



ST. MARTIN'S CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL

ADMISSION POLICY – ACADEMIC YEAR 2017/2018

PARENTS SHOULD READ THE WHOLE OF THIS DOCUMENT AND CONTACT THE SCHOOL OFFICE IF THEY NEED ANY HELP IN APPLYING FOR ADMISSION.

INTRODUCTION

St Martin's Church of England Aided Primary School is a Church of England Voluntary Aided Primary School in the Diocese of York and is maintained by the North Yorkshire Local Authority (LA).

The School provides a distinctively Christian education for children aged 4+ to 11+ years, with priority being given to children who live and worship within the ecclesiastic Parish of St. Martin's on the Hill (Parish of St Martin's) and the Deanery of Scarborough.

Historically, Anglican schools were Parish schools providing education for the community in accordance with the principles of the Church of England. Thus the majority of York Diocesan schools were 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 a cornerstone of the School's admission criteria. In so doing, the School operates in a fair way, promoting social equity and community cohesion.

St. Martin's is a Voluntary Aided School for which the Governing Body is the Admission Authority and responsible for admissions. The School is guided in that responsibility by the requirements of law, the School Trust Deed, advice from the Diocesan Board of Education (DBE) and a duty to the community. This admissions policy has been prepared in consultation with the LA and the DBE. It is compliant with the requirements of the revised DfE *School Admissions Code* (2014).

CO-ORDINATED SCHEME FOR ADMISSION ARRANGEMENTS IN NORTH YORKSHIRE

The co-ordinated scheme for admissions is a mechanism that ensures that all parents who are resident in the LA area and have expressed a preference for a primary school before the closing date will receive a single offer of a school place from the Authority.

In order to provide every parent with an offer of one single place, the LA will be working with the Governing Bodies of the Voluntary Aided primary schools within the North Yorkshire area, including St. Martin's. Details of the co-ordinated scheme can be obtained from the LA.

THE ST MARTIN'S ADMISSION PROCESS – GENERAL INFORMATION AND ADVICE

Parents are invited to visit the School to make an informed judgement as to St. Martin's suitability for their child(ren). This meeting is an introductory visit to the school, not an interview. Any resulting discussion does not form a part of the admission process.

Parents use the Common Assessment Form to apply for a place. This form is issued by the Local Authority and the completed forms should be returned to the Harrogate Education Office.

At the same time, it is **vitaly important that the School's Supplementary Information Form (SIF) should be completed and returned to School** as this is the School's only source of early information indicating a family is interested in securing a place at the School. This information is used by the Admission Committee when ordering applications according to the Priority list (see Page 4). SIFs returned to School by post or email will be acknowledged on receipt. Parents should contact the School Office if they have not received an acknowledgement within 7 days of submission during term time.

DOCUMENTATION REQUIRED

1. Parents of prospective Reception age children must obtain, from the Local Authority, a Common Admission Form, which must be completed and returned to Harrogate Education Office by the date specified in the school year immediately preceding that of entry. **The School's SIF should be returned to the School at the same time (see above).**
2. This Application for Admission Form does not guarantee a place at the School.
3. Failure to return the Application for Admission Form by the due date may affect the outcome of the application.
4. A Supplementary Information Form must be completed and returned to the School in all cases and at whatever time in the School Year application is made.
5. Parents are strongly advised to obtain a Proof of Postage certificate where they are using the Royal Mail.

Please refer also to sections in this Policy on Place of Residence and Late Applications as appropriate.

ADMISSION TO THE RECEPTION YEAR

The admission number for each year is 40.

Date of Admission to the School

Although the law does not require children to be admitted to School until the beginning of the term following their fifth birthday, the Governing Body, being the Admission Authority for this School, will admit children into School at one point at the beginning of the school year. Reception children will be admitted in staggered groups during the first two weeks of the Autumn Term. Parents of the youngest children will be consulted concerning part or full time attendance until Christmas of the year of entry. Precise detail of arrangements is issued to parents at the information meeting held in May of the year of entry. All children will be included in the School's Admission Register from the beginning of the first day of their attendance.

Timetable for applications

Closing date for receiving applications in School – determined by the Local Authority
Offer day from the School (via LA) – This will coincide with the LA coordinated admissions scheme
(date to be determined by the LA).

Admissions Decisions

All admissions decisions (including decisions related to the making of offers, the refusal of offers and the withdrawal of offers) are made by the Admissions Committee of the Governing Body.

Criteria for Admission:

In line with the DfE School Admissions Code (2012) if there are fewer applicants to the School than there are available places within the year to which entry is sought, the Governing Body will offer a place to every child.

Where there are more applications for admission than the planned admission number stated (*footnote 1*), the Governing Body will apply the following criteria in strict order of **priority**:

The criteria for admission to the School are as follows:

1. Children who are in Public Care (Looked After Children)
2. Children from a worshipping (*footnote 2*) family within the Church of St. Martin's on the Hill
3. Children from a worshipping (*footnote 2*) family at another C. E. church within the Scarborough Deanery
4. Children from a worshipping (*footnote 2*) family at a C.E. church, who are siblings (*footnote 3*) of children who are pupils registered at the School at the proposed date of admission
5. Children from a worshipping (*footnote 2*) family at a C.E. church who are new to the Scarborough area but who have the written support of the incumbent of their previous Parish
6. Siblings (*footnote 3*) of other children who will be registered pupils at the School at the proposed date of admission
7. Children of practising Christian families who attend a church that is in membership of 'Churches Together in England and/or Scarborough' (*footnote 4*), who are:
 - (a) living within the Scarborough Deanery boundary
 - (b) new to the Scarborough area but who have the written support of the appropriate church leader of their previous Parish
8. Children of families who are regular worshipping members of other World Faiths, seeking a church school education
9. Children who are normally resident within the Parish of St. Martin's on the Hill, Scarborough
10. Any other children.

If the admission number is reached mid-category, applications in that category will be prioritised on the distance of the child's ordinary place of residence to the main entrance to the School building measured according to Google maps shortest route.

Footnotes:

- 1. The planned admission number has been calculated according to the net capacity of the School, which the law defines and has been agreed with the LA. Once an Admission Number has been set, the Admission Authority must respect that number.*
- 2. A worshipping family is defined as worshipping on average once a month for a period of at least a year prior to the application. A supporting letter from a priest or minister of religion will normally be required. At St. Martin's School, it is recognised that for some families, attendance will not be in the same place every week – many choose to vary their place of worship because of family, business or holiday commitments.*
- 3. Sibling – includes step, half, foster, adopted brothers and sisters living at the same address and full brothers and sisters living apart.*

4. Churches Together in England and/or Scarborough

Antiochian Orthodox Church

Baptist Union of Great Britain

Assemblies of God

Church of God of Prophecy

Church of England

Church of Scotland (Presbytery of Eng)

Congregational Federation

Coptic Orthodox Church

Council of African & Caribbean Churches

Council of Oriental Orthodox Christian Ch

Churches in Communities International

Elim Pentecostal Church

Evangelische Synode Deutscher Sprache

Exarchate of Orthodox Parishes of the

Russian Tradition

Free Church of England

Ground Level

Independent Methodist Churches

Joint Council for Anglo-Caribbean Church

Apostolic Pastoral Congress

Evangelical Lutheran Church of England

Armenian Orthodox Church

Mar Thoma Parishes in Europe

Methodist Church

Moravian Church

New Testament Assembly

New Testament Church of God

Oecumenical Patriarchate

Pioneer

Redeemed Christian Church of God

Religious Society of Friends

Ruach Network of Churches

Russian Orthodox Church

Salvation Army

Seventh Day Adventist Church (observer)

Transatlantic Pacific Alliance of Churches

United Reformed Church

Unification Coun of Cherubim + Seraphim

Wesleyan Holiness Church

Ichthus Christian Fellowship

International Ministerial Council of GB

Catholic Bishops' Conf of England & Wales

Council of Lutheran Churches

Malankara Orthodox Syrian Church

Place of residence

The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides, at the closing date for receiving applications for admission to the school.

Where the person or persons with parental responsibility are in the process of moving into the area, documentary evidence will be required to confirm the details of their new permanent address.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week, including weekends.

Late Applications

1. Applications received after the closing date, but prior to the meeting of the Admissions Committee, will be considered by the Governing Body in a second allocation, subject to the availability of vacant places.
2. Applications received after the meeting of the Admissions Committee will be considered by the Governing Body subject to the availability of vacant places.

Waiting List

1. Names of children will automatically be placed on the waiting list for this School, when the child has been refused admission.
2. A vacancy only arises in the Reception Year when the number of applications to the School falls below the admission number (or a higher admission limit where one has been set).
3. The waiting list will be established on the offer day.
4. The waiting list is determined according to the Governing Body's priority of admission over-subscription criteria.
5. Following the offer day, should an application be received where the pupil has a higher priority, as determined by the admissions criteria for a place at the School, it will be placed on the list, above those with a lower priority. Date of application is not a criterion by which waiting lists will be ordered.
6. Waiting lists will be kept for one year. In September, Mrs. Black, School Secretary, will contact Y1 – Y6 families to ask if they wish to remain on the list, removing those who don't.

In year applications

Where applications are received for admission to School following the offer day they will be dealt with as follows:

1. Reception Year

- a) Single admission to Reception Year where the year group is below the admission number (or higher admission limit where one has been set) – **the parent will be offered a place.**
- b) Single admission to Reception Year where the year group is above the admission number (or higher admission limit where one has been set):
 - (i) Where the Governing Body determines that there would not be prejudice to the provision of efficient education or the efficient use of resources by the admission, **the parent will be offered a place.**
 - (ii) Where the Governing Body determines that there would be prejudice to the provision of efficient education or the efficient use of resources by the admission, **the parent will be**

refused the offer of a place.

2. Years 1 to 6

- a) Where the respective year groups are below the admission number or the former standard number, **the parent will be offered a place.**
- b) Single admission to Year 1 to 6 where the year group is above the admission number (or what was the standard number when the year group was the relevant year group in Reception):
 - (i) Where the Governing Body determines that there would not be prejudice to the provision of efficient education or the efficient use of resources by the admission, **the parent will be offered a place.**
 - (ii) Where the Governing Body determines that there would be prejudice to the provision of efficient education or the efficient use of resources by the admission, **the parent will be refused the offer of a place.**

3. Sibling admissions

- a) Where the respective year groups are below the admission number or the former standard number, **the parent will be offered a place.**
- b) Where the respective year groups are above the admission number or the former standard number:
 - i) If the Governing Body determines that there would not be prejudice to the provision of efficient education or the efficient use of resources by the admissions, **the parent will be offered a place.**
 - ii) If the Governing Body determines that there would be prejudice to the provision of efficient education or the efficient use of resources by the admissions, **the parent will be refused the offer of a place.**
- c) Where one or more of the respective year groups is above the admission number or the former standard number and the remainder of the year groups are below, (where the Governing Body determines that family circumstances outweigh the prejudice that would otherwise be caused by any or all of the admissions), **the parent will be offered a place.**

The prejudice referred to above may arise by reason of measures required to be taken in order to ensure compliance with the duty imposed on the Governing Body to comply with the limit on infant class sizes.

APPEALS AGAINST THE GOVERNING BODY'S DECISION TO REFUSE ADMISSION

- 1. If a place is not offered at the School, parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure are available to Parents from the School.
- 2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal within 14 days of receiving the refusal letter to:

St Martin's Church of England (Aided) Primary School
Holbeck Hill, SCARBOROUGH, North Yorkshire, YO11 3BW

Completed appeal forms will be forwarded by the School to the Committee Services Unit at North Yorkshire County Council who will arrange for an independent panel to consider the appeal.

Normally, appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.

Withdrawal of the Offer of a Place

Once an offer has been made, the admissions authority (Governing Body) reserves the right to withdraw that offer under a range of very limited circumstances.

Such circumstances may be where the offer was made based upon false information or cases in which acceptance of the offer was not made in a reasonable time:

1. False Information

Where the Governing Body has made an offer of a place at this School on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the School, the offer of a place will be withdrawn.

Where a child starts attending the School on the basis of fraudulent and intentionally misleading information the place may be withdrawn. If a decision is taken to allow the child to continue at the School, the parent(s) need to be aware that any subsequent child(ren) will not benefit from sibling priority.

Where an offer, or a place, has been withdrawn in the above circumstances, a revised application will be considered and, if this is turned down by the Governing Body, a right of independent appeal is available.

2. Failure to accept an offer in a timely fashion

Where an offer is not accepted in a timely fashion (i.e. within 21 days) the Governing Body will write to the applicants reminding them of the need to make a formal acceptance. Should this not be forthcoming within a further 14 days the Governing Body reserve the right to withdraw the offer.

School Transport

Parents may choose a school on religious or denominational grounds. If this is the case, pupils who were eligible for free school transport in September 2012 will continue to travel for no cost until they reach Year 6 (the last cohort being Year 6 in September 2018). All other pupils joining the School after September 2012 may use the school buses but would be required to pay for the journey.

Further information can be found in North Yorkshire County Council's 'Guide to Parents', available at the School Office or the Harrogate Area Education Office.



St. Martin's Church of England (Aided) Primary School

Supplementary Information Form for Admission

2017/2018

Parents/Carers are required to fill in and return this form to St. Martin's School by the closing date for application (tbc). The School will then send it to your Faith Leader for completion of reference. The L.A. will offer places to pupils in April of the year of admission.

Child's Full Name.....

Date of Birth.....

Parents'/Carers' Names...../.....

Address.....

.....

.....Postcode.....

Telephone number
(HOME).....(MOBILE).....
(Please inform us if any of the above details change prior to the Governors' decision.)

Older brother/sister attending St. Martin's School at the date of admission

Name.....

What is your Church and how long have you been attending?

.....

Any inaccuracies in the completion of this form will render the application invalid.

Parent's/Carer's signature(s)
...../.....

Date.....

Thank you very much for filling in this School Supplementary Information Form. It is also available in other languages if you wish it - please ask at the School Office. We apologise for giving you another form to fill in but the information contained here is **vital** to our School's admission process and we are grateful if you would return this information by the closing date. We need time to request Ministers' references and receive forms back from them prior to the Governing Body's Admission Committee meeting on Monday (tbc).

FOR OFFICE USE ONLY		
N C YEAR GROUP	CATEGORY	COMMENT
Reception 2017 - 2018		

Name of Faith Leader:

Address:.....

..... Tel. No.:.....

To be completed by the Faith Leader

Please add any additional information in support of this application.

- How long has the Family of this Child attended your Church?
- How regularly do they attend? (Our policy states that regular attendance would be at least once a month.)
- Is this Family at the heart of the Church's organisation, on the fringes or somewhere in between?
- Has the Child been baptised?
- Are members of the Family confirmed?

Faith Leader's Signature.....Date.....

Please return to the Clerk to the Governors, St. Martin's School. Thank you for your time in completing this form. It is a crucial part of our admission procedure and we would be grateful if you would return it in the enclosed s.a.e. by the date specified on the letter.