

# CAWOOD CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL

## ADMISSION POLICY 2017/2018

Cawood CE VA Primary School is a Church of England Voluntary Aided School in the Diocese of York and is maintained by North Yorkshire Local Authority. As the Church is closely involved with our school, we feel it is right that the Admission Policy should reflect this. Our school is also a neighbourhood school, serving the parishes of Cawood and Ryther.

The school provides a distinctively Christian education. Historically, Anglican schools have provided education for the community in accordance with the principles of the Church of England. Cawood CE VA Primary School was established to provide education for the children of the parish within a Christian context. This two-fold aim of being “distinctively Christian” and “serving the local community” is reflected in our admission criteria. The school is committed to serving children of all faiths and none.

The Governing Body of Cawood CE VA Primary School is the Admission Authority. It is guided in that responsibility by the requirements of law, the school trust deed, advice from the Diocesan Board of Education and its duty to the community.

The Governors publish a brochure to help parents decide on their choice of schools. You are also very welcome to visit the school and please arrange this with the Headteacher.

**The Published Admission Number (PAN) for 2017/2018 is twenty one.** This is the maximum number of places available for admission to the Reception class in the year 2017 and has been calculated according to the net capacity of the school, which the law defines and has been agreed with North Yorkshire LA.

The Governing Body will not place any restrictions on admissions to the Reception class unless the number of children for whom admission is sought exceeds the published admission number. By law, no infant class may contain more than thirty children.

All Governing Bodies are required by law to admit into the school a child with a statement of special educational needs or an Education, Health and Care Plan (EHCP) that names the school. This is not an over subscription criterion. It relates only to children who have undergone statutory assessment and for whom a final statement of special educational needs or EHCP has been issued.

The Governing Body operates a system of equal preferences under which they consider all preferences received against the school's admission criteria, and the Local Authority notifies parents of the result. If no more than twenty one applications for admission to Reception are received, all applicants will be offered places. In the event that there are more applicants than places, after admitting all children with a statement of special educational needs or EHCP naming the school, the Governing Body will allocate places using the criteria below, which are listed in order of priority.

1. Looked after children and previously looked after children.

*Note: 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 at the time of making an application to a 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 living within the normal area of the school, i.e. the ecclesiastical parishes of Cawood and Ryther, who have a sibling attending the school on the date of application and on the date of admission.

*Note: A map of the parish boundaries is available in school and on the website.*

3. Other children living within the normal area of the school.
4. Children from outside the normal area of the school who have a sibling attending the school on the date of application and on the date of admission.
5. Children whose parent(s)/guardian(s) is/are able to provide verifiable evidence (in writing from the minister concerned) that they are regular worshipping members of All Saints Church, Ryther or All Saints Church, Cawood.

*Note: Regular worshipping member is defined as at least one parent/guardian attending a regular public service at either of the Churches on average at least once a month for at least a year immediately prior to the date of application.*

6. Any other children.

*Note 1: In the event of oversubscription in categories 2-4, priority will be given to children who also satisfy criteria 5.*

*Note 2: In the event of any further oversubscription in any category, places will be allocated according to the closeness of home to school, with those living nearest being given priority. Distance measurements are based on the nearest walked route from a child's home address to school. We measure from the home address to the main school gate using Ordnance Survey software. 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.*

*Note 3: In all cases siblings would include full, step, half, foster and adopted brothers and sisters living at the same address and full brothers and sisters living apart.*

*Note 4: The offer of a place may be withdrawn if an application knowingly contains false information.*

### **Admission of Twins and Siblings from Multiple Births**

Where there are twins or siblings of multiple births 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. If the last place is taken by one of the twins, then the other will be admitted as an excepted pupil without the need for parents to appeal.

### **Admissions Procedure**

Parents and carers can register an interest in a place for their child at any time by contacting the school office. In the Autumn Term prior to the academic year in which your child will commence in a Reception class, parents and carers need to complete a Common Application Form for the Local Authority (LA) and, if admission is being sought under criterion 5, a Supplementary Information Form for the school's Admissions Committee. We will send these forms out to parents who have expressed interest in a place for their child at our school.

Applications are made by completing the Common Application Form electronically and submitting it to The Admissions Team, Jesmond House, 31-33 Victoria Ave, Harrogate HG1 5QE. The Supplementary Information Form should be completed and returned to The School Administrator,

Admissions, Cawood CE VA Primary School, Broad Lane, Cawood, Selby, North Yorkshire, YO8 3SQ at the same time as the Common Application Form. Again additional copies of the Supplementary Information Form are available from the school office. They can be collected or sent to parents as requested.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on 17<sup>th</sup> April 2017.

Appeals against the governors' decision not to offer a place must be lodged by the parents or carers, in writing, with the Committee Services Unit at North Yorkshire County Council, within 14 days of the parents receiving notice that their child will not be offered a place. These appeals will be considered by an Independent Appeal Panel and the parents notified, in writing, of their decision.

It is the policy of the governors to admit children to the Reception class in the Autumn term following their fourth birthday. There is a familiarisation programme arranged for children, parents and carers in the weeks before admission to school. Details of this programme will be outlined at the Information Evening for parents and carers of new entrants held in the Summer term. In addition, the Governing Body would like to make it clear that:

1. These familiarisation arrangements do not apply to those being admitted to the nursery provision.
2. Parents and carers of children who are admitted to the nursery provision must apply for a place at the school if they want their child to transfer to the reception class.
3. Attendance at the nursery does not guarantee admission to the school.
4. Parents and carers can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year.
5. Parents can request that their child attends part-time until the child reaches compulsory school age.

Parents and carers of prospective pupils are warmly invited to make an appointment to visit the school and further details of the application procedure are found on the Local Authority's website [www.northyorks.gov.uk/admissions](http://www.northyorks.gov.uk/admissions)

### **Co-ordinated Scheme for Admission Arrangements**

The co-ordinated scheme for admissions is a mechanism that ensures that all parents or carers resident in North Yorkshire who have expressed a preference before the closing date will receive a single offer of a school place on the same day.

In order to provide every parent or carer with an offer of one single place, North Yorkshire LA will be working with the Governing Bodies of the voluntary aided primary schools, including Cawood CE VA Primary School. Details of the co-ordinated scheme can be obtained on the Local Authority's website.

### **Late Applications**

If the common application form is received after the deadline it will be considered a late application and will be processed for a school place after other preferences have been considered. There may, however, on occasions be extenuating circumstances as to why the form is not returned on time (e.g. a family having just moved into the area) and in these circumstances each case is considered on its merits.

If the common application form is not returned at all, a school place will be offered once all other applications have been considered. It may still be possible for your child to be allocated a place at Cawood CE VA Primary School, however you should be aware that you reduce your chances of getting a place at your preferred school if you do not return the form on time.

### **Waiting List**

If a child has been refused admission he/she will automatically be placed on the waiting list for Cawood CE VA Primary School. The waiting list will be established on the offer day and will be determined according to the Governing Body's priority of over-subscription criteria. The waiting list will be held until the 31<sup>st</sup> December of the admissions year.

Following the offer day, should an application be received where the pupil has a higher priority, as determined by the admissions criteria, he/she will be placed on the list, above those with a lower priority. A vacancy only arises in the Reception Year when the number of offers to the school falls below the published admission number.

### **Admission outside the 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 parent's 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.