

school admission arrangements for the 2024-25 school year

summary of key changes

The vast majority of the admission arrangements for 2024-25 are procedurally identical to those for previous years. There are some minor changes to improve clarity or define current practices in more detail. There are also some more significant changes, for example to the admission numbers of eight schools – more details on these changes are toward the end of this summary.

Please note the majority of changes will relate only to community and voluntary controlled schools for which the Council is the admission authority, though some changes may also be reflected or have been determined in the coordinated schemes which apply to all East Riding of Yorkshire schools.

One significant change this year is to the catchment areas of Beverley St Nicholas Community Primary School and Woodmansey CE VC Primary School, to reflect new housing that is starting to be inhabited. The area to be removed from the Woodmansey CE VC Primary School catchment area and added to the Beverley St Nicholas Community Primary School catchment area is defined as being between the existing boundary between these two areas, to the north of Minster Way, and to the east of the Beverley-Cottingham railway line as per the attached map. The number of new dwellings planned in this area would quickly exceed the capacity of Woodmansey CE VC Primary School to admit all children, and when planning was sought for this area – known as ‘Bev-K’ or ‘Beverley South East’, the capacity available at Beverley St Nicholas Community Primary School was identified as being available for future residents. This follows a request from the governing body of Beverley St Nicholas Community Primary School received in the summer term of the last school year.

Several changes this year relate to the coordination of in-year admission applications and include:

- introducing in-year waiting lists for school places, whereby applicants refused a place in the current school year are placed on a waiting list for if a place becomes available before the end of that school year. Currently waiting lists for ‘in-year’ applications for a school place are not held for any community or voluntary controlled school, but many other local authorities do hold waiting lists and several local academies have moved to holding in-year waiting lists in recent years. Waiting lists are only currently held by the Council until 31 December for those children starting Reception at infant or primary school, Year 3 at junior school and Year 7 at secondary school. It has been determined that from September 2024 the Council would hold and maintain waiting lists until the end of the school year for all year groups at community and voluntary controlled schools and offer to hold waiting lists for other academy, voluntary aided and foundation schools. This could increase fairness in that if a place becomes available, the waiting list as ordered by the oversubscription criteria would determine to whom the place should be offered.
- clarifying that other admission authorities, particularly schools in a multi-academy trust (MAT), may in their schemes of delegation choose to delegate the role of admission authority to individual academies. This is important as it reflects the practice of most MATs and it is imperative that timely decisions are made and timely responses provided to the Council within the coordination of in-year admissions in

particular so that applicant parent/carers can receive a response to their preferences as soon as it practically possible and time out of school for children and young people is minimised.

- amending the date by which other admission authorities request that the council coordinate in-year admissions on their behalf by 1 August, and not 31 August as previously. This is in line with the School Admissions Code.
- clarifying that where an admission authority chooses not to request that the Council coordinates in-year admissions on their behalf, that the local Fair Access Protocol still applies and therefore that admission authority may be referred an application to admit a child by the Council or by the Fair Access Panel and/or Fair Access Review Panel.
- clarifying that applications may be gathered both electronically and not, including via the Council's website where available.
- clarifying that schools should place children on the roll of the school from the date that is agreed with the child's previous school and applicant/parent/carer, and not remove them from that roll if the child does not start an attendance at the allocated school within the expected period of time, but instead inform the Council's Education Welfare Service at the earliest opportunity so that the child can be identified, if applicable, as a Child Missing in Education.
- clarifying a current practice whereby an application that has resulted in a refusal of a school place, and where the right of appeal has been exercised by an applicant, will count as an 'active application' should a place become available at the school in the period between an appeal being lodged and an appeal being heard. Should a place become available during this period at the preferred school, and no other current application or appeal has been received for this now available place, it will be offered to the appellant. Should there be more interested applicants or appellants currently active than one appellant, for the same year group at the same school, the relevant oversubscription criteria will be used to prioritise the children if places cannot be offered to all such applicants/appellants.
- clarifying that Schools may only make representation against the admission of an additional child in line with paragraph 3.10 of the School Admissions Code.
- removing duplication between the documents on oversubscription criteria for in-year admissions and the similar documents on primary, junior and secondary oversubscription criteria.
- including information and advice on in-year admissions for school sixth forms for the first time.

Information has been improved for clarity and in line with Department for Education guidance for children in the Reception Year whose parent/carers opt to defer their entry into school to a later point in the school year. It has been made clearer in these arrangements that school places allocated for the Reception year are available from the September, but must be taken up by the start of the summer term, normally after the Easter holidays, if the allocated place is to be retained and not released by the school for another pupil who may require it. This does not change the dates at which children become of compulsory school age, which is also detailed as previously.

There has been a slight change to the timings of when appeals are planned to be heard in the summer term. This change has been made so that appeals for secondary schools are planned to be heard around ten days earlier than for 2023/24. Secondary school appeals have in the past few years already been planned to be heard earlier than appeals for primary schools, but it is hoped that by amending these timings further, that secondary school appeals could all be heard by the end of June 2024, before the period of transition takes place for most secondary schools.

There are changes to the Published Admission Numbers (PANs) of eight schools, proposed by the governing bodies of those community and voluntary controlled schools. For each of these changes there are some further information and rationale detailed below:

1. Bridlington School

What change has been determined?

The governing body of the school requested that the admission number for the school is increased from 165 to 200 for the Year 7 year group for the start of the 2024-25 school year.

What reasons did the school give for the change?

- the school has admitted over 165 children into Year 7 every year since 2014, with an average of 195 pupils entering Year 7 each year during this period;
- the current PAN does not reflect the space available in the school; and
- the governing body feel that a PAN of 200 is more appropriate.

What other information is available about this change?

- the school has 181 or more pupils in all year groups from Year 7-11 at present, with an average of 187 children per year group;
- the school currently has 938 children on roll;
- the net capacity figure of the school at 1275, is expected to be sufficient with an admission number of 200. This is sufficient physical space for the change on a sustainable basis;
- the school is currently operating 8 form groups per year for Years 7-10;
- the school would require no additional staffing to accommodate the increased PAN;
- the school's finances would be supported by the admission of approximately 200 children per year given the fixed costs of many staff at the school; and
- by expanding the number of places at Bridlington, some capacity will be created given additional housing in the Bridlington area in future years.

2. Holme on Spalding Moor Primary School

What change has been determined?

The governing body of the school requested that the admission number for the school is decreased from 50 to 30 for the Reception year group for the start of the 2024-25 school year.

What reasons did the school give for the change?

- the school currently has 196 children on roll, far fewer than the current PAN of 50 would indicate;
- there are only 35 children in the largest year group at present, which is toward the top of the school, and 23 in the smallest year group at present;
- the school has no recent experience of 50 children in a year group;
- the school is currently operating seven classes, by not mixing year groups due to the lower number of pupils already on roll. This change therefore allows for the straightforward organisation of classes;
- the governing body have made clear that the physical accommodation and built capacity of the school will not be reduced in such a way as to make the decrease irreversible in future years. All spaces that can be used as classrooms and teaching spaces may be used alternatively when not required as classrooms, but all shall be retained as potential future classrooms for the future needs of children in the relevant communities;
- the school's finances would be supported by the admission of approximately 30 children per year for a class per year group, given the fixed costs of teaching staff per class, that would not be the case if 50 places per year had to be maintained and only 30 were admitted, giving the school certainty and stability;
- Holme on Spalding Moor is a village with commonly 15-22 children born in recent years and only 28 children in the current Reception year resident in the catchment area; a reduced number would therefore be sufficient for the needs of the catchment area. If there was additional demand, the school could accommodate another class or half class of pupils should there be a significant need over the reduced number of 30; and

- the governing body have indicated a wish to review and increase the admission number again in future if the level of demand for the school is higher. This may be when there is more demand from within the schools existing catchment area.

What other information is available about this change?

- the school currently has an average year group size of 28 pupils which is much lower than the current PAN of 50;
- the school has 30 or less pupils in five year groups at present;
- the largest year group will leave the school in July 2023;
- the admission number enables the straightforward organisation of classes. The infant class size limit of 30 children per fully qualified teacher for reception, year 1 and year 2 pupils means that an admission number of 30 is more appropriate than an admission number of 50;
- in no year since 2015 has there been more than 30 births in the schools catchment area, so reducing places will not lead to a lack of sufficient places for the school in future years, with a reduced admission number of 30;
- residents in the catchment area do also demand places at neighbouring schools as 1st, 2nd or 3rd preferences in recent years; and
- whilst there are some additional houses planned to be built in future years, the planned 118 dwellings would over time yield only around 3 pupils year group which is insufficient to require a PAN higher than 30.

If approved, this change will not come into force for the year group starting in September 2023, but only from September 2024.

3. Hornsea Burton Primary School

What change has been determined?

The governing body of the school requested that the admission number for the school is decreased from 17 to 15 for the Reception year group for the start of the 2024-25 school year.

What reasons did the school give for the change?

- the admission number of 15 enables the straightforward organisation of classes. With infant class size limit of 30 children per fully qualified teacher the school will mix Years 1 & 2 in to one class of 30 as is standard across many schools locally and nationally;
- the school operates four classes, by mixing year 1/2, year 3/4 and year 5/6 pupils, and so the change to this number will not require an alteration in the number of classes; and
- the school would like to review the PAN in 3 years' time as we would welcome pupils from new housing developments within Hornsea.

What other information is available about this change?

- the school currently has 62 children on roll, fewer than the current PAN of 17 would indicate;
- the largest year group at present will be leaving in July 2023, and there are only 5 pupils in the smallest year group at present;
- the school currently has an average year group size of 8 pupils which is below the current PAN of 17;
- the school has 8 or less pupils in five year groups at present;
- the admission number enables the straightforward organisation of classes. The infant class size limit of 30 children per fully qualified teacher for reception, year 1 and year 2 pupils means that an admission number of 15, after the Reception year, can be mixed across year 1 and year 2 into one class of 30; and

- the physical accommodation and built capacity of the school will not be reduced in such a way as to make the decrease irreversible in future years. All spaces that can be used as classrooms and teaching spaces may be used alternatively when not required as classrooms, but all shall be retained as potential future classrooms for the future needs of children in the relevant communities.

If approved, this change will not come into force for the year group starting in September 2023, but only from September 2024.

4. Keldmarsh Primary School

What change has been determined?

The governing body of the school requested that the admission number for the school is increased from 30 to 45 for the Reception year group for the start of the 2024-25 school year.

What reasons have the school given for the change?

- The school was allocated 30 pupils in the latest admission round for Reception in September 2022. This number was made up entirely of children living within the catchment area and a small number of children with an older sibling at the school;
- the school currently has 3 classes with more than 30 pupils, mainly due to pressure on school places where families have moved in to the area;
- there is a large amount of housing development taking place in the schools catchment area with 405 dwellings planned over the next 5 years. The school have been advised to expect the yield of around 65 primary age pupils from these developments;
- the latest pupil projections for the school show that there is sufficient demand for 45 children to enter Reception classes in each of the next 5 years;
- using money received from housing developers the Council has purchased the former Cherubs Nursery building for the school. This is now known as the Cameron Building, which has given the school the space necessary to be able to accommodate an increase to the PAN for up to two year groups of 45 children before any additional space would need to be built; and
- the governing body have indicated a wish to review and increase the admission number again in future if the level of demand for the school is higher. This may be when there is more demand from within the schools existing catchment area.

What other information is available about this change?

- the school currently has 213 children on roll, greater than the PAN of 30 would indicate and also greater than the physical capacity of the school prior to the purchase of the Cameron Building;
- there are 33 children in the largest year group at present;
- the school currently has an average year group size of 30 pupils;
- the school has 30 or more pupils in five year groups at present;
- the admission number enables the straightforward organisation of classes;
- the school has seen demand for places where the school has been named as a 1st, 2nd or 3rd preference to be up to 50 families in recent years;
- there is a substantial amount of new housing in the area, and this school has been identified in agreements with housing developers to be expanded for new residents. This comes with an amount per dwelling built that is provided to the Council for the purposes of creating new school places;
- the school would commit to grow from the bottom up in order to not create additional school places in year groups at present where those spaces may effect other existing classes at local schools. This would be managed by the Council in consultation with the school. This could be over seven years, by growing only

from admitting more Reception pupils each year, or over four years, by increasing the numbers of classes as larger year groups start to make their way through the school; and

- the school would require some additional staffing to accommodate the increased number of children, which would be funded from the increase to the budget due to an increase of pupils on roll.

5. Skidby CE VC Primary School

What change has been determined?

The governing body of the school requested that the admission number for the school is increased from 12 to 15 for the Reception year group for the start of the 2024-25 school year.

What reasons did the school give for the change?

- the net capacity figure of the school is expected to be 105 with an admission number of 15. There is sufficient physical space for the change on a sustainable basis;
- the school is currently operating four classes, with a Reception class and by mixing Year 1/2, Year 3/4 and Year 5/6 pupils and so this number will not require an increase in the number of classes;
- the school is requesting this change to improve the running of classes and improve outcomes for children;
- the school's finances would be supported by the admission of approximately 15 children per year given the fixed costs of teaching staff per class; and
- by expanding the number of places at the school, a small number of additional places will be created which will be available should additional housing in the Cottingham area in future years lead to an increase in demand for places.

What other information is available about this change?

- the school currently has an average year group size of 11 pupils which is just less than the current PAN of 12;
- the school has 12 or more pupils in three year groups at present;
- the admission number enables the straightforward organisation of classes. The infant class size limit of 30 children per fully qualified teacher for reception, year 1 and year 2 pupils means that an admission number of 15, after the Reception year, can be mixed across year 1 and year 2 into one class of 30. The number of 15 is therefore more appropriate than an admission number of 12 as it maximises the number of places in these classes;
- the school would not require any additional staffing to accommodate the increased number of children, but would receive additional funding if there was an increase of pupils on roll;
- the reception classroom is external to the main school building having more recently been built than the main school building. The Reception classroom is large enough for the increased number of pupils; and
- the main school building contains four large teaching spaces that the school has confirmed can accommodate classes for the training year groups.

If approved, this change will not come into force for the year group starting in September 2023, but only from September 2024.

6. Snaith Primary School

What change has been determined?

The governing body of the school requested that the admission number for the school is increased from 40 to 45 for the Reception year group for the start of the 2024-25 school year.

What reasons did the school give for the change?

- the school currently has 306 children on roll, much greater than the 280 places that a PAN of 40 suggests, with 51 children in the largest year group at present;
- there is a considerable amount of housing development taking place within the catchment area of the school and a PAN of 40 is no longer adequate to accommodate catchment demand; and
- planning permission is currently being sought to increase the physical size of the school by building new classrooms and associated toilets. This would allow the admission of 45 pupils on a sustainable basis.

What other information is available about this change?

- the admission number enables the straightforward organisation of classes. The infant class size limit of 30 children per fully qualified teacher for reception, year 1 and year 2 pupils means that an admission number of 45, after the Reception year, can be mixed across year 1 and year 2 into three classes of 30. This is more appropriate than an admission number of 40 that requires children of Reception age to be mixed with children of Year 1 age;
- the net capacity figure of the school is expected to be at least 315 with an admission number of 45. This is sufficient physical space for the change on a sustainable basis as well as providing some additional space for future growth;
- if the school requires any additional staffing to accommodate the increased number of children, this would be funded from the increase to the budget due to an increase of pupils on roll;
- the school's finances would be supported by the admission of approximately 45 children per year in full classes given the fixed costs of teaching staff per class;
- the school has seen demand for places where the school has been named as a 1st, 2nd or 3rd preference to be around 45 families in recent years; and
- the school would likely grow from the bottom up in order to not create additional school places in year groups at present where those spaces may effect other existing classes at local schools, though these decisions would be undertaken with officers to manage any growth.

7. Sutton upon Derwent CE VC Primary School

What change has been determined?

The governing body of the school requested that the admission number for the school is increased from 7 to 15 for the Reception year group for the start of the 2024-25 school year.

What reasons did the school give for the change?

- the school currently has 81 children on roll. Each year group contains more than 7 children, and 4 year groups have 10 or more children per year group;
- the admission number of 15 enables straight forward organisation of classes that a PAN of 7 does not. The infant class size limit of 30 children per fully qualified teacher for Reception, Year 1 and Year 2 means that an admission number of 15, after the Reception year, can be mixed across Year 1 and Year 2 in to 1 class of 30;
- the net capacity figure of the school is expected to be 105 with an admission number of 15. There is sufficient physical space for the change on a sustainable basis; and
- the school is currently operating four classes, by mixing nursery and Reception, year 1/2, year 3/4 and year 5/6 pupils, this number will not require an increase in the number of classes.

What other information is available about this change?

- the school currently has an average year group size of 11 pupils which is above the current PAN of 7;

- in some years there have been up to 9 births in the schools catchment area, therefore some of the additional places will provide greater sufficiency for the community in future years, over and above the current admission number of 7;
- up to eight extra pupils per year would have an effect in terms of maximising resources for the school;
- the reception classroom is large enough and more than sufficient for the increased number of pupils;
- the school would require no additional teachers to accommodate the increased number of children;
- the school's finances would be supported by the admission of approximately 15 children per year given the fixed costs of teaching staff per class, that would not be the case if only 7 children per year were admitted; and
- the school and officers will work together to manage sufficiency so that this change does not create additional school places in year groups at present where those spaces may effect other existing classes at local schools. Many local schools are oversubscribed and places for Reception in September 2022 have been at a premium locally so several additional school places would aid sufficiency.

If approved, this change will not come into force for the year group starting in September 2023, but only from September 2024.

8. Swinemoor Primary School

What change has been determined?

The governing body of the school requested that the admission number for the school is decreased from 40 to 30 for the Reception year group for the start of the 2024-25 school year.

What reasons did the school give for the change?

- The school fails to fill to 40 pupils in Reception, and later admissions in-year mean the school does not always have space for these pupils or the admissions of these pupils increases the average class size to unsustainable levels, particularly in Key Stage 2;
- the level of in-year demand however is insufficient for a greater number of classes and so class sizes are becoming larger;
- the school is having difficulty adequately providing a sustainable staffing structure given the fluctuations in pupil number between 30 and 40;
- the school is seeing a fall in demand for the school which is linked to a decline in local birth rate, whereas there is capacity in some schools nearby;
- the change is expected to lead to a relatively small fall in pupil numbers at this school, as fuller year groups of 30 are organised in seven classes rather than 30-35 pupils per year group organised across 9 classes. This is a far better use of limited resources and the school envisages being able to plan for future staffing numbers accordingly; and
- the school's finances would be supported as the school will only need to run 7 full classes which would assist the school at a time of increasing costs in other areas.

What other information is available about this change?

- the school currently has 237 children on roll, with an average of 33 children per year group;
- the admission number enables the straightforward organisation of classes, in line with infant class size legislation and non-mixed age teaching;
- there is another primary school adjacent to Swinemoor Primary School in the north of Beverley that also has 30 places per year group and several other primary school within 2 miles, one of which has some additional capacity for any pupils that may in future need school places; and
- the physical accommodation and built capacity of the school will not be reduced in such a way as to make the decrease irreversible in future years. All spaces that can be used as classrooms and teaching

spaces may be used alternatively when not required as classrooms, but all shall be retained as potential future classrooms for the future needs of children in the relevant communities.

If approved, this change will not come into force for the year group starting in September 2023, but only from September 2024.