

RICHARD TAYLOR CHURCH OF ENGLAND PRIMARY SCHOOL

Admissions Policy 2020/21

Applying

Applications are made by completing the Common Application Form either electronically (www.northyorks.gov.uk/admissions) or as a paper copy and submitted to the Harrogate Local Education Office, Jesmond House, Victoria Avenue, Harrogate, HG1 5QE. The deadline for returning this form is 15th January 2020.

The Supplementary Information Form, which Governors will use in the event of over-subscription, is available on the school website and from the school office.

The SIF requests information relating to the oversubscription criteria at Richard Taylor Church of England Primary School. It will only be used to determine the allocation of places if the school is over subscribed.

The school recommends that parents complete the SIF and return it to The Secretary, Admissions, Richard Taylor C E Primary School, Bilton Lane, Harrogate, HG1 3DT. The deadline for returning this form will be clearly marked on the form itself.

Please Note

It is the parent's responsibility to ensure that the Supplementary Information Form is completed and returned to the school. If no SIF is received, then only information provided on the Common Application Form will be used to rank the application.

Allocation of Places

The School comprises a maximum of 278 pupils. In any one academic year up to 39 children are admitted. Children are admitted to Reception Class at the commencement of the school year in which they reach their fifth birthday.

Children with an Educational Health Care Plan naming Richard Taylor Church of England Aided Primary School will be allocated a place in line with section 324 of the Education Act.

In the case of oversubscription, places are offered to those who meet the following criteria. In determining places the Governors will allocate places as follows:-

Priority 1:

Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.

Children who appear [to the admission authority of the school] to have been in state care outside of England and ceased to be in state care as a result of being adopted. (See note A).

Priority 2: Siblings of children attending the school. (See note B)

Priority 3: Children with a demonstrated medical/social need for a place at Richard Taylor. (See note C)

Priority 4: Foundation Places for children who attend a Christian Church living within the Deaneries of Harrogate and Ripon. Governors will allocate Foundation Stage places in accordance with the priorities set out in Note D.

The ecclesiastical parishes of the Deaneries of Harrogate & Ripon can be found by entering your postcode at www.achurchnearyou.com you can find your parish church and clarify which Deanery your residence is in.

Priority 5: Children of staff at the school in either or both of the following circumstances:

a. where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made;

and/or

b. where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Priority 6: Community Places: The remaining places after Priorities 1 to 5 have been ranked will be allocated to those applicants living within the Anglican Deaneries of Harrogate and Ripon closest to the school (determined by geographic proximity to the school, by the nearest route, according to the NYCC electronic measuring system) regardless of their eligibility under any other priorities. Applicants not successful will be placed on a waiting list. The waiting list will be kept until the end of the academic year for which application was made.

Tie Breaker: Where there is a need to differentiate between applications with the same points score, priority will be determined by geographic proximity to the school, by the nearest route.

If the distance between two children's homes and the school is the same, random allocation will be used as a tie-break to decide who has highest priority for admission. This process will be independently verified.

All distance measurements are based upon the nearest route recognised by county council mapping systems. Routes measured to determine the allocation of school places will be those recognised by the electronic mapping system used by the school admissions team. This process will be independently verified.

All distance measurements are based on the nearest route recognised by the County Councils electronic mapping system from a child's 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.

Notes

A A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

B. 'Siblings' include step siblings, foster siblings, adopted siblings and other children living at the same address. This includes children who have siblings in Year 6 at the time of application

C. A medical or social need will refer to some particular and exceptional reason why Richard Taylor School is the **ONLY** school that can meet that child's needs. Supporting evidence will

be required in writing from a health or social care professional. The Governors will use the information you provided in your Common Application Form (CAF).

D. Church attendance is measured by the average number of weeks in which the family has attended a church service in the **three-year period** immediately before the date of application.

Priority will be given based upon church attendance of the family (defined as one parent /legal guardian who attends with the child) in the following order:

Church attendance is measured by the approximate number of weeks in which the person has attended a Place of Worship in the **three year period** immediately before the date of application.

1. Church attendance

Weekly*

2-3 times/month

Monthly

* Weekly indicates every week except for sickness and family holidays and would usually therefore be in excess of 40 weeks in the year.

If your pattern of attendance has changed significantly during the last three years, then an average over the three years should be used.

e.g.	Year 1	Monthly	12	weeks
	Year 2	Fortnightly	24	weeks
	Year 3	Weekly	48	weeks
		=	84	weeks averaged over 3 years = 28
				i.e. 2-3 times per month

Application forms for Foundation places (Priority 4 must be endorsed by a leader of the specified place of worship community **before** submission.

Where parents have relocated in either residence or church in the last 3 years the Governors will take into account confirmation from previous places of worship.

The impact of irregular shift patterns will be taken into consideration if supporting evidence is provided. Your declaration on the SIF must be verified by the incumbent of your parish or previous parish. Should there be an interregnum the SIF may be verified by a churchwarden or other suitably qualified official on behalf of the parish.

If you have recently moved you may ask the priest, or authorised church official, from your previous church to verify your church attendance.

Admission of children below statutory school age

Statutory school age is from the term after the child's fifth birthday and whilst the school may prefer children to be full time from the term prior to their fifth birthday, parents have the right to defer entry or take up the place on a part time basis until the beginning of the term following the child's fifth birthday.

Appeals

Should an application be unsuccessful the parent/carers will be advised that they have the right of appeal. Parents wishing to appeal need to contact the school office where they will be given detailed information of the framework for making an appeal.

Appeals need to be made in writing and within 20 days of receipt of the letter refusing a place, to The Clerk to the Governing Body at Richard Taylor School.

Waiting Lists

Where a child is refused an offer of a place in the school, parents may request that the child's name be placed on the school's waiting list. The waiting list will be maintained for the remainder of the academic year for which application was made. Waiting lists will be maintained in order of the over-subscription priorities.

In-Year Co-ordinated Admissions

All in year applications for admission will be co-ordinated through the school.



SUPPLEMENTARY INFORMATION FORM FOR ADMISSION IN SEPTEMBER 2020-2021

Please note that this is not an application form. Application to Richard Taylor Church of England Primary School is made by the Common Application Form (CAF). Please note that this form is in ADDITION to the (CAF).

This form requests information relating to the oversubscription criteria at Richard Taylor Church of England Primary School. It will only be used to determine the allocation of places if the school is over subscribed.

We therefore recommend you complete this SIF and return it to Richard Taylor Church of England Primary School. It will be used as the basis for decision making by the Governors' Admissions Sub-Committee. Decisions on admissions policy will not take into account the child's ability or aptitude in allocating places.

This form is linked to the Governors' policy on Admissions.

Details of Child

Christian/First Names:	<input type="text"/>	Surname	<input type="text"/>
Home address at time of application, including post code:	<input type="text"/>	Home Tel:	<input type="text"/>
		Parents' Mobile No	<input type="text"/>
Parents' Email address	<input type="text"/>	DOB	<input type="text"/>

For Office Use Only:		Date Received	
Priest/Ministers signature:			
SEN	Looked After	Sibling	Staff
Social/Medical	Community		Distance
		Recorded	Withdrawn

On what basis are you applying for a place at Richard Taylor Church of England Primary School:-
 (You may apply for consideration under more than one criteria)

Do you wish your child to be considered on social or medical grounds?
 (See Priority 3 Admissions Policy)

Yes No

Are you applying for a Foundation Place?
 (See Priority 4 Admissions Policy)

Yes No

Name of church/place of worship:

Denomination of church:

Church attendance is measured by the category which best defines the average church attendance of the family for the **three year period** immediately before the date of application. Please note that family church attendance is defined as one parent or legal guardian who attends with the child.

<p>In the last three years how frequently has your family attended a place of worship in the religious tradition?</p> <p>Weekly*</p>	
<p>2/3 times monthly</p>	
<p>Monthly</p>	

***Weekly indicates every week except for sickness and family holidays and would usually therefore be in excess of 40 weeks in the year. The impact of irregular shift patterns will be taken into consideration if supporting evidence is provided**
 The definition of each category is contained in the school admission policy.

Priest or Minister’s signature confirming the above
(Please be aware that the Governors will not be able to consider your application for a Foundation Place without a Church Leaders signature)

.....
Name/Position

.....
Dated

Name and Address of Place of Worship:

Parish / Church official stamp if available:

Is a parent of the child a member of staff at Richard Taylor Church of England Primary School?
 (See Priority 5 Admissions Policy)

Yes No

Any Additional Information that you wish to supply:

I/We confirm this application to be accurate at the time of writing.

Name of parent/guardian.....**Signed**

Name of parent/guardian.....**Signed**

Date

This form is made available to the Appeals Panel in the case of any appeal against non-admission. In all other respects the information given is treated in confidence. If you have any difficulty completing the form please do not hesitate to contact the Headteacher or the Admissions Team at the school.

Please return this form to: The Secretary Admissions
Richard Taylor Church of England Primary School
Bilton
Harrogate
HG1 3DT
Closing Date: 15th January 2020

Please get in touch with the Admissions Team at school if you have any queries or would like to any clarification about this process.

YCST is the Data Controller for the purposes of the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) and all information provided is held and controlled strictly in accordance with GDPR. Further information can be found in the Trust's GDPR Privacy Notice which is available on the Trust and School Websites and from school offices. Further information on data protection and GDPR can be found on the Information Commissioner's Office Website at <https://ico.org.uk/>

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