



Coppice Valley Primary School

Admissions Policy

2025/26

Latest consultation on this policy	23 November 2020 to 11 January 2021
Policy determined	5 February 2024
Policy determined by	Red Kite Learning Trust Board

Introduction

Red Kite Learning Trust (RKLT) is a Multi-Academy Trust (MAT) made up of 14 schools in North and West Yorkshire; serving children, young people and their families, from nursery through to sixth form.

Red Kite Learning Trust is the admission authority for the schools within the Trust and as such is responsible for setting fair, clear and objective arrangements and criteria for each constituent school. In doing so, the Trust has complied with the School Admissions Code 2021, Equality Act 2010, Human Rights Act 1998 and the School Standards and Framework Act 1998. The Secretary of State does have the power to vary this requirement where there is demonstrable need.

It is the responsibility of the Local Governing Board of each school to work with North Yorkshire Council, to ensure that the policies agreed by the Trust are correctly administered for each school.

Trust schools who wish to make alterations to their admission arrangements, including the admission number, must seek approval from the Trustees as part of the consultation process. Schools must be aware of the current School Admissions Code and ensure they work to this at all times.

Whilst Red Kite Learning Trust is the admission authority for each of the schools, parents applying for main entry into school (Reception in Primary) apply via the Common Application Form (CAF) of the local authority in which they live. North Yorkshire 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.

Allocation of places

The school has a published admission number (PAN) of **30** for entry into Reception.

The school will accordingly admit the published admission number (PAN) of pupils each year if there are sufficient applicants. Where fewer applications than the PAN for Reception are received, the Trust will offer places at the school to all those who have applied. If there are more applicants than there are places available in the relevant year group, places will be allocated in line with the oversubscription criteria below.

Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan (EHCP) naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

Priority Group 1

Looked after children and all previously looked after children for whom the school has been expressed as a preference.

A previously looked after child is any child who was previously looked after but stopped being so because they were adopted, including children who appear to the admission authority to have been in state care outside of England and cease to be in state care as a result of being adopted, became subject to a special guardianship order or became subject to a child arrangements order (see note 1).

Priority Group 2

Children without an EHCP but who have special educational needs, or with exceptional medical, mobility or social needs, that can only be met at the school (see note 2).

Priority Group 3

Children with a sibling who is on the school admission register (aka the school roll) on National Offer Day and is living at the same address (see note 3).

Priority Group 4

Children who have a parent employed by **Red Kite Learning Trust as an established staff team member within Coppice Valley Primary School** at the time of application (see note 4).

Priority Group 5

Children living in the catchment area of the school (see note 5).

Priority Group 6

Any other children, by distance from the school (see note 6).

Tie Break

In the unlikely event there are insufficient places for two (or more) pupils living in the same building (for example, but not by way of limitation; flats) or otherwise equidistant from the school, then any final place will be randomly allocated by the drawing of lots.

This process will be verified by a scrutineer, who is independent of the school for which the allocation is to be made.

Lots will not be drawn for twins or other multiple birth siblings from the same family. Where they are tied for the final place they will all be admitted, exceeding the PAN for the school.

Notification and Acceptance of Places

In accordance with the Co-ordinated Admissions Arrangements, on 16 April 2025, North Yorkshire Council will make the formal offer of a place to parents on behalf of the Trust. Parents must contact the school in writing, by 30 April 2025 to either accept or reject the offer of a place. This will in no way affect an applicant's right of appeal for a place at another school.

Written confirmation of offer acceptance or rejection of a place at Coppice Valley Primary School must be addressed by e-mail to: office@cvps.rkt.co.uk or by recorded delivery to: School Admissions, Coppice Valley Primary School, Knapping Hill, Harrogate, HG1 2DN

Alternatively, parents who are unable to access the internet may present in person at the school office to complete written acceptance or rejection of an offer.

Parents who do not wish to accept the offer, or do not accept the offer by the deadline, may have the place withdrawn.

Appeals Procedure

Parents may appeal against the Trust's decision not to offer their child a place at the school. The appeals are arranged by North Yorkshire Council. Appeals submitted for a Reception place, for a child to start school at the beginning of the academic year in September 2025, will need to be received by North Yorkshire Council's deadline to guarantee being heard before the new school year starts (see below link):

[Appeal for a school place | North Yorkshire Council](#)

Appeals will be heard by an independent panel. Parents will receive notification of the date and time of their appeal hearing, which they can attend, in a method determined by the local authority, to make their case. If they wish, parents may be accompanied by an advisor or friend. Following the appeal, the clerk to the appeals panel will write to parents with the decision.

Note 1

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.

This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and 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.

If an application is made under the priority for a previously looked after child, evidence must be submitted from the home local authority (or the relevant state if outside England) of the child's previously looked after status. A copy of the court order or adoption birth certificate and evidence of being in local authority care or a letter from the state must be sent with the application to North Yorkshire Council to verify this priority.

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 other provider of care whose sole purpose is to benefit society.

Note 2

Applications in this category must be supported by a statement in writing from a doctor or other relevant professional. This is necessary because the Trust will need to assess the child as having a stronger case than other children.

This evidence must be submitted with the application by a written request addressed to North Yorkshire Council. If evidence is not submitted with the application, a child's medical, mobility or social needs cannot be considered.

The supporting evidence should set out the particular medical, mobility or social reason(s) why Coppice Valley Primary School is the **only** school which can meet the child's needs and the difficulties that would be caused if the child had to attend another school.

'Social need' does not include a parent's wish that a child attend the school because of a child's aptitude or ability or because their friends attend the school. 'Medical need' does not include mild medical conditions, as all schools are expected to be able to meet these needs.

Note 3

For these purposes, siblings must be living at the same address as the child who is applying. A sibling is a pupil who shares one or more parent (whether biological, step, foster or by adoption) with the applicant. This does not include siblings attending any nursery provision affiliated to or with the school.

Note 4

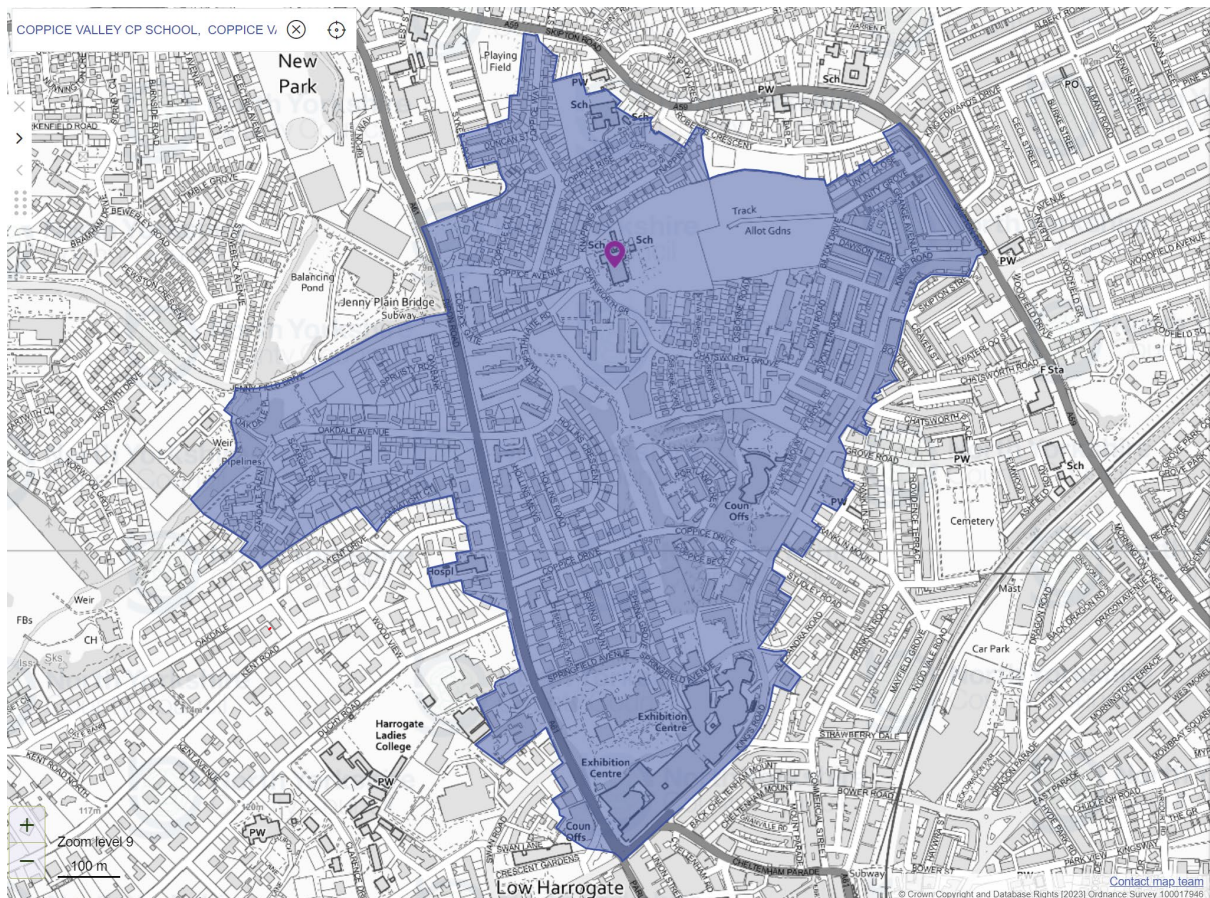
In order to meet this requirement, the member of staff must fulfil either or both of these circumstances:

- a) where the member of staff has been employed within the school staff team for two or more years at the time at which the application for admission to the school is made, **and/or**
- b) the member of staff is recruited into the school staff team to fill a vacant post for which there is a demonstrable skill shortage.

'Established staff team member' refers to any permanent full or part-time employee with a contract of employment, fulfilling any role within the team of the school being applied for. This does not include those on casual worker or self-employed contracts, for example, but not by way of limitation; external contractors, invigilators, or others on zero hours contracts or members of central teams (for example, but not by way of limitation; cluster, teaching school etc.). Applications made under this priority may be referred to the admission authority for assessment.

Note 5

Coppice Valley Primary School catchment area map



In order to check the catchment area for a particular address, North Yorkshire Council School Admissions team can be contacted at: schooladmissions@northyorks.gov.uk

Living in the catchment area does not guarantee a place at the school. Offers will be made in priority order (see the oversubscription criteria).

If there are insufficient places to admit all children who live in the catchment area, distance will then be used (see note 6 below for methodology). This means those living closest to the school, within the catchment area, would be offered a place before those living further away.

Note 6

All routes measured are to determine the allocation of school places only. North Yorkshire Council uses an electronic mapping system. All distance measurements are based on the nearest route recognised by the council's electronic mapping system from the pupil's address to school.

The measurement is made from a fixed point from 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 North Yorkshire Council School Admissions team, on behalf of the Trust. The school location marker shown on the above map is for indicative, rather than measurement purposes.

Note 7

If the school has to move to a temporary site for any reason, such as the building being damaged by a fire, distance measurements will be based on the school's permanent site.

Address

Which address to use

For admission purposes, the home address is the child's permanent address, where the child usually lives with their parent or carer. Parents must not use any other address on their application, including using the address of a childminder or relative or renting a property for a short period of time, as this could be considered as using a fraudulent address. All queries about addresses will be investigated and the Trust may ask the local authority to change the school place offer.

If an intentionally misleading or false address has been given to obtain a school place, the school place may be withdrawn even if the child has already started at the school.

If the child lives in different properties (shared care)

Only one address can be used on an application for a school place, and this should be the address where the child lives for the majority of the week. In cases of equal shared care, both parents must agree which address will be used on the application.

For applications made in the normal round, if there is no agreement, the local authority will decide on the Trust's behalf which address will be used. This decision will be based on where the child spends the majority of the school week. If the child spends equal time with each parent, the local authority will use the address where the child is registered with their doctor.

If parents disagree on an application made in the normal round

Only one parent can submit a school place application and neither the Trust nor the local authority can resolve disputes between parents – only a family court can do this.

When an application is made, parents are confirming they have the consent of all other persons to make the application. If the Trust (or the local authority) receive two conflicting applications, both applications will be placed on hold (and school places may have to be offered to other applicants) until the local authority has received (either):

- written evidence that everyone holding parental responsibility agrees the application
- a Court Order specifying who should apply

The home local authority may be required to allocate a place at the closest school to the child's home with spaces remaining available if the child needs a school place offer.

Moving home

When offers are made on National Offer Day, it is assumed that the application address will be the same when taking up the allocated school place in September. If families are planning to move house, they must still use their current address on their application.

Parents must advise North Yorkshire Council of any new address as soon as they move and provide proof of the house move, including evidence of permanently having left the old address and evidence of the new address. This may result in a change of the school place offered. Find out more on the North Yorkshire Council webpage: [Making changes and late applications | North Yorkshire Council](#)

Late Applications

If parents return the application form after the deadline (15 January 2025) the Trust cannot guarantee to consider preferences at the same time as those received on time. Late applications will be administered in accordance with the North Yorkshire Co-ordinated Admissions Arrangements and the Trust will adopt any late date, as published by the local authority.

Waiting List

For unsuccessful applicants, the child's name will be automatically added to a waiting list, which will be compiled in accordance with the oversubscription criteria. Any places which become available will be filled from the waiting list.

The waiting list will be held in criteria order of this admissions policy and maintained by North Yorkshire Council until at least 31 December 2025. Each time a child is added, the list is ranked again in line with the published oversubscription criteria. No waiting lists will be kept for any main school year groups by the local authority, other than Reception.

Parents should notify North Yorkshire Council if they no longer want a place at the school, in which case the child's name will be removed from the waiting list.

Under the School Admissions Code, looked after children, previously looked after children, and those allocated a place at the school in accordance with the Fair Access Protocol must take precedence over those on a waiting list.

Deferred Entry

When a child must start school (compulsory school age)

All children can start Reception in the September after they turn 4 and most children thrive when starting school at age 4.

Parents must ensure their child has a full-time education from when they reach compulsory school age. A child reaches this on 31 December, 31 March or 31 August after their fifth birthday (whichever comes first).

Once a school place has been offered, parents have the right to defer the date a child is admitted to the school until:

- later in the school year but not after the date at which a child becomes compulsory school age (see below);
- and not after the beginning of the final term (after Easter break) of the school year the offer was made.

If parents do not think their child will be ready to start in September, they can speak to the Headteacher about starting part time, or after Christmas or Easter break.

Children educated outside of their chronological age group

A request may be made for a child to be admitted outside of their normal age group, for example, but not by way of limitation; if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child (a child born between 1 April and 31 August) may request that the child be admitted out of their normal age group, to Reception rather than Year 1.

Parents should still apply by submitting the Common Application Form (CAF) to North Yorkshire Council.

Applications should be sent in the normal admissions round for 2025/26 for either early or delayed entry into Reception.

This means the application should be made before the 2025/26 national primary school closing date (15 January 2025) for:

Early entry into Reception; a child who would ordinarily, by age, start Reception at the beginning of the academic year in September 2026, but who is applying to start in Reception in September 2025.

Delayed entry into Reception; a child who would ordinarily, by age, start in Reception at the beginning of the academic year in September 2025, but who is applying to start in Reception in September 2026.

Parents should indicate their request on the application form – specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

In addition to sending the application to North Yorkshire Council, requests for a child to be admitted outside of their normal age group should be made in writing, addressed to the Headteacher and any relevant accompanying evidence should be attached. These requests should be submitted to the school by the national closing date for applications, for consideration by the admission authority. Parents will be notified in writing whether the request to apply outside of normal age group is agreed.

The decision will be made on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Headteacher and any supporting evidence provided by the parent.

Agreement by the admission authority to apply does not however guarantee admission, and any application will be subject to the oversubscription criteria set out within this admissions policy. There is no right of appeal against a decision relating to admission applications outside chronological age group.

In-Year Applications

Red Kite Learning Trust is part of the North Yorkshire Council In-Year Co-ordination Scheme. Parents may apply at any time for an in-year transfer. Application forms are provided and processed by North Yorkshire Council. Parents will be notified in writing by North Yorkshire Council, within 15 school days of the school's decision to admit or not.

If the school is unable to offer a place, this will be confirmed in writing by North Yorkshire Council with an explanation of the reasons for non-admittance.

Appeals against a decision for an in-year application can be submitted at any time during the academic year. (see Appeals Procedure above and below link).

[Appeal for a school place | North Yorkshire Council](#)

Where a family has moved into the area from abroad, another part of the country or city, and the child is effectively out of education, the application will be considered for an immediate start in the school, if there is a place available. Where parents simply wish for their child to change schools, the application may be considered for an admission date that would be at the start of the following term.

Fair Access Protocol

As the local authority, North Yorkshire Council co-ordinates a Fair Access Protocol (FAP) to ensure unplaced and vulnerable children, and those who are having difficulty in securing a school place in-year are allocated a school as quickly as possible.

The Protocol is developed in partnership with all schools in the area and must be consulted upon. Once agreed, all admission authorities must participate in it. The school may therefore accept children onto the school roll from time to time in accordance with the Fair Access Protocol. These are special cases arranged outside the boundaries of this admissions policy.