

Scalby School

Admissions Policy 2026-27

Determined by: Board of Trustees

Last consulted on: [15/9/2024]

Scalby School (the "Academy") is a secondary academy within Delta Academies Trust. Delta Academies Trust operates a number of academies in the Yorkshire region and North of England.

The Admissions Authority for Delta Academies Trust is the Board of Trustees.

It should be noted that this admissions policy relates only to the academic year 2026-27. The policy may be amended for future years, subject to consultation as required.

Parents of children in Year 6 can apply for a place in Year 7 in the Academy online via North Yorkshire Council's website (see <https://www.northyorks.gov.uk/education-and-learning/school-admissions>) which must be completed and returned by 31 October 2025 for applications to Year 7 secondary school places.

Any applications received after 31 October 2025 for secondary school places will only be considered after those which were submitted on time, unless there are exceptional circumstances.

Parents living within the boundaries of different education authorities (outside of North Yorkshire Council) may still apply for a place at the Academy as their preferred school, but must complete the CAF provided by their home local authority which will then pass on the information to the North Yorkshire Council.

There will be 210 places available for Year 7 in September 2026 (the planned admission number "PAN").

Admissions to the Academy

1. Where there are fewer applicants than the PAN, all applicants will be offered a place at the Academy.
2. Children who have an Education, Health and Care Plan (EHCP) which names the Academy will be allocated a place at the Academy. This is not an oversubscription criteria. Any child admitted on this basis will be counted against the Academy's PAN.
3. Where there are more applicants than places available (i.e. more applicants than the PAN), we will offer places to children in the following order of priority.

3.1. Priority 1

Children in public care or fostered under an arrangement made by a local authority or children previously looked after by a Local Authority. (See Explanatory Note 1 below).

3.2. Priority 2

Pupils without an EHC plan but who have Special Educational Needs, or with exceptional medical, social or mobility needs, that can only be met at the Academy. (See Explanatory Note 2 below).

3.3. Priority 3

Children who live within the catchment priority area. (See [Explanatory Note 3](#) below). Parents may also use the North Yorkshire Council address lookup tool. Please refer to the following websites:- <https://www.northyorks.gov.uk/education-and-learning/school-admissions/finding-school>) and; <https://maps.northyorks.gov.uk/connect/analyst/mobile/#/main?mapcfg=Schools> which sets out catchment areas.

3.4. Priority 4

Children or step-children of members of staff employed directly Delta Academies Trust, who work at the Academy on a part or full time basis where either or both of the following circumstances apply:-

- a) the member of staff has been employed 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 has been recruited to fill a vacant post at the Academy, for which there is a demonstrable skill shortage.

(See [Explanatory Note 4](#) below).

3.5. Priority 5

Priority will be given to children with older brothers or sisters who are on roll at the Academy in the academic year 2025-26 (see [Explanatory Note 5](#)). If there are not enough places for all those with a sibling at the School in September 2025, priority will be given to those children with a sibling living nearest to the school (see [Explanatory Note 3](#) (distance calculation)). If the distance tie-break is not sufficient to distinguish between applicants in a particular priority group, then random allocation will be used (see [Explanatory Note 6](#) below).

Tie break

If there are not enough places for all the children in one of these priority groups, priority will be given to children with older brothers or sisters who are on roll at the Academy in the academic year 2025-26 (see [Explanatory Note 5](#)), and then to those living nearest the school (see [Explanatory Note 3](#)). If the distance tie-break is not sufficient to distinguish between applicants in a particular priority group, a random allocation will be used (see [Explanatory Note 6](#) below).

Notification and acceptance of places

Offers will be made by your home Local Authority on offer day 1 March 2026 on behalf of the Board of Trustees. Parents must contact the Academy by telephone or letter by 31 March 2026 to either accept or reject the offer of a place. After this date parents will be contacted via email, letter and or telephone call with a reminder. Should they still not respond within a further three weeks from the date of correspondence, the offer of a place may be withdrawn. Accepting a place at the Academy, will not affect parents' right to appeal for a place at another school.

Fraudulent or misleading information

Where an offer of a place is found to be based on a fraudulently or intentionally misleading application which effectively denied a place to another child, the offer of the place may be withdrawn at the sole discretion of the Board of Trustees. In determining whether to withdraw the offer of a place, the Board of Trustees will consider the circumstances of the individual application and information submitted, along with the length of time, if any, which the child has been attending the Academy. If the decision is taken to withdraw the offer of a place, then Parents will have the right of appeal.

Appeals procedure

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact the Admissions Officer by 1st April 2026 for information on how to appeal. Information on the appeal process is available here <https://www.northyorks.gov.uk/education-and-learning/school-admissions/parents-guide-admission-appeals>.

Waiting list

We hold a waiting list after national offer day. How to add your child to a waiting list will be explained in the offer letter you are sent.

If your child is added to a waiting list after offer day and a place becomes available before the new school year starts, the North Yorkshire Council will automatically allocate the place at your higher preference school and automatically withdraw the place at a lower preference school to give it to another child, even if you have accepted that place.

We hold waiting lists for all the year groups as follows:

- your child's place on a list is decided by the oversubscription criteria in this admission policy (the rules for prioritising places) as set out above;
- each time a child is added or removed, the list is ranked again and your child can move down if another child meets higher criteria;
- the waiting list will close at the end of the academic year (July). You must reapply for a new school place to be on the list the following year;
- looked after children, previously looked after children and those allocated a place at the Academy in accordance with a Fair Access Protocol take priority over those on a waiting list.

Fair Access Protocol

As part of the co-ordinated admissions arrangements with North Yorkshire Council, the Academy may accept hard-to-place pupils onto the school roll in accordance with the In-Year Fair Access Protocol. These are special cases arranged outside the boundaries of this admissions policy and a statutory requirement applying to all schools in North Yorkshire.

Admissions outside of the normal admission age group

Parents/carers may request that their child is educated out of their normal age group. Parents will need to write to the Principal by no later than 31st October 2025 specifying why admission out of normal year group is required and the year group they wish their child to be allocated a place. The Board of Trustees will make a decision based on the best interests of the child taking into account the views of the Principal and supporting evidence provided by the parent/carer. The DfE has issued non-statutory guidance, "Advice on the Admission of summer born children", which can be accessed via:-

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

Details and explanations

Explanatory Note 1 – Looked after children

A "looked after child" is defined as a child who, at the time of making the application to the Academy, is:

- in the care of a local authority, or
- being provided with accommodation by a local authority in the exercise of their social services functions (see section 22(1) of the Children Act 1989).

A "previously looked after child" is defined as a child:

- who were looked after but ceased to be so because they were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (section 46 adoption orders);
- who were looked after but ceased to be so because they became subject to a child arrangements order, defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014;
- who were looked after but ceased to be so because they became subject to a special guardianship order, defined in s.14A of the Children Act 1989 as an order appointing one or more individuals to be a child's special guardian (or special guardians);
- who, it appears to the school's admission authority, have been adopted from state care outside of England.

If you are making an application under the priority for a previously looked after child, you will need to submit evidence of your child's previously looked after status to the Admissions Team at North Yorkshire Council, with a copy of the court order and evidence of being in state care so North Yorkshire Council can verify this priority.

For applications for children who were in state care outside of England and were then adopted you must submit evidence to the Admissions Team at North Yorkshire Council with your application so that this priority can be verified. The evidence must show your child's adoption (an adoption order or adoption birth certificate) and that they were in state care outside England (a letter from the state).

Explanatory Note 2 - Exceptional medical or social needs

This priority will be given to children based on their exceptional medical or social needs that can only be met at the Academy. This priority request for admission must be supported by professional evidence. All schools in North Yorkshire Council have experience of supporting a wide range of social and medical needs, however, in exceptional cases, there may be compelling reasons why a child needs to attend our Academy. This priority can be requested in these cases, and applicants will need to clearly demonstrate the connection between your child's need, our Academy and how our Academy can meet your child's needs in a way that no other school can. Our Board of Trustees will review your request for this priority and cases will be considered individually on a case by case basis. A request would not be granted where a parent wishes for their child to attend the Academy based on the child's abilities, because their friends attend the Academy or due to childcare arrangements. Any request for this priority must outline in writing why the circumstances are exceptional, and why only our Academy is suitable.

You must provide the following information to our Academy at the time you apply:

- Your child's name, date of birth and address
- What precise support your child requires due to their specific needs
- Why only our Academy can provide the support needed to meet your child's needs and no other school can
- What extra support or funding your child currently receives
- You must attach supporting evidence from an independent professional, such as a medical specialist which confirms exactly what your child's needs are and why, in their professional opinion, only our Academy can meet that need. Without this evidence, your child's needs cannot be considered under this oversubscription criteria .

If you require any support providing the above information please contact Mrs Davey (SENCO) on DaveyN@scalbyacademy.org.uk for further guidance.

Explanatory Note 3 - Catchment area

All distance measurements are based on the nearest route recognised by the North Yorkshire Council's electronic mapping system from a child's normal 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..

If the Academy must move to a temporary site for any reason, such as the building being damaged by a fire or structural issues, we will base our distance measurements on the Academy's permanent site rather than any temporary site.

Whilst it is hoped that there will be a place for every child in the catchment area school (see priority 6 map below), it cannot be guaranteed that this will always be the case.

Parents may also use the North Yorkshire Council address lookup tool (see <https://www.northyorks.gov.uk/education-and-learning/school-admissions/finding-school>) to search for a specific school and enter their address, to see if their address falls into the catchment area.

An enlarged printed version of the catchment area is available from the Academy upon written request.

Which address to use?

When you apply you must use the child's permanent address, where they usually live with their parent or carer. You must not use any other address on your application.

Using the address of a childminder, a relative or renting a property for a short period of time in order to secure a school place is considered a fraudulent application. We will investigate all queries about addresses and we could ask North Yorkshire Council to change the school place offer where there is evidence of fraud.

If we find out that an intentionally misleading or false address has been given to get a school place, the school place may be withdrawn even if the child has already started at our school.

If the child lives in different properties (shared care)?

Only one address can be used on your 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, North Yorkshire Council will decide on our 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 / carer, they will use the address where the child is registered with their doctor.

If parents / carers disagree on an application made in the normal round?

Only one parent / carer can submit a school place application and we cannot resolve disputes between parents / carers – only a family court can do this.

When you apply, you are confirming you have the consent of all other persons to make the application. If we (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.

Your 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, we assume your address will be the same when you take up our school place in September. If you are planning to move house, you must still use your current address on your application.

As soon as you move house, you must tell North Yorkshire Council of your new address and provide proof of the house move, including evidence you've permanently left the old address and evidence of your new address. They may have to change the school place offered to you. Find out more on North Yorkshire Council's website <https://www.northyorks.gov.uk/education-and-learning/school-admissions/making-changes-and-late-applications>

Moving schools (in-year applications)

These are requests to join a school in-year after the start of the school year. Where any vacancy arises, places will be offered from the waiting list based on the oversubscription criteria within this policy. More information regarding in-year applications is available at <https://www.northyorks.gov.uk/education-and-learning/school-admissions/changing-schools>

Explanatory Note 4 – Staff working at the Academy

This forms part of the Academy's commitment to maintaining and improving high standards of teaching and learning within the Academy. This applies to staff (both teaching and non-teaching support staff) who are employed by Delta Academies Trust, who work at the Academy.

A 'demonstrable skill shortage' relates to difficulties filling vacancies in job roles at the Academy, evidenced where (1) there are fewer than four applicants for any advertised position, or (2) there is only one suitable applicant following the recruitment process, or (3) where the job role and advertisement has needed to be re-advertised on one or more occasion(s) as part of the recruitment process.

Staff may contact the Academy directly via MooreT1@scalbyacademy.org.uk to enquire if they meet the requirements of this criteria.

Explanatory Note 5 - Siblings

For these purposes, brothers and sisters must be living at the same address as the child for whom a place is being requested. Siblings refers to brothers or sisters, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister. The definition does not include cousins or other families sharing a house.

Explanatory Note 6 – Random allocation

Where random allocation is used as a tie-breaker, this process will be undertaken and supervised by North Yorkshire Council (a body which is independent of the Academy and Delta Academies Trust).

The following process will be followed supervised and under the scrutiny of North Yorkshire Council

- North Yorkshire Council allocates each pupil to be included in the draw a number and records it on the 'Random Allocation Cross Reference Sheet'. This is placed in a sealed envelope.
- North Yorkshire Council prepares as many equal sized pieces of white paper as are necessary, which are numbered consecutively.
- North Yorkshire Council folds each numbered sheet and seals them in identical envelopes, i.e. envelopes with no visibly identifiable differences.
- North Yorkshire Council shuffles the envelopes and picks one envelope and opens it.
- North Yorkshire Council records the first number drawn on the 'Random Allocation Record sheet'.
- If more than one place can be offered they continue to draw envelopes and record numbers until all of the available places are allocated.

- North Yorkshire Council then opens the previously sealed envelope containing the 'Random Allocation cross reference sheet' and records the numbers drawn on the 'Random Allocation cross reference sheet', marking clearly which child(ren) has(have) been allocated a place and which have not.
- Once the process has been completed, North Yorkshire Council will sign to certify that the procedure has been carried out correctly.
- A fresh round of random allocation will be used if subsequent places become available and a pupil is to be offered a place from the waiting list.

If random allocation results in a pupil from a multiple birth (two or more children born at the same birth / same pregnancy) being successful, then the Academy shall offer places to the multiple birth siblings of the successful pupil. By way of example, if one twin is successful under the random allocation process, then the unsuccessful twin shall also be offered a place at the Academy. In such case, the Academy will exceed the PAN to allow admission.