

Swainby & Potto C.E. Primary School
Admissions Policy for the academic year 2014/2015

Swainby & Potto C.E. Primary School is a Church Aided School. This means that the members of the Parish Church of Whorlton and the Diocese of York have contributed towards the building of the school and continue to care for it. The links with the Church are reflected in the Admissions Policy. Decisions about admissions are made by the School Governors.

The Admissions Policy for Swainby & Potto C.E. Primary School as agreed by the Governing Body is as follows:

Children will be offered a place at Swainby & Potto C.E. Primary School from the beginning of the academic year (1st September to 31st August) in which they reach their fifth birthday. This could be a full-time or part-time place according to the educational needs of the individual child within the school as a whole.

Following recommendations from North Yorkshire Local Education Authority all children will attend for up to 5 half day familiarisation sessions during the term prior to their entry to the school. Children starting full-time in September will attend for mornings only in their first 2 weeks of full-time education, which may be extended by mutual agreement of parents and staff.

Co-ordinated Scheme for Admissions Arrangements

The co-ordinated scheme for admissions is a mechanism that ensures that all parents resident in North Yorkshire who have expressed a preference before the closing date will receive a single offer of a school place on the same day. Details can be obtained from the LA.

Planned Admissions Limit

The planned admissions limit for 2014/2015 is 12. This figure has been calculated according to the net capacity of the school which the law defines and has been agreed with the North Yorkshire LEA.

If there are more than the planned admissions number, the Governing Body will apply the following criteria in strict order of priority.

Criteria for Admission

Section 324 of the Education Act 1996 requires all governing bodies to admit to the school a child with a statement of special educational needs that names the school.

Preference will be given in accordance with the criteria for admission set out below in order of priority up to the Planned Admissions Limit.

1. Children in Public Care.
2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school. Applications in this category must be supported by a professional recommendation from a doctor, social worker or other appropriate professional which says that it is essential for the child to go this school and no other.
3. Children residing within the Parish of Whorlton (as defined by the Diocese of York)
The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school
4. Siblings of children attending the school at the proposed date of admission.

Siblings include step, half, foster, adopted brothers and sisters living at the same address and full brothers and sisters living apart.

5. Children of parents who are regular worshippers at either Holy Cross Church, Swainby or St.Mary's Church, Potto and regular worshippers in the parish of Holy Cross, Whorlton. A letter of confirmation from a Minister will be required.
Note: Regular worshipping member is defined as attending either of the Churches at least once a month for at least a year prior to the application.
6. Other children.

Where the criteria are not adequate to distinguish between requests for admissions within the Planned Admissions Limit, priority will be given to those who live nearest, based on the distance between the school and the child's home, taking the shortest route by road.

An application for admission form (available from the school) must be completed and return to the school by 11th December, 2012. Parents will be informed of the school's decision as soon as possible.

School Admissions Appeals

If your child is refused a place you can appeal against the decision. Please contact the Clerk to the Governing Body at the school for details of how to appeal.

Waiting List

If a child has been refused admission he/she will automatically be placed on the waiting list for Swainby & Potto CE School. The waiting list will be established on the offer day and will be determined according to the Governing Body's priority of over-subscription criteria. The waiting list will be maintained for 12 months.

Following the offer day should an application be received where the pupil has a higher priority, as determined by the admissions criteria, he/she will be placed on the list, above those with a lower priority.

A vacancy only arises in the Reception Year when the number of offers to the school falls below the admission limit.

This information is published by the Governors of Swainby & Potto C.E. School in accordance with relevant legislation and complies with the School Admissions Code 2010.

The Admissions Policy will be reviewed at the first governors meeting of each calendar year.

September 2013