

# Egton Church of England Voluntary Aided Primary School



## 2023/24 Admissions Policy

***Unless otherwise stated, applications under this policy will be for a child born between 1 September 2018 and 31 August 2019 to start at the school in Reception in September 2023***

Approved by Governing Body	November 2023
Next review due	July 2023

### 1. Introduction

Egton Church of England Voluntary Aided Primary School is a Church of England school in the Diocese of York. It has been serving the young people of Egton/ Grosmont and beyond for over 147 years.

**The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice for children aged 4 to 11 years.** 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 children.

**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<sup>1</sup> 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.

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## 2. Application Procedures and Timetable

*Please contact the school on 01947 895369 or [admin@egton.n-yorks.sch.uk](mailto:admin@egton.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 of the local authority (Unitary or County Council) in the area in which you live (your “home” local authority) by 15 January 2023.** You should do this even if your “home” local authority is not the 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. 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 17 April 2023 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 <https://www.northyorks.gov.uk/school-admissions>. If you cannot complete an online application, please contact the North Yorkshire County Council’s school admissions 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 15 January 2023. (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 Egton CE (VA) Primary School, Egton, Whitby, North Yorkshire. YO21 1UT 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 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, 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 and will be assessed in relation to the oversubscription set out in this policy only.

**(d) Late applications and changes**

Applications received by your home local authority after the closing date (15 January 2023) are "late applications." Late applications will be considered in accordance with the provisions for late applications in North Yorkshire County Council's Co-ordinated admissions scheme.

Changes to applications made in the normal admissions round will only be accepted in line with the North Yorkshire County Council's Co-ordinated admissions scheme.

**3. Admission number**

The school's Published Admission Number 8 that is number of places available for admission to Reception at the school in September 2023 is 8. If no more than 8 applications are received, places will be allocated up to and including the Published Admission Number in accordance with North Yorkshire City Council's Co-ordinated admissions scheme.

**4. Allocation of places**

The school will admit **all children with an Education, Health and Care Plan (EHCP)** which names the school. If your child has any such EHCP, please contact your home local authority who will advise you on your options.

If the number of preferences expressed for the school exceeds the number of places remaining available (after the admission of any children with an EHCP which 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. Children who are looked after by a local authority and children who were previously looked after**

A “looked after child” is a child who at the time of making the application to school is (a) in the care of a local authority in England, or (b) being provided with accommodation by a local authority in England in exercise of their social services functions.

A “previously looked after child” is a child who:

(a) Was a looked after child in accordance with the above definition, but who ceased to be a looked after child because they were adopted (or became subject to a child arrangement order<sup>2</sup> or special guardianship order); or

(b) Appears to the Governing Body (having sought advice from the Local Authority) to have been in state care outside of England and who have ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

**If you are making an application under the priority for a previously looked after child, you will need to complete the relevant documentation specified by your home local authority in accordance with their specified requirements.**

## **2. Children with special 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 as outlined in paragraph 2b above.** The Supplementary Information Form will need to be accompanied by professional supporting evidence, in writing, from a doctor, specialist, health professional, social worker or other appropriate professional (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 and may seek the advice of any relevant Local Authority Panel in reaching its decision.

## **3. Children living within the school’s Catchment Area**

The Catchment Area for the school is the area shown at Appendix 1.

## **4. Children who will have a sibling in Reception or Years 1-6 at the school at the proposed date of admission**

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<sup>2</sup> Child arrangement orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangement order.

*“Sibling” for these purposes refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner where the child for whom the school place is being sought is living in the same family unit at the same address as that sibling.<sup>3</sup>*

## **5. Children living outside the Catchment Area who regularly and frequently worship, or whose parent(s)/carer(s) regularly and frequently 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/carer. The minimum level of worship will be attendance at worship at an average of at least once a month for the twelve months immediately prior to the date of application. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.*

*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.*

***In order to be eligible for consideration under this criterion, you will need to submit a completed Supplementary Information Form as outlined in paragraph 2b above which includes verification of attendance at worship from your minister of religion.***

## **6. 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.

All **distance** measurements are based on the nearest route recognised by the North Yorkshire County Council’s electronic mapping system from the child’s home address to the school. The measurement is made from a fixed point in the dwelling, 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 used by the North Yorkshire County Council’s school admissions team.

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/children 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 application should be made to that year group.

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

Parents/carers receiving an offer for their child to start in Reception in September 2023 have the option to defer the date their child starts in Reception until later in the 2023/2024 school year. If you would like to explore this option please contact Egton School and the Headteacher will be happy to explain this to you.

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 2019 and 31 August 2019) may choose not to send that child to school until 1 September 2024 (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). Parents/carers considering requesting admission out of the normal age group are encouraged to contact the North Yorkshire County Council school admissions team and 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 delay as part of the normal admissions round where possible. As such:

- parents/carers wishing to delay admission should still apply for a school place at the normal time – i.e. by 15 January 2023; and

- by the same deadline, the parent/carer should also submit a written delayed admission request to the headteacher of the school 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 delayed admission is granted, parents/carers must then reapply for a Reception place in the next admissions round (i.e. for a place in September 2024) alongside children who are one school year younger.** Parents/carers should make it clear in their fresh application that delayed admission has previously been agreed. The fresh application will be considered in accordance with school's 2024/25 admissions policy as part of the normal admissions round<sup>4</sup> and on the basis of the admission arrangements outlined in the school's 2024/25 policy, including the application of oversubscription criteria. The school 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.

We will endeavour to process requests to delay admission received after 15 January 2023 within four 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.

### **(c) 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 Mrs. E. Orland, Egton CE (VA) Primary School, Egton, Whitby, North Yorkshire. YO21 1UT. 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, it is advised that the request be discussed with the Headteacher. 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. The application will then be considered in accordance with this admissions policy. The Governing Body will not give the application lower priority

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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.

#### **(d) Part time attendance**

There may be some occasions where parents/carers feel their child is not yet ready to start full time education and the point they start school. Parents/carers considering part-time attendance should contact the headteacher as soon as possible to discuss this.

## **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 01947 895369 or email us at [admin@egton.n-yorks.sch.uk](mailto:admin@egton.n-yorks.sch.uk) to find out about any in-year vacancies. Alternatively you can contact North Yorkshire County Council for information regarding available places.

#### **(a) Application process**

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,<sup>5</sup> 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 <https://www.northyorks.gov.uk/school-admissions>. The 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 North Yorkshire County Council school admissions team to obtain a copy of the school's in-year application form.

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 at Egton CE (VA) Primary School, Egton, Whitby, North Yorkshire. YO21 1UT. marked for the attention of the school's Admissions Clerk at the same time as submitting your in-year application to North Yorkshire County Council.

#### **(b) Determination of application**

Whilst the school does have a published admissions number of 8, 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

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<sup>5</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.



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 the 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 section 7 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.

**Normal admissions round** - The North Yorkshire County Council will maintain a waiting list on behalf of the Governing Body until the end of the Autumn term (31 December 2023), at which point they will be deleted.

**In year applications** - Parents/carers who are not successful in obtaining a place following an *in-year* application received during the 2023/24 academic year will automatically be placed on the waiting list, which will be maintained until 31<sup>st</sup> July 2024. The in-year waiting lists will be maintained by the Governing Body. In the event that you would like your child to be retained on the waiting list for the following academic year, you must advise the school’s Admissions Clerk of this in writing.

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. Where a tie breaker of random allocation is required to determine who is offered a place in accordance with section 4 above, a fresh round of random allocation will be used each time a child is to be offered a place.

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.

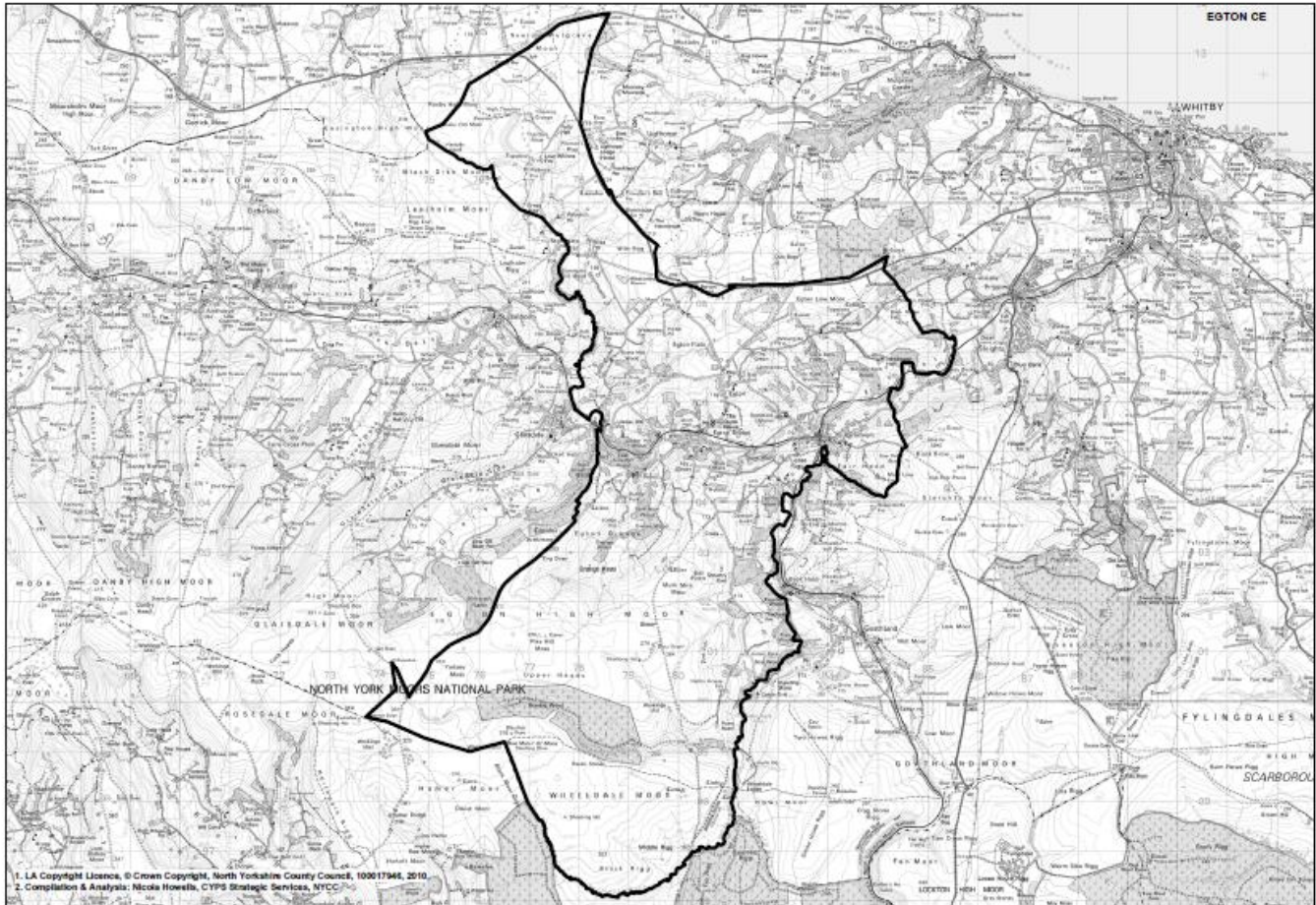
Appeals are heard by an independent appeals panel and in line with the School Admission Appeals Code. Further details will be provided in the event that your application is refused. We will also publish our appeals timetable on our website by 28 February 2023.

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 the local authority's 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 Catchment Area



## APPENDIX 2: Supplementary Information Form

### Egton Church of England Voluntary Aided Primary School



#### Supplementary Information Form - 2023/24 Admissions

*Please note that this it is only necessary to complete this form where you are applying for priority under oversubscription  
Criteria either 2 or 5 in the School's admissions policy.*

Name of Child:	
Date of Birth:	
Address (as per Local Authority application form):	

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

Criterion summary (please see School Admissions policy for full details)	Please tick	Additional Information Required
X <b>Children with special social or medical needs which make the school the most suitable school for the child</b>		<i>Please note additional information is required as set out in section 2 of the School Admissions policy.*</i>
X <b>Children living outside the Catchment Area 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 5 of the School Admissions policy and that a signature is required from your minister of religion.*</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/carer):	
Relationship with child:	
Contact details:	
Signature:	

**Please return this Supplementary Information Form to the school Egton CE (VA) Primary School, Egton, Whitby, North Yorkshire. YO21 1UT. by 15<sup>th</sup> January 2023**

**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 on average at least once a month for the twelve months immediately prior to the date of application;

*In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.*

and

2. That worship has taken place at a Christian Church, being a Church with full membership of Churches Together in Britain and Ireland<sup>6</sup>

**Name and address of place(s) of worship attended:**

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Name	
Signature:	
Position: (e.g. Vicar/Pastor/Minister/Priest)	
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 Foundation place, please ask your Minister of Religion for each place of worship to complete this form specifying the relevant periods of attendance and frequency.*

<sup>6</sup> 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).