



## BURNT YATES V.A. CHURCH OF ENGLAND PRIMARY SCHOOL

### ADMISSIONS POLICY 2016 - 2017 (Draft)

Burnt Yates is a Voluntary Aided Church of England Primary School, as such, the governing body is the Admissions Authority.

As a church school it is committed to maintaining links with the local parish and the Diocese of West Yorkshire and the Dales. The school welcomes children from other Christian denominations, other faiths and those with no religious affiliation. It serves the local community and aims to teach Christian values and standards and to demonstrate these qualities in everyday living.

#### Applying

Applications are made by completing the Common Application Form either electronically ([www.northyorks.gov.uk/admissions](http://www.northyorks.gov.uk/admissions)) or as a paper copy and submitted to the Harrogate Local Education Office, Jesmond House, Victoria Avenue, Harrogate, HG15QE. The deadline for returning this form is 15<sup>th</sup> January 2016.

The Supplementary Information Form (see Appendix 1), which Governors will use in the event of over-subscription, will be sent directly to parents in mid to late February and should be completed and returned to Mrs H Permain, Administrator, Burnt Yates C of E Primary School, Burnt Yates, Harrogate, HG3 3EJ. The deadline for returning this form will be clearly marked on the form itself.

#### *Please Note*

*It is the parent's responsibility to ensure that the Supplementary Information Form is completed and returned to the school. If no SIF is received then only information provided on the Common Application Form will be used to rank the application.*

#### Allocation of Places

The school can accommodate up to 56 children within the regulatory conditions set by North Yorkshire Education Authority. **The governors will admit up to 8 children of Reception age in any school year.** Should there be more applications than places available; the governors will allocate places according to the following criteria, which will be applied in the sequence in which they are set out. (Information and guidance regarding Primary School admissions is available in the NYCC Guide for Parents which is available online or from School)

**Children with Special Educational Needs naming the school on their statement of educational needs will be allocated a place. This is a statutory entitlement under S.324 of the Education Act 1996 and is not part of the oversubscription process.**

#### Criteria for admission in order of priority:

1. All Looked After Children, formerly Looked After Children and Children with 'Residence Orders' or 'Child Arrangement Orders' (See note A).
2. Children with a demonstrated medical/social need for a place at Burnt Yates. (See note B)
3. Any child who resides within the area defined by the attached map. (See Appendix 2)
4. Any child with siblings attending the school. (See note C)
5. Any child who attends a Christian Church. Governors will allocate Foundation Stage places in accordance with the priorities set out in Note D.
6. Any other child.

In the event of a tie for places within any one of the above criteria, the following tie breaker will come into effect:

Tie Breaker: Distance from school (based on the distance calculated by the route finder on [www.rac.co.uk](http://www.rac.co.uk)). The nearest will be admitted first.

## Notes

A. 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were adopted (or became subject to a residence order or special guardianship order) immediately following having been looked after.

B. A medical or social need will refer to some particular and exceptional reason why Burnt Yates School is the ONLY school that can meet that child's needs. Supporting evidence will be required in writing from a health or social care professional and must be attached to the Supplementary Information Form when applying to the school.

C. 'Siblings' include step siblings, foster siblings, adopted siblings and other children living at the same address. This includes children who have siblings in Year 6 at the time of application

D. Church attendance is measured by the average number of weeks in which the family has attended a church service in the **three year period** immediately before the date of application.

**Priority will be given based upon church attendance of the family (defined as one parent /legal guardian who attends with the child) in the following order:**

1. Weekly
2. 2-3 times/month
3. Monthly

\* Weekly indicates every week except for sickness and family holidays and would usually therefore be in excess of 40 weeks in the year.

If your pattern of attendance has changed significantly during the last three years, then an average over the three years should be used.

e.g. Year 1 Monthly 12 weeks

Year 2 Fortnightly 24 weeks

Year 3 Weekly 41 weeks

= 84 weeks averaged over 3 years = 28

i.e. 2-3 times per month

The impact of irregular shift patterns will be taken into consideration if supporting evidence is provided. Your declaration on the SIF must be verified by the incumbent of your parish or previous parish. Should there be an interregnum the SIF may be verified by a churchwarden or other suitably qualified official on behalf of the parish.

If you have recently moved you may ask the priest, or authorised church official, from your previous church to verify your Christian Commitment.

Please ask at your church who is qualified to sign the form.

Note: Where “church” is referred to in the criteria, the Governors recognise any branch of the Christian Church affiliated to Churches Together in England (or in full sympathy with its Trinitarian stance). If in doubt please consult one of your church leaders. For a list of churches affiliated to and/or in sympathy with Churches Together in England see appendix 3.

### **Admission of children below statutory school age**

Statutory school age is from the term after the child’s fifth birthday. (The school’s preference is to admit all pupils to the Infant class on a part time basis in September, moving to full time at the start of the third week of the Autumn Term.) 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. Places may not be deferred and kept open beyond the end of the year for which application was made.

Parents are welcome to contact the school to arrange a visit before they apply. New entrants will be invited to visit the school in the term before they start.

All applications for admission will be ranked according to the admissions criteria by the Admission Panel consisting of three governors and the Headteacher. Parents/carers will be informed in writing by the Local Authority who will write on behalf of the governing body giving the decision of the panel on 16th April 2016.

### **Waiting list**

If the school is oversubscribed for any Year group, i.e. applicants exceed the number of places offered, then a waiting list will be maintained, in the order of oversubscription priorities as listed above, until the last day of the summer term 2017.

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

All in year applications for admission will be co-ordinated through the school.

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. Parents should also complete a Local Authority in-year application form.

### **Appeals:**

Appeals against the decision of the Governing Body, not to offer a place, must be made in writing to the Clerk of the Governors at least 20 school days from the date of notification that their application was unsuccessful. An Appeal Panel will be convened within 40 days of the deadline for lodging appeals or before the end of the summer term, whichever is the sooner. For late applications the deadline is 40 school days from the deadline for lodging appeals where possible, or within 30 days of the appeal being lodged. For in-year admissions, appeals must be heard within 30 school days of the appeal being lodged.



### Burnt Yates CE Primary School

### SUPPLEMENTARY INFORMATION FORM FOR ADMISSION IN SEPTEMBER 2016

This form is linked to the Governors' policy on Admissions. **You should note that this form is only relevant if the school is over-subscribed i.e. if there are more applications than there are places available. It is essential that you complete this form if you are applying for a place under Priority 5 of the Admissions Policy.**

It will be used as the basis for decision making by the Governors' Admissions Committee. **It is important that parents/guardians complete the form in as much detail as possible.** No consideration will be taken into account of the child's ability, aptitude or present school in allocating places.

#### Details of Child

Christian/First Names:	<input type="text"/>	Surname	<input type="text"/>
Home address at time of application:	<input type="text"/>	Home Tel:	<input type="text"/>
		Parents' Mobile No	<input type="text"/>
Parents' Email address	<input type="text"/>	DOB	<input type="text"/>

Has your child a Statement of Special Educational Needs from the Local Authority?  
Please give the date of the Statement \_\_\_\_\_  Yes  No

Is this application for a "Looked After Child" (see Priority 1 Admissions Policy)  Yes  No

Do you wish your child to be considered on social or medical grounds?  
(See Priority 2 Admissions Policy )  Yes  No

In September 2016 will your child have a sibling in school?  
(See Priority 4 Admissions Policy )  Yes  No

<b>For Office Use Only:</b>		Date Received	
Priest/Minister's signature seen			
SEN	Looked After	Sibling	
Social/Medical	Community		Distance
		Recorded	Withdrawn

Does your child attend a Christian Church officially affiliated to or in sympathy with 'Churches Together' and with the Trinitarian creed?

Yes

No

Name of church/place of worship:

Denomination of church:

Church attendance is measured by the category which best defines the average church attendance of the family for the **three year period** immediately before the date of application. Please note that family church attendance is defined as one parent or legal guardian who attends with the child.

<p><b>In the last three years how frequently has your family attended a place of worship in the religious tradition?</b></p> <p>Weekly*</p> <p>2/3 times monthly</p> <p>Monthly</p>	

**\*Weekly indicates every week except for sickness and family holidays and would usually therefore be in excess of 40 weeks in the year. The impact of irregular shift patterns will be taken into consideration if supporting evidence is provided**

**The definition of each category is contained in the school admission policy.**

**Priest or Minister's signature confirming the above**

***(Please be aware that the Governors will not be able to consider your application for a Foundation Place without a Church Leaders signature)***

.....  
**Name/Position**

.....  
**Dated**

**Parish / Church official stamp if available:**

If you would like any additional information to be taken into account, please supply supporting letters of evidence from your priest, minister, doctor, social worker or other professional adviser.

I/We confirm this application to be accurate at the time of writing.

Name of parent/guardian.....Signed .....

Name of parent/guardian.....Signed .....

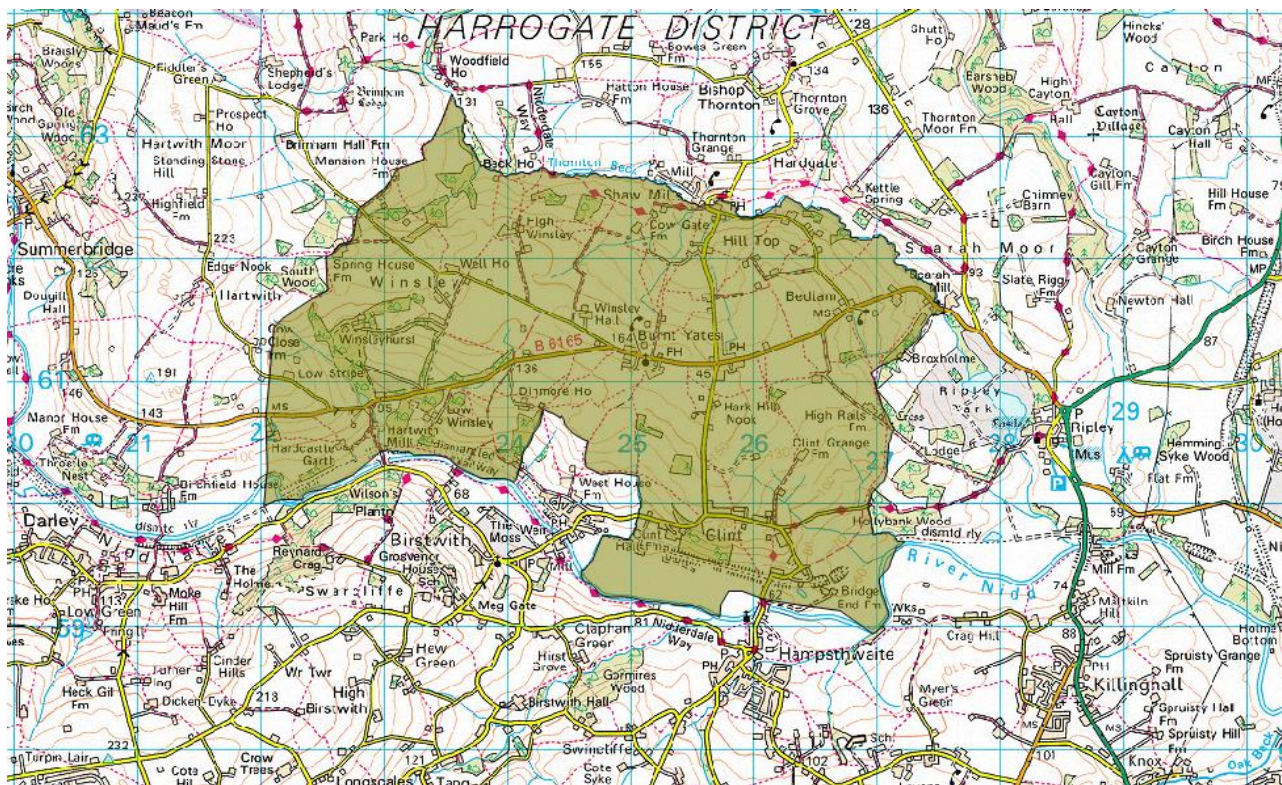
Date .....

This form is made available to the Appeals Panel in the case of any appeal against non-admission. In all other respects the information given is treated in confidence. If you have any difficulty completing the form please do not hesitate to contact the Headteacher or the Admissions Team at the school.

Please return this form to: Mrs H Permain  
School Administrator  
Burnt Yates C of E Primary School  
Burnt Yates  
Harrogate  
HG3 3DF

**Closing Date: will be added before sending out**

## Appendix 2



## Appendix 3

### **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 (Presbytery of England), Churches in Communities International, Congregational Federation, Coptic Orthodox Church, Council of African and Caribbean Churches UK, Council of Oriental Orthodox Christian Churches, Elim Pentecostal Church, Evangelische Synode Deutscher Sprache in Großbritannien, Exarchate of Orthodox Parishes of the Russian Tradition (Ecumenical Patriarchate), Free Church of England, Ichthus Christian Fellowship, Independent Methodist Churches, 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 (Moscow Patriarchate), Salvation Army, Transatlantic Pacific Alliance of Churches, United Reformed Church, Wesleyan Holiness Church.

Please check for up to date list at [www.cte.org.uk](http://www.cte.org.uk)