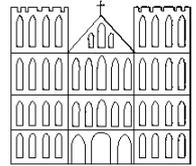




Celebrating Faith in
the Diocese of
Bradford and Ripon
and Leeds



Ripon Cathedral

Church of England Primary School

Our Ethos

'Pursuing excellence surrounded by faith and love'

Our Vision

'Shining as a Christian school, we will work in partnership with families and the local community to provide the highest quality education and care for all of our children. Nurtured by faith and love and in the pursuit of excellence our children will forge their own future and change the world for the better.'

Admissions Policy 2017-18

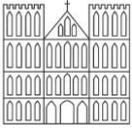
Adopted by Ripon Cathedral School Policy Review Group on Tuesday 1st March 2016

Signed by Chair of Policy Review Group:

.....
Mr S Hatcher MBE

To be reviewed by Governors on: January 2017





Ripon Cathedral School

A Church of England Voluntary Aided Primary School

Admissions Policy 2017-2018

OUR SCHOOL

We are a caring, Christian school that aims to provide a high quality of education to all our pupils within a secure and loving Christian environment. We hope they will leave us with confidence, positive memories and a love of learning.

We ask all parents /carers applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents/carers who are not of the faith of this school to apply for and be considered for a place here.

THE ADMISSIONS TIMETABLE

North Yorkshire County Council (Local Authority) operates a timetabled co-ordinated admissions procedure for all schools in line with Government legislation. The Local Authority will manage the process on behalf of the school according to the scheme which they will publish in their Admissions Booklet for that year but it is still the Governing Body, as the Admission Authority for this school who will allocate the available places in line with this policy. The closing date for admission application forms to be received by the Local Authority will be as published in their Admissions Booklet for that year. Also contained in that booklet will be information on how to complete their application form on-line, dates for notification to parents of admissions decision and the closing dates for accepting places or lodging appeals. In case of any doubt on these dates, please contact the Local Authority or the school.

Parents/carers applying under criteria 4 - 8 (the Faith Commitment criteria) will be asked to complete a Supplementary Information Form (SIF), which must be obtained from the school, completed and returned to the school not later than the closing date set by the Local Authority for school applications to be received. (As it is a paper form that needs to be signed, the SIF is not available for completion on-line.)

FURTHER INFORMATION

If you require further information about applying for a place at Ripon Cathedral School please contact: Ripon Cathedral Church of England (VA) Primary School, Priest Lane, Ripon, North Yorkshire, HG4 1LT

Telephone: 01765 602355 Fax: 01765 605465 Email: admin@riponcathedral.n-yorks.sch.uk

ADMISSIONS

STATEMENT OF SPECIAL EDUCATIONAL NEED

The school will admit children with Education Health and Care Plans (EHCP's) in which the school is named. Where places, required by pupils with EHCP's that name the school, are known before the governors admissions committee meets, these places will count towards the published admissions number for the school.

The arrangements in this policy are for admission to the main school and do not apply to those being admitted for nursery provision. For nursery admissions please see the Nursery Admissions document.

Where all parental/carer preferences for places at the school can be satisfied, all applications seeking a place will be admitted.

Where there are too few places available to satisfy all preferences, places will be allocated according to the following oversubscription criteria:



	Summary	Detail	Evidence
1	Looked after children	Children who are in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989, adopted children who were previously in public care, children with a residency order and special guardianship.	A letter from the appropriate Children's Services Department confirming the child's status will be sought after a place has been offered
2	Children with a special medical, physical or psychological need	Children or family who have a serious medical, physical or psychological condition which makes it essential that the child attends Ripon Cathedral Church of England School rather than any other.	Appropriate medical or psychological written evidence must be provided in support.
3	Siblings on roll at the time of application	Siblings of children attending Ripon Cathedral Church of England (Aided) Primary School at the time of entry to school.	
4	Christian commitment 'at the heart' of the Cathedral Church of St Peter & St Wilfrid, Ripon	Children of families whose families can show Christian commitment ' at the heart ' of the Cathedral Church of St Peter & St Wilfrid, Ripon, are regarded as regular worshippers : This means you worship at the Cathedral at least twice a month . The worshipper could be the child or one or both parents.	A Supplementary Information Form must be completed by parents applying under criterion 4.
5	Christian commitment 'at the heart' of a church included in Churches Together In England	Children of families whose families can show Christian commitment ' at the heart ' of a church included in Churches Together In England are regarded as regular worshippers : This means you worship at least twice a month . The worshipper could be the child or one or both parents.	A Supplementary Information Form must be completed by parents applying under criterion 5.
6	Christian commitment 'attached to' the Cathedral Church of St Peter & St Wilfrid, Ripon	Children of families whose families can show Christian commitment ' attached to ' the Cathedral Church of St Peter & St Wilfrid, Ripon, who are regarded as regular but not frequent worshippers : This means you attend once a month , such as a monthly family or church service or be regularly involved in a weekday church activity which includes an element of worship. The worshipper could be the child or one or both parents.	A Supplementary Information Form must be completed by parents applying under criterion 6.

7	Christian commitment 'attached to' a church included in Churches Together In England*	<p>Children of families whose families can show Christian commitment 'attached to' a church included in Churches Together In England who are regarded as regular but not frequent worshippers:</p> <p>This means you attend once a month, such as a monthly family or church service or be regularly involved in a weekday church activity which includes an element of worship.</p> <p>The worshipper could be the child or one or both parents.</p>	A Supplementary Information Form must be completed by parents applying under criterion 7.
8	Those who attend a place of worship of another world faith.	<p>Children of families who 'regularly' attend a place of worship of another world faith.</p> <p>This means you will attend an activity which includes an element of worship once a month.</p> <p>Applicants must provide a written reference from the appropriate representative of their faith community to confirm their attendance at worship</p>	<p>A Supplementary Information Form must be completed by parents applying under criterion 8.</p> <p>See definition of "World faith" for the purposes of this policy</p>
9	Other applications within the catchment area	Children of families <i>residing inside the Parish of Cathedral Church of St. Peter & St. Wilfrid Ripon</i> which the school serves.	Please see map attached to this policy – appendix 1
10	Applications outside the catchment area	All other children	Please see map attached to this policy

TIE BREAKER

Where there are not enough places for applicants within a criterion listed above, distance measurement will be used with **those living closer to the school receiving higher priority**. Distance will be measured in a straight line by the Local Authority's computerised measuring system from the front door of the child's home address to the main entrance of the school (as designated by the school).

Unsuccessful applicants can ask to be entered on the school's waiting list if they wish. This should be done in writing to the school. The waiting list will be maintained to the end of the school year for which application was made.

APPLICATIONS TO THE RECEPTION CLASS

The Governing Body will admit 30 children to the reception class. This is the Published Admission Number for the school (PAN).

Children will be admitted in to Reception in September after their 4th birthday.

Parents/carers 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/carers 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.

WARNING

The Governing Body reserves the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application.

DEADLINES

Details of dates are in the Local Authority Admissions Booklet.

APPLICATION FORMS

For this school you must complete the Local Authority Application form. The Local Authority Form may be completed on-line. Please refer to the Local Authority's information.

SUPPLEMENTARY INFORMATION FORM

Parents applying under criteria 4-8 must complete a Supplementary Information Form (SIF) obtainable from the school. The SIF should be returned to the school not later than the closing date set by the Local Authority for school applications to be received. (As it is a paper form that needs to be signed, the SIF is not available for completion on-line.)

IN YEAR APPLICATIONS

The allocation of any places which may become available during the year will be made on the basis of the current Oversubscription Criteria. Application should be made directly to the school using the appropriate Local Authority in-year application form and the school's Supplementary Information Form. Governors will inform parents of the outcome of their application.

There are no deadline dates for in year applications.

ADMISSION APPEALS

If you are unsuccessful in gaining a place for your child at this school you will be informed by The Local Authority in writing, be given reasons and informed of your right to an independent appeal against the decision.

WAITING LIST

When all available places have been allocated, school will operate a waiting list. Parents/carers who wish their child to be included on the waiting list must inform the school in writing. Any places that become available will be allocated by the Governing Body according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round.



The waiting list will be reviewed and revised each time a child is added to, or removed from, the waiting list; or when a child's changed circumstances will affect their priority; or at the end of each school year, when parents/carers with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.

Parents/carers may keep their child's name on the waiting list of as many schools as they wish and for as long as they wish.

DEFINITIONS

1 'Parent(s)'

A parent is any person who has parental responsibility for or is the legal guardian of the child as set out in the Children Act 1989. Where responsibility for a child is 'shared', the person receiving Child Benefit is deemed to be the parent responsible for completing application forms, and whose address will be used for admissions purposes.

2 'Residing Inside'

The home address, used for term 'Residing Inside', means the address where the child usually lives. Children who have parents with shared responsibility will be deemed to live at the address of the parent receiving Child Benefit.

Applications cannot normally be considered on the basis of a possible future move unless supported by:

- i. a letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application;
- ii. a tenancy agreement confirming the renting of a specific property relevant to the application;
- iii. a letter from a housing association confirming that the parent(s) will be living at a specific address relevant to the application; or
- iv. in the case of UK service personnel and Crown servants, an official MOD, FCO or GCHQ letter declaring a relocation date to the relevant parish or priority area of the school (or to establish distance from the school).

3 'The Catchment area'

A map of the Catchment area of the Parish of the Cathedral Church of St. Peter & St. Wilfrid Ripon can be seen in appendix 1, attached.

4 'Serious medical condition'

Where a place is requested for a child on the grounds of a serious medical, physical or psychological condition, you must supply supporting independent written evidence at the time of application confirming the reason(s) why attendance at the school is essential and describing the difficulties that would be caused if the child had to attend another school. The evidence should be provided by a suitably qualified medical professional.

5 'Family'

The family home is defined as being the home where the child resides regularly on weekdays.

6 'Siblings'

'Sibling' refers to a brother or sister, a half brother or sister, an adopted brother or sister, a step brother or sister, or the child of the parent/carer's partner and in every case the child must be living in the same family unit at the same address.

7 '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 (in England), Congregational Federation, Coptic Orthodox Church, Council of African and Caribbean Churches UK, Council of Oriental Orthodox Christian Churches, Icthus Christian Fellowship, Independent Methodist Church, 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, Salvation Army, Seventh Day Adventist Church (Observer), Transatlantic Pacific Alliance of Churches, United Reformed Church, Wesleyan Holiness Church.

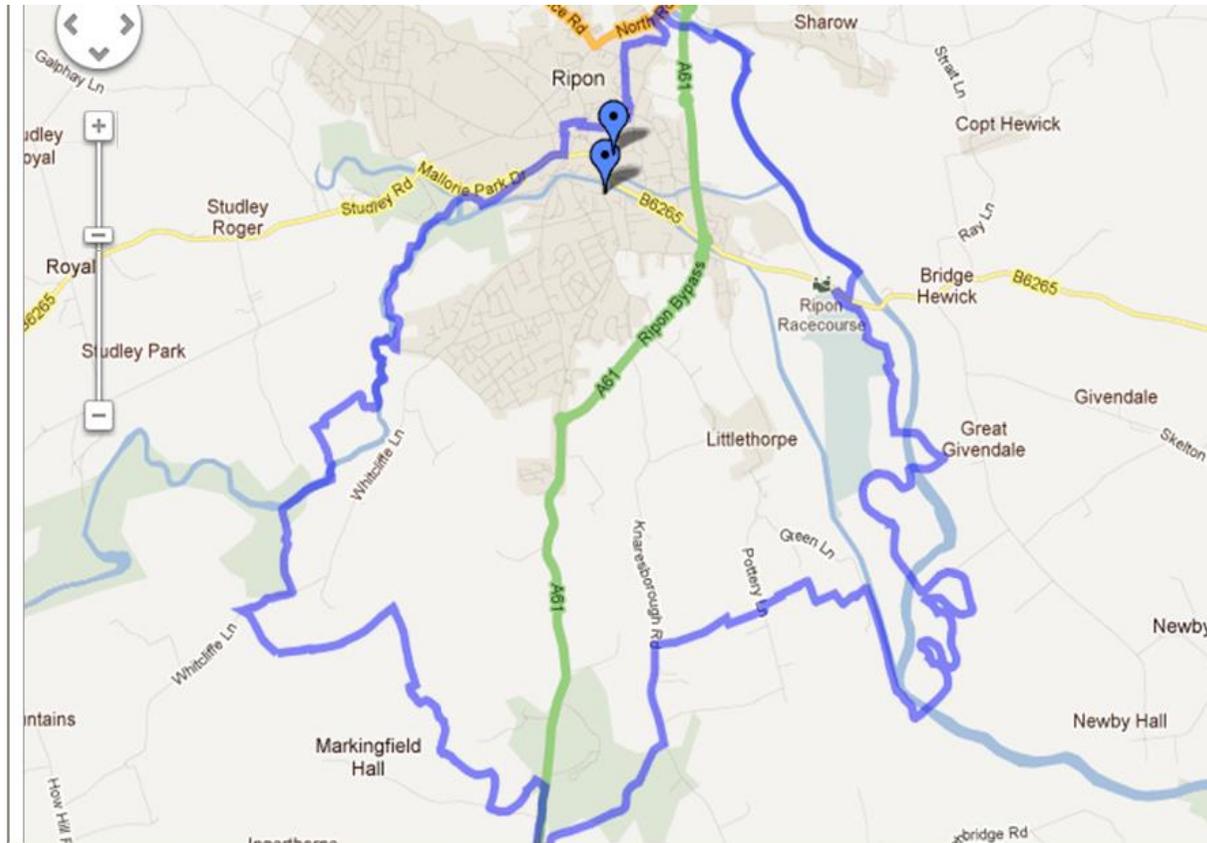
Please check for the most up to date list at www.churches-together.net

8 'Another World Faith'

Buddhism, Hinduism, Islam, Judaism, and Sikhism



The Parish of the Cathedral Church of St. Peter & St. Wilfrid Ripon



<http://www.achurchnearyou.com/parishfinder>



Supplementary Information Form

For admission to

Ripon Cathedral Church of England Voluntary Aided Primary School

Priest Lane

Ripon

North Yorkshire

HG4 1LT

**Completion instructions:****Parents should only complete this form if they are applying for a place under the church criteria.**

You should ensure that you have a copy of the admission policy prior to completing this form and return it to the school by the closing date for common applications as set by North Yorkshire County Council.

You must also complete the Common Application Form available from North Yorkshire County Council and name RIPON CATHEDRAL CHURCH OF ENGLAND (VA) PRIMARY SCHOOL on that form.**1 Pupil Information:**

Surname of child:

Other Name(s):

Date of birth:

2 Parent/Guardian Information

Name of parent(s)/guardian(s):

Home address:

Home telephone:

Daytime telephone (if different):

3 Church Commitment

Name of church which you attend:

If this is not an Anglican Church please state the denomination to which your church belongs:

How frequently do you attend services (Please circle):

at least twice a month

attend once a month

How long have you worshipped in this church?

If 12 months or less please supply the name of your previous church and minister:

4 Church Information

Name of Priest/Minister:

Address of Priest/Minister:

NB: If you have moved recently, please give the name & address of your previous priest/minister.

If you wish you may state your reasons for applying for this school here:

I confirm that the information given above is correct and that I have read the admission policy.

Signed:
(Parent/guardian)

Date:

Please do not complete the Minister's section below; this will be forwarded by the school to verify the information given in paragraphs 2 and 3 above.

5 For Minister's reference only:

Do you agree with the above information in relation to church commitment? Yes/No

If no, please state where your view differs from that of the parent (NB: parents could be more committed than they say, or may be less committed).

Is your church a member of Churches Together in Britain and Ireland?
Please specify.

NB: If a family is refused a place at the school and appeals against the governors' decision, this form may be used as evidence at the appeal.

Signed:
(Minister)

Date:

