



# MASHAM CE (VA) PRIMARY SCHOOL

## Admissions Policy for the Academic Year 2023/24

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 2023 is 20.

### **Making an application**

Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of **15<sup>th</sup> January 2023**. This can be found here <https://www.northyorks.gov.uk/apply-place-primary-or-secondary-school>

The Governing Body will consider first all those applications received by the published deadline (above). Applications made after midnight on that date will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

The Local Authority will inform parents of the offer of a place on behalf of the governors on the national offer date **16<sup>th</sup> April 2023**.

### **Admission of children below statutory 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 the point at which they reach compulsory school age, or beyond the start of the final term of that school year.
- 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.
- **Summer born children:** Children born from 1 April to 31 August are referred to as “summer born”. These children do not legally need to start school until a full year after the point at which they could first have been admitted – the point at which other children in their age range are beginning Year 1. Parents should note that under this option children will go straight into a Year 1 class and not experience the foundation stage at Masham School.

### **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. This can be found here <https://www.northyorks.gov.uk/changing-schools-and-year-applications>

### **Oversubscription Criteria**

The Local Authority operates a co-ordinated admissions scheme and administers a system of equal preferences under which all applications are considered equally, and the Governing Board allocates the available places in accordance with its published admissions arrangements. In the event that there are more applications than places available, the Governing Body will allocate places using the criteria below, which are listed in order of priority.

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><br/>Looked after children and previously looked after children for whom the school has been expressed as a preference, including those from outside England.</p> <p>Children who appear (to the Admission Authority of the school) to have been in state care outside of England and ceased to be in state care as a result of being adopted.</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 / child arrangement order or special guardianship order.</p> <p>A child is regarded as being in state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.</p>  |
| <p><b>Second Priority</b><br/>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 in writing 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><br/>Children living within the catchment 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 can be found here <a href="http://masham.n-yorks.sch.uk/data/documents/Masham-Primary-Catchment-1.pdf">http://masham.n-yorks.sch.uk/data/documents/Masham-Primary-Catchment- 1.pdf</a></p>                                   |
| <p><b>Fourth Priority</b><br/>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><br/>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:<br/>1<sup>st</sup> At the heart of the church<br/>2<sup>nd</sup> Attached to the church<br/>3<sup>rd</sup> Known to the church</p>                      | <p>A family is defined as the child, his or her parents or parent. Parent(s) are those who have parental responsibility.</p> <p><b>At the heart of the church</b> – a frequent worshipper that attends public worship* on average fortnightly for at least the previous two years, at the time of making application.</p> <p><b>Attached to the church</b> – a regular but not frequent worshipper, one who attends public worship* on average monthly for at least the previous two years, at the time of making application.</p> |

|  |   |
|--|---|
|  | <p><b>Known to the church</b> – an occasional worshipper, eg only attends on special occasions.</p> <p>*includes week day services to allow for different working patterns.</p> <p>References will be requested from the appropriate minister of religion.</p>  |
| <p><b>Sixth Priority *</b><br/>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 sixth priority</p>   | <p>References will be requested from the appropriate minister of religion.</p> <p>A Christian denomination is: either Roman Catholic Church or a denomination affiliated to the World Council of Churches per the below:</p> <p><a href="https://www.oikoumene.org/en/member-churches">https://www.oikoumene.org/en/member-churches</a></p> |
| <p><b>Seventh Priority</b><br/>All other children.</p>   |   |
| <p>* In the event that during the period specified for attendance at worship the church has been closed for public worship, and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.</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**

Where there are more applications than available within any one of the above criteria, applications will be allocated to those living closest to the school. This distance will be measured using the same method as the Local Authority. All distance measurements are based on the nearest route recognised by the Local Authority'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 staffroom entrance door 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 Local Authority Admissions Team.

If the distance tie-break is not sufficient to distinguish between applicants in a particular priority group a random allocation will be used; this process will be supervised by a person independent of the school.

### **Random allocation procedure**

#### **Definition of roles:**

The **H**: the Headteacher

The **IS**: Independent Scrutineer – this is a person who ensures the process is carried out in a correct and transparent way and is independent of the school.

The **P**: the person who makes the draw – this must be a person independent of the school.

- 1) The H allocates each pupil to be included in the draw a number and records it on the *Random Allocation Cross Reference Sheet*. This is placed in a sealed envelope.

- 2) The H prepares as many equal sized pieces of white paper as are necessary, which are numbered consecutively.
- 3) The H folds each numbered sheet and seals them in identical envelopes.
- 4) The H shuffles the envelopes and hands them to the P who shuffles the envelopes again, picks one envelope and opens it.
- 5) The H records the first number drawn on the *Random Allocation Record Sheet*.
- 6) If more than one place can be offered they continue to draw envelopes and record numbers until all of the available places are allocated.
- 7) The H then opens the previously sealed enveloped containing the *Random Allocation Cross Reference Sheet* and records the numbers drawn on it, marking clearly which child(ren) has(have) been allocated a place and which have not.
- 8) Once the process has been completed, the H, IS and P should sign and date both the *Random Allocation Cross Reference Sheet* and the *Random Allocation Record Sheet* in order to certify that the procedure has been carried out correctly.

### **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.



## Supplementary Information Form

for admission to

**Masham Church of England (VA) Primary School**

### Section A

Please consider the following information as part of the admission process for the following child:

|                      |  |                |  |
|----------------------|--|----------------|--|
| Child's full name    |  |                |  |
| Name of Parent/Carer |  |                |  |
| Address              |  |                |  |
| Postcode             |  | Contact number |  |

**I confirm that the family of the above child are practising members of the Church of England, or other Christian denomination for at least the previous two years.** A family is defined as the child, his or her parents or parent. Parent(s) are those who have parental responsibility.

|                     |  |      |  |
|---------------------|--|------|--|
| Signed Parent/Carer |  | Date |  |
|---------------------|--|------|--|

|                  |  |                |  |
|------------------|--|----------------|--|
| Place of worship |  |                |  |
| Name of Minister |  |                |  |
| Address          |  |                |  |
| Postcode         |  | Contact number |  |

### Section B: Verification

This section to be completed by the above mentioned church leader.

| I confirm that to the best of my knowledge the family (as defined above) is:  | Yes / No |
|---|----------|
| <b>1<sup>st</sup> At the heart of the church:</b> a frequent worshipper that attends public worship* on average fortnightly for at least the previous two years, at the time of making application.             |          |
| <b>2<sup>nd</sup> Attached to the church:</b> a regular but not frequent worshipper, one who attends public worship* on average monthly for at least the previous two years, at the time of making application. |          |
| <b>3<sup>rd</sup> Known to the church:</b> an occasional worshipper, eg only attends on special occasions.  |          |

\*includes week day services to allow for different working patterns.

In the event that during the period specified for attendance at worship the church has been closed for public worship, and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

|                     |  |      |  |
|---------------------|--|------|--|
| Name (please print) |  |      |  |
| Signed              |  | Date |  |