



## **BURNESTON C. OF E. (VOLUNTARY AIDED) PRIMARY SCHOOL**

**ADMISSION POLICY**  
**SEPTEMBER 2018 TO AUGUST 2019**

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**The published admission number for the year 2018-2019 is 19.**

*(Definition of the school's catchment area – The residential communities of Melmerby, Wath, Norton Conyers, East Tanfield, Middleton Quernhow, Sutton Howgrave, Kirklington, Carthorpe, Burneston, Theakston (including RAF housing at The Coppice), Exelby and certain parts of the old village of Gatenby). A map showing the boundaries for the school's catchment area is available in school and attached to this policy.*

The Governors will admit children with a Statement of Special Educational Need whose parents' name Burneston C. of E. (Voluntary Aided) Primary School. This is a statutory entitlement and is not part of the oversubscription criteria.

If there are more applications than places available Governors will allocate places according to the following oversubscription criteria.

### **Criteria for Admissions**

1. Looked after children and previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or child arrangement order, or special guardianship order.
2. Children who reside within the school's catchment area who already have siblings attending the school at the time of admission. A sibling is a brother or sister being blood relations or adopted or fostered and living within the same household.
3. Children who reside within the catchment area whose family can be regarded as 'at the heart of the church,' that is, someone whose family worships twice a month or more (to accommodate difficult patterns of work and family relationships weekday worship will be taken into account). Applications from families who reside within the catchment area, but who attend another Christian Church will be counted equally in this section. Parents will be asked to provide confirmation of attendance from the parish rector or an equivalent person from another Christian Church.
4. Children who reside within the catchment area whose family can be regarded as 'attached to the church,' that is, a regular but not frequent worshipper, attending a monthly family or church parade service or is regularly involved in a weekday church activity, including an element of worship. Parents will be asked to provide confirmation of attendance from the parish rector or an equivalent person from another Christian Church.
5. Other children who reside within the catchment area whose family can be regarded as 'known to the church,' that is an occasional worshipper but not frequent or someone who is known through a family connection or one or all of whose family may be involved in church activities such as uniformed

- organisations. Parents will be asked to provide confirmation of attendance from the parish rector or an equivalent person from another Christian Church.
6. Any other children within the catchment area.
  7. Thereafter any surplus places will be offered to children who reside outside the school's catchment area, with priority given on the following basis:-
    - Children who already have siblings attending the school at the time of application.
    - Children whose family can be regarded as 'at the heart of the church.'
    - Children whose family can be regarded as 'attached to the church.'
    - Children whose family can be regarded as 'known to the church.'

### **Tie breaker**

In the case of over subscription a 'tie-break' decision will be made. This would be applied within any of the oversubscription categories where there are more applications than places remaining. The tie-break will be based on home-school distance; those living nearest to the school having priority. (All distance measurements are based on the nearest route recognised by the County Council's 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).

### **Waiting List**

The school will maintain a waiting list until the end of the academic year for which application is made in order to facilitate in-year admissions. The waiting list will be maintained in the priority order of the above oversubscription criteria and not the date on which the name was added to the list.

### **First Admissions** (To be reviewed annually)

Children who are 4 years old between 1<sup>st</sup> September 2018 and 31<sup>st</sup> August 2019 will receive full time education from the beginning of the Autumn Term. Parents may request to defer their child's place until the term after their 5<sup>th</sup> birthday or take up the place on a part-time basis. 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.

### **Applications**

Applications for admissions of a child to the school must be submitted to North Yorkshire County Council by the 11<sup>th</sup> January 2018. In addition a completed Supplementary Information Form must be sent to the school on the same date. After the closing date, you will need to provide reasons for any change. Without a reason that is acceptable to us, for example moving house, we will consider it to be a late application and will process it after we have considered all other applications. We will not be able to consider any changes after **11<sup>th</sup> January 2018**. The Local Authority's coordinated admissions scheme will ensure that all applicants are notified of the school place offered on the same day, 18<sup>th</sup> April 2018.

### **Class sizes and Appeal Procedures**

A child may be refused admission to the school on the grounds that measures required to keep to the statutory class size limit for Infant classes (i.e. Reception and Years 1 and 2).

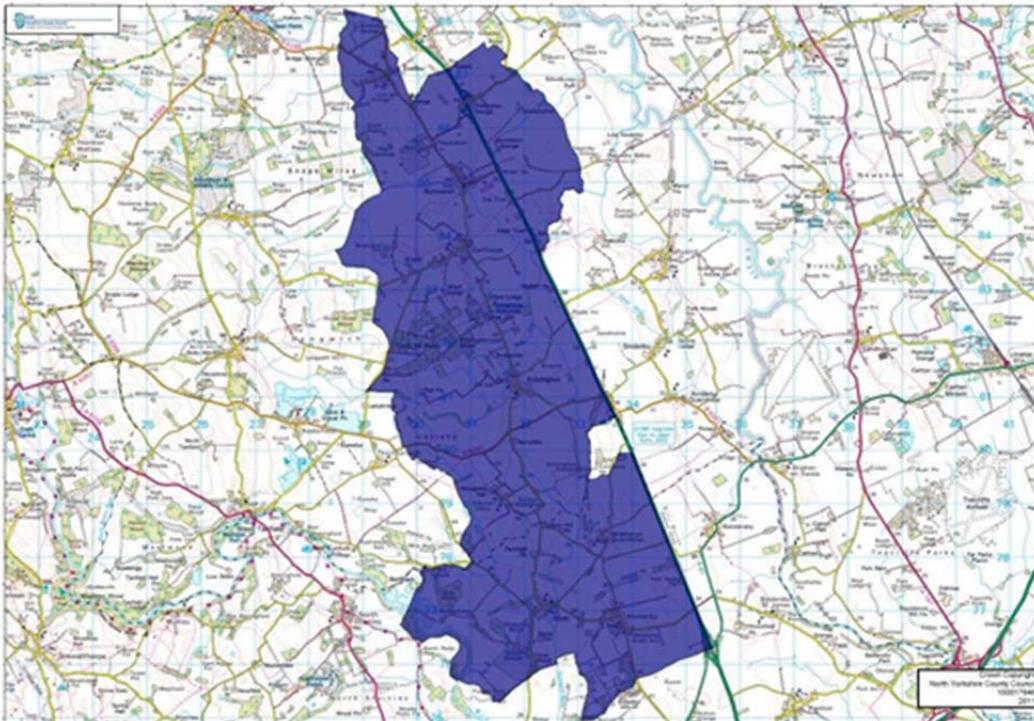
Any parent whose child is refused admission to the school has a statutory right to appeal to an independent admission appeal panel. Any appeal must be made in writing and addressed to the Chairman of Governors, c/o Burneston C. of E. (Aided) School within twenty days of receiving notification that their application has been unsuccessful.

### **In-Year Co-ordinated Admissions**

All in year applications for admission will be co-ordinated through the agreed North Yorkshire co-ordination scheme. Applications for admission will be made using the Local Authority In-Year Preference Form.

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.

Appendix 1 Supplementary Information Form



Reviewed Autumn 2016



**Burneston Church of England (Voluntary Aided) Primary School**

**Burneston, Bedale, North Yorkshire. DL8 2HX**

**Supplementary Information Form 2018 / 2019**

Appendix 1

Child's Full Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Male / Female \_\_\_\_\_

Address \_\_\_\_\_

Post Code \_\_\_\_\_

Parent / Guardian Name \_\_\_\_\_

Do you regularly worship in an Anglican Church or any other Christian Church? Y / N

If yes:

Name and address of church:

\_\_\_\_\_

Please ask the Minister of your church to complete the section below:

Clergy recommendation

To the best of my knowledge the above child attends:

	Most weeks	Once a month	Occasionally	Never
Regular services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other church involvement \_\_\_\_\_

To the best of my knowledge the above parent attends:

	Most weeks	Once a month	Occasionally	Never
Regular services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other church involvement \_\_\_\_\_

Signed \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

- This supplementary form should be completed by a minister of religion and returned to Burneston C. of E. Aided Primary by the parents/guardians of the child if the school is listed as one of your preferences on the North Yorkshire Common Application Form.
- It is the parent's responsibility to ensure that this form is returned to the school by the closing date for applications.