

Marton-cum-Grafton CE VA Primary School



Admissions Policy 2017-18

Introduction

The School seeks to serve its children and local community. 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 United Benefice of Great and Little Ouseburn with Marton-cum-Grafton and Whixley with Green Hammerton.

We will provide an opportunity for each child to develop his or her unique educational, social and spiritual gifts in an atmosphere where all members of the school and local community are valued within the Christian environment.

The standard admissions number each year is **fifteen**. All children usually start school full time in the September of the school year in which they turn five. Parents do however, have the option of requesting that their child attends school on a part-time basis or to defer the place until the beginning of the term after their fifth birthday, but no later than the beginning of the summer term in the year for which application was made.

Implementation

The implementation, review and operation of this Policy is the legal responsibility of the Governing Body.

Marton-cum-Grafton 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.

Date of Admission to the School for 2017/18

Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, the Governing Body, being the Admission Authority for this school, will generally admit children



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into school in September following the child's fourth birthday. The Governing Body recognises that the individual needs of some children may be better met by a deferred entry. Parents have a right to defer entry or take up the place on a part time basis until the child reaches statutory school age. Any parent/carer who wishes to seek a deferred entry should contact the Headteacher.

Admission of summer born children (children born from 1 April - 31 August)

Parents or carers may request that their child

- (i) defer entry until the next academic year but remain within the same chronological year group, entering in Year 1
- (ii) defer entry until the next academic year out of their normal age group to reception rather than Year 1 (parents should still apply in the normal admission round and indicate this on the preference form).

Such requests should be addressed to the Headteacher. Evidence will be requested from associated professionals for (ii) above to be considered.

Admissions procedure

Applying

Applications are made by completing online Common Application Form on the North Yorkshire County Council website:

<http://www.northyorks.gov.uk/index.aspx?articleid=15394>

The Supplementary Information Form, which Governors will use in the event of over-subscription, should be completed and returned to;

The Secretary,

Admissions,

Marton-cum-Grafton C of E (VA) Primary School,

Reas Lane,

Marton-cum-Grafton,

York, YO51 9QB



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Copies of the Supplementary Information Form are available from the school office or can be located on the school website.

Please Note

It is the parent's responsibility to ensure that the SIF is completed, signed by the vicar and returned to the school. If a signed SIF is not received then only the information provided on the Common Application Form will be used to rank the application.

Important Dates for Admission Arrangements

Common application forms should be completed by the national closing date of 16 January 2017

Notice of school places are sent out by the Local Authority on 17 April 2017

Admission appeals are heard by Independent Appeal Panel in the Summer Term 2017.

Waiting Lists

The School's published admissions number is 15. In the case of over-subscription, the school will hold a waiting list for the duration of the two terms immediately following the Autumn Term intake i.e. until 31st March 2018. Priority on the waiting list will be based upon the published admissions criteria and not the date that the application was received.

Late/in-year Applications

Late applications for Reception in Autumn Term can be made by completing the appropriate Application Form and the Supplementary Information Form.

Applications for admission to classes other than Reception should be made on the School Admissions form available directly from the school office.

Appeals

All parents of children for whom places are not offered have the right to appeal against the decision. You are required to write giving notice of your wish to appeal to the Clerk of the Appeals Committee, through the Headteacher at the School, within 14 days of receiving the notice that a place has not been allocated.



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Admissions Criteria

Where there are fewer applications than places available, all children will be admitted. In the event that more applications are received than there are places available, places will be allocated in the following order of priority:

1. Children with a statement of special educational need if the statement names the school. (In accordance with section 324 of the Education Act 1996)
2. Looked after children or previously looked after children for whom Marton-Cum-Grafton School has been expressed as a preference, including children who have been adopted but who were previously in public care, those with a residency order and those with special guardianship.
3. Children who have a brother or sister in at the school at the expected time of entry to the school*.
4. Children living in the ecclesiastical parish of Christ's Church, Marton-cum-Grafton. A map showing the parish boundaries can be inspected at the school.
5. Children at the heart of the church – those whose family (i.e. the child and one or both parents) worships twice a month or more or may be regularly involved in or even lead some church activities at a church within The United Benefice of Great and Little Ouseburn with Marton-cum-Grafton and Whixley with Green Hammerton. (Account will be taken of those who have irregular shift or work patterns).
6. Children who are attached to the church – those who are regular but not frequent worshippers – perhaps attending monthly family service. Children who may be involved in weekday church activities perhaps involving an element of worship – e.g. occasional Bible study group within The United Benefice of Great and Little Ouseburn with Marton-cum-Grafton and Whixley with Green Hammerton
7. Children who are known to the church – those who are occasional but not frequent worshippers. Children who have a low key connection e.g. are baptised there or are involved in non worship church activities e.g. uniformed organisations linked to the church



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within The United Benefice of Great and Little Ouseburn with Marton-cum-Grafton and Whixley with Green Hammerton.

8. Children who are at the heart of the church at a Christian Church not within the benefice. (see 5 above for a definition of 'at the heart of the church')
9. Children who are attached to the church at a Christian Church not within the benefice. (see 6 above for definition of 'attached to the church')
10. Children who are known to the church at a Christian Church not within the benefice. (see 7 above for definition of 'known to the church')
11. All other children

Tie Breaker – If there are more applications falling within any of the above criteria than there are places remaining, available priority will be given to those living nearest to School (see below).

Definitions and interpretations

- Proximity to the School will be measured by the shortest walking distance from home to the main entrance of the school as electronically measured by the local authority.
- Reference to parents includes either or both parents or a sole parent and where only one of the two parents satisfied the criteria the application will be treated equally with applications where the criteria is satisfied by both parents.
- The expression 'parents' includes legal guardians.
- Siblings are children who normally reside at the same address and who are blood relatives, step children or long term foster children.

Evidence

Applications falling within oversubscription criteria 5 to 10 will be required to submit with their application form the supplementary application form below must be completed by you and your priest or minister confirming



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that the criteria is satisfied. We advise that it is a parental responsibility to ensure that the supplementary information form is returned to the school – please see also our note on the heading of the supplementary information form.

Nursery Applications

The school operates a nursery class which children can attend the term following their third birthday.

Applications for a nursery place are made directly to the School, please see the nursery admissions policy on the school website or available from the School office. The application process is in addition and separate to the Reception Year Admissions.

Attendance at the nursery class does not guarantee a place in Reception.



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Supplementary Information Form

Your child		
Full Name	Sex (M/F)	Date of Birth
Parent's/Guardian's details		
Name(s)	Permanent Address of the child	

For completion by Vicar/Priest/Minister/Faith leader	
Links with the church/place of worship:	Please tick
5. Children at the heart of the church – those whose family (i.e. the child and one or both parents) worships twice a month or more or may be regularly involved in or even lead some church activities at a church within The United Benefice of Great and Little Ouseburn with Marton-cum-Grafton and Whixley with Green Hammerton. (Account will be taken of those who have irregular shift or work patterns).	
6. Children who are attached to the church – those who are regular but not frequent worshippers – perhaps attending monthly family service. Children who may be involved in weekday church activities perhaps involving an element of worship – e.g. occasional Bible study group within The United Benefice of Great and Little Ouseburn with Marton-cum-Grafton and Whixley with Green Hammerton	
7. Children who are known to the church – those who are occasional but not frequent worshippers. Children who have a low key connection e.g. are baptised there or are involved in non worship church activities e.g. uniformed organisations linked to the church within The United Benefice of Great and Little Ouseburn with Marton-cum-Grafton and Whixley with Green Hammerton.	
8. Children who are at the heart of the church at a Christian Church not within the benefice. (see 5 above for a definition of 'at the heart of the church')	
9. Children who are attached to the church at a Christian Church not within the benefice. (see 6 above for definition of 'attached to the church')	
10. Children who are known to the church at a Christian Church not within the benefice. (see 7 above for definition of 'known to the church')	

Name of Church/place of worship regularly attended by child(ren) and Parent(s)	
Name of Vicar/Priest/Minister/Faith leader	
Signature:	Date:

Please ensure that this document is accompanied by a letter head or official parish/place of worship stamp to verify the completed document.