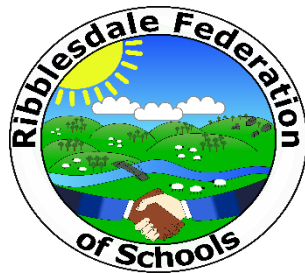


# The Ribblesdale Federation of Schools

Do Everything in Love (1 Corinthians 16:14)



## Long Preston Endowed VA Primary School Admissions Policy

Document Status			
Date of policy creation/review	Reasons for review	Date of adoption by the Governing Board	Date of next review
			November 24
Signed and dated: 27.11.23			
Executive Headteacher	<i>C. Maddock</i>	Chair of Governors	<i>James Buckley</i>

**LONG PRESTON ENDOWED VOLUNTARY AIDED PRIMARY SCHOOL**  
**SCHOOL ADMISSION POLICY for 2024 - 2025**  
Do Everything in Love (1 Corinthians 16:14)

**Across our federation, and within our caring Christian community, we understand that each child travels through our schools only once yet always remains a part of our school family. Their journey is rooted in love, kindness, friendship and respect.**

The school is Endowed by the Hartley Educational Foundation and is a Voluntary Aided Primary School, catering for children of the local community (Long Preston, Halton West, Mearbeck and Rathmell) The school is part of The Ribblesdale Federation of Schools (including Hellifield Community Primary School and Giggleswick Primary School) and the federation governing board is the admissions authority for Long Preston VA Primary School.

Close links exist between Church and School through work done throughout the year Children can join us full time in September when their fifth birthday falls between 1<sup>st</sup> September and 31<sup>st</sup> August. This may be part-time in the first instance at the request of the parents.

**Planned Admission Number**

The school provides places for a total of not more than 91 children in total and the number of places available for the coming Reception year will be 13 according to an agreement between the Governors and the Authority. The Governors will not place any restrictions from inside or outside the area served unless they are advised that the number of children for whom admission is being sought is likely to exceed this number.

The Governing Body will admit a child with a statement of Special Educational Needs or individual Education Health Care Plan that names Long Preston Endowed VA Primary School.

**Oversubscription Criteria**

In the event of numbers of applications exceeding those detailed above, the Governors will apply the following criteria in the order listed:

- 1. Looked after children and children who were in public care prior to being subject to an adoption, child arrangement or special guardianship order.**
- 2. Children who live in the local communities of Long Preston, Halton West, Mearbeck and Rathmell. Please see the map attached at the end of this document.**
- 3. Relationship as brother or sister to a pupil at the school at date of admission. (This includes step brothers and step sisters)**
- 4. Cases where exceptional medical or social conditions apply. Each case will be looked at by the Governors based on a written assessment of need from the relevant medical / social worker professional involved with the child**
- 5. Other children.**

### **Tie- breaker**

If the maximum admission limit is reached part way through an over subscription criterion, a tie break of distance using the nearest available walking route (public footpath/permanent road) will be employed using the LA electronic mapping system. This is defined as being from the main entrance of the child's permanent home to the main entrance of the school building.

In the unlikely event that two or more applicants live equidistant from the school, the remaining places will be allocated by the drawing of lots.

The local authority runs the co-ordination of applications and sends out offers of places, but there is a national date on which all applicants are informed of the outcome of their application. The national offer day for primary places is 16 April, or the next nearest school working day.

The Governors will maintain a waiting list until 31 December of the year for which the admission was made based on the oversubscription criteria ranking order and not the date at which the name was added to the list. To register your child please contact the Clerk to Governors (see below).

### **The Admissions Process**

Applications must be made on the local authority's common application form and submitted by the closing date of 15 January.

The school will go through all applications and rank them against the above oversubscription criteria. These criteria are looked at in strict order i.e. anyone meeting the first over subscription criterion will be admitted, followed by the second if space still remains until all the places are filled.

### **Deferred Applications for Infants**

Admission authorities must provide for the admission of all children in the September following their fourth birthday. Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made. Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

### **Admission of children outside their normal age group including Summer Born Children**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

We would make these decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information 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 whether they may naturally have fallen into a lower age group if it were not for being born prematurely, along with the views of the 4

head teacher. When informing a parent of our decision on the year group the child should be admitted to, we would set out clearly the reasons for our decision.

Children born in the summer term are not required to start school until a full year after the point at which they could first have been admitted – the point at which other children in their age range are beginning year 1. As noted above, school admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school at this point.

If you feel that your summer born child is not ready to start school in the September following his/her fourth birthday, you should still submit your application for your child's normal age group at the usual time, indicating that you wish to be considered for a place outside normal age group. At this stage, the admissions authority will decide whether to offer a place in the year group requested or to offer your child a place within the normal year group. You will be advised of the outcome of your request for delayed entry prior to the primary national offer date of 16 April.

### **Applying for an in-year place**

Sometimes children need to change school at a time other than starting in reception, transferring to a junior school or transferring to secondary school for the very first time. Some changes may be unavoidable, for example, when you move into North Yorkshire or move to a new house, or sometimes they occur because of difficulties at your child's current school. We will do our best to place your child at a school as soon as possible.

An in-year application can be made at any time of the year. You can apply up to a term in advance of the admission date. The North Yorkshire online form will guide you and show you which year group you can apply for, according to your child's date of birth.

North Yorkshire Admissions team aims to process applications within 20 school days. They will also contact the school to check on availability of places for the year group affected or the class size due to mixed age classes throughout the school.

### **Appeals**

Where for any reason admission is refused parents have a statutory right to appeal. Intention to appeal should be made in writing within 20 days of receiving the letter informing the school place that has been offered and should be sent to the Clerk to Governors.

Clerk to Governors, Long Preston Endowed VA Primary School, School Lane, Long Preston, Skipton. BD23 4PN

If you have any enquiries about the appeal procedure do not hesitate to contact the Appeals Team at County Hall, Northallerton on: (01609) 533385, 532943 or 532840, 532834 or via e-mail at: [appeals@northyorks.gov.uk](mailto:appeals@northyorks.gov.uk)

**For and on behalf of the Governing Board:**

**Andrew Bradley - Federation Chairperson**

**Catherine Maddocks - Executive Headteacher**

