Decisions about whether or not an application can be considered for admission to a year group other than that appropriate to the child’s age will be made by the Governing Body. Applications may be asked to submit additional documentary evidence in support of their request to be allowed to apply for a place in a different year group for the child. In determining the applicant’s

request, the Governing Body will consider each case on its own, individual merits and may seek advice from the East Riding Yorkshire Fair Access Panel. If it is decided that an application for a place in a year group other than that appropriate to the child's age can be submitted, the parent's application will then have to be processed and determined in accordance with the relevant Co-ordinated Scheme and the published admission arrangements for the school.

Late applications

Applications received after the closing date for applications in the primary admissions round of 15 January 2028 may be treated as 'late' applications – that is processed after all 'on-time' applications.

Where possible, 'late' applications and changes of preference and/or circumstances will be treated as 'on-time' applications if: this is accompanied by a satisfactory reason provided at the time of application; and it can be accommodated within the timescales of the coordinated scheme and/or admission authority's processes.

Late applications received after the offer day will be processed using the same criteria as 'on-time' applications, although the availability of places will depend on where places are still available as well as the preferences of applicants. Late applications may be considered as 'in-year' applications. However, these preferences, if unsuccessful, will be held on a waiting list until the end of the first term in line with 'on-time' applications as set out in this policy.

Waiting lists

Where a school covered by this policy is oversubscribed in the normal admissions round, a waiting list will be held from when offers have been made until 31 December 2028 when the admissions rounds ceases to be coordinated. During this time refused in-year applications will also be added to this waiting list. From 1 January 2029 the waiting list will be continued as an 'in-year' waiting list until 31 July 2029 when it will close.

The Governing Body will accept the offer of East Riding of Yorkshire Council to maintain waiting lists for all schools covered by this policy for all year groups from Reception to Year 6 as set out in the East Riding of Yorkshire Council's coordinated scheme for in-year admissions for the 2027-28 school year. Details of how waiting lists operate are set out in the Council's coordinated scheme.

A child's position on the list will be determined by the oversubscription criteria set out in this policy and will reflect their current circumstances where these circumstances have been provided to the admission authority. The list will also contain all other on-time and late preferences that have been refused or are requested. Should a place become available while the waiting list is in operation, a place will be made available to the applicant on the top of the waiting list on the day the place became available.

Applications may only be made once for each school year unless there has been a significant and material change in the circumstances of the parent/carer, child or school, which the admission authority agrees requires a new application.

Being on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful preference.

Timetable for applications

1 September 2027	Opening date for applications
15 January 2028	Closing date for 'on-time' applications

from 16 January 2028	Applications received may be treated as 'late'
16 April 2028	National Offer Day for primary schools
23 May 2028	Deadline for return of appeal papers for 'on-time' applicants
June - July 2028	Admission appeals for 'on-time' applicants
September 2028	Start of the school year
31 December 2028	Waiting lists close, become in year waiting lists

Appeals

Applicants refused a place at the school have a statutory right of appeal. If a preference for a place at the school is refused, the applicant will be informed of the reasons and of their right of appeal. This right does not apply if they are allocated a place but it is not in their preferred year group.

The admission authority subscribes to the East Riding of Yorkshire Council's independent appeals procedure and any decision made under this admissions policy can be appealed using that process. Appeals are heard by an independent appeals panel and their decisions are legally binding in line with the School Admission Appeals Code. Applicants who wish to appeal should contact the East Riding School Admissions team to request the correct appeal form.

Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the admission authority has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school.