



## DRAFT Admission Policy 2013 - 2014

### Introduction

St. Lawrence's Church of England Primary School is a Church of England Voluntary Aided Primary 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 3 to 11, with priority being given to children who live and worship within the ecclesiastical parish of St. Lawrence's.

Historically, Anglican schools were parish schools providing education for the community in accordance with the principles of the Church of England. Thus the majority of York Diocesan schools were established to provide education for the children of the parish within a Christian context. This two-fold aim of being 'distinctively Christian' and 'serving the local community' is reflected in the school's admission criteria.

St. Lawrence's is a Voluntary Aided school for which the Governing Body is the Admission Authority and responsible for admissions. It is guided in that responsibility by the requirements of law, the school trust deed, advice from the Diocesan Board of Education and its duty to the community and the Common Good.

The admission number for 2013 – 2014 is 30 children in the Reception Class.

### **PLEASE CONTACT US IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION**

#### **Age of First Entry**

Following their fourth birthday, children are admitted to the Reception class in September 2013.

#### **Deferred Entry**

Deferred entry means that parents may secure a place at St. Lawrence's under the normal admission arrangements but choose to postpone their child's admission to the school until the term after a child turns five. It is a legal requirement that all children must enter formal full time education in the term after their fifth birthday.

Parents can request that their child attends part-time until the child reaches compulsory school age

### **Entry from Nursery**

1. Arrangements for admission to Reception do not apply to those being admitted from nursery provision.
2. Parents/carers of nursery children **must** apply for a place at the school if they want their child to transfer to the Reception class;
3. Attendance at the nursery does not guarantee admission to the school

### **Co-ordinated Scheme for Admission Arrangements**

The co-ordinated scheme for admissions is a mechanism that ensures that all parents/carers 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.

The closing date for applications in 2013 - 2014 is 15 January 2013.

Parents/carers will be notified about offers by 16 April 2013.

### **Definitions**

*Regular and frequent attendance or active members* – at least once a month for a period of at least one year prior to the application. A letter from the parish priest or worship leader will be required to support applications using the regular and frequent attendance criteria.

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

*Christian place of worship* – Church listed in 'Churches together in England'. (List available in school)

*Other world faiths* – Judaism, Hinduism, Sikhism, Islam, Buddhism.

### **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.

### **Criteria for Admission**

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

If the admission number is reached mid-category, applications in that category will be prioritised on the distance of the child's ordinary place of residence to the main entrance to the school by the most direct route.

The ecclesiastical parish of St Lawrence's is here referred to as 'the parish'. A map showing the parish boundary referred to is available in the school

1. Children in Public Care.
2. Pupils considered to have exceptional social or medical needs which relate to the preferred school. We may consult with other medical/educational professionals for a further opinion as to whether a pupil should be allocated a place due to a particular medical condition or social need.
3. Children living within the parish who have an elder brother or sister in School at the time of admission.
4. Children living within the parish whose parents/carers regularly and frequently attend St Lawrence's Church.
5. Children living within the parish whose parents/carers regularly and frequently attend another place of Christian worship.
6. Children living within the parish whose parents/carers are active members of other world faiths and wish their child to attend this Church of England School.
7. Other children living within the parish.
8. Children living outside the parish who have an elder brother or sister in School at the time of admission.
9. Children living outside the parish whose parents/carers regularly and frequently attend St Lawrence's Church.
10. Children living outside the parish whose parents/carers regularly and frequently attend the Church of England.

## **ANNEX M**

11. Children living outside the parish whose parents/carers regularly and frequently attend another place of Christian worship.
12. Children living outside the parish whose parents/carers are active members of other World Faiths and wish their child to attend this Church of England School.
13. Other children allocated on distance by measurement of the nearest safe walking route.

### **Late applications**

The Governors will accept late applications up to the 31<sup>st</sup> March 2013 for parents/carers who have good reason for submitting their form late, for example if the family have moved into the City of York area.

### **Waiting list**

1. Names of children will automatically be placed on the waiting list for St. Lawrence's, when the child has been refused admission.
2. A vacancy only arises in the Reception Year when the number of applications to the school falls below the admission number of 30.
3. The waiting list will be established on the offer day.
4. The waiting list is determined according to the Governing Body's priority admission criteria.
5. 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.

### **False information**

1. 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.
2. 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.
3. 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.

## **Applications outside 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:

- a) Single admission to Reception Year where the year group is below the admission number. The parent/carer will be offered a place.
- b) 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/carer 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.

- a) 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/carer will be offered a place.
- b) Where the Governing Body determines that there would be prejudice to the provision of efficient education or the efficient use of resources. The parent/carer 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**

- a) 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/carers will be offered a place.
- b) 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/carers will be offered places.

**Appeals against the Governing Body's decision to refuse admission**

1. 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.
  
2. 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.

**St. Lawrence's Governing Body – December 2011**