

# Marton-cum-Grafton CE VA Primary School



## Main School Admissions Policy School Year 2018-19

### Introduction

As a Church School we are committed to maintaining close links with the local parish and Diocese of Leeds. The School seeks to serve its children and local community by providing a distinctively Christian education for children aged 3 to 11 years.

We provide all children with an excellent opportunity to develop their unique educational, social and spiritual gifts in a supportive, Christian, academic environment.

The School comprises a maximum of 105 pupils plus 13 nursery places. In any one academic year up to 15 children are admitted into the main school. Children are admitted to Reception Class at the commencement of the school year in which they reach their fifth birthday.

Admissions to nursery are separate from admissions to the main school and details can be found on the school website.

**Attendance in the nursery does not guarantee a place in the main school.**

### Admissions procedure

#### Applying

Applications are made by completing the online Common Application Form on the North Yorkshire County Council website:  
<http://www.northyorks.gov.uk/article/23544>

The Supplementary Information Form ("SIF"), which Governors will use in the event of over-subscription, must 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

Copies of the SIF, attached to this policy, are also available from the school office or can be located on the school website and must be returned to the school by the national closing date for applications (see below).

# Marton-cum-Grafton CE VA Primary School

## **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 online by the national closing date of 15 January 2018.

Notice of school places are sent out by the Local Authority on 17 April 2018.

Admission appeals are heard by Independent an Appeal Panel in the Summer Term 2018.

## **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 31<sup>st</sup> March 2019. Priority on the waiting list will be based upon the published admissions criteria and not the date that the application was received.

## **Late and in-year Applications**

Late applications for Reception in Autumn Term can be made by completing the appropriate LA online Application Form together with the School Supplementary Information Form.

Applications for admission to classes other than Reception should be made on the Local Authority's in-year Common Application Form. Please contact the school for further information.

## **Appeals**

All parents of children for whom places are not offered have a right to appeal against the decision. If you are unhappy with the decision and you decide to appeal then within 20 days of receiving the Notice that a place has not been allocated you are required to write, giving notice of your intention to appeal, to the Clerk of the Appeals Committee, through the Headteacher at the School.

## **Admissions Criteria**

Children with a statement of special educational need and/or Education Health and Care Plan which names the school will be admitted. (In accordance with section 324 of the Education Act 1996 and Children and Families Act 2014)

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. 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 child arrangement order; and those with special guardianship.

# Marton-cum-Grafton CE VA Primary School

2. Children who have a sibling<sup>1</sup> at the school (Reception to Year 6) at the national closing date for primary school applications.
3. Children living in the ecclesiastical parish of Christ Church, Marton-cum-Grafton. A map showing the parish boundaries can be inspected at the school.
4. Children 'at the heart of the Church', who live in the parishes of Great and Little Ouseburn with Marton-cum-Grafton and Whixley with Green Hammerton, Arkendale, Dunsforth and Aldborough. This category applies if the child and at least one parent, guardian, or carer ordinarily attends a Christian Church<sup>2</sup> not less than twice a month in the two year period immediately preceding the national closing date for applications to primary school of the year of application.
5. Children 'attached to the Church', who live in the parishes of Great and Little Ouseburn with Marton-cum-Grafton and Whixley with Green Hammerton, Arkendale, Dunsforth and Aldborough. This category applies if the child and at least one parent, guardian, or carer ordinarily attends a Christian Church<sup>2</sup> once a month for church services, or if the child is regularly involved in a weekday church activity including an element of worship, in the two year period immediately preceding the national closing date for applications to primary school of the year of application.
6. Children 'known to the Church', who live in the parishes of Great and Little Ouseburn with Marton-cum-Grafton and Whixley with Green Hammerton, Arkendale, Dunsforth and Aldborough. This category applies if the child and at least one parent, guardian, or carer occasionally attends a Christian Church<sup>2</sup> for religious worship not less than twice a year in the two year period immediately preceding the national closing date for applications to primary school of the year of application. This might include, for example, Christmas, Easter or Harvest services but not, for example, attendance at weddings, funerals, or ceremonies at which attendance was by invitation.
7. Children who live outside the parishes of Great and Little Ouseburn with Marton-cum-Grafton and Whixley with Green Hammerton, Arkendale, Dunsforth and Aldborough, but within a radius of 3 miles of the school and who are 'at the heart of the Church'.
8. Children who live outside the parishes of Great and Little Ouseburn with Marton-cum-Grafton and Whixley with Green Hammerton, Arkendale, Dunsforth and Aldborough, but within a radius of 3 miles of the school and who are 'attached to the Church'.
9. Children who live outside the parishes of Great and Little Ouseburn with Marton-cum-Grafton and Whixley with Green Hammerton, Arkendale, Dunsforth and Aldborough, but within a radius of 3 miles of the school and who are 'known to the Church'.
10. Children who live outside the parishes of Great and Little Ouseburn with Marton-cum-Grafton and Whixley with Green Hammerton, Arkendale, Dunsforth and Aldborough, but within a radius of 3 miles of the school and who attend a place of worship of another major world faith other than Christianity as represented in Great Britain (ie Buddhism, Hinduism, Islam,

# Marton-cum-Grafton CE VA Primary School

Judaism, Sikhism) who but for being of another faith would otherwise come within the category 'at the heart of the Church'.

11. Children who live outside the parishes of Great and Little Ouseburn with Marton-cum-Grafton and Whixley with Green Hammerton, Arkendale, Dunsforth and Aldborough, but within a radius of 3 miles of the school and who attend a place of worship of another major world faith other than Christianity as represented in Great Britain (ie Buddhism, Hinduism, Islam, Judaism, Sikhism) who but for being of another faith would otherwise come within the category 'attached to the Church'.
12. Children who live outside the parishes of Great and Little Ouseburn with Marton-cum-Grafton and Whixley with Green Hammerton, Arkendale, Dunsforth and Aldborough, but within a radius of 3 miles of the school and who attend a place of worship of another major world faith other than Christianity as represented in Great Britain (ie Buddhism, Hinduism, Islam, Judaism, Sikhism) who but for being of another faith would otherwise come within the category 'known to the Church'.
13. Children living within a 3 mile radius of the school.
14. 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<sup>3</sup> (see below). In the event that two (or more) pupils live in the same building (e.g. flats) or otherwise equidistant from the school, then any final place(s) will be allocated by the drawing of lots.

## Definitions and interpretations

- <sup>1</sup> Siblings are defined as brothers, sisters, step-brothers, step-sisters, "children of the family", or long term foster children.
- <sup>2</sup> Christian Church is a place of worship which is affiliated to Churches Together in Britain and Ireland or one which is in full sympathy with the Trinitarian Creed.
- <sup>3</sup> 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.

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

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 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.

# Marton-cum-Grafton CE VA Primary School

## **Admission of summer born children (children born between 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.

# Marton-cum-Grafton CE VA Primary School

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# Marton-cum-Grafton CE VA Primary School

## Supplementary Application Form for a place at Marton-cum-Grafton CE (VA) Primary School

The attached form **must** be completed by your minister/priest/faith leader and returned directly to the school. Responsibility remains with parents to ensure that this form is returned to the school by **15<sup>th</sup> January 2018**. Failure to have this form endorsed and signed by the relevant minister of religion will mean that the application will be treated as if the child has no connection with any faith.

Your child		
Full Name	Gender (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 one
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# Marton-cum-Grafton CE VA Primary School

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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.