



# MASHAM CE (VA) PRIMARY SCHOOL

## Admissions Policy 2019/20

In Church of England Voluntary Aided Schools the Governing Body is the “Admissions Authority”. Masham is a Voluntary Aided Church of England Primary School. As a Church school it is committed to maintaining close links with the local parish and Diocese of Leeds. The school seeks to serve the needs of children who are members of the Anglican Church and also the primary educational requirements of the community in general by providing education of the highest quality within the context of Christian belief and practice.

Governors will not discriminate against any admission on the grounds of disability, race or gender.

The Admission number for the Reception Year in September 2019 is 20.

### • **Admission of children below compulsory school age**

- Children who are offered a Reception place in the school will be able to start school in the September following their fourth birthday.
- Applicants may defer entry to school up until statutory school age i.e. the first day of term, following the child’s fifth birthday. Application is made in the usual way and then the deferral is requested. The place will then be held until the first day of the spring or summer term as applicable; although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it. Entry may not be deferred beyond statutory school age or beyond the year of application, therefore applicants whose children have birthdays in the summer term may only defer until the start of the summer term.
- Parents may request that their child attends part-time until the child reaches compulsory school age.
- Requests for a child to start their schooling on a part-time basis or to defer the start until they reach compulsory school-age should be addressed to the Headteacher.
- Compulsory school age is the beginning of the term following the child’s fifth birthday.

### **Admission of children outside their normal age group**

Any application for a child to be educated out of his/her age group will be considered by governors on an individual basis and will only be granted in exceptional circumstances. Parents should write to the Chair of Governors during the autumn term in the (academic) year of application, giving reasons and providing compelling professional evidence. If governors give permission for the child to be educated out of his/her normal age group, parents must submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

### **Waiting list**

If the school should be oversubscribed, a waiting list will be kept for the remainder of the academic year for which application was made and any places which become available will be allocated in accordance with the criteria set out below.

### **Application for admission at other times**

For in-year admissions where the school is oversubscribed, the child/ren will be placed on the waiting list as above. For all in-year admissions, application must be made on

the local authority in-year common preference form, but may be sent directly to the school together with a completed supplementary information form.

### **Oversubscription Criteria**

Should there be more applications than there are places available then the Governors will allocate places according to the following criteria, which will be applied in the priority sequence in which they are set out below. Only applications made according to the process set out below will be considered.

Children who have an Education Health and Care Plan which names the school will be allocated a place; this is a statutory entitlement, which overrides over subscription criteria.

Order of Priority	Notes
<p><b>First Priority</b> Looked after children and previously looked after children for whom the school has been expressed as a preference.</p>	<p>This applies to all looked-after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.</p>
<p><b>Second Priority</b> Children who have officially recognised special social or medical reasons for admission</p>	<p>We will only consider applications in this category if they are supported by a professional recommendation from a doctor, social worker, or other appropriate professional which says that it is essential for your child to go to this school <b>and no other.</b></p>
<p><b>Third Priority</b> Children living within the normal area of the school.</p>	<p>This relates to any child who resides within the geographical areas of the Parish boundaries and/or historical catchment area of the school i.e. Masham, Ellingstring, Ellingtons High and Low, Ilton, Swinton with Warthermarske. A map showing the Parish and historic catchment area boundaries is available on the website.</p>
<p><b>Fourth Priority</b> Any child with siblings already in the school, and who will still be attending the school at the expected time of entry.</p>	<p>Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent / carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.</p>
<p><b>Fifth Priority</b> Any child whose family is a practising member of the Church of England for at least the previous two years, at the time of making application, according to the following criteria: 1<sup>st</sup> At the heart of the church 2<sup>nd</sup> Attached to the church 3<sup>rd</sup> Known to the church</p>	<p>A family is defined as the child, his or her parents or parent, and his or her siblings. Parent(s) are those who have parental responsibility. <b>At the heart of the church</b> – a frequent worshipper that attends on average fortnightly over the year. <b>Attached to the church</b> – a regular but not frequent worshipper, such as attending a monthly family service. <b>Known to the church</b> – an occasional worshipper. References will be requested from the appropriate minister of religion.</p>
<p><b>Sixth Priority</b> Any child whose family is a practising member of other Christian denominations for at least the previous two years, at the time of application, and according to the criteria stipulated for the fifth priority.</p>	<p>References will be requested from the appropriate minister of religion.</p>
<p><b>Seventh Priority</b> All other children.</p>	

Parents seeking application to the school under over subscription criteria 5 or 6 must complete and return the school's Supplementary Information Form in addition to the Local Authority Common Preference Form. The Supplementary Information Form is available from the school website and is attached to this policy. If a Supplementary Information Form is not received, governors will rank the application based on information received on the Common Preference form only.

### **Tie Breaker**

In the event of there being more applicants than places under any criterion, then the following tie breakers will apply.

#### **First Tie Breaker**

The places will be offered to the nearest or nearer to the front door of the school on Millgate from their home front door via the nearest public road.

#### **Second Tie Breaker**

In the unlikely event that there are two or more applicants living equidistant from the school, then the remaining places will be allocated by the drawing of lots.

### **Appeals**

The parent, in writing, must lodge appeals against the Governors' decision not to offer a place with the Clerk to the Governors, within 20 days of the parents receiving notice that their child will not be offered a place.

These appeals will be considered by an independent Appeals Panel and the parents notified in writing, of their decision as soon as possible, normally within seven days.