



Admission Policy for The Upper Wharfedale Primary Federation 2017- 2019

Burnsall VA, Cracoe & Rylstone VC Church of England, Grassington VC Church of England and Kettlewell Primary Schools

AGREED ADMISSION NUMBERS:

In consultation with North Yorkshire Local Authority (LA), a limit is set on the number of pupils we agree to admit into each school year.

This is currently;

School name	Number of pupils
Burnsall VA Primary	12
Cracoe & Rylstone VC Church of England Primary	7
Grassington VC Church of England Primary	12
Kettlewell Primary	7

However, if space across school allows, this number may be exceeded. This decision is taken by the Executive Headteacher and Governors in consultation with the LA, as required.

It is also helpful if parents choosing our school contact us directly as soon as possible once they have made their choice, for our planning and administration purposes.

Where there are more applications than places available, the Governors will offer places according to the following oversubscription criteria in order of priority.

Order of Priority:	Notes:
Priority Group 1: Children and young people in Public Care.	This applies to all looked after children, including children with a residency order, children with special guardianship and children who have been adopted.
Priority Group 2: Children living within the normal area of the school.	The normal area of the school is defined as those dwellings whose postal addresses are within the villages as shown on appendix 1
Priority Group 3: Children living outside the normal area of the school.	

Applications will be ranked in priority order. All applicants within each priority will be considered equally.

If there are not enough places for all the children in one of these priority groups, we will give priority first to those with a sibling at the school at the time of application, (in all cases sibling 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 sought is living in the same family unit at the same address as that sibling) and then to those living nearest the school.

If within a priority group there are not enough places for all those with a sibling at the school at the time of application, we will give priority to those children with a sibling living nearest the school. This will be measured from the main entrance of school to the front door of the applicant as measured by the Local Authority's electronic mapping system.

If all the places at the chosen school or full a place may be suggested at another of the federation School if a place is available.

Children who have a Health and Education Plan or Statement of Special Educational Need, which names Burnsall, Cracoe and Rylstone, Grassington or Kettlewell Primary School, will be admitted. This is a statutory entitlement under section 324 of the Education Act 1996 and is not part of the oversubscription criteria.

Admission Procedure

Parents can register interest in a place for their child at any time by contacting the School Office. In the Autumn Term prior to the academic year in which your child will commence in a Reception class, parents must complete a Common Application Form from the 'Local Authority'. These are available on line at www.northyorks.gov.uk under the education and learning section. The Local Authority will notify parents on our behalf as to whether or not an application has been successful.

Late Applications

If there are still places available at school after the closing date for admissions your child will still be offered a place. However, if places are not available you can appeal if you wish and your child's name will be put on a waiting list.

Waiting List

We will keep your child's name on a waiting list, using the above oversubscription criteria. The waiting list will be maintained for the remainder of the academic year for which the application was made. If a place becomes available during this time we will offer a place using the oversubscription criteria. Parents will be encouraged to take up a place at one of the other Upper Wharfedale Primary Federation Schools.

Appeals

Appeals against the governors' decision not to offer a place must be lodged by the parents, in writing, with the Committee Service Unit at North Yorkshire County Council, within 14 days of the parents receiving notice that their child will not be offered a place.

Admission of children below compulsory school age

- Children who are offered a Reception place in the school will be able to start school in the September following their fourth birthday.
- Parents may request that the date their child is admitted to the school is deferred until later in the same school year or until the child reaches compulsory school age in that school year.
- Parents may request that their child attends part-time until the child reaches compulsory school age.
- Requests for a child to start their schooling on a part-time basis or to defer the start until they reach compulsory school-age should be addressed to the Headteacher.
- Compulsory school age is the beginning of the term following the child's fifth birthday.

Deferred entry to primary schools

Parents of children who are offered a place at the school before they are of compulsory school age may defer their child's entry until later in the school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child during the remainder of the school year for which application was made. It should be noted, however, that such children will only be allowed to start at the beginning of a term. Parents may not defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the summer term of the school year for which the original application was accepted.

In-year applications

All in year applications for admission will be coordinated through the agreed North Yorkshire co-ordination scheme. Applications for admission will be made using the Local Authority In-year Preference Form. Late applications for Reception in Autumn Term will be made in the same way.

Agreed 2017 To be reviewed 2019

Appendix 1

Normal Areas for each Primary School	Postal addresses within the villages and areas of;
Burnsall	Burnsall, Appletreewick, Hebden, Hartlington, Thorpe, Barden, Skyreholme, Howgill and Greenhow
Cracoe and Rylstone	Cracoe, Rylstone and Hetton and their outlying farms.
Grassington	Grassington, Conistone, Kilnsey and their outlying farms.
Kettlewell	Upper Wharfedale, Littondale and Langstrothdale.