WARTER C.E. PRIMARY SCHOOL

Admissions Policy for September 2018

Admission Arrangements

Warter Church of England Primary School is a foundation school. The Governing Body is the admission authority for the school, and the school is required to act in accordance with the School Admission Code. The admissions process is co-ordinated by East Riding of Yorkshire Council.

Published Admission Number: 20

Pupils will be admitted to Reception at the beginning of the school year in which they are five without reference to ability or aptitude. Applications must be made using the local authority’s common application form and submitted in accordance with the coordinated scheme for admissions in operation in the area where the applicant lives.

Applications received relating to children with Statements of Special Educational Needs or Education, Health and Care Plans (EHCPs) will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child’s statement or plan, the local authority and the school have a duty to admit the child.

Over subscription criteria

If no more than 20 applications for admission to reception are received, all applicants will be offered places. Where, after the admission of any children with a statement of Special Educational Needs or an EHCP naming the school, there are more applications for places than the number of places remaining available, places will be offered according to the following order of priority:

(i) Children who are looked after by a local authority and children who were previously looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order. A looked after child is a child who is in the care of a local authority or is being provided with accommodation by a local authority in the exercise of their social services functions (see section 22 of the Children Act 1989). Any application submitted for a child who is looked after by a local authority should be supported by the authority’s Children’s Services Department. An “adopted child” is a child adopted under the Adoption and Children Act 2002 or Adoption Act 1976. A “child arrangement order” is an order made under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).
(ii) **Children who live in the school's designated catchment area** (the parishes of Warter, Huggate and Nunburnholme). A map or list of relevant postcodes is available from East Riding of Yorkshire Council.

(iii) **Children who have a sibling attending the school.** For the purpose of these school admission arrangements, the term “sibling” refers to a child who will be on roll at Warter CE Primary School when the child for whom the application is made will start and includes: brothers and sisters; half brothers and half sisters living at the same address; step brothers and step sisters living at the same address; and foster children.

(iv) **Children who, together with at least one parent/guardian/carer attend an Act of Worship at least once per month at a regular public service at a church in a Membership of Churches together in Britain and Ireland.** At least monthly attendance must be sustained for two years prior to the date of application. Evidence of attendance must be supported by a letter from the Parish Priest. Parents should arrange for the letter of support to be sent to the school by 31 December. A list of churches in membership of Churches Together in Britain and Ireland can be viewed at [www.ctbi.org.uk](http://www.ctbi.org.uk).

(v) **Any other children, with the proximity given according to the proximity of the child's home to school, with the distance measured as described below.**

In the event that the school has reached its published admission number within any of the over-subscription criteria (i) to (v) above, the proximity of the child’s home to the school will be used to prioritise the applicants.

Where distance from the child's home to school has to be measured, the school's admission authority uses a computer GIS mapping system using Ordnance Survey information, to measure the distance and adopts the address points for the child's home and the school as recorded on the Local Land and Property Gazetteer, (referred to as LLPG). The actual distance measured is a straight line from the LLPG recorded address point for the child’s normal home address to the LLPG recorded address point for the school. Random allocation will be used as a final tie-break to decide who has the highest priority for admission if the distance between two children's homes and the school is the same. The process will be independently verified.

A child is normally deemed to be resident with their parents/carers. If a child has more than one home address, the applicant must use on the application form the address at which the child lives for the majority of the school week. Documentary evidence may be required to show that the child is resident at the address named on the application form.

**Appeals**

Parents have the right to appeal against a decision to refuse admission. Parents will be informed of the reason the application for admission was refused, and of the arrangements for lodging an appeal.
Waiting List

A Waiting list of unsuccessful applicants will be drawn up after the allocation of places. Children will be placed on the waiting list for a place at Warter CE Primary School and will be prioritised on the waiting list using the criteria set out above. In ordering the waiting list, no value will be placed on the date on which the application was received. If places are not taken up or children in the relevant year group leave the school later on and pupil numbers fall below the published admission number, places will be offered to those receiving the highest priority on the waiting list. The waiting list will only be maintained until 31 December at the end of the autumn term.

Delayed and Deferred Admission to Reception

Children normally start in the Reception year group at school at the beginning of the autumn term of the school year in which the child reaches five years of age. Parents can delay the date their child is admitted to the Reception year group at a school until the date on which the child reaches compulsory school age or until the beginning of the final term of the school year for which they have applied, whichever is the earlier date. Any parent wanting to delay their child’s admission in this way should make the relevant arrangements with the headteacher after the parent’s application for a place has been determined and notification of the allocation of a school place has been received by the parent.

Requests for Admission Outside a Child's Normal Age Group

Requests from applicants wanting to submit an application for a place for their child in a year group other than that appropriate to the child’s age should be submitted to the Governing Body with any supporting documents.

Decisions about whether or not an application can be considered for admission to a year group other than that appropriate to the child’s age will be made by the Governing Body. Applicants may be asked to submit additional documentary evidence in support of their request to be allowed to apply for a place in a different year group for their child. In determining the applicant’s request, the Governing Body will consider each case on its own, individual merits and may seek advice from the East Riding of Yorkshire Fair Access Panel. If it is decided that an application for a place in a year group other than that appropriate to the child’s age can be submitted, the parent’s application will then have to be processed and determined in accordance with the relevant Co-ordinated Scheme and the published admission arrangements for the school.