



# CAWOOD CHURCH OF ENGLAND (VA) PRIMARY SCHOOL

## Admissions policy 2018 - 2019

Document Status			
<b>Date of next review</b>	September 2019	<b>Responsibility</b>	Teaching and Learning Committee
<b>Date of Policy Creation</b>	29 February 2014		
<b>Date of Policy Adoption by Governing Body</b>		<b>Responsibility</b>	Chair of Teaching and Learning
Revised 17 <sup>th</sup> September 2018		<b>Signed</b>	
<b>Method of Communication</b>			
Website, Server			

Cawood CE VA Primary School is a Church of England Voluntary Aided School in the Diocese of York and is maintained by North Yorkshire Local Authority. As the Church is closely involved with our school, we feel it is right that the Admission Policy should reflect this. Our school is also a neighbourhood school, serving the parishes of Cawood and Ryther.

The school provides a distinctively Christian education. Historically, Anglican schools have provided education for the community in accordance with the principles of the Church of England. Cawood CE VA Primary School was 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 our admission criteria. The school is committed to serving children of all faiths and none.

The Governing Body of Cawood CE VA Primary School is the Admission Authority. 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.

The Governors publish a brochure to help parents and carers decide on their choice of schools. Parents and carers are also very welcome to visit the school by appointment.

**The Planned Admission Number (PAN) for 2018/19 is twenty one.** This is the planned maximum number of places available for admission to the Reception class in the year 2018/2019 and has been calculated according to the net capacity of the school, which the law defines and has been agreed with North Yorkshire LA.

The Governing Body will not place any restrictions on admissions to the Reception class unless the number of children for whom admission is sought exceeds their admissions number. The Governing body is compliant with the law that no infant class may contain more than thirty children.

Classes above 30 will be put to the Chair of the Governing Body and agreed by the Admissions Panel.

All Governing Bodies are required by Section 324 of the Education Act 1996 to admit into the school a child with a statement of special educational needs (Education Health Care Plan) that names the school. This is not an over subscription criterion. It relates only to children who have undergone statutory assessment and for whom a final statement (EHCP) of special educational needs has been issued.

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority notifies parents of the result. In the event that there are more applicants than places, after admitting all children with a statement of special educational need naming the school, the Governing Body will allocate places using the criteria below, which are listed in order of priority.

1. Children in Public Care for whom the school has been expressed as a preference.  
*Note: Children in Public Care include children looked after and children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.*
2. Children living within the normal area of the school, i.e. the ecclesiastical parishes of Cawood and Ryther, who have a sibling attending the school on the date of application and on the date of admission.  
*Note: A map of the parish boundaries is available in school and on the website.*
3. Other children living within the normal area of the school.
4. Children from outside the normal area of the school who have a sibling attending the school on the date of application and on the date of admission.
5. Children whose parents are able to provide verifiable evidence (in writing from the minister concerned) that they are regular worshipping members of All Saints Church, Ryther or All Saints Church, Cawood.  
*Note: Regular worshipping member is defined as attending either of the Churches on average at least once a month for at least a year.*
6. Other children.

*Note 1: In the event of oversubscription in categories 2-4, priority will be given to children who satisfy criteria 5.*

*Note 2: In the event of any further oversubscription in any category, places will be allocated according to the closeness of home to school, with those living nearest being given priority. Distance measurements are based on the nearest walked route from a child's home address to school. We measure from the home address to the main school gate using Ordnance Survey software.*

*Note 3: In all cases siblings would include step, half, foster and adopted brothers and sisters living at the same address and full brothers and sisters living apart.*

*Note 4: The offer of a place may be withdrawn if an application knowingly contains false information.*

## Admission of Twins and Multiple Births

Where there are twins or multiple births wanting admission and there is only a single place left within the admission number, then the Governing Body will exercise as much flexibility as possible within the requirements of infant class sizes. If only one place can be offered then parents will be advised that the place will be offered to the older twin, and they should go to appeal for the other twin.

## Admissions Procedure

Parents and carers can register an interest in a place for their child at any time by contacting the school office. In the Autumn Term prior to the academic year in which your child will commence in a Reception class, parents and carers need to complete a Common Application Form for the Local Authority (LA) and a Supplementary Information Form for the school's Admissions Committee. We will send these forms out to parents who have expressed interest in a place for their child at our school.

Applications are made by completing the Common Application Form electronically and submitted to the Harrogate Local Education Office, Ainsty Road, Harrogate, HG1 4XU. Additional Common Application Forms are available either from the school or the Harrogate Local Education Office. The Supplementary Information Form should be completed and returned to The School Administrator, Admissions, Cawood CE VA Primary School, Broad Lane, Cawood, Selby, North Yorkshire, YO8 3SQ at the same time as the Common Application Form. Again additional copies of the Supplementary Information Form are available from the school office. They can be collected or sent to parents as requested.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority by the first week of the summer term.

Appeals against the governors' decision not to offer a place must be lodged by the parents or carers, in writing, with the Committee Services Unit at North Yorkshire County Council, within 14 days of the parents receiving notice that their child will not be offered a place. These appeals will be considered by an Independent Appeal Panel and the parents notified, in writing, of their decision.

It is the policy of the governors to admit children in the Autumn term following their fourth birthday. There is a familiarisation programme arranged for children, parents and carers in the weeks before admission to school. Details of this programme will be outlined at the Information Evening for parents and carers of new entrants held in the Summer term. In addition, the Governing Body would like to make it clear that:

1. These arrangements do not apply to those being admitted to the nursery provision.
2. Parents and carers of children who are admitted to the nursery provision 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.

4. Parents and carers can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year.
5. Parents can request that their child attends part-time until the child reaches compulsory school age.

Parents and carers of prospective pupils are warmly invited to make an appointment to visit the school. Further details of the application procedure are found in the Local Authority's '*Guide for Parents*'.

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

The co-ordinated scheme for admissions is a mechanism that ensures that all parents or carers resident in North Yorkshire who have expressed a preference before the closing date will receive a single offer of a school place on the same day.

In order to provide every parent or carer with an offer of one single place, North Yorkshire LA will be working with the Governing Bodies of the voluntary aided primary schools, including Cawood CE VA Primary School. Details of the co-ordinated scheme can be obtained from the Local Authority.

### **Late Applications**

If the common application form is received after the deadline it will be considered a late application and will be processed for a school place after other preferences have been considered. There may, however, on occasions be extenuating circumstances as to why the form is not returned on time (e.g. a family having just moved into the area) and in these circumstances each case is considered on its merits.

If the common application form is not returned at all, a school place will be offered once all other applications have been considered. It may still be possible for your child to be allocated a place at Cawood CE VA Primary School, however you should be aware that you reduce your chances of getting a place at your preferred school if you do not return the form on time.

### **Waiting List**

If a child has been refused admission he/she will automatically be placed on the waiting list for Cawood CE VA Primary School. The waiting list will be established on the offer day and will be determined according to the Governing Body's priority of over-subscription criteria. The waiting list will be held until the 31<sup>st</sup> December of the admissions year.

Following the offer day, should an application be received where the pupil has a higher priority, as determined by the admissions criteria, he/she will be placed on the list, above those with a lower priority. A vacancy only arises in the Reception Year when the number of offers to the school falls below the admission limit.

Next review - September 2019