

# Middleham Church of England Voluntary Aided Primary School

## Admissions Policy 2016/17

### **Standard Number**

Middleham Church of England (Voluntary Aided) Primary School has a Pupil Admission Number or intake of 15.

Children with a statement of Special Education Need, which names the school, will be admitted.

All applications will be considered equally.

### **Starting School**

#### **Admission of children below compulsory school age**

Children who are offered a Reception place in the school will be able to start school in the September following their fourth birthday.

Parents may request that the date their child is admitted to the school is deferred until later in the same school year or until the child reaches compulsory school age in that school year.

Parents may request that their child attends part-time until the child reaches compulsory school age.

Requests for a child to start their schooling on a part-time basis or to defer the start until they reach compulsory school-age should be addressed to the Headteacher.

Compulsory school age is the beginning of the term following the child's fifth birthday.

#### **Deferred entry to primary schools**

Parents of children who are offered a place at the school before they are of compulsory school age may defer their child's entry until later in the school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child during the remainder of the school year for which application was made.

It should be noted, however, that such children will only be allowed to start at the beginning of a term.

Parents may not defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the summer term of the school year for which the original application was accepted.

## **Application Process**

Application forms can be completed on-line at [www.northyorks.gov.uk/admissions](http://www.northyorks.gov.uk/admissions) or a paper copy can be obtained from the school office or Local Authority. In the case of mid-year applications for a place an in-year common preference form, available from school or the Local Authority must be completed and returned to the Admissions Team. All requests will be considered by the Governors who will inform the local authority whether or not a place can be offered.

## **Appeals**

Parents who have not been successful in gaining a place at the school have the right to appeal. Appeals should be made in writing to the Chair of Governors, c/o the school, within 20 days of notification that their application was unsuccessful.(see Appeals Code 2.1)

## **Waiting List**

In the event of over subscription, applicants who have been refused a place will be placed on the waiting list. The waiting list is maintained in the order of the over subscription criteria, and will be maintained in school until 31st July annually.

## **Criteria for over subscription**

In the event that more applications are received than there are places available, places will be allocated as follows:

1. A 'looked after' child or a child who was previously 'looked after' but immediately after being looked after became subject to an adoption, residence or special guardianship order.
2. Children with special social or medical needs for whom an appropriate professional has provided a written reference to say that attending this school is essential.\*\*\*
3. Children living within the parish of Middleham, with Coverdale and East Witton who will have a brother or sister already in school at the expected point of entry. Please see \*note. A map showing the parish boundary is attached.
4. Other children living within the parish of Middleham, with Coverdale and East Witton. A map showing the parish boundary is attached.
5. Children, or one or both parents, who attend a Church of England Church on average at least once a month for a minimum of one year.

A written priest or minister reference will be required to verify applications under this criterion. It is the parental responsibility to ensure that the school has received this at the same time as the application form is received by the local authority. Please see \*\*note below.

6. Other children who will have a brother or sister already at the school at the expected point of entry. Please see \*note.
7. Children, or one or both parents attend a Christian Church other than who fall into criteria 5 above. A written priest or minister reference will be required to verify applications under this criterion. It is a parental responsibility to ensure that the school has received this at the same time as the application form is received by the local authority. Please see \*\*note below.
8. Other Children.

### **Tie Breaker**

If we cannot meet all preferences within any one of the above criteria, we will give priority to children living nearest the school. Please see \*\*\*\* note.

#### Notes

\*note: All references to brother or sister include blood relatives, step brothers or sisters, adopted and foster children living at the home address

\*\*note: Applications falling within criteria 5 and 7 will be required to submit with their application a letter from their priest or minister confirming that the criterion is satisfied.

\*\*\*note: We will only consider applications in this category if they are supported by a written professional recommendation from a doctor, social worker or the appropriate professional which says that it is essential for the child to go to this school which is received at the same time as the application form.

\*\*\*\*note: 'All distance measurements are based on the nearest route recognised by the County Council's electronic mapping system from a child's home to school. The routes measured to determine the allocation of places will be those recognised by the electronic system used by the school admissions team.