

# Heworth Church of England (Voluntary Aided) Primary School

Part of the Pathfinder Multi-Academy Trust

## **Admissions Policy 2018-2019**

The staff member responsible for this policy is Michael Carr and the Governor responsible is Ian Dolben.

Applying for a place at school can be a daunting experience, especially if it is your first child. We hope the information below will help you with the application process for your child but please do contact us if you need any help in applying. This Admissions Policy addresses the key questions that most parents have when thinking about schools. ***Words in bold and italics have a definition listed at the end of this policy.***

### **1. WHAT SORT OF SCHOOL IS HEWORTH PRIMARY?**

Heworth Primary School is a Church of England School in the Diocese of York and part of the Pathfinder Multi-Academy Trust that was formed on 1<sup>st</sup> August 2016. The school provides a distinctively Christian education for children aged 4 to 11 from all backgrounds.

The school's Purpose is *Helping Each Child to Flourish* and all of the school's work is underpinned by our five Values:

- Excellence in Learning
- Enriching Childhood
- Teaching with Passion
- Celebrating Christianity
- Showing We Care

### **2. HOW CAN I FIND OUT MORE ABOUT THE SCHOOL?**

When thinking about whether Heworth is the right school for your child you should:

- Visit the school at least once by making an appointment with the Headteacher.
- Look at the school website at [www.heworth.york.sch.uk](http://www.heworth.york.sch.uk).
- Read the Heworth Prospectus and latest Apple magazine published by the school, which can be downloaded from the website.

- Look at the most recent Ofsted report – this is also available on the website or from school or at [www.ofsted.gov.uk](http://www.ofsted.gov.uk).
- Look at the most recent SIAMS (Statutory Inspection of Anglican and Methodist Schools) report – this is also available on the website or from school or at [www.churchofengland.org/education/national-society/statutoryinspection-of-anglican-schools-\(sias-and-siams\)-reports.aspx](http://www.churchofengland.org/education/national-society/statutoryinspection-of-anglican-schools-(sias-and-siams)-reports.aspx)
- Go to [pathfinder.mat.co.uk](http://pathfinder.mat.co.uk) to learn more about the multi-academy trust.
- Talk to anybody you may know who already has children at the school.

### **3. HOW MANY CHILDREN WILL THE SCHOOL BE ADMITTING?**

The published admission number for admission to the Reception Year in September 2018 is 20.

### **4. WHEN DO CHILDREN START SCHOOL?**

Children can start school in the September following their fourth birthday.

### **5. DO CHILDREN START FULL TIME IMMEDIATELY?**

All children can start full time from September if they are ready. However, they can start either part-time or later in the academic year; exactly when is determined by a child's date of birth.

### **6. CAN MY CHILD START SCHOOL AT A LATER DATE?**

Yes, you have the right to postpone your child's entry to school until the term after he or she turns five – this is known as 'delayed entry'. The table below explains this:

<b>Date of 4<sup>th</sup> birthday</b>	<b>Options</b>
1 <sup>st</sup> September 2017 to 31 <sup>st</sup> December 2017	<input type="checkbox"/> full-time place from September 2018 <input type="checkbox"/> part-time place from September 2018 <input type="checkbox"/> start delayed until January 2019
1 <sup>st</sup> January 2018 to 31 <sup>st</sup> March 2018	<input type="checkbox"/> full-time place from September 2018 <input type="checkbox"/> part-time place from September 2018 <b>or</b> January 2019 <input type="checkbox"/> start delayed until January 2019 <b>or</b> April 2019

1 <sup>st</sup> April 2018 to 31 <sup>st</sup> August 2018	<input type="checkbox"/> full-time place from September 2018 <input type="checkbox"/> part-time place from September 2018 <b>or</b> January 2019 <b>or</b> April 2019 <input type="checkbox"/> start delayed until January 2019 <b>or</b> April 2019 <b>or</b> September 2019 (into Year 1) <input type="checkbox"/> <b>request</b> a deferred place to start Reception in September 2019 and apply again in the new 2019-2020 admissions round
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If you would like to delay your child’s entry so that they do not start in September 2018, you must still apply in the same way in order to secure a place. You will then need to discuss this with school once your child has been allocated a place.

**This option is only available for “summer born” children born between 1<sup>st</sup> April and 31 August.** If you would like to defer your child’s entry so that they start Reception in September 2019, you must still apply and also write to request a deferral, with any evidence or supporting documents by the application deadline of 15 January 2018. You will then receive written notification, and if this request is approved, have your application withdrawn and advised to reapply in the following year. You will then need to discuss this with school before you apply.

## **7. HOW DO I APPLY FOR A PLACE FOR MY CHILD?**

**1. Obtain an admissions form from the school or Local Authority. You can also apply online at [www.york.gov.uk/schooladmissions](http://www.york.gov.uk/schooladmissions)**

**2. Complete the form and return it to the school or Local Authority by 15th Jan 2018.**

*‘The co-ordinated scheme for admissions’* is a process that ensures that all parents resident in the City of York, and who have expressed a preference for a primary school before the closing date, will receive a single offer of a place on the same day. The Local Authority administers this policy on behalf of the Governing Body using the Governors’ criteria and prioritised list.

### **Key dates are:**

12th September 2017    Opening date for applications

15th January 2018        Closing date for applications

16th April 2018         Parents notified of the school at which their child is to be offered a place

## **8. CAN I REGISTER MY INTEREST IN ADVANCE OF THIS PROCESS?**

You can fill in our School Registration of Interest Form at any time before this process starts. These forms are available on the website ([www.heworth.york.sch.uk](http://www.heworth.york.sch.uk)) or from school. If you register your interest we will automatically send you the Local Authority admission form and information once they are available. **Even if parents have completed a School Registration of Interest Form, a Local Authority application must be submitted.**

## **9. WHO DECIDES IF MY CHILD GETS A PLACE AT HEWORTH SCHOOL?**

Decisions about admissions to the school are made by the school Governors, using the criteria detailed below, not the Local Authority or the Headteacher. If no more than 20 applications are received for admission to Reception, all applicants will be offered a place.

## **10. WHAT IF MY CHILD HAS AN EDUCATION, HEALTH AND CARE PLAN NAMING THE SCHOOL?**

The admission of children with an Education, Health and Care plan (EHCP) or a statement of special educational needs is covered by different admission regulations. Following negotiation, once a school has been named, a place will be allocated for these children before considering other applications.

## **11. WHAT HAPPENS IF MORE CHILDREN WANT PLACES THAN THERE ARE AVAILABLE?**

Where there are more applications for admissions than places remaining available after the admission of children with a statement of special educational needs or EHCP naming the school, the Governing Body will apply the following criteria in strict order of priority. (Please also refer to the definitions below).

1. Children who are either currently or have previously been “looked after”. This applies to all pupils who are currently in the care of a local authority or are being provided with accommodation by a local authority in the exercise of their social services functions and all pupils who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order 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. Professional supporting evidence from a professional, e.g. a doctor, psychologist or 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 the school in question is the most

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

3. Children who will have an older **sibling** already at the school at the time of admission.
4. Children who **worship regularly**, or with a parent / carer who **worships regularly** at any of the local **Christian places of worship** within the ecclesiastical parish of Heworth Holy Trinity and St. Wulstan (a map of the parish is available at school, at the time of issue these are Holy Trinity, Heworth; St Wulstan's; and Heworth Methodist Church).
5. Children whose **place of residence** is within the ecclesiastical parish of Heworth Holy Trinity and St. Wulstan. (A map of the parish is available at school.)
6. Children who are **regularly** involved, or with a parent / carer who is **regularly** involved in another **Christian place of worship** not within the ecclesiastical parish of Heworth Holy Trinity and St. Wulstan.
7. Children who are **regularly** involved or whose parent / carer is an **regularly** involved in **other recognised faith communities**.
8. Any other children, with priority given to those living nearest to the school.

An application should be accompanied by the school's supplementary information form, in which you should set out which of the criteria your application fulfils and how, with such supporting evidence as you believe is necessary. If an application is made under criteria 4, 6, or 7, details of the worship leader who the governors may contact to verify the information given must be provided.

**It is extremely important that all relevant information regarding a child's application is included to enable the Governors to apply the above criteria.**

**An additional information form is available which you can use to ensure that the school has all the information necessary to make a fully informed decision about your application. This can be downloaded from the school's website ([www.heworth.york.sch.uk](http://www.heworth.york.sch.uk)). Alternatively, you can obtain this form by contacting the school office (01904 551650, [heworth.primary@york.gov.uk](mailto:heworth.primary@york.gov.uk)) or from Admissions at York LA.**

If the admission number is reached mid-category, applications in that category will be prioritised on the distance from the child's ordinary place of residence to the main entrance of the school via the shortest safe walking route. Distances for this route are supplied to school by the Local Authority. In the unlikely event that the distance

from home to school does not distinguish between two or more applicants with equal priority for the last remaining place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school.

Where there are twins or children from a multiple birth wanting admission and there is only a single place left, the Governing Body will exercise as much flexibility as possible.

## **12. WHAT HAPPENS IF I MISS THE DEADLINE FOR APPLICATIONS?**

The Governors will accept late applications up to the 15th March 2018 for parents who have good reason for submitting their form late, for example if the family have moved into the City of York area.

## **13. WHAT HAPPENS IF MY CHILD DOES NOT GET A PLACE AT HEWORTH?**

i. Names of children will automatically be placed on the waiting list for Heworth CE (Voluntary Aided) School, when the child has been refused admission.

ii. A vacancy only arises in the Reception Year when the number of offers to the school falls below the admission number of 20.

iii. The waiting list will be established on the offer day and kept until 31<sup>st</sup> December 2018

iv. The waiting list is determined according to the Governing Body's priority admission criteria.

v. Following the offer day should an application be received for the school where the pupil has a higher priority, as determined by the admission criteria, they will be placed on the list above those with a lower priority.

## **14. WHAT HAPPENS IF I GIVE FALSE INFORMATION IN THE APPLICATION?**

i. Where the Governing Body has made an offer of a place at the school on the basis of a fraudulent or intentionally misleading application, which has effectively denied a place to a child with a stronger claim, the offer of a place will be withdrawn.

ii. Where a child starts attending the school on the basis of fraudulent and / or intentionally misleading information, the place may be withdrawn depending on the length of time that the child has been at the school.

iii. Where a place or an offer has been withdrawn, the application will be reconsidered and a right of independent appeal offered if the place is refused.

## **15. WHAT HAPPENS IF I APPLY FOR A PLACE OUTSIDE OF THE NORMAL ADMISSION ROUND?**

### **1. Reception Year**

Where applications are received for admission to the school following the offer day they will be dealt with as follows:

Single admission to Reception year where the year group is below the admission number, the parent will be offered a place.

Single admission to Reception year where the year group is at or above the admission number and the admission would be prejudicial to the provision of efficient education or the efficient use of resources, the parent will not be offered a place.

## **2. Years 1 to 6**

Single admission to Year 1 to 6 where the year group is above the admission number:

Where the Governing Body determines that there would not be prejudice to the provision of efficient education or the efficient use of resources, the parent will be offered a place.

Where the Governing Body determines that there would be prejudice to the provision of efficient education or the efficient use of resources, the parent will be refused an offer of a place.

An example of prejudice is where the Governing Body has to comply with the limit on infant class size.

## **16. CAN I APPEAL IF I MY CHILD IS NOT OFFERED A PLACE?**

i. If a place is not offered at the School parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedures will be sent to parents by the Local Authority.

ii. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit appeal forms within 20 school days of the date of the refusal letter. Appeal forms can be obtained from:

City of York Council,

School Services,

West Offices,

Station Rise,

York, YO1 6GA.

Tel: 01904 551554

Normally, appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.

**Definitions from above:**

**Looked after/previously looked after children** - A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order or special guardianship order.

**Sibling** – to include full, step, half, foster, adopted brothers and sisters living at the same address and full brothers and sisters living apart.

**worship** - for the purposes of this policy, worship means attendance at any church service or church-affiliated group at which an "act of worship" occurs. Non-exhaustive examples include Play and Praise, Woolly Lambs

**regularly** – worshipping at least once a month for a period of at least one year immediately prior to the application

**Christian place of worship** – Churches which are members of Churches Together in England and/or the Evangelical Alliance. (a list of the members of each of these organisations can be viewed at – [www.cte.org.uk](http://www.cte.org.uk) and [www.eauk.org](http://www.eauk.org)).

**Place of residence** - The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week, including weekends.

**Other recognised faith communities** – These are those faiths in membership of the UK Interfaith Network. This includes Buddhists, Baha'is, Hindus, Jains, Jews, Muslims, Sikhs and Zoroastrians. The parent / guardian must meet the normal religious obligations of the faith. (please see [www.interfaith.org.uk](http://www.interfaith.org.uk) )

**If parents / guardians have any questions at all, they should contact school on (01904) 551650 or [heworth.primary@york.gov.uk](mailto:heworth.primary@york.gov.uk).**

**It is extremely important that all relevant information regarding a child's application is included with the application.**



