
Adopted by Governing Body:	September 2024
Approved by Governing Body:	April 2026
Last reviewed:	April 2026
Next review:	April 2027

1. Introduction

1.1 Ingleton Primary School is a community school, and the Admissions Authority is North Yorkshire Council (NYC).

1.2 This policy is written to comply with:

- The School Standards and Framework Act 1998
- The Education Act 2002
- The School Admissions Code (current statutory guidance)
- The School Admission Appeals Code

1.3 All admissions are administered by North Yorkshire Council, and the school adheres fully to the arrangements determined and published by the Local Authority.

2. Aims

2.1 Ingleton Primary School is an inclusive school which welcomes children from all backgrounds and abilities.

2.2 We are committed to:

- Fairness and transparency in admissions
- Equal opportunity for all children
- Compliance with statutory admissions legislation and guidance

2.3 No child will be disadvantaged in the admissions process on the grounds of disability, ethnicity, religion, gender, sexual orientation, or background.

3. Published Admission Number (PAN)

3.1 The Published Admission Number (PAN) for Ingleton Primary School is 26 for entry into Reception.

3.2 Where applications exceed the PAN, places will be allocated according to the oversubscription criteria set out below.

4. Children with an Education, Health and Care Plan (EHCP)

4.1 Children with an Education, Health and Care Plan which names Ingleton Primary School will be admitted before the application of oversubscription criteria, in accordance with the law.

5. Oversubscription Criteria

If the number of applications exceeds the number of available places, North Yorkshire Council will allocate places in the following order of priority:

1. Looked After Children and Previously Looked After Children

Children who are:

- In the care of a local authority, or
- Previously looked after but ceased to be so because they were adopted, subject to a child arrangements order, or special guardianship order.

2. Children Living in the Normal Area (Catchment Area)

Children whose permanent home address is within the school's normal admission area.

3. Children with a Sibling at the School

Children who will have a brother or sister attending Ingleton Primary School at the time of admission.

4. Children Living Closest to the School

Distance will be measured in a straight line from the child's home address to the main school entrance, using the Local Authority's geographical information system.

5. Children Residing Outside the Normal Area

Allocated by distance from the school.

Tie-break:

If more children qualify within a category than there are places available, priority will be given to those living closest to the school.

6. How to Apply for a Place in Reception or In-Year Admissions

6.1 Parents must apply through North Yorkshire Council, using the Local Authority's coordinated admissions process.

6.2 The NYC primary admissions prospectus explains:

- How and when to apply
- The application timetable
- How places are allocated

6.3 Parents have the right to express a preference for schools, but this does not guarantee a place.

7. Admission of Children Below or Above Compulsory School Age

7.1 Parents may request:

- Deferred entry until later in the academic year
- Part-time attendance until compulsory school age
- Consideration for admission outside their normal age group

7.2 Requests will be considered in line with statutory guidance and North Yorkshire Council procedures.

8. Nursery Admissions

8.1 Responsibility for nursery admissions is delegated to the Headteacher.

8.2 Applications should be made directly to the school.

8.3 Admission to nursery:

- Is in line with North Yorkshire Council guidance
- Is subject to available places (maximum 26)
- Does not guarantee a place in the Reception class

8.4 Nursery children are not on the roll of the main school.

8.5 The Headteacher will confirm nursery places in writing.

9. Infant Class Size

9.1 In line with legislation:

- Key Stage 1 classes (Reception, Year 1 and Year 2) will not exceed 30 pupils per qualified teacher, except in limited statutory circumstances.
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10. Admission Appeals

10.1 Parents have the right to appeal if their child is refused a place.

10.2 Appeals are:

- Administered by North Yorkshire Council
- Heard by an independent appeals panel
- Binding on all parties

10.3 Information on how to appeal will be provided with the refusal letter.

11. Monitoring and Review

11.1 This policy will be:

- Reviewed annually
- Approved by the Governing Body
- Published in accordance with statutory requirements

11.2 The school will have due regard to:

- Guidance from North Yorkshire Council
- Any updates to national admissions legislation