



## **EGTON CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL**

### **PROPOSED ADMISSION POLICY**

#### **RELATING TO ACADEMIC YEAR 2017-18**

Egton Church of England Voluntary Aided Primary School is proud to be in the Diocese of York. It is maintained by North Yorkshire Local Education Authority, however, as a Voluntary Aided School the Governing Body is Responsible for Admissions by law.

**As a Church of England school, Egton Church of England Voluntary Aided Primary School has a distinctive Christian ethos. The school aims to serve its community by providing education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers all its pupils. We welcome applications from all members of the community and we welcome all parents who respect the Cristian ethos of our school and its importance to our community.**

#### **MAKING AN APPLICATION**

Applications for admission to the school should be made on line at [www.northyorks.gov.uk/admissions](http://www.northyorks.gov.uk/admissions) before 15<sup>th</sup> January 2017. Egton School also requests additional information not contained on the common application form. This additional information is needed to place your application in the correct priority of admission category. The Additional Information Form is appended to this policy and should be returned to the school by 15<sup>th</sup> January 2017.

This additional information form is not an application to the school and its return does not guarantee a place at the school, but failure to return it may affect which priority of admission category your application is placed in.

It is not normally possible to change the order of your preferences for schools after the closing date.

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. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

#### **ADMISSION PROCEDURES**

The published admission number for the admission of children to the Reception class in September 2017 is 10. This arrangement follows consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. 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 this number, so if no more than 10 applications for admission to Reception are received, all applicants will be offered places. By law, no infant class may contain more than thirty children, other than in very limited exceptional circumstances.

The school will admit all children with a statement of special educational needs or an Education, Health and Care plan (EHCP) in which the school is named.

In the event that there are more applicants than places remaining available, after the admission of all children with a statement of special educational needs or an Education, Health and Care plan (EHCP) in which the school is named, the governing body will allocate places using the following oversubscription criteria, which are listed in order of priority:

#### **ADMISSIONS CRITERIA:**

- 1. Looked after children and all previously looked after children for whom the school has been expressed as a preference.** 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. 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 arrangement order or special guardianship order.
- 2. Children with special medical or social circumstances affecting the child, where these needs can only be met at this school.**  
Supporting evidence from a professional, eg a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why our school is the most suitable school and the difficulties which would be caused if the child had to attend another school.
- 3. Children whose parents live within the ecclesiastical parish of Middle Esk Moor or civil parish of Egton and Grosmont**  
A map showing the boundaries is available in school.
- 4. Children who have a sibling attending the school on the date of application and on the date of admission.**  
Siblings include step, half, foster, adopted brothers and sisters living at the same address and full brothers and sisters living apart
- 5. Children whose parent/carer/guardian is in regular attendance at a church in membership of Churches Together in Britain and Ireland.**  
*Evidence will be required from your officiating minister to demonstrate parent/carer/guardian’s regular attendance. (It should be attendance of at least once a month at a regular public service in the period from 01 September 2015 – 31 August 2016).*  
*A list of churches in membership of Churches Together in Britain and Ireland can be viewed at [www.ctbi.org.uk](http://www.ctbi.org.uk)*
- 6. Children whose parent/carer/guardian is in regular attendance at a place of worship of a major world faith in membership of the UK Interfaith Network.**  
The major world faiths are those in membership of the UK Interfaith Network; in addition to Christians, it includes Buddhists, Baha’is, Hindus, Jains, Jews, Muslims, Sikhs, Zoroastrians.  
*Evidence will be required from your officiating minister to demonstrate parent/carer/guardian’s regular attendance. (It should be attendance of at least once a month at a regular public service from 01 September 2015 - 31 August 2016.)*  
*A list of faiths in membership of the UK Interfaith Network can be viewed at [www.interfaith.org.uk](http://www.interfaith.org.uk)*

**Any Other children**, with priority given to those living nearest to the school, with distance from home to school measured as set out below.

#### Tie-breaker

Where there are more applicants for the available places within a category, then the applicant living the shortest distance from home to school will be given priority. *(Distance measurements are based on the nearest walked route from a child's home address to school. We measure from a fixed point within the dwelling, as identified by Ordnance Survey, to the nearest school entrance using an electronic mapping system.*

*If the distance tie-break is not sufficient to distinguish between applicants in a particular priority group a random allocation will be used – Please see Appendix 1 at the end of this document)*

## **ADMISSIONS INFORMATION**

Last year the school was able to admit all pupils whose parents applied.

## **LATE APPLICATIONS FOR ADMISSION**

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others, and if no places are available will be placed on the waiting list in order according to the criteria.

## **WAITING LIST**

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

This waiting list will operate until the 31<sup>st</sup> December 2017.

## **ADDRESS OF PUPIL**

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP.

For children of UK Service personnel and other Crown Servants returning to the area of posting, proof of the posting is all that is required.

### **NON-ROUTINE ADMISSIONS**

It sometimes happens that a child needs to change school other than at the “normal” time; such admissions are known as non-routine admissions. Parents wishing their child to attend this school should arrange to visit the school. They will be provided with an application form. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided.

Please note that you cannot re-apply for a place at a school within the same school year unless there has been a relevant, significant and material change in the family circumstances.

### **APPEALS**

Where the governors are unable to offer a place because the school is over-subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents should notify the clerk to the governors at the school within 14 days of receiving the letter refusing a place.** Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days’ notice of the place and time of the hearing.

If your child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable governing body would have made, or that your child would have been offered a place if the governors’ admissions arrangements had been properly implemented.

Please note that this right of appeal against the governors’ decision does not prevent you from making an appeal in respect of any other school.

### **FRAUDULENT APPLICATIONS**

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

### **DEFERRED ADMISSION**

If your child is due to start school during the next academic year, it is important that you apply for a place for September. 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 the beginning of the academic year in which their fifth birthday falls. We will happily discuss this further, considering the needs of your child.

Parents are able to request that the date their child is admitted to school is deferred until later in the year or until the term in which the child reaches compulsory school age. Parents can request that their child takes up a place part-time until the child reaches compulsory school age. In both instances we would strongly advise discussion with the school.

Please refer to the separate note below regarding requests for admission outside a child's normal age group.

## **TWINS/ SIBLINGS FROM MULTIPLE BIRTHS**

Where there are twins/siblings from multiple births wanting admission and there is only a single place left within the admission number, then the governors may admit over the published admission number if it is possible to do so, as such children are excepted pupils for the purpose of the infant class size limit.

### **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.

**Please contact us if you need any further information or help in applying for admission at our School. We would be pleased to hear from you.**

Reviewed: 2015

## **Appendix**

### **RANDOM ALLOCATION PROCEDURE**

*Random allocations are necessary where:*

- 1. There is more than one applicant ranked equally according to the published admission rules and there are insufficient places available to allocate all of the equally ranked applicants.*
- 2. This occurs where applicants are equidistant from a school because the usual method of measuring distance to the school results in two unrelated applicants having the same distance measurement.*

*Each random allocation event only holds for the allocation of the currently available school place.*

*On any waiting list the remaining applicants remain equally ranked and any further place is offered as the result of a further random exercise.*

*In making a random allocation it is important that there is scrutiny from a person who is not involved in the allocation process.*

### **DEFINITION OF ROLES**

*Independent Scrutineer (IS) – this is a person who ensures the process is carried out in a correct and transparent way. The IS must be independent of the school and the school governors.*

*Admissions Officer (AO) – this is an officer from the school who is responsible for carrying out the administration of the random allocation procedure and recording the results, under the scrutiny of the IS.*

*Person who makes the draw (P) – this must be a person independent of the school and the Independent Scrutineer.*

### **PROCESS TO BE FOLLOWED – N.B. This entire process is to be carried out in sight of, and under the scrutiny of, the IS**

- 1. The AO allocates each pupil to be included in the draw a number and records it on the 'Random Allocation Cross Reference Sheet'. This is placed in a sealed envelope.*
- 2. The AO prepares as many equal sized pieces of white paper as are necessary, which are numbered consecutively.*
- 3. The AO folds each numbered sheet and seals them in identical envelopes, i.e. envelopes with no visibly identifiable differences.*
- 4. The AO shuffles the envelopes and hands them to P who shuffles the envelopes again, picks one envelope and opens it.*
- 5. The AO records the first number drawn on the 'Random Allocation Record sheet'.*
- 6. If more than one place can be offered they continue to draw envelopes and record numbers until all of the available places are allocated.*
- 7. The AO then opens the previously sealed envelope containing the 'Random Allocation cross reference sheet' and records the numbers drawn on the 'Random Allocation cross reference sheet', marking clearly which child(ren) has(have) been allocated a place and which have not.*
- 8. Once the process has been completed, the AO, IS and P should sign and date both the 'Random Allocation Record sheet' and the 'Random Allocation cross reference sheet' in order to certify that the procedure has been carried out correctly.*



# Egton Church of England Voluntary Aided Primary School Additional Information Form

Academic Year 2017-2018

Please answer the questions as fully as possible.

The information which you supply on this form will be treated as confidential to the Governors and the School. It will not be shared with any other school or outside body without your permission, except that it will be supplied to the independent Admission Appeals Tribunal in the event of an appeal being lodged.

Name of child:.....

Date of Birth:..... Male  Female

Permanent Address \* at the date of application:.....

.....

Post Code Parents Home Tel No Parents Work Tel No

.....  
*\*This should be the place where the child is "normally and permanently resident". If there are other factors about residence to be considered by the Governors (e.g. if the child is normally looked after by grandparents), please attach a covering letter of explanation.*

Other children under 12 years  
Name Date of birth Gender (M/F) School Attending (if any)

.....

.....

.....

1. Is your child in Public Care (Looked after Children) or was your child Previously looked after but immediately after being looked after became Subject to an adoption, child arrangement order or residence or special guardianship order.  yes  no

2. Does your child have professionally documented special needs?  yes  
 no

3. Do you live within the ecclesiastical parishes of Middle Esk Moor or civil Parishes of Egton and Grosmont?  yes  
 no  
*A map showing the boundaries is available in school*

4. Does your child have a brother or sister, including half-step, or adoptive siblings, who will be registered as a pupil of the school at the proposed date of admission?  yes  
 no  
*If so, please give the names of all the brothers and/or sisters (and addresses if different from the one given above)*

5. Are you involved in the life of a church in membership of Churches Together in Britain and Ireland?  yes  
 no  
*Evidence will be required from your officiating minister to demonstrate parent/carer/guardian's regular attendance. (It should be attendance of at least once a month at a regular public service in the period from 01 September 2015 – 31 August 2016).  
A list of churches in membership of Churches Together in Britain and Ireland can be viewed at [www.ctbi.org.uk](http://www.ctbi.org.uk)*

6. Are you involved in the life of a non-Christian faith in membership of the UK Interfaith Network? *(The major world faiths are those in membership of the UK Interfaith Network; in addition to Christian, it includes Buddhists, Baha'is, Hindus, Jains, Jews, Muslims, Sikhs, Zoroastrians.)*  yes  
 no  
*Evidence will be required from your officiating minister to demonstrate parent/carer/guardian's Regular attendance. (It should be attendance of at least once a month at a regular public service from 01 September 2015 – 31 August 2016).  
A list of faiths in membership of the UK Interfaith Network can be viewed at [www.interfaith.org.uk](http://www.interfaith.org.uk)*

### 7. Other children

Where there are more applicants for the available places within a category, then the applicant living the shortest distance from home to school will be given priority. *(Distance measurements are based on the nearest walked route from a child's home address to school. We measure from a fixed point within the dwelling, as identified by Ordnance Survey, to the nearest school entrance using an electronic mapping system.)*  
*If the distance tie-break is not sufficient to distinguish between applicants in a particular priority group a random allocation will be used – Please see Appendix 1 at the end of our 2017 2018 Admission Policy.*

Please tick where appropriate

**Please remember that you cannot apply for a place at any other school by using this form**