



**KIRKBY & GREAT BROUGHTON CHURCH OF ENGLAND**  
**VOLUNTARY AIDED PRIMARY SCHOOL**

# **ADMISSIONS POLICY 2018/19**

## **Introduction**

Our school is a Church of England Voluntary Aided primary school in the Diocese of York and is maintained by the North Yorkshire County Council Local Authority (LA).

The school aims to provide a distinctively Christian education for children aged 4+ to 11+ years, with priority being given to children who live and worship within the ecclesiastical parish of Kirkby-in-Cleveland.

Kirkby & Great Broughton is a Voluntary Aided school for which the Governing Body is the Admission Authority responsible for admissions. It is guided in that responsibility by the requirements of the law, advice from the Diocesan Board of Education and its duty to the community.

The published admission number for the admission of children to the Reception Class in September 2017 is 18.

## **Date of Admission to the School for 2018/19**

Children are admitted to the Reception Class in the September following their fourth birthday. Requests for deferred entry may be made. The Governing Body recognises that the individual needs of some children may be better met by a deferred entry. Any parent/carer who wishes to seek a deferred entry is invited to discuss the matter with the Headteacher.

Parents of children who are admitted for nursery provision must still apply for a place at the school if they want their child to transfer to the reception class. Attendance at the nursery does not guarantee admission to the school.

Parents 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.

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

Where a parent wishes to defer their child's entry until later in the school year, the Governors are required to hold the place for that child and not offer it to another child. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

For any requests for admission outside a child's normal age group, please refer to the separate note at the end of this policy.

Parents of children who attend the on-site nursery must still apply for a place at the school. Attendance at the nursery does not guarantee admission to the school.

Applicants seeking a place in Reception in the normal admissions round must obtain the Common Application Form available from the Local Authority, and complete the on-line form by the closing date. Applicants seeking a place under one of the faith-based criteria below also need to complete and return the supplementary form available from the school.

### **Criteria for Admission**

The school will admit all children with a statement of special educational needs or an Education, Health and Care plan (EHCP) in which the school is named. All governing bodies are required by law to admit to the school a child with a statement of special needs (SEN) or education health and care plan (EHCP) that names the school. This is not an oversubscription criterion. This relates only to children who have undergone statutory assessment or education health and care assessment and for whom a final statement of special educational needs or education health and care plan has been issued.

Where there are more applications for admission than the Published Admission Number stated above, the Governing Body will apply the following oversubscription criteria in strict order of priority:

1. Looked after children and previously looked after children. A "looked after child" is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions at the time of making an application to a school. Previously looked after children are children but who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, 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. Applications in this category must be supported by a professional recommendation from a doctor, social worker or other appropriate professional which sets out the particular reasons why this school is the most suitable school, and the difficulties which would be caused if the child had to attend another school.
3. Children normally resident within the ecclesiastical parish of Kirkby-in-Cleveland ( footnote 1)
4. Children whose parents/carers regularly and frequently attend the parish church of Kirkby-in-Cleveland ( footnote 2 )
5. Children with a brother or sister attending the school at the time of the proposed admission ( footnote 4 )
6. Children of families who are worshipping attenders at any other Christian place of worship ( footnote 6 )
7. Children of all full time and part time school staff in either or both of the following circumstances:  
Where the member of staff has been employed at the school for two or more years at the time the application for admission to the school is made.

The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

8. Children of families who are worshipping attenders at a place of worship according to any other major faith i.e. Judaism, Hinduism, Sikhism, Buddhism, Islam
9. Any other children.

### Footnotes

1. A 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 admissions to the school. Where more than one person holds parental responsibility and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be the property at which the child resides for the greater part of the week, including weekends. If a house move is anticipated before the closing date for applications, the new address can be taken into account only where written proof of exchange of contracts is supplied. The closing date for applications is January 2018. If you move, please notify the admissions team at Jesmond House, Harrogate ( 01609 533679). No changes to addresses can be considered after 17 March 2017.
2. 'Regularly and frequently' means at least once a month for a period of at least one year verified in writing by the minister concerned.
3. The Admissions Authority will only consider applications in category 2 above if they are supported by a professional written recommendation from a doctor, social worker or other appropriate professional which sets out the particular reason why this is the most suitable school, and the difficulties which would be caused if the child had to attend another school.
4. 'Brother' and 'sister' includes half-, step- and adoptive siblings or any other child being brought up as part of that family and resident at the same address of the child applying for admission.

5. Where there are twins wanting admission and there is only a single place left within the admission number, the other twin will also be offered a place as an 'excepted pupil.'
6. 'Any other Christian denomination' means any other Church belonging to 'Churches Together in England'.
7. The school retains the right to ask for confirmation of any information provided should it deem this necessary in order to allocate a school place e.g. proof of moving into the school catchment area.
8. Where the admission number is reached mid-category, applications in that category will be prioritised on the basis of distance from home to school, with highest priority given to those living nearest to the school. All distance measurements are based on the nearest route recognised by the County Council's electronic mapping system from a child's home address to school. The measurement is made from a fixed point within the dwelling, as identified by Ordnance Survey, to the nearest school entrance using footpaths and roads. The routes measured to determine the allocation of school places will be those recognised by the electronic mapping system used by the school admissions team. If the distance from home to school does not distinguish between two or more applicants with equal priority for the remaining place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school.

### **Waiting List**

If a child has been refused admission he/she will automatically be placed on the waiting list for the school, which will be maintained until 31 December at the end of the Autumn term. The rank order of children on the waiting list is determined according to the Governing Body's admission criteria. Should a late 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 waiting list above those with a lower priority.

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

Parents/carers have a right of appeal to an Independent Appeal Panel formed in accordance with legislation. The LA will send details of the appeals procedure to parents/carers. Notice of appeal must be submitted, within 20 days of receiving the refusal letter, to the LA Appeal Office.

## **Admission outside the child's normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group - to reception rather than year 1.

Parents requesting admission out of the normal age group must put their request in writing, addressed to the Headteacher at the school, together with any supporting evidence that the parent wishes to be taken into account. The Governing Body will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; any information provided about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Governing Body will also take into account the views of the Headteacher. When informing a parent of their decision on the year group the child should be admitted to, the Governing Body will set out clearly the reasons for their decision.

Where the Governing Body agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the Local Authority and Governing Body must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The Governing Body must not give the application lower priority on the basis that the child is being admitted out of their normal age group.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.