

# DUNNINGTON CE PRIMARY SCHOOL



## ADMISSIONS POLICY

<b>Date of Policy:</b>	March 2017
<b>Date of Review:</b>	March 2018
<b>Member(s) of staff responsible:</b>	Caroline Hancy
<b>Governor(s) responsible:</b>	FGB
<b>Signature of Chair of Governors:</b>	Simon Parkinson
<b>Date:</b>	



*Growing and learning together and aiming to be the best that we can be,  
in an environment based on Christian values.'*

## **Admissions Policy 2017**

### **Rationale**

Dunnington CE Primary School is a voluntary-controlled Church of England School, serving the whole community in which it is set. The Governing Body of Dunnington C.E. School operates an equal opportunities admissions policy, where no child can be discriminated against on the grounds of gender, ethnic background, religious belief or special needs. We welcome children from families of all faiths or of none that recognise and support the Christian ethos of the school.

As a voluntary-controlled school, the local authority is responsible for our admissions. Our admission arrangements are as follow:

### **Guidelines**

#### **Rising Fives Admissions**

It is a legal requirement that all children must enter formal full-time education at the start of the term after their fifth birthday. Children will normally be admitted into the year group relevant to the child's age and will start full-time in the school year they turn five. All children will be offered the opportunity of a full time place from September in the year of entry.

#### Option 1- Full time

- Children born between 1<sup>st</sup> September 2012 and 31<sup>st</sup> August 2013 may start full-time school in September 2017.

#### Option 2 – Part-time for children born between 1<sup>st</sup> January 2013 and 31<sup>st</sup> August 2013

- Parents may opt for a part-time place from September (mornings only, from 0855-1200). Children can then take up their full-time place at the beginning of the Spring term (January), or the Summer term (April), following their fifth birthday.
- We particularly recommend this option for the younger children, whose 5<sup>th</sup> birthday falls between January and August.

#### Option 3- Delayed or Deferred entry

- Some parents may not wish their child to start formal education at such a young age and therefore we also offer the option of delayed entry. This means that parents/carers may secure a place at the school under the normal admission arrangements but choose to postpone their child's admission to the school until the start of the term after their child turns five. More information on delayed and deferred entry can be found in the City of York Delayed and Deferred Admissions Policy on the City of York council website.



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Please contact the headteacher at the school if you would like to discuss the best option for your child and for any further information.

The City of York Council's maximum number for 'rising five' admission to this school is currently 30. Reception age children living within the catchment area will not normally be refused entry should this limit be exceeded.

In the event that there are more applicants than places at the school, children will be admitted in the following order of priority:

1. Pupils currently looked after or previously looked after by a local authority – this applies to all pupils who are in the care of a local authority; pupils who have previously been in the care of a local authority, who immediately after being looked after became subject to an adoption, residence, or special guardianship order; or pupils who are provided with accommodation by a local authority (see section 22 of the Children Act 1989);
2. Pupils who live within the catchment area normally served by the school – The catchment area of the school is designated by the City of York Local Authority and available via the annual Guide for Parents
3. Pupils considered by the Local Authority to have exceptional social or medical needs which relate to the preferred school
4. Siblings of existing non catchment pupils.
5. Pupils who live closest to the school using the nearest available safe walking route

Where families of existing pupils move out of the catchment area any younger siblings may be refused a place unless the planned admission number has not been reached. The planned admission number only applies in the year of entry to Reception.

Where class organisation determines that more than 30 places are available in Reception, children from out of catchment will be considered by the governing body, in consultation with the Local Authority.

### **How to apply for a place**

Parents should complete the City of York Common Application Form. You can apply online at [www.admissions.york.gov.uk](http://www.admissions.york.gov.uk) or request a paper copy from school, or the nursery or playgroup that your child attends, or from the Admissions team on 01904 554248.

Once the Local Authority have allocated places for rising- fives, the school will contact you regarding your full-time/part-time preferences.

### **Arrangements For In Year Admissions**

All in-year admissions are dealt with by the Local Authority.



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## **Admissions Policy 2017**

### **End of Spring Term 2017**

Based on the current pupil numbers and known Reception starters, the school Senior Leadership Team plan the arrangements for classes and teachers for the 2017/18 academic year. Based on this plan the Governors then agree a maximum size for each class and/or cohort for the same academic year (this might be the proposed class/cohort size or a higher number as considered appropriate).

### **During 12 months between end of Spring Term 2017 and end of Spring Term 2018**

The LA, in consultation with the school, can accept "in-year" applications for eligible potential pupils up to the agreed class/cohort maximum for the 2017/18 academic year. When places are not available, parents will be informed of the right of appeal to the Local Authority and that a place will be available from September 2018 if they wish/are able to wait until then.

### **End of Spring Term 2018**

Based on current pupil numbers and known September/January starters (including any entrants who have chosen to wait until the September having applied for a 2017/18 "in-year" place), the school Senior Leadership Team plan the arrangements for classes and teachers in the 2018/19 academic year. Based on this plan the Governors then agree a maximum size for each class and/or cohort for the same academic year (this might be the proposed class/cohort size or a higher number as considered appropriate).

Applicants refused a place at the school have a right of appeal. Appeals are heard by an independent appeals panel and following the Local Authority guidelines.

This admissions policy will be reviewed annually in the Spring Term.

Appendix 1: Admissions Scheme for Primary Schools in the area of City of York Local Authority.