



Admissions Policy 2023/2024

Adopted:	December 2022
Next review:	February 2023
Approved by:	Rossett School Governing Body
Responsibility of:	Headteacher

Contents:

1. Statement of intent
2. Legal Framework
3. Duties and Responsibilities
4. Applying for a Place at Rossett School
5. Oversubscription Criteria
6. Tie break
7. Admissions Appeals
8. Withdrawing an offer of a place
9. Waiting Lists
10. In Year Admissions
11. Equal Opportunities
12. Monitoring and review

1. Statement of intent

This policy sets out the admissions arrangements for Rossett School for academic year 2023-2024.

Rossett School is a comprehensive Secondary School for students in Years 7 to 13 (age 11 to 18). Rossett School is its own admission authority, however parents and carers applying for the main entry into school (Year 7 in Secondary) apply via the Common Application Form (CAF) of the local authority in which they live. North Yorkshire County Council will provide the Common Application Form for families who live in North Yorkshire and will also notify these families of allocated places on National Offer Day.

2. Legal Framework

2.1. This policy has due regard to the Schools Admissions Code 2021.

3. Duties and Responsibilities

3.1. The Governing Body has responsibility for ensuring admissions arrangements are compliant with the relevant legislation and guidance – namely the Schools Admissions Code 2021.

3.2. North Yorkshire Local Authority manages and co-ordinates the admissions process (including in-year admissions) on behalf of Rossett School.

4. Applying for a Place at Rossett School

4.1. The Published Admission Number (PAN) for entry to Year 7 in September 2023 is 250

4.2. If no more than 250 applications are received for admission to Year 7 all applicants will be offered a place.

4.3. Parents who wish to apply for a place in Year 7 – 11 should do so online at: www.northyorks.gov.uk/school-admissions or by contacting The Education Office on 01609 533679.

4.4. Applicants are reminded that if you are applying for a place at Rossett School your preference for Rossett School must be indicated on the Local Authority Common Application Form/online application.

5. Oversubscription Criteria

5.1. In the event of the number of applicants exceeding the number of places available, after the admission of pupils with an Education, Health and Care plan where the school is named in the EHC plan, the following oversubscription criteria will be applied to determine which children will be offered places. Governors will apply the admissions policy and arrangements fairly and rigorously.

• Priority 1: Looked After and Previously Looked After Children

5.2. The highest priority for admission if the school is oversubscribed will be given to a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 functions (see the definition in Section 22(1) of the Children Act 1989)

- **Priority 2: Children the Authority believes have special social or medical reasons for admission.**

5.3. 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 reason(s) why Rossett School is the most suitable school and the difficulties that would be caused if the child had to attend another school. This evidence must be submitted with the application to North Yorkshire County Council. If evidence is not submitted with the application, a child's medical or social needs cannot be considered. The school will seek professional advice in considering all applications made under priority group 2.

- **Priority 3**

5.4. Children living in the Harrogate rural zone and Harrogate town zone (see appendix 1).

- **Priority 4**

5.5. Children living outside the Harrogate rural and Harrogate town zones.

5.6. Children in higher numbered priority groups will be offered places ahead of those in lower numbered priority groups. All applications within each priority group will be considered equally.

5.7. If there are not enough places for all children in Priority 3 at Rossett School, places will be allocated on the following basis:

5.8. Once places have been allocated to those with an EHC plan and those in priority groups 1 and 2, the remaining places will be allocated on the basis of 21% of places being available to children living in the Harrogate rural zone and 79% of places being available to children living in the Harrogate town zone.

5.9. Unallocated places in either of the Priority 3 zones would be assigned to the other zone before giving priority to children from Priority 4.

6. Tie break

6.1. If there are not enough places for all of the children in one of these priority groups, we will give priority first to those with a sibling at the school in September 2023.

6.2. In all cases sibling refers to brother or sister, half brother or sister, adopted brother or sister, stepbrother 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.

6.3. Within Priority 3, town children with a sibling will have highest priority for town places and rural children with a sibling will have highest priority for rural places.

6.4. If, within each zone there are not enough places for all those with a sibling at the school in September 2023, we will give priority within that zone to those children living nearest the school.

6.5. All distance measurements are based on the nearest route recognised by the County Council's electronic mapping system from a child's 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 school admissions team.

6.6. Priority will then be given within each zone to Priority 3 children without a sibling at the school but who live nearest to the school.

6.7. If, within Priority 4, there are not enough places for all those with a sibling at the school in September 2023, we will give priority to those children living nearest the school. Priority will then be given to Priority 4 children without a sibling at the school but who live nearest to the school.

7. Admissions Appeals

7.1. Any applicant refused a place at a school of their choice has a right of appeal to an independent appeal panel, established by the admission authority for that school for a place at their preferred school.

7.2. An appeal form should be automatically sent out by the Local Authority if a preferred place is refused. However, a request for an appeal applications form can be made by contacting the Clerk to the School Admission Appeals Panel at the Local Authority.

7.3. An Appeal date will be arranged within 40 days of the appeal being lodged and a request will be sent to the applicant to attend an appeal hearing.

7.4. An Appeals Panel, comprising of three independent members, will consider reasons for the appeal and will decide whether the child can attend the school of choice. The panel members have a background in education and are independent of the Local Authority. The hearing will also be attended by representatives from Democratic Services and the Local Authority and/or the school.

7.5. A full explanation of the appeal process will be included in the appeal notification letter sent to you.

8. Withdrawing an offer of a place

8.1. In accordance with the School Admissions Code, the Governing Board may withdraw the offer of a school place where false evidence is received in relation to Sibling connections or place of residence.

9. Waiting Lists

9.1. All applications received before the school's admission 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. As offers are declined the next ranked application on the waiting list will receive an offer.

9.2. Any late applications, received after the school's closing date will be considered after offers day and then placed in rank order on the waiting list, in accordance with the oversubscription criteria. Looked After Children, those previously looked after, and those allocated a place at the school in accordance with the Fair Access Protocol will have precedence over those on the waiting list.

9.3. The waiting list will be maintained for at least until the end of the first term of the academic year (to 31 December).

10. In Year Admissions

10.1. If a child is already at secondary school and the parent/carer wishes to transfer to Rossett School, they must first contact the Local Authority and follow the advice given by them.

10.2. The Local Authority will then contact Rossett School to ascertain if there are any places available in the appropriate year group. If a place is available, in accordance with the North Yorkshire Local Authority Co-ordinated School Admission procedures, the school will consider the application. If there are more applications than places available then the school will follow its admission procedures, request completion of the school's Supplementary Form and apply the published oversubscription admissions criteria to award the place.

11. Equal Opportunities

11.1. Rossett School is an equal opportunities school and, as such, our admissions procedure will not, either directly or indirectly, unfairly discriminate an applicant from a particular social or racial group, or a child with a disability or special educational need, or any other protected characteristic.

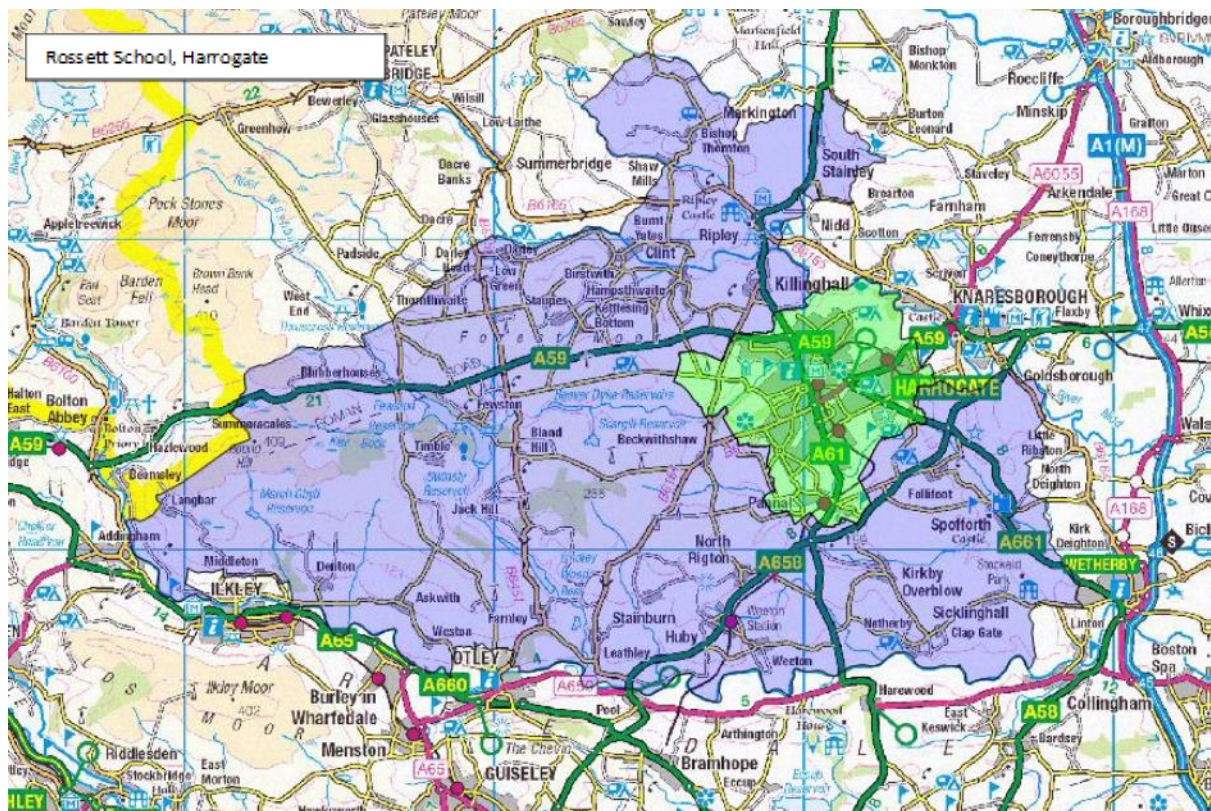
12. Monitoring and review

12.1. On an annual basis, the admission arrangements outlined in this policy will be formally reviewed and agreed upon no later than 28 February 2023 for September 2024 admissions even if no changes have been made. This will bring the review procedure in-line with local authority requirements.

12.2. The admission arrangements outlined in this policy must also be consulted on at least every 7 years, even if no changes have been made throughout this period.

Appendix 1

Rossett School catchment area map: Town and rural areas



Harrogate town area (shaded green)

Harrogate rural area (shaded purple)