

## Wheldrake with Thorganby C.E. (Aided) School

### ADMISSIONS POLICY 2016/2017

Wheldrake with Thorganby Primary School is a Voluntary Aided Church of England School serving the whole community in which it is set. It is committed to giving its pupils the best possible educational opportunities in a caring Christian environment within the tradition of the Anglican Church. The school welcomes children from families of all faiths or of none, that recognise and support the Christian ethos of the school.

As an Aided Church of England School the governors of the school are the admissions authority and have responsibility for admissions. Our admissions arrangements are as follows:

#### OPTION 1 – Full time

- Children born between 1<sup>st</sup> September 2011 and 31<sup>st</sup> August 2012 may start full-time school in September 2016.

#### OPTION 2 – Part time

- Parents may opt for a part time place from September (mornings only, from 0855 – 1200). Children can then take up their full time place at the beginning of the Spring term (January).

We particularly recommend option 2 for the younger children, whose 5<sup>th</sup> birthday falls between January and August.

#### OPTION 3 – Deferred entry

- Deferred entry means that parents may apply for a place at the school under the normal admission arrangements but choose to postpone their child's admission until the term after they are five. Parents wishing to defer entry should make an application for a place **at the usual time** indicating on the preference form that they would like to defer entry to school. Places will be allocated using the normal criteria and where parents have opted for a deferred entry and have been offered a place it will be kept open for that child to start full time school in the term following their fifth birthday.

**It is a legal requirement that all children must enter formal fulltime education at the beginning of the term following their fifth birthday. Parents can request that their child attends part – time until they reach compulsory school age.**

**Please contact the headteacher at the school if you would like to discuss the best option for your child and for any further information.**

#### HOW TO APPLY FOR A PLACE – FIRST ADMISSIONS (RECEPTION CLASS)

1. **Parents who live within the City of York boundary** (including Wheldrake) should complete the City of York Common Application Form. You can apply online at [www.york.gov.uk/schooladmissions](http://www.york.gov.uk/schooladmissions) or request a paper copy from school, or the nursery or playgroup that your child attends, or from School Services on 01904 551554.

2. **Parents who live outside the York boundary** (including Thorganby) should complete the Common Admissions Form for the local authority in which they live. Parents who live in North Yorkshire can apply online at [www.northyorks.gov.uk](http://www.northyorks.gov.uk) or request a paper copy from the Admissions Team on 0845 0349420.

Both York and North Yorkshire will send you an email to let you know that they have received and are processing your online application. If you apply by post please get a proof of posting certificate from the Post Office and keep a record of the number.

### **HOME ADDRESS**

Parent / carers must use only one address when applying for a place. This must be the address at which the parent/carer and child are normally resident. Where there is joint residence each case is considered on an individual basis but 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. Parents / carers may be required to provide proof of residence in support of an application, and the relevant Local Authority (York or North Yorkshire) may check addresses against other records held by them, in accordance with their Data Protection Registration.

**CHILDREN OF UK SERVICE PERSONNEL (UK ARMED FORCES)** For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in that area, we will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date. We will accept a Unit postal address or quartering area address when considering the application against our admissions criteria.

### **Key Dates:**

September 2015	parents can start to apply online
<b>15<sup>th</sup> January 2016</b>	<b>DEADLINE FOR APPLICATIONS (Common Application Form)</b>
18 <sup>th</sup> April 2016	parents/ carers informed of primary school place
June/July 2016	primary school admissions appeals heard

Once your child has been allocated a place we will contact you and ask you to complete a school admissions form, indicating which option (part time / full time) you would like.

### **HOW DO WE ALLOCATE PLACES?**

The School's admission number is 30.

The Governors of the School are responsible for admissions and will use the following criteria, in the order listed, to allocate places:

1. Children who are currently looked after, or previously looked after and adopted from care, by a local authority (see section 22 of The Children's Act 1989 and Local Authority admissions guidance).
2. Children considered to have exceptional social needs or medical conditions which relate to the preferred school. The governors may request supporting evidence from medical or educational professionals indicating why a pupil should be allocated a place at this school.
3. Children who live within the catchment area normally served by the school – a map of the catchment area is available in school or from the School Admissions Team at the Local Authority.

4. Children who have a brother or sister (including half-and step-siblings living in the same house as their primary place of residence) already registered at the school on the proposed date of admission.
5. Children who live closest to the school using the shortest safe walking route. The Local Authority (LA) will advise on the safest route. Distance is measured from the home address to the main entrance of the school using the LA's GIS mapping system.

The governors will seek to admit all children who live within the catchment area of Wheldrake and Thorganby, at least until the capacity of the school is met (210), and within the limitations of current Infant Class Size legislation.

### **TIE BREAK**

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over subscription, then places will be offered to those meeting the criteria in the next category. For example if more places than are available are required by children within the catchment area (category 3) then priority will be given to those with siblings (category 4). If this is still above the admissions number then priority will be determined by distance from the school (category 5).

### **INFANT CLASS SIZES**

Current legislation prevents class sizes for children in Reception and Key Stage 1 (Year 1 and Year 2) from exceeding 30 pupils. Therefore we cannot offer a place if this brings the total number of pupils in one class to more than 30. However children whose twin, or sibling from a multiple birth, is allocated the last available place according to the above criteria will also be offered a place as an "excepted" pupil. Under these circumstances the class size may exceed the 30 limit.

### **PUPILS WITH STATEMENTS OF SPECIAL EDUCATIONAL NEEDS/EDUCATION HEALTH CARE PLANS**

Where children have a statement, or an educational health care plan parents/carers can express a preference for a place at either a mainstream or special school. A place will be allocated as part of the statutory assessment or annual review process and the school will be named on the statement. Please note that there is a separate admission and appeals process for statemented children. Further details are available from the Special Educational Needs department of the local authority where the child is resident.

### **LATE APPLICATIONS**

Applications received after the closing date and before the 31<sup>st</sup> March will be considered if parents can demonstrate a good reason for submitting the application late, for example if a family have moved into the area. The admissions committee will consider each application on its merits and make a recommendation as to whether it be considered alongside or after the other applications that were received by the common deadline date.

### **WAITING LIST**

Where the number of applicants exceeds the number of places, we will contact parents to ask whether they wish their child's name to be put on a waiting list, should a place become available. A pupil's position on the list will be determined by the same criteria as for the normal admissions round. Names will be kept on the waiting list for two terms following the date when places are allocated ie until 31<sup>st</sup> December 2016.

**APPEALS**

Parents who are not given a place for their child have a right of appeal to an independent panel. The school uses the Local Authority's process for conducting appeals. Details of the appeals procedure will be sent to parents by the local authority. Further information on the appeals process is available on the LA website [www.york.gov.uk](http://www.york.gov.uk) or from:

School Services  
West Offices  
Station Rise  
York  
YO1 6GA  
Tel 01904 551554

**APPLICATIONS OUTSIDE THE NORMAL ADMISSION ROUND**

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

**1. RECEPTION YEAR**

- a) Where the Reception year group is below the admission number (30) the child will be offered a place.
- b) Where the year group is at or above the admission number (30) the child will not be offered a place.

**2. YEARS 1 and 2**

- a) Where the governing body determines that there would not be prejudice to the efficient education or the efficient use of resources the parent will be offered a place.
- b) Where the class is at or above the infant class size maximum (30), and/or the governing body determines that there would be prejudice to the efficient education or the efficient use of resources, the parent will not be offered a place.

**3. YEARS 3 TO 6**

- a) Where the governing body determines that there would not be prejudice to the efficient education or the efficient use of resources the parent will be offered a place.

**Decisions relating to admissions outside the normal admissions round will be taken by the Admissions Committee of the governing body.**

**FALSE INFORMATION**

The governors are committed to ensuring that the allocation of places is open and fair to all families. Therefore where a place has been offered on the basis of fraudulent or intentionally misleading information the offer of the place **will** be withdrawn.

If a child has started attending school on the basis of fraudulent or intentionally misleading information the place **may** be withdrawn. Governors will take into consideration factors such as the length of time that the child has been attending the school.

If a place or an offer has been withdrawn, the application for a place will be reconsidered based on accurate information and a right of appeal offered if it is turned down.

**HELP AND SUPPORT**

The school and the Local Authority will advertise the admissions process each year with posters, through early years settings and on their websites, however it is the responsibility of parents to complete the application process at the correct time. If you require any help with this please contact the school on 01904 448564.