

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** **Admission Policy 2016/2017**

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**

Applications for admission to the school should be made on the common application form and supplementary forms on-line. 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.

#### **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. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book.

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 2016 and 31 August 2017 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 Admission Limit for September 2016 is 13.

If the number of applications exceeds 13, the Governing Body use the following criteria, in strict order of priority, to allocate places:

1. Children in Care, 'Looked After' children or children who have previously been 'Looked After', children with statements of special educational needs naming the school, or 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.

2. 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.

3. Other children normally resident within the ecclesiastical parishes of Brafferton with Pilmoor and Myton-on-Swale.

4. 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.

\*Note 2: 'Brother or sister' includes step, half, foster, adopted brothers and sisters living at the same address and full brothers and sisters living apart.

5. Children whose parents 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 and whose names are entered on the Church's Electoral Roll.

Note: Regular worshipping member is defined as attending any of the Churches at least once a month for at least a year prior to the application, verified by a supporting letter from the minister.

6. Other children.

Note: 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 final determining factor, nearer addresses having priority over more distant ones.

All parents who express a preference before the closing date in December 2016 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 Authority.

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

### **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 an 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 required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused. Donations and voluntary contributions are NOT expected as part of the admission process.

### **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.

### **Twins**

Where there are twins wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible within the requirements of infant class sizes (the legal Infant Class Size is 30). If only one place can be offered then parents will be advised that the place will be offered to the older twin. Parents should go to appeal for the other twin, though with the Infant Class Size legislation, it is unlikely that an appeal panel will overturn the decision of the governing body.

### **Children from multiple births**

Where twins, triplets etc. might be split when allocations take place, and there are too few places available at the school to accommodate them all, the Admissions Committee will use random allocation to decide which of the children can be offered a place. Where Infant Class Size of 30 would be breached by the admission of the additional child or children the governors will consider whether it is possible to offer a place or places and may decide to do so.

## **Armed Services Personnel**

Where Infant Class Size of 30 would be breached by the admission of the child or children of armed services personnel the governors will consider whether it is possible to offer a place or places and may decide to do so.

Reviewed July 2014