Apex
COLLABORATIVE TRUST

ADMISSIONS POLICY 2028-29 SOUTH CRAVEN SCHOOL

Document Control:

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Owner	Head of Governance		
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Version	Changes identified

South Craven School
Admissions Policy 2028 – 2029

South Craven School
Holme Lane, Cross Hills
Keighley, BD20 7RL
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www.southcraven.org

This is an academy school part of Apex Collaborative Trust
11-18 Mixed
Headteacher: Mr Martyn Hill
Number on Roll: 1999

Admission number for September 2028: **270**

INTRODUCTION

Apex Collaborative Trust is the admission authority for South Craven School and is as such responsible for setting fair, clear objective arrangements, and criteria for the school. In doing so the Trust has complied with the School Admission Code (December 2014 and September 2021), Equality Act 2010, Human Rights Act 1998 and the Schools 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 Governing Body of the Trust to work with NYCC to ensure that the policies agreed are correctly administered by the school.

As the admission authority for South Craven School, parents applying for places in Year 7 apply via the Common Application Form (CAF) of the LA in which they live. North Yorkshire or Bradford Councils will provide the CAF for families making applications and will also notify families of allocated places on National Offer Day.

SUMMARY OF POLICY

South Craven School is a school serving its local community. This is reflected in its admissions policy.

Allocation of Places

If the school is not over-subscribed all applicants will be offered a place. Where there are more applications for places than places available, places will be allocated in line with the over-subscription criteria below.

Over-Subscription Criteria

When the school is over-subscribed, after the admission of students with an Education, Health and Care Plan (EHCP) that names the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

Order of Priority	Notes
Priority Group 1 Children in Public Care for whom the school has been expressed as a preference. Looked After Children (LAC) and previously Looked After Children who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order (see note 1).	This applies to all Looked After Children, including those who are in the care of another LA or being provided with accommodation by an LA as part of their social services function at the time of the application. It also includes children who were adopted under the Adoption Act 1976 or the Adopted Children's Act 2002 and Children who appear to have been in state

	care outside of England and ceased to be in state care as a result of being adopted.
Priority Group 2 Children who live in the catchment area of the school, which is defined as the parishes of Cononley, Cowling, Glusburn/Cross Hills, Kildwick, Lothersdale and Sutton in Craven in North Yorkshire and in the electoral areas of Eastburn, Steeton and Silsden in the Bradford Metropolitan Authority.	The catchment area is set out on a map available from school and on the website at www.southcraven.org.
Priority Group 3 Children with a sibling attending the school at the time of application and are living at the same address (see note 2).	For these purposes, brothers and sisters must be living at the same address. Siblings refer to brother or sister, half-brother or -sister, adopted brother or sister, step-brother or –sister, foster brother or sister. This priority will not apply where the sibling joined the Sixth Form from a different school.
Priority Group 4 Children who attend the primary schools within the catchment areas: Cononley Community Primary, Cowling Community Primary, Glusburn Community Primary, Kildwick CE (VC) Primary, Lothersdale Community Primary, Sutton in Craven CE (VC) Primary, Sutton in Craven Community Primary, Eastburn Junior and Infants, Steeton Junior and Infants and Silsden Primary School.	Refer to tie-break
Priority Group 5 Children who live closest to the school. Proximity will be determined by a measurement drawn from RAC Routeplanner software from the applicant's home to the front entrance of the school in Holme Lane, Cross Hills.	Refer to tie-break

Within each priority group we will equally consider all applications. If there are not enough places available for all the children in priority groups 2, 3 or 4 we will give priority to those living closest to the school as set out in priority group 5.

Notification of places

The school works within the framework of the Co-ordinated Admission Arrangements as set out by North Yorkshire County Council for entry into Year 7. On the first working day of March 2028 the LA will make the formal offer of a place to parents or guardians on behalf of the school. Parents should contact the school to accept or reject the offer of a place by the last working day in March 2028. This will in no way affect parents' right of appeal for a place at another school.

Appeals Procedure

Parents and carers who want to appeal against an unsuccessful admission application have the right to do so. The appeals will be heard by an independent appeals panel and are run by the LA. Parents and carers must make any appeal in writing and will receive notification of the date and time of the appeal hearing, to which they can make their case. Appellants may attend in person or be represented by another individual. Following the appeal the Clerk to the Appeals Panel will communicate the decision in writing with parents and carers.

Address

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 child-minder or relative or a short-term rental property as this could be considered as using a fraudulent address.
The school or LA will investigate queries about addresses and any evidence of the use of a fraudulent address could lead to the withdrawal of an offer of a place.

Where shared care arrangements are in place parents must agree which address will be used on the application and this address should be where the child lives for the majority of the school week. In instances where the child spends equal time with each parent the home address will be taken as the address registered with the General Practitioner (GP). If parents plan to move house, they must still use their current address on the application and as soon as they move inform the LA and school their new address, providing documentary proof of the move.

Late applications

If parents return the CAF after the deadline the school cannot guarantee to consider their preference at the same time as those received on time. Late applicants will be administered in accordance with the NYCC guidelines.

Accepting offers

Parents will be asked to accept the offer of a school place. This will not affect their position on waiting lists for a higher preference or their right to appeal.

Waiting List

Unsuccessful applicants will automatically be added to a waiting list, which is compiled in accordance with the over-subscription criteria. This list will be maintained until 31st December 2028.

APPENDIX 1

SOUTH CRAVEN SCHOOL SIXTH FORM
ADMISSION ARRANGEMENTS 2028-2029

At South Craven School we offer a wide range of academic and vocational qualifications in the Sixth Form. Under our core curriculum students can choose 3 A-Levels, 3 BTECs or a combination of both. Full details of the entry requirements for South Craven School Sixth Form and individual subjects can be found on the "Entry Requirements" section of the school website. Please note that it is not always possible to meet the individual subject preferences of all applicants. Furthermore, the school reserves the right to withdraw a course if there are insufficient numbers or limited numbers on a course that is already full.

Year 12 Entry

Existing Year 11 students at South Craven School wishing to remain at school beyond Year 11 into the Sixth Form, will be able to do so providing they meet the minimum general entry requirements for the Sixth Form and for individual subjects. The school will also accept applications from students wishing to join us from other schools. These students will also be subject to the minimum general entry requirements for the school and individual subjects.
We have a published admission number (PAN) of 42 for external admissions for South Craven Sixth Form.

Admission Criteria

The school expects students to achieve certain standards at GCSE/BTEC in order to obtain a place in Sixth Form and to study individual subjects. These entry requirements are clearly stated on the "Entry Requirements" section of the school website.

SEND

The Governing Body of the school will, under section 324 (5)(b) of the Education Act 1996 admit to the school a young person with a Statement of Special Needs or an Education Health Care Plan (EHCP) that names the school. This is not an over-subscription criterion. This relates only to young people who have undergone statutory assessment and for which an EHCP has been issued, and which has taken account of our Year 12 entry requirements.

Over-Subscription Criteria applicable to external applicants

If the Sixth Form is not over-subscribed, all applicants who meet our entry requirements will be offered a place. Where there are more applications than places the following criteria will be used in the order set out below for external applicants:

Priority Group 1

Looked After Children or previously Looked After Children for whom the school has been expressed as a preference.

Priority Group 2

Young people who have a sibling on the school roll and who meet our entry requirements.

Priority Group 3

Young people whose application is received by the stated deadline. The deadline for all applications for 2028-2029 will be published nearer the time.

Priority Group 4

Young people who attend our Sixth Form Open evening (Date TBC) A record of attendance will be taken by means of a signature provided on the evening.

Priority Group 5

Young people who attend our New Year 12 Orientation Day (Date TBC) in the summer term.

If there are not enough places for all the young people in one of these priority groups, we will give priority to those living nearest to the school. Proximity will be determined by a measurement drawn from RAC Routeplanner software from the applicant's home to the front entrance of the school on Holme Lane, Cross Hills.

Appeals

If an application is refused there is a statutory right of appeal to the Governing Body.