

Admissions Policy 2025-26

For

Richmond School

Document Control Table

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Approved by	Local Governing Body



Mill Hill Primary School
Being the best we can be



**Northallerton School
& Sixth Form College**
Being the best we can be



**Richmond School
& Sixth Form College**
Being the best we can be



**Stokesley School
& Sixth Form College**
Being the best we can be



Richmond School is a fully comprehensive and inclusive Academy within the Areté Learning Trust. The Trust is committed to the overarching principle of *“being the best we can be”*, and to fostering a culture in which children and young people, regardless of their starting point or setting, have the right to an outstanding education, and, most importantly, one that prepares them to thrive as enterprising, global citizens in a fast-changing world. The Trust will admit children and young people to our Academies regardless of their aptitude or ability.

We welcome applications from parents who fully subscribe to our ethos and are prepared to support us in our drive for ever improving standards. The Board of Areté Learning Trust is the Admissions Authority with the Local Governing Body responsible for the administration of the admission arrangements. The Board remains responsible for any appeals. North Yorkshire County Council coordinates admissions and appeals on behalf of the Academy.

This policy covers the normal year of entry where students are starting secondary school for the first time. In-year applications will be dealt with on a case-by-case basis and whether or not a place can be offered will be determined by the availability of places and any resource issues within that year group. In-year admissions are those that are made either during the school year, or for admission into year groups other than the normal year of entry. If there are more applications for a place than places available, then the oversubscription criteria will be applied to ascertain which child is most entitled to a place.

Where a request is made to transfer a child with a Statement of Special Educational Needs/ Education Health Care Plan (EHCP), we will first liaise with the Local Authority issuing the statement/ EHCP to ascertain whether the Academy is able to meet the needs set out in the Statement/ EHCP.



ALLOCATION OF PLACES

Children with statements of Special Educational Needs/ Education Health Care Plan (EHCP), where the Academy is named in Part IV of the statement/ recorded in the Plan, will be given places.

Oversubscription Criteria:

If the number of applications for places is greater than the admission number set for that year group, we will allocate places using the following criteria, in priority order. If there are more applicants than places within one of the priority groups those living nearest to the school will be offered a place with a tie breaker used if necessary.

Order	Priority Group	More details
1	<p>Looked after children and all previously looked after children for whom the school has been expressed as a preference.</p> <p>Children who appear to the Admissions Authority to have been in state care outside of England and cease to be in state care as a result of being adopted.</p>	<p>This applies to all looked-after children, including those who are in the care of another local authority or being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application.</p> <p>Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order. In the case of previously looked after children, a copy of the relevant documentation will be required in support of the application. This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adopted & Children's Act 2002. Child Arrangements Orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a Child Arrangements Order.</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 another provider of care whose sole purpose is to benefit society.</p>



2	Children the authority considers have special social or medical reasons for admission.	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 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. Find more information here.
3	Children living within the normal area of the school.	Find out about catchment areas here. If a school is oversubscribed, priority will be given to a sibling at that school in the September of the younger sibling's entry, and then to those living nearest the school. In all cases, "sibling" refers to brother or sister, half-brother or half-sister, step brother or step sister, or the child of a parent / carer's partner, where the child for the school places sought is living at the same family unit and at the same address as the "sibling".
4	Children of staff at the school.	Priority in this oversubscription criteria is given in either or both of the following circumstances: a) Where a member of staff has been employed at the school for more than two years at the time when the admission to the school is made, and/or b) the member of staff has been recruited to fill a demonstrable skill shortage.



5	Children living outside the normal area of the school.	<p>If a school is oversubscribed, priority will be given to a sibling at that school in the September of the younger sibling's entry, and then to those living nearest the school.</p> <p>In all cases, "sibling" refers to brother or sister, half-brother or half-sister, step brother or step sister, or the child of a parent / carer's partner, where the child for the school places sought is living at the same family unit and at the same address as the "sibling".</p>
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DEFINITIONS OF TERMS USED IN THE ADMISSION ARRANGEMENTS

1. Children who have a statement of special education needs where the academy is named in Part IV of the statement/recorded in the Education Health Care Plan (EHCP)

Those children will have undergone a statutory assessment of their special educational needs. Where an academy is named in the statement/ recorded in the EHCP, the academy must admit the child.

2. Looked after children

The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children's Act 1989. Previously looked after refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.

3. Catchment Area

Parents should refer to the North Yorkshire County Council website for the defined catchment area for the academy.

4. Rules for Siblings

Included in this factor are step brothers and sisters and half-brothers and sisters living at the same address and who will be attending the Academy at the expected time of admission. The special cases of twins and triplets will be referred to the allocation panel if one is eligible for a place and other(s) is/ are not. Generally the eldest will be given the place if a choice has to be made.

5. Rules for Residence

We have the right to investigate whether applicants live at the address they submit as their place of residence and we may withdraw any offer if incorrect information has been given.

6. Rules for Primary School

A child attending a primary school which is a member of Areté Learning Trust must be attending the primary school at the time of application.



7. Children of staff at the Academy

Either - where a member of staff is employed by the Areté Learning Trust on a permanent contract at the time the application for admission is made; or - where a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

8. Distance

Distance will be measured by North Yorkshire County Council using their GIS measuring system. Details of this can be found on the NYCC website.

9. Tie Breakers

Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified.

TIMETABLE OF APPLICATIONS

An up-to-date timetable of the applications process is published on the North Yorkshire County Council website.

LATE APPLICATIONS

If an application is received after the published closing date, it will be processed after all other on-time applications.

WAITING LISTS

If the Academy is over-subscribed, a waiting list will be held from when all offers have been made until the 31st December in the year of entry. A child's position on the list will be determined by the oversubscription criteria set out above.

IN YEAR FAIR ACCESS

As part of the co-ordinated admissions arrangements with the Local Authority, the Academy may accept hard-to-place pupils onto the school roll from time to time in accordance with the In-Year Fair Access agreement. These are special cases arranged outside the boundaries of this Admissions Policy.

ADMISSION OUTSIDE OF THE NORMAL AGE GROUP

Children who have previously been educated outside their normal age group may be considered for admission outside the normal age group at Richmond School. Decisions on any such admissions will be made on a case by case basis, taking into account any relevant health and social factors, and will be taken in the best interests of the individual child.

APPEALS AGAINST A DECISION NOT TO OFFER A PLACE AT THE ACADEMY

Parents have a legal right to appeal against a decision not to admit a child to the Academy. The Academy will be happy to provide information about this on request.

Enquiries regarding admissions should, in the first instance, be sent to richmond@arete.uk



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Policy Author: T Braham
Monitored by: Mrs. J. Potter
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Next Review: Autumn Term 2024