

1. The school welcomes applications to join the school in every year group from Reception to Year 6.
2. Prospective parents are invited to contact the school to arrange a time when they may visit the school.
3. If parents then wish to apply for a place for their child(ren), either within year or for a child to start school in Reception, they should do so by completing NYCC's application process, which can be found on the NYCC School Admissions website (<http://www.northyorks.gov.uk/article/23539/School-admissions>).
4. The Published Admission Number (PAN) for the school for 2023-24 is 12. This is the maximum number that can be admitted to each year group.
5. If the number of children applying for a place exceeds the PAN, then the Governing Body will award places to children based on the Order of Priority (see below) until the PAN has been reached.
6. Parents of children who have not been awarded a place may appeal to the Governing Body. They should do by writing a letter to the Chair of the Governing Body, clearly stating why their child(ren) should be admitted to the school. The Governing Body will appoint an Independent Appeal Panel, which will consider the appeal.
7. Children with a final Education Health and Care Plan which names the school will be admitted. *Note: this relates only to children who have undergone statutory assessment and for whom a final EHCP has been issued. This priority is a statutory requirement.*

## ORDER OF PRIORITY:

### First priority:

Children and young people in Public Care, or children previously looked after by a Local Authority for whom the school has been expressed as a preference.

*Note: This applies to all looked after children, including those who are in the care of another local authority. This priority is a statutory requirement.*

### Second priority:

Children we believe have special, social or medical reasons for admission.

*Note: we will only consider applications in this category if they are 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 to this school and **no other**. The governing body will consider the reasons given under this priority.*

### Third priority:

Children living within the normal area of the school.

### Fourth priority

Children living outside the normal area of the school who have a brother or sister at the school.

*In all cases, brothers and sisters includes stepbrothers, stepsisters, cousins or children living at the same address.*

### Fifth priority:

Children living outside the normal area of the school.

*Tie break: Priority will be given to children living closest to school measured by road.*

Notes:

1. Distance from school –

We use the NYCC distance measurements from a fixed point in the dwelling, as identified by Ordinance Survey, to the nearest school entrance using footpaths and roads.

2. Applications received after the deadline –

If you apply for a place after the closing date for applications, your application will be considered after all on time applications, and if there is a place available then your child will still be offered a place.

3. Waiting list –

If you have been refused a place because the year group is full then you can ask to be placed on the waiting list. This is held in the same order as the priorities in the admission policy and will be maintained for the remainder of the academic year. If a place becomes available during this time we will offer a place using the oversubscription criteria.

4. Appeals –

If you have been refused a place you have the right of appeal. This should be submitted in writing to the Chair of the Governing Body within 20 school days of the date of notification that your application was not successful.

5. 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 are able to defer the date their child is admitted to the school until later in the same school year or until the child reaches compulsory school age in that school year

Parents may choose for their child to attend part-time until the child reaches compulsory school age.

Parents should discuss any decision for their child to start their schooling on a part-time basis or to defer the start until they reach compulsory school age with the headteacher.

Compulsory school age is the beginning of the term following the child's fifth birthday.