

Admissions Policy 2014-2015

The staff member responsible for this policy is Simon Biddlestone and the Governor responsible is Judith Mannion.

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 Authority. The school provides a distinctively Christian education for children aged 4 to 11 from all backgrounds.

The school's Purpose is *Helping Each Child to Flourish* and all of the school's work is underpinned by our five Values:

- Excellence in Learning
- Enriching Childhood
- Teaching with Passion
- Celebrating Christianity
- Showing We Care

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 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.
- 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 2014 – 2015 is a maximum of 20 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 2014 and 31st August 2015 can start school in September 2014.

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 'deferred entry'. The table below explains this:

Date of 4th birthday	Options
1 st September 2013 to 31 st December 2013	<ul style="list-style-type: none"> • full-time place from September 2014 • part-time place from September 2014 • start deferred until January 2015
1 st January 2014 to 31 st March 2014	<ul style="list-style-type: none"> • full-time place from September 2014 • part-time place from September 2014 or January 2015 • start deferred until January 2015 or April 2015
1 st April 2014 to 31 st August 2014	<ul style="list-style-type: none"> • full-time place from September 2014 • part-time place from September 2014 or January 2015 or April 2015 • start deferred until January 2015 or April 2015 or September 2015

If you would like to defer your child's entry so that they do not start in September 2014, 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.

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. You can also apply online at www.york.gov.uk.**
- 2. Complete the form and return it to the school or Local Authority by 15th Jan 2014.**

'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:

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|-------------------------------|---|
| 1 st October 2013 | Forms available |
| 15 th January 2014 | Closing date for applications |
| 16 th April 2014 | Parents notified of the school that their child is to be offered a place at |

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, using the criteria detailed below, not the Local Authority or the Headteacher.

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 looked after by the Local Authority. This not only includes any 'Looked After Children' but any child who was previously looked after but immediately after being looked after became 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 Heworth Holy Trinity and St. Wulstan. (A map of the parish is available at school.)
5. Children whose **place of residence** is within the ecclesiastical parish of Heworth Holy Trinity and St. Wulstan. (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 Heworth Holy Trinity and St. Wulstan.

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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 19th March 2014 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 (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 20.
- iii. The waiting list will be established on the offer day and kept until 31st August 2014.
- 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?

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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 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 – 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 heworth.primary@york.gov.uk.

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