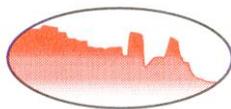


# Kirkby & Great Broughton Church of England Voluntary Aided Primary School



## 2019/20 Admissions Policy

***Unless otherwise stated, applications under this policy will be for a child born between 1 September 2014 and 31 August 2015 to start at the school in Reception in September 2019.***

Approved by Governing Body	30.10.2017
Next review due	October 2018

### 1. Introduction

Kirkby & Great Broughton Church of England Voluntary Aided Primary School is a Church of England school maintained by North Yorkshire County Council in the Diocese of York. It has been serving the young people of the ecclesiastical parish of Kirkby-in-Cleveland and beyond since 1974.

**The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice for pupils aged 4 to 11+.** It encourages an understanding of the meaning and significance of the Christian faith, and promotes Christian values through the experience it offers to all its pupils.

**As a Church of England school, we welcome applications from Christian families and those of other faiths and none.** We ask that all parents/carers applying for a place at the school respect the school's ethos and its importance to the whole community.

**The school's Governing Body is the Admissions Authority for the school.** The Governing Body is responsible for determining the school's admissions arrangements (including this policy) and deciding who can be offered a place in accordance with it. This admissions policy has been determined having had regard to the York Diocesan Board of Education's guidance and will be operated in accordance with North Yorkshire County Council's co-ordinated admissions schemes (on which please see further below). All Admissions Authorities are required to act in accordance with the Department for Education's School Admissions Code and the relevant legislation and regulations.

For further details about how and when to apply, please see sections 2 and 5 below.

## 2. Application Procedures and Timetable

*Please contact the school on 01642 712687 or [admin@kirkby-in-cleveland.n-yorks.sch.uk](mailto:admin@kirkby-in-cleveland.n-yorks.sch.uk) and/or your home local authority if you need any help in applying.*

### (a) Local Authority co-ordination of normal admissions round

The admission process for the normal admissions round (i.e. for admission to Reception) is always co-ordinated by local authorities.

**You should apply for a place at school in the normal admissions round by completing the online application form<sup>1</sup> of the local authority (Unitary or County Council) in the area in which you live (your “home” local authority) by 15 January 2019.** You should do this even if your “home” local authority is not North Yorkshire County Council, which is the relevant local authority area for the school.

The process will give you the ability to express ranked preferences for places at any state funded school/academy, whether or not they are within your home local authority area. This allows co-ordination to take place between your home local authority, the local authorities of the schools you have applied to (if different) and the Admissions Authorities for those schools. The Admissions Authority will rank the applications of all applicants naming the school as one of their preferences and provide this information to the local authority in which the school is situated to enable co-ordination. You will then receive an offer, via your home local authority, for the highest ranking school where a place is available.<sup>2</sup> This is so that parents/carers will receive only one offer of a place at a school for their child.

**You will receive your offer letter from your home local authority outlining your allocated school place by 16 April 2019 and should ensure that you carefully follow the instructions contained with that letter relating to taking up the place and any other relevant matters.** You will also be informed of any rights you have to appeal and the right to be placed on school waiting lists in this letter.

*If your home local authority is North Yorkshire County Council, applications can be made online at [www.northyorks.gov.uk/admissions](http://www.northyorks.gov.uk/admissions). If you cannot complete an online application, please contact North Yorkshire County Council’s admission team on 01609 533679 for assistance. If North Yorkshire County Council is not your home local authority, you should contact the home local authority for details of how to access their admission processes.*

### (b) Supplementary Information Form

**If you are applying for priority application to the school on the basis of one of the oversubscription criteria set out in section 4 below which states that a Supplementary Information Form is required, you will also need to complete and return the attached Supplementary Information Form.** This is in addition to the requirement outlined above to submit your application to your home local authority. If you are not applying for priority on the basis of one of these oversubscription criteria, there is no need to complete a Supplementary Information Form.

The completed Supplementary Information Form must reach the school’s Admissions Clerk by 31<sup>st</sup> January (Please do not send a Supplementary Information Form to your local authority, as they will not be able to take account of the information you have provided.) Please send forms to the school at Kirkby Lane, Great Broughton TS9 7AL marked for the attention of the Admissions Clerk. **If the Supplementary Information Form has not been returned and fully completed by this date, you may lose the priority that you might otherwise have received** (please see below in relation to late applications.) You should make

<sup>1</sup> If you have difficulties completing the online form please contact the local authority for assistance. Alternative formats will be made available as appropriate to meet applicant needs.

<sup>2</sup> Your home local authority will advise you in the event that no places are available in any of the schools included within your application.

sure you allow the time to get any necessary supplementary information/signatures required for the Form prior to the deadline for its return.

**(c) Transition from nursery provision**

The admission of children into Reception year is a completely separate process to nursery admissions. Attendance at a particularly nursery class or early years provider does not give a child any priority within this admissions policy, even if the school and nursery are located on the same premises or the nursery is run by the school itself. A separate application is required in all cases.

**(d) Late applications**

Applications received by your home local authority after the closing date (15 January 2019) are “late applications.”

The Governing Body will consider applications that are late but which are received on or before 9<sup>th</sup> March at the same time as “on time” applications if the late application is accompanied by a reason as to why it is late and the Governing Body determines that that reason is satisfactory.

Late applications received after 9<sup>th</sup> March but before the first day of the school year, will always be processed as late applications. They will be considered against the same criteria as “on time” applications, assessed as at the time the application is made, but will only be considered once all “on time” applications have been processed. As such, they will have less chance of success.

Late applications received after the first day of the school year will be considered as “in year” applications (please see section 6 on “in year” applications).

**3. Admission number**

The school’s Published Admissions Number is 18. If no more than 18 applications are received where the school is included as a preference, places will be made available for all applicants.

**4. Allocation of places**

The school will admit **all children with a Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP)** in whose Statement or EHCP the school is named. If your child has any such statement or EHCP, please contact your home local authority who will advise you on the process for gaining admission to the school.

If the number of preferences expressed for the school exceeds the number of places remaining available (after the admission of any children with a Statement of SEN or an EHCP whose Statement or EHCP names the school), priority will be awarded to applicants using the following oversubscription criteria, which will be applied in the order of priority shown.

## 1. Looked after children and 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 exercise of their social services functions at the time of making an application to the 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 arrangement order or special guardianship order).*

## 2. Children with exceptional social or medical needs which make the school the most suitable school for the child

*To be given priority on this basis, the Governing Body would have to be satisfied that the child's needs were such that the school would be the most suitable school for the child.*

***In order to be eligible for consideration under this criterion, you will need to submit a completed Supplementary Information Form***  
*The Supplementary Information Form will need to be accompanied by professional supporting evidence, in writing, from a doctor, specialist, health professional or social worker (as appropriate) setting out:*

*-The relevant needs*

*-How those needs would affect the child's education or ability to get to school; and*

*-The particular reasons why the school would be the most suitable for the child as a result e.g. the difficulties that would be caused if the child had to attend another setting.*

*The Governing Body may liaise any third parties as they may deem appropriate in making their assessment.*

## 3. Children living in the Priority Area

*The Priority Area is the ecclesiastical parish of Kirkby-in-Cleveland. A map is attached at Appendix 1.*

## 4. Children who regularly and frequently worship, or whose parent(s)/carer(s) regularly and frequently worship, at the parish Church of Kirkby-in-Cleveland

*To be eligible under this criterion, the applicant must be able to demonstrate the required frequency of worship by the child or at least one parent/carers. The minimum level of worship will be attendance at worship at an average of at least once a month for at least one year immediately prior to the date of application. The worship must be at a regular public service at the parish Church of Kirkby-in-Cleveland.*

***In order to be eligible for consideration under this criterion, you will need to submit a completed Supplementary Information Form as outlined above which includes verification of attendance at worship from your minister of religion.***

## 5. Children with siblings who will be on roll at the school at the proposed date of admission

*For the purposes of this criterion, a child will be treated as another child's sibling if they are (i) their natural brother/sister; adopted brother/sister; half brother/sister or step brother/sister; or the child of a parent/carers partner, where the child for the school places sought is living at the same family unit and at the same address as the 'sibling'.*

## 6. Children who regularly worship, or whose parent(s)/carer(s) regularly worship, at a Christian place of worship

*To be eligible under this criterion, the applicant must be able to demonstrate the required frequency of worship by the child or at least one parent/carers. The minimum level of worship will be attendance an average of at least once a month for at least one year immediately prior to the date of application. The worship must be at a regular public service at a Christian place of worship. A Christian place of worship is defined as a Church which is in full membership of Churches Together in Britain and Ireland. For up to date information on membership of Churches Together in Britain and Ireland, please visit their website at [www.ctvi.org.uk](http://www.ctvi.org.uk).*

***In order to be eligible for consideration under this criterion, you will need to submit a completed Supplementary Information Form as outlined above which includes verification of attendance at worship from your minister of religion.***

## 7. Children of staff employed by the Governing Body

*In order to be eligible for admission under this criterion, the member of staff must be employed by the Governing Body and must have been:*

- (a) Employed to work at the school for two or more years prior to the date of application; and/or*
- (b) Recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.*

*This includes both teaching and support staff, and full time and part time staff.*

***In order to be eligible for consideration under this criterion, you will need to submit a completed Supplementary Application Form***

## 8. Any other Children

**Tie- Breaker** - If there are more applications within any given criterion than there are remaining places available, the places will be allocated to children satisfying the relevant criterion who live closest to the school. This is measured by the electronic mapping system used by the North Yorkshire County Council's admissions team. The measurement is made from a fixed point within the home, as identified by Ordnance Survey, to the nearest school entrance using footpaths and roads. The routes measured to determine the allocation of school places will be those recognised by the electronic mapping system. If the measurement of the distance from home to school above does not distinguish between two or more applicants with equal priority, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school.

Where the application of the above would lead to a place being made available for a child of multiple birth, but not their sibling(s), we will work within the Admissions Code in order to make a place available for the sibling(s) wherever reasonably possible.

**Address** – You should consult your “home” local authority’s guidance on what is the child’s address for the purposes of your application. The correct address to be used for the purpose of the local authority’s application process will be used for the purpose of applying this oversubscription criteria and the tie breaker in this policy. You may be asked to show evidence of any current or previous address and enquiries may be made to obtain verification, including of any third parties, should this be deemed necessary.

## 5. Time for admission

### (a) Usual entry point

Children will normally be admitted into the year group relevant to their age and (save as outlined below) application should be made to that year group.

Save as outlined below, for those applying in the normal admissions round, offers will be made for a full time place in Reception commencing in September 2019, being the September following the child’s fourth birthday.

### (b) Delayed admission into year group relevant to child’s age

Parents/carers receiving an offer for their child to start in Reception in September 2019 have the option to delay the date their child starts in Reception until later in the 2019/20 school year, as long as their admission is not delayed beyond the point at which they reach compulsory school age nor beyond the beginning of the final term in the year of admission. A child normally reaches compulsory school age at the start of the term following their fifth birthday. There is an additional option for summer born children – on which please see (c) below.

If you would like to delay your child's entry so they do not start in September 2019, you must still apply in the normal admissions round. If you are allocated a place, you will then need to advise the school in writing of the intended start date and keep in regular contact with the school regarding any changes to this intended date. The school will hold a place for that child and not offer it to another child during the remainder of the Reception year. You should contact the school to make arrangements for admission of your child.

**(c) Deferring admission: admission outside of normal age group**

Parents/carers may seek to delay their child's admission to school so that they are admitted outside of their normal age group, for example if they have experienced problems such as ill health. In addition, the parents/carers of a summer born child (i.e. a child born between 1 April 2015 and 31 August 2015) may choose not to send that child to school until 1 September 2020 (being the 1 September after they turn five and the date they reach compulsory school age) and may request that they are admitted out of their normal age group – to Reception rather than Year 1 (which would be their usual year group).<sup>3</sup> Parents/carers considering requesting admission out of the normal age group are encouraged to contact the school at an early stage to discuss their intentions.

The Governing Body will make decisions on requests for admissions outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's/carer's views;
- any information provided about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- where applicable, whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Governing Body will also take account of the views of the headteacher in assessing the request. When informing the parent/carer of their decision on the year group the child should be admitted to, the Governing Body will set out clearly the reasons for the decision.

You should request such a deferral as part of the normal admissions round where possible. As such:

- parents/carers wishing to defer admission should still apply for a school place at the normal time – i.e. by 15 January 2019; and
- by the same deadline, the parent/carer should also submit a written deferral request to the headteacher of the school and North Yorkshire County Council, together with any supporting evidence that the parent/carer wishes to be taken into account.

This will allow requests to be considered prior to National Offer Day.

If the request is approved, then the application and preferences originally submitted as part of your home local authority's application process will be withdrawn and no decision will be made on the basis of the original application. **Please note, a place will not be reserved for your child: where a deferral is granted, parents/carers must then reapply for a Reception place in the next admissions round (i.e. for a place in September 2020) alongside children who are one school year younger.** Parents/carers should make it clear in their fresh application that a deferral has previously been agreed. The fresh application will be considered in accordance with school's 2020/21 admissions policy as part of the normal admissions round and on the basis of the admission arrangements outlined in the school's 2020/21 policy, including the application of oversubscription criteria. The Governing Body will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If a request is not approved, parents/carers will be notified by their home local authority of the result of their original application in the usual way.

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<sup>3</sup> Please note that children who have deferred and commenced education in this way will most likely continue to be one school year behind their age-related peers for the duration of their time at school.

We will endeavour to process requests to defer received after 15 January 2019 within 6 weeks from receipt. If the request is approved, any offer received as part of the normal admissions round will be withdrawn.

Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Governing Body's complaints policy: whilst parents/carers have a statutory right to appeal against the refusal of a place at a school for which they have applied, this right does not apply if they are offered a place at the school but it is not in their preferred age group.

**(d) Accelerated admission**

Exceptionally, applicants may seek a place for their child in a higher age group than their usual age group, for example if the child is gifted or talented. Parents/carers considering requesting admission to a higher age group are encouraged to contact the school at an early stage to discuss their intentions and what the best approach might be. The request must be put in writing, addressed to the headteacher of the school, together with any supporting evidence that the parent/carer wishes to be taken into account. The Governing Body will make decisions on such requests on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the criteria set out in (c) above.

In order for the request to be considered prior to the normal admissions round, the request must be received by 31st October.

If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of usual year group has been agreed.<sup>4</sup> The application will then be considered in accordance with this admissions policy. The Governing Body will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group.

Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Governing Body's complaints policy.

**(e) Part time attendance**

Children may attend part-time until the point where they reach compulsory school age. Please let us know, after your child has been allocated a place, if you would like your child to attend part time so we can discuss the necessary arrangements. You should inform us of your intention to start your child on a part time basis by 31 May 2019.

## **6. In-year admissions**

In-year admissions are admissions outside the normal admissions round.

Parents/carers may apply for a change of school for their child at any time. Please call the school on 01642 712687 or email us at [admin@kirkby-in-cleveland.n-yorks.sch.uk](mailto:admin@kirkby-in-cleveland.n-yorks.sch.uk) to find out about any in-year vacancies. Alternatively, please contact the North Yorkshire County Council on 01609 533679.

*Please note that there may be several interested applicants for any available place. There may therefore be other applicants who are more entitled to an available place at the time at which a place becomes available.*

**(a) Application process**

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<sup>4</sup> as the date of birth will fall outside the normal date of birth range for the required admissions round

The school is part of the North Yorkshire County Council’s co-ordinated in-year admissions scheme. As such, if the North Yorkshire County Council is the home local authority, you should complete the North Yorkshire County Council’s in-year online application, including the school as one of your preferences, no later than 20 school days before the place is required. The online application form can be found at [www.northyorks.gov.uk/admissions](http://www.northyorks.gov.uk/admissions) North Yorkshire County Council will then liaise with the Governing Body as appropriate. If North Yorkshire County Council is not your home authority, you should check with your home local authority whether they co-ordinate in year admissions. If they do, their procedures should be followed. Otherwise, please contact the school to obtain a copy of the school’s in-year application form and return it to the school directly.

If you are applying under one of the oversubscription criteria that requires the school’s Supplementary Information Form to be completed, please complete and return this to the school, marked for the attention of the Admissions Clerk, at the same time as returning the In-Year application form.

**(b) Determination of application**

Whilst the school does have a published admissions number of 18, this number only applies for admission into Reception. Although a published admission number may help set class organisation in later years, decisions in relation to places in other year groups will be made primarily on class organisation. As such, a place may be refused even if the numbers on roll in the relevant year group are lower than the published admission number. In determining whether a place is to be offered, consideration will be given as to whether the admission of any additional child would prejudice the provision of efficient education or the efficient use of resources.

Where there is an available space and there are no other applications for this place, the place will be made available. Where there is an available space and there are more applications for a place than places available, priority is given in accordance with the oversubscription criteria set out above. The oversubscription criteria will be applied as at the date the place becomes available.

You will be notified of the outcome of your application by North Yorkshire County Council or (if North Yorkshire County Council is not your home local authority) the school, who will also notify your home local authority that the place has been offered. If the application is refused, the applicant will be informed of their right to appeal and their right to be placed on the waiting list (on which please see below).

**(c) Start date**

Where a child is changing schools due to relocation, the place may be taken up once the school has been able to make suitable arrangements. However, where a child is changing schools for other reasons and the child’s current school is within a reasonable travelling distance, it is expected that the start date will be at the start of a new half term or other suitable day as determined by the school.

**(d) Fair access**

Please note that the operation of this policy is subject to the North Yorkshire County Council’s Fair Access Protocol. This Protocol is agreed with schools within the authority to ensure that – outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. It also requires local authorities to ensure that no school is required to take a disproportionate number of children with challenging behaviour. The Fair Access protocol will take priority over this policy.

**7. Waiting List**

If the school is oversubscribed, a waiting list will be established.

Parents/carers who are not successful in obtaining a place in the normal admissions round will need to inform their home local authority in writing of their wish for their child to join the school's waiting list. The waiting list will be maintained by North Yorkshire County Council.

Parents/carers who are not successful in obtaining a place following an in-year application received during the 2019/20 academic year will automatically be placed on the waiting list.

North Yorkshire County Council will maintain the waiting list on behalf of the Governing Body from the offer day (16 April 2019) until 31<sup>st</sup> August.

In each case, a child's position on the list will be determined by the oversubscription criteria above only and will reflect their current circumstances (where these circumstances have been provided to the Admissions Clerk). Each additional applicant, or change in circumstances of an applicant which is notified to the school, will require the waiting list to be reordered in accordance with the oversubscription criteria. Should a place become available while the waiting list is in operation, a place will be made available to the applicant entitled to be on the top of the waiting list on the day the place became available.

Placing a child's name on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful application.

## **8. Appeals**

Applicants refused a place at the school have a statutory right of appeal. If an application for a place at the school is refused, the applicant will be informed of the reasons and of their right to appeal. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

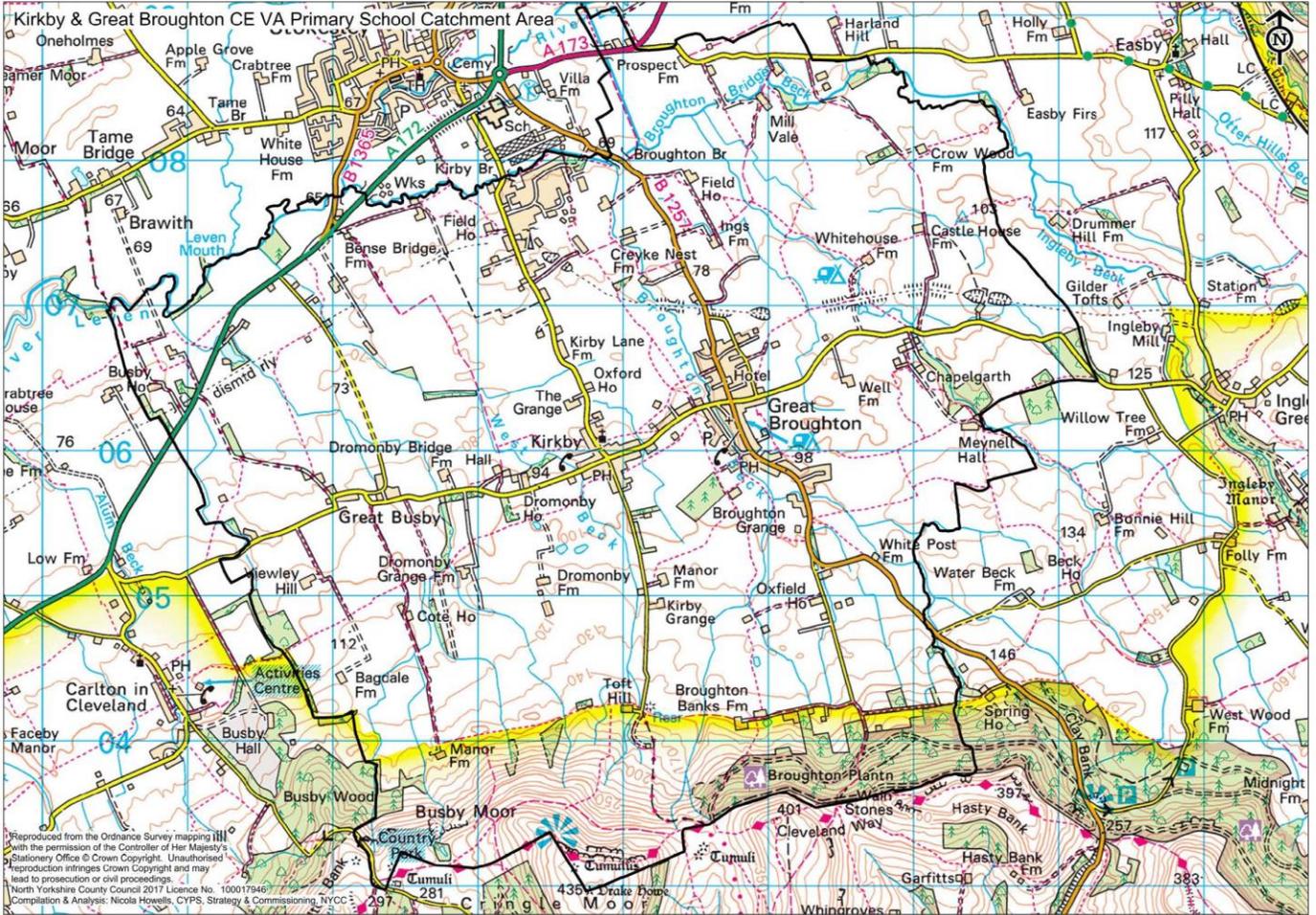
Appeals are heard by an independent appeals panel and in line with the School Admission Appeals Code. Further details will be provided in the event that your application is refused. We will also publish our appeals timetable on our website by 28 February 2019.

Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the Governing Body has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school, which has also been refused.

## **9. False Information**

Applicants are strongly urged to complete their application and (if applicable) the school's Supplementary Information Form as accurately and fully as possible. Where an offer of a place at the school has been made on the basis of a fraudulent or intentionally misleading application which effectively denies a place to a child with a stronger claim, then under the School Admissions Code the school is able to withdraw the place. In the event that a place is withdrawn, the application will be considered afresh.

# APPENDIX 1: Map of Priority Area



## APPENDIX 2: Supplementary Information Form

### Kirkby & Great Broughton Church of England Voluntary Aided Primary School

#### Supplementary Information Form - 2019/20 Admissions

*Please note that this it is only necessary to complete this form where you are applying for priority under oversubscription criteria 2,4,6 and 7 in the School's admissions policy.*

Name of Child:	
Date of Birth:	
Address:	

**Please indicate all relevant criteria that apply to your application and complete the relevant information:**

Criterion		Please tick	Additional Information Required
[2]	<b>Children with exceptional social or medical needs which make the school the most suitable school for the child.</b>		<i>Please include with this form professional supporting evidence, in writing, from a doctor, specialist, health professional or social worker (as appropriate) setting out:</i> <ol style="list-style-type: none"> <li>a. <i>The relevant needs</i></li> <li>b. <i>How those needs would affect the child's education or ability to get to school; and</i></li> <li>c. <i>The particular reasons why the school would be the most suitable for the child as a result e.g. the difficulties that would be caused if the child had to attend another setting.</i></li> </ol>
[4]	<b>Children who regularly and frequently worship, or whose parent(s)/carer(s) regularly and frequently worship, at the parish Church of Kirkby-in-Cleveland</b>		<i>Please note that additional information is required as set out in section [4.4] above and that a signature is required from your minister of religion.*</i>
[6]	<b>Children who regularly and frequently worship, or whose parent(s)/carer(s) regularly and frequently worship, at a Christian place of worship</b>		<i>Please note that additional information is required as set out in section [4.6] above and that a signature is required from your minister of religion.*</i>
[7]	<b>Children of staff employed by the Governing Body</b>		<i>Please give name of member of staff:</i>  _____

*\*You should make sure you allow the time to get the necessary information/signature prior to the deadline for return of the form.*

Name of person filling in the form (parent/carers):	
Relationship with child:	
Contact details:	
Signature:	

**Please return this Supplementary Information Form to the school by 31<sup>st</sup> January.**

**(Supplementary Information Form continued)**

**Confirmation of regular attendance at worship  
For completion by your minister of religion**

I hereby confirm that the aforementioned child or at least one parent/carer of the aforementioned child

1. Has attended worship at a regular public service (please tick):

- At the parish Church of Kirkby-in-Cleveland
- At another Christian place of worship, being a Church which is in full membership of Churches Together in Britain and Ireland<sup>5</sup>

2. And that such attendance has been at an average of at least once a month for at least one year immediately prior to the date of application.

Name and address of place of worship attended:

\_\_\_\_\_

\_\_\_\_\_

Name	
Signature:	
Position:	
Correspondence address:	
Telephone number:	

*\*In the event that you have attended worship at different places of worship during the relevant period e.g. as you have moved areas, but taken together the attendance at worship at these places of worship would be sufficient to qualify for a place under the relevant criterion, please ask your Minister of Religion for each place of worship to complete this form specifying the relevant periods of attendance and frequency.*

\_\_\_\_\_