



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

ADMISSION POLICY – ACADEMIC YEAR 2018/2019

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 (the 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 and, although it is strongly encouraged, it is not a requirement or an interview. Any resulting discussion does not form a part of the admission process.

Parents apply online for school places. The application process is devised by the Local Authority and is completed on line at www.northyorks.gov.uk/admissions .

At the same time, it is **vitaly important that the School's Supplementary Information Form (SIF) should be completed and returned to School** by applicants seeking places under criteria 2, 3, 4, 5, 6, 7 or 8, otherwise it will not be possible for the School's Admission Committee to consider the application under the School's faith based criteria. Other applicants are also invited to complete and return the SIF, 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 complete their application online as described above 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. Application online to the LA does not guarantee a place at the School.
3. Failure to complete the online application by the due date may affect the outcome of the application.
4. A Supplementary Information Form must be completed and returned to the School by the due date in all cases where application is sought under one of the School's faith based oversubscription criteria. SIF return for other applicants is required prior to the Admission Committee meeting on 5th February, 2018.
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 group is 40.

Date of Admission to the School

Children will be admitted to the Reception Year at the beginning of the Autumn term following their fourth birthday. Parents may request that their school place be deferred until later in the school year and if they do this the place will be held for the child. They cannot, however, defer entry beyond the beginning of the term after the child's fifth birthday (when the child reaches statutory school age), nor beyond the school year for which the original application was accepted*. Children are entitled to a full-time place in the September following their fourth birthday but Parents can also request that their child attends on a part time basis until their child reaches statutory school age.

*Please refer to the note at the end of this policy about requests for admission outside a child's normal age group.

Timetable for applications

Closing date for receiving applications and the date on which offers will be made will be determined by the LA and set out in the LA coordinated admissions scheme.

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 (2014) if no more than 40 applications are received for admission to Reception, the Governing Body will offer a place to every child.

The School will admit all children with an Education Health and Care Plan (EHCP) naming the School.

Where, following the admission of any children with an Education Health and Care Plan (EHCP) naming the School, there are more applications for admission than places remaining available within the published admission number (*footnote 1*), the Governing Body will apply the following oversubscription criteria in strict order of **priority**:

The oversubscription criteria for admission to the School are as follows:

1. Looked After Children and previously looked after children
(A Looked After child is a) in the care of a LA or (b) being provided with accommodation by a LA 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 from a worshipping (*footnote 2*) family at the Church of St. Martin's on the Hill
3. Children from a worshipping (*footnote 2*) family at any other 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 worshipping 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 living in the Scarborough Deanery boundary but who have the written support of the appropriate church leader of their previous Parish (7(a) and 7(b) are given equal priority – faith leader written support is required for both (a) & (b))
8. Children of families who are regular worshipping members of other World Faiths (*footnote 2*)
 9. Children who are normally resident within the Parish of St. Martin's on the Hill, Scarborough
 10. Any other children.

Tie – Breakers

If the published 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. If the distance from home to school does not distinguish between two or more applicants with equal priority for the final remaining place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the School.

Footnotes:

1. *The published admission number has been calculated according to the net capacity of the School, which the law defines and has been agreed with the LA.*
2. *A worshipping family (the child and a parent/carer) is defined as worshipping by attending regular public worship on average once a month for a period of at least a year immediately prior to the application. A supporting letter from a priest or minister of religion will 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. For families of UK service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the area, the Governing Body will accept applications that are accompanied by an official letter that declares a relocation date and a Unit postal address or quartering 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 of will be considered as a late application unless a reason has been provided that is acceptable to the LA. Late applications whose reasons have been agreed will be considered alongside applications received on time.
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 published 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

Applications submitted outside the normal admission round should be submitted directly to the School. A place will be offered if one is available. The LA will be informed of the offer of a place once it has been accepted. If there is no place available then the applicant will be informed in writing, together with the LA, and information about how to appeal against the decision will be provided.

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.

Requests for admission outside a child's normal age group

Parents may seek a place for their child outside of their normal age group e.g. 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 Head Teacher of 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 circumstances of each case and in the best interests of the child concerned. This will include taking into account 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 Head Teacher. 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 decisions.

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 LA and Governing Body must process the application as part of the main application 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.

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

2018/2019

All applicants must complete online application to the LA by the closing date. Parents/Carers seeking admission under criteria 2,3,4,5,7 & 8 are also required to fill in and return this Supplementary Information form (SIF) to St. Martin's School by the closing date for application. The School will then send the SIF to your Faith Leader for completion of reference. Parents/Carers seeking admission under other criteria are invited to complete this SIF. The School will rank applications against the oversubscription criteria and will notify the LA. The L.A. will offer places to pupils in April of the year of admission.

Child's Full Name.....

Date of Birth.....

Parent/Carer's Name.....

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.....

Which Church do you attend?

.....

Have you been attending worship at a regular public service on average once a month for at least a year prior to this application?

Yes/No (please delete)

Please ensure that this information is accurate. If a place is offered on the basis of fraudulent or intentionally misleading application, the offer may be withdrawn.

Signed:.....

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 Faith Leaders' references and receive forms back from them prior to the Governing Body's Admission Committee meeting.

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

Has the child named overleaf and at least one of the child's parent(s)/carer(s) attended regular public worship on average once a month for at least the last year?

Yes/No (please delete)

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.