

COUNTY OF NORTH YORKSHIRE EDUCATION DEPARTMENT

St Peter's Brafferton CE (VA) Primary School  
Helperby  
York  
YO61 2PA  
Head teacher – Mrs K McEvoy



## **St Peter's Brafferton CE (VA) Primary School** **Admissions' Policy 2018/2019**

St Peter's Brafferton CE (VA) Primary School is a Church of England Voluntary Aided School in the Diocese of York, maintained by North Yorkshire Local Education Authority (LEA). As the Church is closely involved with our school, we aim to provide an environment in which faith is respected and honoured and the spiritual dimension of both adults and children is nurtured in a way that respects the beliefs and integrity of the whole school community.

The Governing Body is responsible for admissions to the school, guided by the requirements of law; the school trust deed; advice from the Diocesan Board of Education and its duty to the community.

### **Making an application**

#### **Routine Admissions for children due to become 5 years of age between 1 September 2018 and 31 August 2019**

Applications for admission to the Reception Year at the school in September 2018 should be made on the common application form and supplementary forms on-line, available at [www.northyorks.gov/admissions](http://www.northyorks.gov/admissions). The forms should be completed and returned before the closing date (15th January 2018). It will not normally be possible to change the order of your preferences for schools after the closing date.

The address used on the admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP. For children of UK Service personnel and other Crown Servants returning to the area, proof of the posting is all that is required.

#### **Admissions for children due to become 3 years of age**

Applications for admission to the school's pre-school for 3 and 4 year olds should be made directly to the school (see website for contact details). Children are admitted after their 3<sup>rd</sup> birthday. Please note, that attendance as a pre-school pupil does not guarantee a place in the Reception Year at the school. A school place in Reception should be applied for as detailed above.

#### **Non-routine admissions**

It sometimes happens that a child needs to change school other than at the “normal” time; such admissions are known as non-routine admissions. Parents wishing their child to attend this school should arrange to visit the school. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admissions’ committee will consider the application, and information about how to appeal against a refusal will be provided.

Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

## **Allocating Places**

The Governors’ policy is to admit all children whose fifth birthday falls between 1 September 2018 and 31 August 2019 at the beginning of the Autumn Term. Parents of prospective pupils are warmly invited to make an appointment with the head teacher to visit the school. Last year the school admitted all pupils whose parents applied.

The Published Admission Number for September 2018 is 13.

The school will admit all children having a statement of special educational needs or an Education, Health and Care Plan (EHCP) naming the school.

If no more than 13 applications for admission to Reception are received, all applicants will be offered places.

If, after the admission of children having a statement of special educational needs or EHCP naming the school, the number of applications exceeds the number of places remaining available, the Governing Body use the following oversubscription criteria, in strict order of priority, to allocate places:

1. ‘Looked after’- children and previously looked after children. (A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority at the time of making an application to school. Previously looked after children are children who were ‘looked after’-, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.)
2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school.  
Note: Supporting evidence from a professional, eg a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why the school in question is the most suitable school and the difficulties which would be caused if the child had to attend another school.
3. Children normally resident within the ecclesiastical parishes of Brafferton With Pilmoor and Myton-on-Swale, who have a brother or sister\* who will be a registered pupil of the school at the proposed date of admission for this school.  
Note: A map showing the parish boundaries is available in school.
4. Other children normally resident within the ecclesiastical parishes of

Brafferton with Pilmoor and Myton-on-Swale.

5. Children normally resident outside the ecclesiastical parishes of Brafferton with Pilmoor and Myton-on-Swale who have a brother or sister\* who will be a registered pupil of the school at the proposed date of admission.
6. Children whose parent(s) are regular worshipping members of St Peter's Church in Brafferton, St Mary's Church in Myton or St Mary Magdalene's Church at Thormanby.  
Note: Regular worshipping member is defined as one of the child's parent(s) attending worship at a regular public service at any of the Churches at least once a month for at least a year immediately prior to the application, verified by a supporting letter from the minister. Applicants seeking admission under this criterion should complete and return the supplementary form by the closing date, together with the common application form.
7. Other children.

\*'Brother or sister' includes full, step, half, foster, adopted brothers and sisters living at the same address and full brothers and sisters living apart.

Tie-breakers: Where there are more applicants for the available places in any category, then distance to home front door from the main gate of the school, in a straight line, measured on a map, will be used as the determining factor, nearer addresses having priority over more distant ones. If the distance from home to school does not distinguish between two or more applicants with equal priority for the remaining place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school.

All parents who express a preference before the closing date on 15<sup>th</sup> January 2018 will receive a single offer of a school place on a designated date set by the co-ordinated scheme for admission arrangements. Details of this scheme can be obtained from the Local Authority.

Late applications will be considered in accordance with the above policy.

### **Waiting List**

If a child has been refused admission he/she will automatically be placed on the waiting list for the school, which will be maintained until 31st December at the end of the Autumn term. The rank order of children on the waiting list is determined according to the Governing Body's admission criteria. Should a late application be received for the school where the pupil has a higher priority, as determined by the admission criteria, they will be placed on the waiting list above those with a lower priority.

### **Appeals**

Parents who are not given the preferred place for their child will be informed of the reason and offered an alternative place. Parents have a right to appeal to an independent panel. Where the governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. Parents should notify the clerk to the governors at the school within 14 days of receiving the letter refusing a place. Parents will have the opportunity to submit their case to the panel in writing and also to attend, in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

## **Fraudulent applications**

Where the governing body discovers that a child has been awarded a place as the result of a fraudulent, intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body is empowered to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place

## **Deferred admission**

If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January. Parents can also request that their child attends on a part-time basis until the child reaches compulsory school age.

## **Children from multiple births**

Where there are children of multiple births wishing to be admitted and the sibling (brother or sister) is offered the final place, the governors may admit over the published admission number if it possible to do so.

## **Attendance at St Peter's pre-school provision**

Where children attend St Peter's pre-school provision, this does not give them priority over others for a place in the Reception Year at St Peter's School. Parents must make an application for a school place in the normal way and offers will be made according to this policy.

## **Requests for admission outside a child's normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

Parents requesting admission out of the normal age group must put their request in writing, addressed to the Headteacher at the school, together with any supporting evidence that the parent wishes to be taken into account. The governing body will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parents' views; any information provided about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The governing body will also take into account the views of the Headteacher. When informing a parent of their decision on the year group the child should be admitted to, the governing body will set out clearly the reasons for their decision.

Where the governing body agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and governing body must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The governing body must not give the application lower priority on the basis that the child is being admitted out of their normal age group.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group."

Reviewed by the Full Governing Body on Oct 2016

Next Review Date Oct 2017