

OAKRIGE COMMUNITY PRIMARY SCHOOL
ADMISSION POLICY
RELATING TO ACADEMIC YEAR 2018-19

MAKING AN APPLICATION

Applications for admission to the school should be made on line at www.northyorks.gov.uk/admissions between 6th October 2018 and 15th January 2019.

It is not normally possible to change the order of your preferences for schools after the closing date.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority by 19th April 2019. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

ADMISSION PROCEDURES

The number of places available for admission to the Reception class in the year 2019-2020 will be a maximum of six. The governing body will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds this number. By law, no infant class may contain more than thirty children.

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority allocates places according to its policy. In the event that there are more applicants than places, the governing body will allocate places using the following criteria, which are listed in order of priority:

ADMISSIONS CRITERIA:

- 1. Children in Public Care (Looked after Children) and children who were previously looked after but immediately after being looked after became subject to an adoption, residence 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.**
Supporting evidence from a professional, eg a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why our school is question is the most suitable

school and the difficulties which would be caused if the child had to attend another school.

3. Children who have a sibling attending the school on the date of application and on the date of admission.

Siblings include step, half, foster, adopted brothers and sisters living at the same address and full brothers and sisters living apart

4. Other children.

Where there are more applicants for the available places within a category, then the applicant living the shortest distance from home to school will be given priority. (*Distance measurements are based on the nearest walked route from a child's home address to school. We measure from a fixed point within the dwelling, as identified by Ordnance Survey, to the nearest school entrance using an electronic mapping system*).

ADMISSIONS INFORMATION

Last year the school was able to admit all pupils whose parents applied.

LATE APPLICATIONS FOR ADMISSION

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

WAITING LIST

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

This waiting list will operate until the second week of the autumn term only.

ADDRESS OF PUPIL

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

NON-ROUTINE ADMISSIONS

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine admissions. Parents wishing their child to attend this school should arrange to visit the school. They will be provided with an application form once they have a definite local address. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book.

Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

APPEALS

Where the governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents should notify the clerk to the governors at the school within 14 days of receiving the letter refusing a place.** Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

If your child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal

could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable governing body would have made, or that your child would have been offered a place if the governors' admissions arrangements had been properly implemented.

Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

FRAUDULENT APPLICATIONS

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchments area) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

DEFERRED ADMISSION

If your child is due to start school during the next academic year, it is important that you apply for a place for September. 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 admit children into school at the beginning of the academic year in which their fifth birthday falls. We will happily discuss this further, considering the needs of your child.

Parents are able to request that the date their child is admitted to school is deferred until later in the year or until the term in which the child reaches compulsory school age. Parents can request that their child takes up a place part-time until the child reaches compulsory school age. In both instances we would strongly advise discussion with the school.

TWINS

Where there are twins wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible within the requirements of infant class sizes. If only one place can be offered then parents will be advised that the place will be offered to the older twin. Parents should go to appeal for the other twin.

Please contact us if you need any further information or help in applying for admission at our School. We would be pleased to hear from you.