

# Bridlington School

## Admissions Policy



<b>Approved by:</b>	Full Governing Body	<b>Date:</b> September 2025
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## 1. Introduction

Admissions to Bridlington School must be submitted to East Riding of Yorkshire Councils Admissions Team:

School Admissions Team  
East Riding of Yorkshire Council  
County Hall  
Cross Street  
Beverley  
HU17 9BA  
Tel: (01482) 392100  
Email: [schooladmissions@eastriding.gov.uk](mailto:schooladmissions@eastriding.gov.uk)

The ERYC School Admissions team deals with applications for places at state-maintained and mainstream schools.

**All forms and supportive documents relating to admissions and appeals can be found at:**

<https://www.eastriding.gov.uk/learning/schools-colleges-and-academies>

## 2. Applications

If you want to apply for a place at a maintained mainstream school you will have to apply through the local authority responsible for the area where you live, even if you want a place for your child at a school in another local authority's area. You must only apply to the East Riding of Yorkshire Council's School Admissions Team if you live in the East Riding of Yorkshire.

If you want to make an application to East Riding of Yorkshire Council, there are **two different ways** to make your application, depending on your circumstances:

Normal school admissions

Normal school admissions are when a child is starting school for the first time, transferring from an infant school to a junior school at the end of year 2, or transferring from a primary school to secondary education at the end of year 6.

In-year applications

In-year applications are when a child is already attending a school and the parents want to move their child from one school to another, for example, if the family has moved to a different area.

### **3. Normal School Admissions**

Normal admissions are when a child is starting school in the Reception year for the first time, when transferring from an infant to a junior school at the end of Year 2, or when transferring from a primary or junior school to secondary school at the end of Year 6.

More detailed information about schools and admissions is available via the ERYC website we would recommend that you read the appropriate guide for parents before making an application as it contains key information all parent/carers should consider before making an application.

The normal admissions round for first admission to infant, primary, junior and secondary school places for September 2026 is now open.

You can make an application in the normal admissions round using the link below to access our Citizen Portal. Through this secure site you can then apply for your child's primary, junior or secondary school place.

Citizen Portal is available from 1 September 2025 until the closing date of 31 October 2025 for secondary applications, or 15 January 2026 for infant, primary and junior applications.

The closing date for secondary applications is 31 October 2025.

The results for secondary school applications will be sent to parents on 2 March 2026.

All children living in the East Riding of Yorkshire whose parents apply for a school place will be given a school place.

If a place cannot be given at a school named on the application form, the school admissions team will first try to give your child a place at your catchment area school.

If this is not possible, the school admissions team will identify the nearest school in the East Riding of Yorkshire with a place available.

Waiting lists are maintained for places in the normal year of entry at East Riding of Yorkshire infant, junior, primary and secondary schools which are over-subscribed. A child's name will be automatically put on the waiting list for a place at a school if the child has not been given a place at a school ranked as a higher preference.

For further information on waiting lists and how they are maintained please refer to the relevant Guide for Parents or contact the Admissions Team on the email address below.

Email: [schooladmissions@eastriding.gov.uk](mailto:schooladmissions@eastriding.gov.uk)

Applicants refused a place at a school for their child will be given the right to appeal. Appeals will be heard by independent admission appeal panels.

You will not be able to apply online, via the Citizen Portal, for a school place after the closing dates.

You should contact the ERYC school admissions team for a late application form, and your request will be considered at the earliest opportunity, although may not be considered in time for the National Offer Days.

Email: [schooladmissions@eastriding.gov.uk](mailto:schooladmissions@eastriding.gov.uk)

Tel: (01482) 392100

#### **4. In Year Admissions**

In-year admissions are when applications for school places are made during the school year, outside the normal admissions round, normally when parents want their child to transfer between schools or when a family moves to a different area.

If you want to make an in-year application you will have to apply to the local authority responsible for the area where you live. If you live in the East Riding of Yorkshire, you must submit the below application form to apply for all state funded schools from reception to Year 11.

If you want your child to transfer between schools in the same year group, you should first discuss the matter with your child's current school's class teacher or headteacher as it may be possible to resolve any problems they are having without disrupting your child's education.

If, after discussing the matter with the headteacher, you still want to transfer to another school, you must use an application form from the local authority responsible for the area where you live.

Unless there are exceptional circumstances, if the move to the new school is approved, it will normally take place at the start of a new term. If the application is dealt with close to the end of the term, the child will not be able to start at the new school until the following half term.

When a child moves to a new area it is important that they are found a school place as quickly as possible. All areas of the East Riding fall within a primary and secondary school's catchment area and for most children, their catchment area school is their nearest and most suitable school. Most children in the East Riding attend their catchment area school. If you want to apply for a school place you must apply to the School Admissions Team using the In-year Admissions Application Form.

You can name up to three schools on the application form. It is up to you to decide which schools to put down on the application form. Most parents want their child to attend their catchment area school and for most children, their catchment area school is also the nearest and most appropriate school.

### **5. Appeals**

Applicants refused a place at a school for their child will be given the right to appeal.

Applicants refused a place at a school for their child normally have the right to appeal against the decision to refuse admission. To make an appeal you will need to complete an appeal form which can be obtained from the School Admissions Team.

Appeals must only be submitted by someone who has full parental responsibility for the child concerned. You should complete the appeal form, setting out clearly why you want your child to go to the particular school you want. For your appeal to be successful you will have to show why your child should have to go to that particular school and not to any other school.

Applicants refused a place at a school for their child will be given the right to appeal. Appeals will be heard by independent admission appeal panels.

Further information about admission appeals can be obtained from the School Admissions Team.

To contact the School Admissions team:

Tel: (01482) 392100 or

Email: [schooladmissions@eastriding.gov.uk](mailto:schooladmissions@eastriding.gov.uk)

You can appeal for places at any number of schools but will normally only be allowed to appeal once for a place at a given school in the same school year.

A further appeal for a place at the same school will only be allowed if there has been a significant change in circumstances which substantially affects the reasons why you want a place at the school or if new information comes to light which was not available when the original appeal was heard.

Appeals for 'in-year' school admission requests are normally held within 30 school days of the date your appeal is received. You will be notified of the date of your appeal no later than ten school days before the appeal is due to take place.

Appeals for entry into Reception or Year 7 to start primary or secondary school for the first time - what are called 'normal' admission requests - are usually held in the summer term after parent/carers have been notified of the refusal of a school place, commonly in June and July.

### ***Secondary school***

For applications to start a **secondary school** for the first time in September 2026, appeal forms should be submitted by parent/carers by 17 April 2026 and appeals are planned to be held May, June and July 2026.

Your appeal will be heard by an independent admission appeal panel of three people. The chairperson and members of the appeal panel are appointed by the council and include teachers, parents, lay members and other people familiar with the local education system. The panel members who consider your case will have no connection with the admission authority, the council or a school which is the subject of the appeal. The panel members' decision is binding on all parties; the appellant, the admission authority and the school.

You can choose whether or not to attend the appeal in person. If you attend, you will be able to speak in support of your appeal and will be able to answer any questions that the appeal panel members may have. If you do not attend, the appeal will be considered on the basis of what you have written in your case and any supporting documents you have sent in.

If you decide to attend the hearing, you may be accompanied or represented by a friend, advisor, interpreter or signer who may speak on your behalf at the hearing.

This friend or advisor can be a Choice Advisor, a locally elected politician, or a local education authority employee such as a social worker, special educational needs advisor or learning mentor, provided that this will not lead to a conflict in interest.

If you want to challenge the decision made by the independent admission appeal panel, you should seek legal advice.

If you feel that the way in which the procedures or admissions decisions have been reached by the council or the way in which your appeal was dealt with have been improper or unreasonable, you can make a complaint to the council.

If you are not happy with the council's response to that complaint you can make a further complaint to the Commissioner for Local Government Administration (Ombudsman).

### **Commissioner for Local Government Administration (Ombudsman)**

Beverley House  
Shipton Road  
York  
YO3 6FZ.

The Ombudsman will look at the way your application and appeal were administered.