



St. Lawrence's C of E VA Primary School
Admissions Policy 2018-19

Signature of Chair of Governors

Signature of Headteacher

Date of Adoption Autumn 2016.

Date of Review: Autumn 2017.

Admissions Policy 2018-2019

The staff member responsible for this policy is Nick Long and the Governor responsible is John Hattam

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 ST LAWRENCE'S PRIMARY?

St Lawrence's CE Primary School is a Church of England Voluntary Aided School in the Diocese of York and is maintained by the City of York Local Authority. The school provides a distinctively Christian education for children aged 4 to 11 from all backgrounds.

The school's motto is 'Together, with the help of God, we will try our best, and never give up' and all of the school's work is underpinned by our three core Values:

- Trust
- Hope
- Endurance

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

When thinking about whether St Lawrence's 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 <http://www.stlawrencesschool.org>
- Read the School Brochure published by the Governors which can be downloaded from the website.
- Look at the most recent Ofsted report – this is also available on the website or from school or at www.ofsted.gov.uk
- Look at the most recent SIAMS (Statutory Inspection of Anglican and Methodist Schools) report – this is also available on the website or from school or at [www.churchofengland.org/education/national-society/statutory-inspection-of-anglican-schools-\(sias-and-siams\)-reports.aspx](http://www.churchofengland.org/education/national-society/statutory-inspection-of-anglican-schools-(sias-and-siams)-reports.aspx)
- 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 2018 – 2019 is a maximum of 30 children in the Reception cohort.

4. WHEN DO CHILDREN START SCHOOL?

Children start school in the September of the school year before they are 5. All children who have their 5th birthday between 1st September 2018 and 31st August 2019 can start school in September 2018.

5. DO CHILDREN START FULL TIME IMMEDIATELY?

All children can start full time from September if they are ready. However, they can start either part-time or later in the academic year; exactly when is determined by a child's date of birth.

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 'delayed entry'. The table below explains this:

Date of 4 th birthday	Options
1 st September 2018 to 31 st December 2018	<ul style="list-style-type: none"> • full-time place from September 2018 • part-time place from September 2018 • start delayed until January 2019
1 st January 2019 To 31 st March 2019	<ul style="list-style-type: none"> • full-time place from September 2018 • part-time place from September 2018 or January 2019 • start delayed until January 2019 or April 2019
1 st April 2019 to 31 st August 2019	<ul style="list-style-type: none"> • full-time place from September 2018 • part-time place from September 2018 or January 2019 or April 2019 • start delayed until January 2019 or April 2019 or September 2019 (into Year 1) • request a deferred place to start Reception in September 2019 and apply again in the new 2019 - 2020 admissions round

If you would like to delay your child's entry so that they do not start in September 2018, you must still apply in the same way in order to secure a place. You will then need to discuss this with school once your child has been allocated a place.

This option is only available for 'summer born' children born between 1st April and 31 August. If you would like to defer your child's entry so that they start Reception in September 2019, you must still apply and also write to request a deferral, with any evidence or supporting documents by the application deadline of 15 January 2018. You will then receive written notification, and if this request is approved, have your application withdrawn and advised to reapply in the following year. You will then need to discuss this with school before you apply.

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

1. Obtain an admissions form from the school or Local Authority. You can also apply online at www.york.gov.uk/schooladmissions

2. Complete the form and return it to the school or Local Authority by 15th Jan 2017.

'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:

12 th September 2017	Opening date for applications
15 th January 2018	Closing date for applications
16 th April 2018	Parents notified of the school at which their child is to be offered a place.

8. WHO DECIDES IF MY CHILD GETS A PLACE AT ST LAWRENCE'S SCHOOL?

Decisions about admissions to the school are made by the school Governors, using the criteria detailed below, not the Local Authority or the Headteacher.

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

The admission of children with an education and health care plan or a statement of special educational needs is covered by different admission regulations. Following negotiation, once a school has been named, a place will be allocated for these children before considering other applications.

10. 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 either currently or have previously been 'looked after'. This applies to all pupils who are currently in the care of a local authority and all pupils who have been adopted from local authority care (subject to an adoption, residence 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. Professional supporting evidence from a professional, e.g. a doctor, psychologist or 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 the school in question is the most suitable school and the difficulties which would be caused if the child had to attend another school.

3. Children who will have an older **sibling** already at the school at the time of admission.
4. Children with a parent / guardian **regularly involved** in any of the local **Christian places of worship** within the ecclesiastical parish of St Lawrence's. (A map of the parish is available at school.)
5. Children whose **place of residence** is within the ecclesiastical parish of St Lawrence's. (A map of the parish is available at school.)
6. Children whose families are **regularly involved** in another **Christian place of worship** not within the ecclesiastical parish of St Lawrence's.
7. Children whose parent / guardian is an active member 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.

It is extremely important that all relevant information regarding a child's application is included to enable the Governors to apply the above criteria.

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 of the school via the shortest safe walking route. Distances for this route are supplied to school by the Local Authority.

Where there are twins or children from a multiple birth wanting admission and there is only a single place left, the Governing Body will exercise as much flexibility as possible.

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

The Governors will accept late applications up to the 15th March 2018 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 ST LAWRENCE'S?

- i. Names of children will automatically be placed on the waiting list for St Lawrence's CE (Voluntary 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 30.
- iii. The waiting list will be established on the offer day and kept until 31st December 2018.
- 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 Authority.
- ii. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit appeal forms within 20 school days of the date of the refusal letter. Appeal forms can be obtained from:

City of York Council,
School Services, West
Offices, Station Rise,
York, YO1
6GA.

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 – Churches which are members of Churches Together in England and/or the Evangelical Alliance.

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 – These are those faiths in membership of the UK Interfaith Network. This includes Buddhists, Baha'is, Hindus, Jains, Jews, Muslims, Sikhs and Zoroastrians. The parent / guardian must meet the normal religious obligations of the faith.

If parents / guardians have any questions at all, they should contact school on (01904) 551650 or <http://www.stlawrencesschool.org>

It is extremely important that all relevant information regarding a child's application is included with the application.