

Admissions Policy 2013-2014



This policy was written in November 2011 and will be reviewed and updated by November 2012. The staff member responsible for this policy is Simon Biddlestone and the Governor responsible is Neville Simpson.

Applying for a place at school can be a daunting experience, especially if it is your first child. We hope the information below will help you with the application process for your child but *please do contact us if you need any help in applying*. This admissions policy addresses the key questions that most parents have when thinking about schools. **Words in bold and italics have a definition listed at the end of this policy.**

1. WHAT SORT OF SCHOOL IS HEWORTH PRIMARY?

Heworth Primary School is a Church of England Voluntary Aided School in the Diocese of York and is maintained by the City of York Local Education Authority. The school provides a distinctively Christian education for children aged 4 to 11.

Historically, Anglican schools provided education for the community in accordance with the principles of the Church of England. This two-fold aim of being 'distinctively Christian' and 'serving the local community' is reflected in the school's admission criteria.

This policy reflects the changing nature of church attendance and of the nature of worship. Many families cannot commit to weekly attendance at church and many worship in alternative ways to the traditional weekly Sunday service.

2. HOW CAN I FIND OUT MORE ABOUT THE SCHOOL?

When thinking about whether Heworth is the right school for your child you should:

- Visit the school at least once by making an appointment with the headteacher
- Look at the school website at www.heworth.york.sch.uk
- Read the School Brochure published by the Governors. This is available from school or can be downloaded from the website.
- Look at the most recent Ofsted report – this is also available on the website or from school
- Talk to anybody you may know who already has children at the school.

3. HOW MANY CHILDREN WILL THE SCHOOL BE ADMITTING?

The admission number for 2013 – 2014 is a maximum of 20 children in the Reception Class.

4. WHEN DO CHILDREN START SCHOOL?

Children start school in the September of the school year before they are 5. So all children who have their 5th birthday between 1st September 2013 and 31 August 2014 can start school in September 2013.

5. DO CHILDREN START FULL TIME IMMEDIATELY?

All children can start full time from September. However, if you would like your child to be part time initially (mornings only) this can be arranged.

6. CAN MY CHILD START SCHOOL AT A LATER DATE?

Yes, you have the right to postpone your child's entry to school until the term after he or she turns five – this is known as 'deferred entry'. Please talk to us if you wish to do this. It is a legal requirement that all children must enter formal full time education in the term after their fifth birthday and you must apply in the normal way to secure a place

7. HOW DO I APPLY FOR A PLACE FOR MY CHILD?

- 1. Obtain an admissions form from the school or Local Authority, if one is not sent to you.**
- 2. Complete the form and return it to the school or Local Authority by 15th Jan 2013.**

'The co-ordinated scheme for admissions' is a process that ensures that all parents resident in the City of York, and who have expressed a preference for a primary school before the closing date, will receive a single offer of a place on the same day. The Local Authority administers this policy on behalf of the Governing Body using the Governors' criteria and prioritised list.

Key dates are:

1 st October 2012	Forms Available
15 th January 2013	Closing date for applications
16 th April 2013	Parents notified by school that their child is to be offered a place

8. CAN I REGISTER MY INTEREST IN ADVANCE OF THIS PROCESS?

You can fill in our school registration of interest form at any time before this process starts. These forms are available on the website (www.heworth.york.sch.uk) or from school. If you register your interest we will automatically send you the Local Authority admission form and information once they are available. **Even if parents have completed a school registration of interest form, a Local Authority admission form must be submitted.**

9. WHO DECIDES IF MY CHILD GETS A PLACE AT HEWORTH SCHOOL?

Decisions about admissions to the school are made by the school governors, not the Local Authority or the Headteacher.

As the Church is closely involved with the school, priority is given to children whose parents are regular active members of the Church of England or other Christian denominations.

ANNEX I

However, our school is also a neighbourhood school, serving the Parishes of Heworth within the City of York and this is also reflected in our policy.

10. WHAT IF MY CHILD HAS A STATEMENT OF SPECIAL EDUCATIONAL NEEDS?

Applications received relating to children with statements of special educational needs will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child's statement of special educational needs, the local authority and the school have a duty to admit the child.

11. WHAT HAPPENS IF MORE CHILDREN WANT PLACES THAN THERE ARE AVAILABLE?

Where there are more applications for admissions than places the Governing Body will apply the following criteria in strict order of priority.

1. Children who are in Public Care (Looked after children)
2. Children with special social or medical reasons for admission. Applications in this category must be supported by a professional recommendation from a doctor, social worker or other appropriate professional.
3. Children who will have an older **sibling** already at the school at the time of admission.
4. Children whose families are **regularly involved** in any of the local **Christian places of worship**, (as identified by the Anglican Parish Boundaries shown on the map at the end of this policy)
5. Children whose **place of residence** is within the local community, (as identified by the Anglican Parish Boundaries shown on the map at the end of this policy)
6. Children whose families are **regularly involved** in another Christian place of worship not within the local community.
7. Children whose parents/carers are active members of **other recognised faith communities**.
8. Other children

A letter from the parish priest or worship leader will be required to support applications under criteria 4, 6 or 7.

If the admission number is reached mid-category, applications in that category will be prioritised on the distance from the child's ordinary place of residence to the main entrance to the school via the shortest safe walking route. Distances for this route is supplied to the school by the Local Authority.

12. WHAT HAPPENS IF I MISS THE DEADLINE FOR APPLICATIONS?

The Governors will accept late applications up to the 19th March 2013 for parents who have good reason for submitting their form late, for example if the family have moved into the City of York area.

13. WHAT HAPPENS IF MY CHILD DOES NOT GET A PLACE AT HEWORTH?

- i. Names of children will automatically be placed on the waiting list for Heworth CE (Aided) School, when the child has been refused admission.
- ii. A vacancy only arises in the Reception Year when the number of offers to the school falls below the admission number of 20.
- iii. The waiting list will be established on the offer day and kept until 31st August 2013
- iv. The waiting list is determined according to the Governing Body's priority admission criteria.
- v. Following the offer day should an application be received for the school where the pupil has a higher priority, as determined by the admission criteria, they will be placed on the list above those with a lower priority.

14. WHAT HAPPENS IF I GIVE FALSE INFORMATION IN THE APPLICATION?

- i. Where the Governing Body has made an offer of a place at the school on the basis of a fraudulent or intentionally misleading application, which has effectively denied a place to a child with a stronger claim, the offer of a place will be withdrawn.
- ii. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.
- iii. Where a place or an offer has been withdrawn, the application will be reconsidered and a right of independent appeal offered if the place is refused.

15. WHAT HAPPENS IF I APPLY FOR A PLACE OUTSIDE OF THE NORMAL ADMISSION ROUND?

1. Reception Year

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

Single admission to Reception year where the year group is below the admission number, the parent will be offered a place.

Single admission to Reception year where the year group is at or above the admission number and would be prejudicial to the provision of efficient education or the efficient use of resources, the parent will not be offered a place.

2. Years 1 to 6

Single admission to Year 1 to 6 where the year group is above the admission number:

Where the Governing Body determines that there would not be prejudice to the provision of efficient education or the efficient use of resources, the parent will be offered a place.

Where the Governing Body determines that there would be prejudice to the provision of efficient education or the efficient use of resources, the parent will be refused an offer of a place.

An example of prejudice is where the Governing Body has to comply with the limit on infant class size.

3. Sibling admissions

- Where the respective year groups are below the admission number and the Governing Body determines that there would not be prejudice to the provision of efficient education or the efficient use of resources, the parents will be offered a place.
- Where one or more of the respective year groups are above the admission number and the remainder are below the Governing Body will consider family circumstances and if they outweigh the prejudice the parents will be offered places.

16. CAN I APPEAL IF I MY CHILD IS NOT OFFERED A PLACE?

- i. 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 procedures will be sent to parents by the Local Education Authority.
- ii. 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:

City of York Council,
School Services
PO BOX 404, York, YO1 6ZG
Tel: 01904 551554

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

Definitions from above:

Sibling – to include step, half, foster, adopted brothers and sisters living at the same address and full brothers and sisters living apart.

Regularly involved – worshipping at least once a month for a period of at least one year prior to the application

Christian place of worship – Church listed in 'Churches Together in England'.

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 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.

Other recognised faith communities – Judaism, Hinduism, Sikhism, Islam, Buddhism.