

**RICHARD TAYLOR CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY
SCHOOL**

ADMISSIONS POLICY 2016/17

Richard Taylor is a Voluntary Aided Church of England Primary School. As such, the governing body is the Admissions Authority.

As a Church School it is committed to maintaining close links with the local parish and Diocese of West Yorkshire & the Dales. The school seeks to serve the needs of children who are members of the Anglican Church and also the primary educational requirements of the community in general by providing education of the highest quality within the context of Christian belief and practice.

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, HG15QE. The deadline for returning this form is 15th January 2015.

The Supplementary Information Form, which Governors will use in the event of over-subscription, will be sent directly to parents in mid to late February and should be completed and returned 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 a statement of special educational need naming Richard Taylor Church of England Aided Primary School will be allocated a place in line with section 324 of the Education Act.

Should there be more applications than places available, places will be allocated by the Governing Body using the following criteria, which are listed in order of priority:-

In the case of oversubscription, places are offered according to the following criteria.

Priority 1:

All Looked After Children, formerly Looked After Children and Children with 'Residence Orders' or 'Child Arrangement Orders' (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: Children who attend a Christian Church. Governors will allocate Foundation Stage places in accordance with the priorities set out in Note D.

Priority 5: Children living within the Anglican Deaneries of Harrogate and Ripon (marked 15 and 23 on the map below) closest to the school (determined by geographic proximity to the school, by the nearest route.

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.

Please see the Deanery boundaries shown on a map which is attached to the policy and available in school and on the school's website.

Priority 6 : 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 7: Community places for children living outside the above Deaneries.

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. 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.

Notes

A. 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 in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were adopted (or became subject to a residence order or special guardianship order) immediately following having been looked after.

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 and must be attached to the Supplementary Information Form when applying to the school.

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:

1. Weekly
2. 2-3 times/month
3. 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 41 weeks
= 84 weeks averaged over 3 years = 26
i.e. 2-3 times per month

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 Christian Commitment.

Please ask at your church who is qualified to sign the form.

Note: Where "church" is referred to in the criteria, the Governors recognise any branch of the Christian Church affiliated to Churches Together in England (or in full sympathy with its Trinitarian stance). If in doubt please consult one of your church leaders. A list of churches affiliated to and/or in sympathy with Churches Together in England is appended to the application form.

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.

Parents are welcome to contact the school to arrange a visit before they apply. New entrants will be invited to visit the school in the term before they start.

All applications for admission will be ranked according to the admissions criteria by the Admission Panel consisting of three governors and the headteacher. Parents/carers will be informed in writing by the Local Authority who will write on behalf of the governing body giving the decision of the panel on 16th April 2015.

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.

The school requires parents to complete a Supplementary Information Form in all cases of in year applications for whatever year group the application is made. Parents should also complete a Local Authority in-year application form.

CHURCHES TOGETHER IN ENGLAND

Includes:

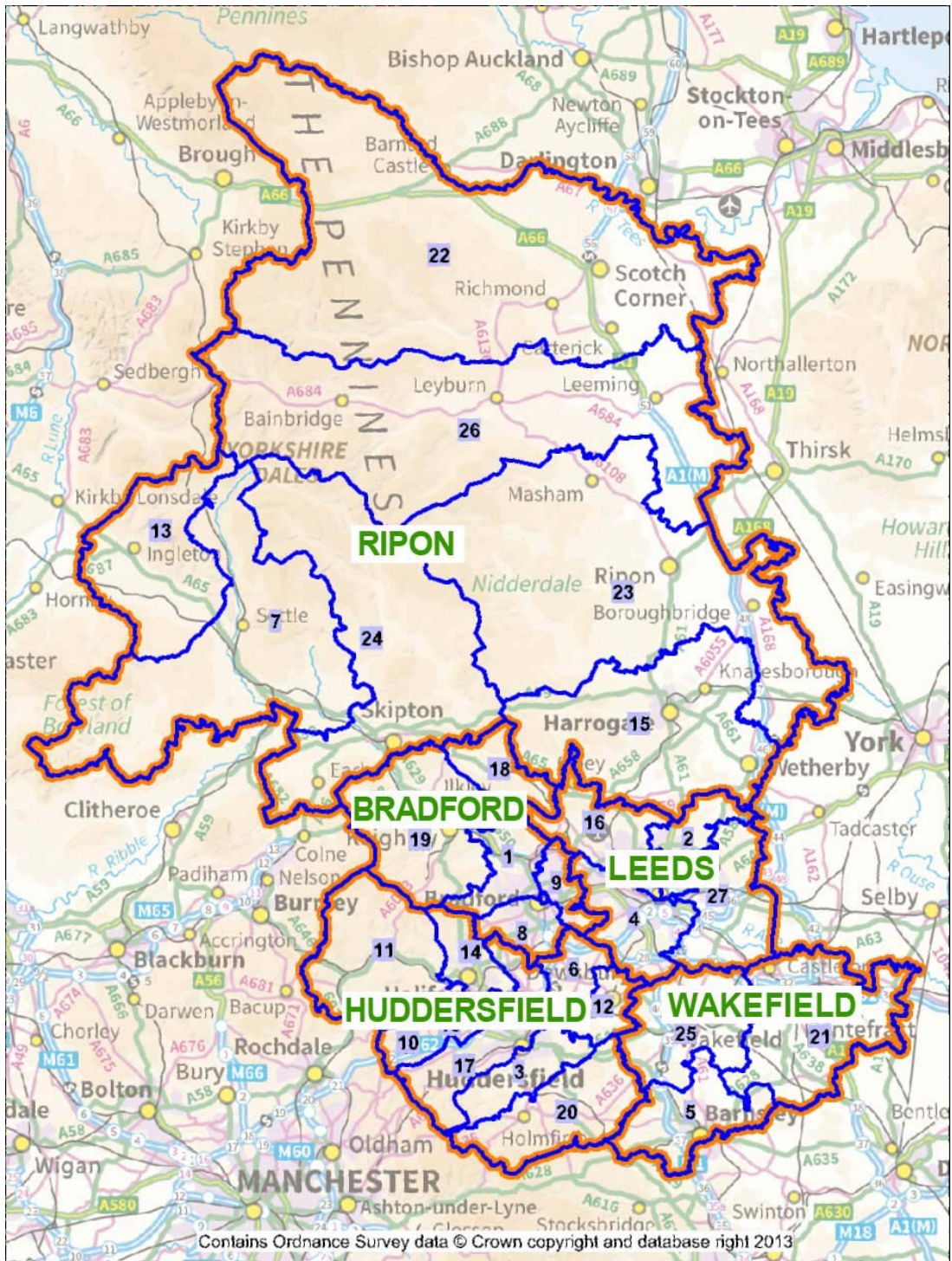
Antiochian Orthodox Church, Baptist Union of Great Britain, Cherubim and Seraphim Council of Churches, Church of England, Church of God of Prophecy, Church of Scotland (Presbytery of England),

Churches in Communities International, Congregational Federation, Coptic Orthodox Church, Council of African and Caribbean Churches UK, Council of Oriental Orthodox Christian Churches, Elim Pentecostal Church, Evangelische Synode Deutscher Sprache in Großbritannien, Exarchate of Orthodox Parishes of the Russian Tradition (Ecumenical Patriarchate), Free Church of England, Ichthus Christian Fellowship, Independent Methodist Churches, International Ministerial Council of Great Britain, Joint Council for Anglo-Caribbean Churches, Lutheran Council of Great Britain, Mar Thoma Church, Methodist Church, Moravian Church, New Testament Assembly, New Testament Church of God, Oecumenical Patriarchate, Redeemed Christian Church of God, Religious Society of Friends, Roman Catholic Church, Russian Orthodox Church (Moscow Patriarchate), Salvation Army, Transatlantic Pacific Alliance of Churches, United Reformed Church, Wesleyan Holiness Church.

Please check for up to date list at www.cte.org.uk

Reviewed September 2014

Diocesan map with deaneries



Key to diocesan map with deaneries

Number	Deanery	Number	Deanery
1	Airedale	15	Harrogate
2	Allerton	16	Headingley
3	Almondbury	17	Huddersfield
4	Armley	18	Ilkley
5	Barnsley	19	Keighley
6	Birstall	20	Kirkburton
7	Bowland	21	Pontefract
8	Bowling and Horton	22	Richmond
9	Bradford North	23	Ripon
10	Brighouse and Elland	24	Skipton
11	Calder Valley	25	Wakefield
12	Dewsbury	26	Wensley
13	Ewecross	27	Whitkirk
14	Halifax		



SUPPLEMENTARY INFORMATION FORM FOR ADMISSION IN SEPTEMBER 2016

This form is linked to the Governors' policy on Admissions. **You should note that this form is only relevant if the school is over-subscribed i.e. if there are more applications than there are places available. It is essential that you complete this form if you are applying for a place under Priority 4 of the Admissions Policy.**

It will be used as the basis for decision making by the Governors' Admissions Committee. **It is important that parents/guardians complete the form in as much detail as possible.** No consideration will be taken into account of the child's ability, aptitude or present school in allocating places.

Details of Child

Christian/First Names:		Surname	
Home address at time of application:		Home Tel:	
		Parents' Mobile No	
Parents' Email address		DOB	

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

Has your child a Statement of Special Educational Needs from the Local Authority?
Please give the date of the Statement _____ **Yes** **No**

Is this application for a "Looked After Child" (see Priority 1 Admissions Policy) **Yes** **No**

Do you wish your child to be considered on social or medical grounds?
(See Priority 3 Admissions Policy) **Yes** **No**

In September 2016 will your child have a sibling in school?
(See Priority 2 Admissions Policy) **Yes** **No**

Does the child have a parent who is a member of staff at Richard Taylor Church of England
Primary School? (See Priority 6 Admissions Policy) **Yes** **No**

Does your child attend a Christian Church officially affiliated to or in sympathy with
'Churches Together' and with the Trinitarian creed? **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

Parish / Church official stamp if available:

If you would like any additional information to be taken into account, please supply supporting letters of evidence from your priest, minister, doctor, social worker or other professional adviser.

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: will be added before sending out