



St. Peter's  
Church of England Primary School



Yorkshire  
Causeway  
SCHOOLS TRUST

# St Peter's CE Primary School

## Admissions Policy

Date Adopted	September 2024
Date for Review	September 2025

The next round of admissions for starting school in reception will be for starting school in the academic year 2026-2027

In year admissions can also be made see section 2.

### Section 1: Admission to Reception

Admission to our schools is administered by North Yorkshire. Further information on school admissions can be found on the [admissions website](#) page.

Families are welcome and encouraged to talk to and visit school in advance of making a formal application for a school place to ensure their request is fully informed and they have knowledge and understanding of the ethos values and context of the school.

Parents of children starting Primary School in North Yorkshire are asked to complete a [preference form](#) stating their preferred school.

When the School's PAN (published admission number), currently set at 30, for 2026-2027 has been reached, requests for the admission of children in Reception Year are granted by the Local Education Authority, using the over-subscription criteria below. The Governing Body of the school has adopted the Local Authority Admissions Policy.

#### Children with an EHCP

All governing bodies are required by Section 324 of the Education Act 1996 or the Children's and Families Act 2014 to admit to the school a child with an education, health and care plan (EHCP), formerly a statement of special needs (SEN), which names the school. This is not an oversubscription criterion and relates only to children who have undergone statutory assessment and for whom an EHCP has been issued. If a school is oversubscribed after the admission of children with an EHCP the general oversubscription criteria will apply for North Yorkshire schools.

#### These are the criteria for community and voluntary controlled primary and secondary schools in North Yorkshire.

Where possible, we will allocate a place to your child to the school you have listed on your application form. However, if that school is oversubscribed, meaning that there are more applicants than there are places available, the oversubscription criteria will apply. Children in higher numbered priority groups will be offered places ahead of those in lower numbered priority groups. All applications within each priority group will be considered equally (i.e. all applications, regardless of order of preference).

Order	Priority group	More details
1	Looked after children and all previously looked after children for whom the school has been expressed as a preference.	<p>This applies to all looked-after children, including those who are in the care of another local authority or being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application.</p> <p>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. In the case of previously looked after children, a copy of the relevant documentation will be required in support of the application. This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adopted &amp; Children's Act 2002. Child Arrangements Orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a Child Arrangements Order.</p>

Order	Priority group	More details
2	Children who appear to the Admissions Authority to have been in state care outside of England and cease to be in state care as a result of being adopted.	A child is regarded as being in state care outside of England if they were accommodated by a public authority, a religious organisation or any another provider of care whose sole purpose is to benefit society.
3	Children the authority considers have special social or medical reasons for admission.	We will only consider applications on social or medical grounds if they are supported by a professional recommendation from a doctor, social worker, or other appropriate professional. The supporting evidence should set out the particular social or medical reason(s) why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school. Panels of professionally qualified people will consider all applications made under priority group 2. <a href="#">Find more information here.</a>
4	Children living within the normal area of the school.	<p><a href="#">Find out about catchment areas here.</a></p> <p>If a school is oversubscribed, priority will be given to a sibling at that school in the September of the younger sibling's entry, and then to those living nearest the school.</p> <p>In all cases, "sibling" refers to brother or sister, half-brother or half-sister, step brother or step sister, or the child of a parent / carer's partner, where the child for the school places sought is living at the same family unit and at the same address as the "sibling".</p>
5	Children living outside the normal area of the school.	<p>If a school is oversubscribed, priority will be given to a sibling at that school in the September of the younger sibling's entry, and then to those living nearest the school.</p> <p>In all cases, "sibling" refers to brother or sister, half-brother or half-sister, step brother or step sister, or the child of a parent / carer's partner, where the child for the school places sought is living at the same family unit and at the same address as the "sibling".</p>

Children in higher numbered priority groups will be offered places ahead of those in lower numbered priority groups. All applications within each priority group will be considered equally (i.e. all applications, regardless of order of preference).

#### **Tie break**

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 ( 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, we will give priority to those children with a sibling living nearest the school.

All distance measurements are based on the nearest route recognised by our electronic mapping system from a child's home address to school. The measurement is made from a fixed point within 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 admissions team.

A home address means the place where your child lives permanently for most of the time. [If the residency of your child is split between both parents](#), we consider the home address to be the address where the child lives for the majority of the week (Monday to Friday). Parents will be required to complete and return a split residency form detailing the split.

If the distance tie-break is not sufficient to distinguish between applicants in a particular priority group a random allocation will be used.

Please note: if you preference a school other than your catchment area school, you will be responsible for [transporting your child to that school](#), together with any associated costs, for the duration of their time at their school.

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### **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 fifth 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**

The school admission code states that '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.'

When such a request is made, the local authority will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the head teacher and any supporting evidence provided by the parent. 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. The local authority will notify parents in writing of the outcome of their request setting out the reasons for their decision. Parents 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.

### **Section 2: In Year Admissions**

Admissions during an academic year are also managed by the Local Authority as outlined in section 1. This is classed as 'Applying for an in-year place'. The local authority have [an in-year admission](#) form that parents would need to complete.

Families are welcome and encouraged to talk to and visit school in advance of making a formal application for a school place to ensure their request is fully informed and they have knowledge and understanding of the ethos values and context of the school.

Once places have been allocated the school will work with the family to agree an appropriate start date and transition arrangements.

### Section 3: Admission to Nursery

All governing bodies are required by law to admit to the school a child with a statement of special needs that names the school. This is not an oversubscription criterion. This relates only to children who have undergone statutory assessment and for whom a final statement of special educational needs (SEN) or education health and care plan (EHCP) has been issued.

#### First priority

Looked after children and all previously looked after children for whom the school has been expressed as a preference. 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. This applies to all looked-after children, including those who are in the care of another local authority or being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application.

In the case of previously looked after children, a copy of the relevant documentation will be required in support of the application.

This includes children who were adopted under the Adoption Act 1976 and Children who were adopted under the Adopted & Children's Act 2002. 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.

#### Second priority

Children who are recommended by the Director of Children and Young Peoples Service, including children in the care of a local authority, or by the appropriate designated medical officer.

Note: we will only consider applications in this category if they are supported by a recommendation from a doctor, social worker or other appropriate professional which sets out the particular reason(s) why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school.

#### Third priority

Children from homes with poor housing conditions or overcrowding, or from a background which could affect the child's normal educational development.

Note: this should be supported by the recommendation of a doctor, social worker or other appropriate professional.

#### Fourth priority

Children within the normal area of the school, giving priority to the oldest children first.

See Catchment Area Map (APPENDIX A) For any enquiries please contact the Local Authority Admissions Department on 01609 533679

#### Fifth priority

Children from outside the school's normal area, giving priority to those whose home is nearest to school first.