



Dringhouses Primary School

Admissions Policy 2024/2025

Signature of Chair of Governors

Signature of Headteacher

Date of Adoption: September 2023

Date of Review: Annually September 2024

Reviewing Committee: Full Governing Body

Statutory/Non-Statutory

This is a Local Authority adopted policy.

ADMISSIONS POLICY 2024/2025

Equality Act 2010

It is unlawful for a school to discriminate against a pupil by treating them unfavourably because of their disability.

The school is expected to make **reasonable adjustments**. The 'test of reasonableness' should be applied in each situation where a reasonable adjustment may need to be made.

In some instances, it may be justified not to make a proposed reasonable adjustment to resolve a situation where the young person, parent/carer, staff of school, governors and/or disabled members of the public who use school premises/facilities outside of core school hours could be seen as being at a "substantial disadvantage" as compared to their non-disabled peers. This doesn't mean that where this reasonable adjustment is considered and felt to be appropriate, that no action should be taken to resolve the situation.

If you have any questions/concerns concerning the application of the Act in relation to this policy/procedure you must **always** refer the matter to the headteacher.

For Reference:

'Reasonable Adjustments for Disabled Pupils' guidance to school issued by Equalities and Human Rights Commission dated September 2012. www.equalityhumanrights.com

'Advice for School Leaders, School Staff, Governing Bodies and Local Authorities' issued by the Department for Education 23rd October 2012. www.education.gov.uk

'The Equality Act 2010 and Schools' issued by the Department for Education May 2014

Rationale

Our policy for admitting children to Dringhouses Primary School is designed to be as fair as possible. It follows the local authority's Co-ordinated Admissions Scheme, which complies with the requirements of the School Admissions Code 2021 and all current legislation regarding school admissions.

Admissions advice and information can be found on the City of York School Admissions website at www.york.gov.uk/schooladmissions and in the Guide for Parents, at www.york.gov.uk/guideforparents.

Applying for a Place in Reception for the First Time (i.e. aged 4-5)

In line with the Co-ordinated Admissions Scheme for the City of York Local Authority area, (CYC LA), children are invited to start school full-time from the September of the academic year in which they turn five.

The policy includes an option of 'deferred entry'. This means that parent/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 term after their child turns five. Parent/carers may also request a part-time place until the term after their child turns five. Part time at Dringhouses School is normally considered to be five mornings per week. It is a legal requirement that all children must enter formal full time education the term after their fifth birthday. Deferred entry is not an option in any other year group.

The standard way of making applications is online at www.york.gov.uk/schooladmissions, where an online form ("the form") can be completed to apply for a school place. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the LA, school, or a paper application form known as the 'School Admissions Application for Primary School in September 2024'. If the LA receives both an online and manual application, and they differ, the LA will query this with the applicant.

Dringhouses Primary School also invites prospective parents to complete its own local 'registration of interest' form, which is available from and should be returned to the school office.

If the LA receives an application from more than one person claiming parental responsibility for the same child, and the content of these applications differ, the LA will inform both applicants. The LA will then not process any preference(s) that differ until the applicants are either in agreement, or until one applicant can show the legal right to have their preference(s) considered over the preference(s) of the other applicant.

Applicants are advised to consider their 'catchment' school when expressing their preferences. Catchment areas are designated by the LA and are outlined in the Guide to School Catchment Areas online at www.york.gov.uk.

The closing date for applications for September 2024 is 15 January 2024.

Applications received after the closing date may be treated as 'late' applications by City of York Council.

After 1 March 2024, the LA will not accept any late applications, changes of preference or changes of circumstances and treat them as 'on-time' applications or preferences, as to do so later would jeopardise the process of timely LA coordination.

The decision on which applicants are offered places at Dringhouses Primary School is the responsibility of City of York Council.

Allocations will be made on the National Offer Day: 16 April 2024.

The Standard Number

The standard number for each year group is 45. Pupils are admitted up to the standard number.

If the school is oversubscribed, a waiting list will be compiled by the LA and kept until at least 31 December 2024.

Appeals

Applicants who have been refused a place at the school will be offered the statutory right of appeal against the decision.

Visiting the School Prior to Application for Admission

Parents/carers are warmly invited to visit our school and be shown around and meet key members of staff and we would encourage parents to visit our website <https://dringhousesprimary.org/> for further insight into the school and its values. Applications may be made without visiting the school.

We regret that a place cannot be offered to any child until a local address is supplied at which the family is currently in residence.

Procedure for Delayed Admission into Primary School

Children have a statutory right to be admitted full time to school at the start of the school term following their fifth birthday, although in York most pupils commence school in the September.

Parents have a statutory obligation to ensure their child receives appropriate full time education from the start of the term following their fifth birthday.

City of York Council will offer a place at a primary school at the start of the autumn term for those children who have reached the age of 4 years on or before 31st August.

Where a parent wishes to defer entry to the following September, that place will be for entry in Year 1 and not in Reception. You can only request to do this if your child is born between 01 April and 31 August. An application for entry must be made in accordance with the Local Authority's (LA's) co-ordinated in-year admissions policy. A place will not be held open in anticipation of that application.

Where a parent wishes to defer entry to the following September but enter in the Reception class, out of a child's chronological cohort, a fresh application must be made under the LA's co-ordinated primary admissions policy for that year of entry. This is called delayed entry. Such a request must be supported in writing by an educational, medical or social care professional independent of the family, demonstrating a serious detriment to the child if he or she were not to be admitted into Reception in the following September. For there to be a detriment to a child by being admitted into his or her chronological year group, the LA would expect very exceptional circumstances to be demonstrated.

The School Services Team will make the decision for the school. The School Services Team will be guided by the views of the headteacher and other education, medical and social professionals working for the LA. The outcome of this decision will be communicated to parents 20 working days after receipt of the request. Where delayed admission is agreed, an application will be required for the appropriate normal round of admissions. There will not be a right of appeal for children into a preferred year group where they have been offered a school place in another year group. The right of appeal exists where there has been a refusal to admit to a specific school.

The closing date for considering parental requests for delayed admissions will be the 15th January prior to the September when the child would normally be expected to start school.

Timetable for School Admissions – September 2024	
By 12 September 2023	Guide for Parents published online at www.york.gov.uk/guideforparents
By 12 September 2023	Opening date for applications. 'School Admissions Application for Primary School in September 2021' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
By 15 November 2023	Letters sent to the home addresses of children who attend a nursery or early years' provider in the City of York area and who are due to start Reception in September 2024, informing parent/carers that applications should be made online by 15 January 2024. Parent/carers without access to the internet will be informed they should contact School Services for a paper copy of the 'School admissions application for Primary School in September 2024' form.
15 January 2024	Closing date for 'on time' applications
from 16 January 2023	Applications received may be treated as 'late'
by 22 January 2024	LA informs the school of the total number of first preferences.

By 25th January 2024	Receive information about applicants resident outside the City of York area expressing preferences for schools within the City of York area from other Local Authorities.
By 25th January 2024	Provide information about applicants resident in the City of York area expressing preferences for schools outside the City of York areas to other Local Authorities for their consideration.
by 14 April 2024	LA provides school with a provisional list of the children to be offered a place.
16 April 2024 or next working day	National Offer Day
27 April - 31 August 2024	LA communicates adjustments to allocations to the school
17 May 2024	Deadline for return of appeal papers for 'on time' applicants
10 June – 19 July 2024	Admission appeals for 'on time' applicants
September 2024	Start of the school year
31 December 2024	Earliest date waiting lists may close

Application for Admission for Pupils entering Y1-Y6

Applications for a school place in year groups 1 to 6 should be made through the LA at www.york.gov.uk/schooladmissions. The LA will match the preferences of parents/carers to the availability of places in the school. Parents are also invited to complete the school's own 'registration of interest' form (available from, and to be returned to, our school office).

The LA holds in-year waiting lists containing preferences for school places that have been refused, or new preferences where the child has not yet been allocated a place. When a place becomes available at the school, the school will inform the LA. The LA will then consult the lists and offer the place. For the academic year 2024/25, the waiting lists will be held until July 2024. This means that any applications made in the 2023/24 school year will no longer be on a waiting list and parents will need to reapply for the 2024/25 school year.

Governors consider the standard number of 45 as well as the size of each class. Classes which contain predominantly KS1 (ages 5 to 7) statutorily must not exceed 30. Classes in KS2 (ages 7-11) have no statutory limit, but governors are keen to ensure that classes do not exceed a reasonable number (usually no more than 32) which would be detrimental to pupils' education.

The school is required to request the child's records from the school the child has previously been attending. Where the child is transferring from another school in York, the Primary Schools' Protocol is followed which requires the admitting school to contact the headteacher of the child's current school prior to agreeing a transfer.

Moving into the Dringhouses Primary School catchment area does not guarantee the allocation of a place.

Early Years' Partnership

Before starting full time, various options are open to parents, provided by Dringhouses Early Years' Partnership. Further information is available directly from the school, or any member of the partnership. Staff at the school are always happy to discuss options with parents.

The admission of pupils to Dringhouses Primary School is not related to nursery admissions or attendance. Attendance at a particular nursery class or early years' provider does not give a pupil any priority within the admissions policy for admission to the school.

Priority is given as follows:

First priority: Children who are either currently or have previously been 'looked after'- This applies to all children who are currently in the care of a local authority and all children who have been adopted from local authority care (subject to an adoption, residence or special guardianship order);

Second priority: Children who live within the catchment area normally served by the school, with a sibling at the school at the time of admission – The catchment areas are designated by the City of York Local Authority and are made available to parents in the 'Guide to School Catchment Areas' on the www.york.gov.uk website, or on request from the School Services Team. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half- and step-brothers or sisters);

Third priority: Children who live within the catchment area normally served by the school. Catchment areas are designated by the Local Authority and are made available to parent/carers in the Guide to School Catchment Areas, online at www.york.gov.uk, and upon request from the School Services team;

Fourth Priority: Children considered by the admissions authority to have exceptional social or medical needs which relate to the school – The admissions authority may consult with other medical/educational professionals for a further opinion as to whether the child should be allocated a place at the school due to a particular medical condition or social need;

Fifth priority: Children with a sibling at the school at the time of admission – siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half- and step-brothers or sisters);

Sixth priority: Children who live closest to the school using the nearest available safe walking route- Distances are measured by a GIS mapping system from the child's home address to the entrance of the school

Important note: The admission of pupils with a statement of special educational needs is covered by different admission regulations. However, where a school is named in a pupil's statement of special educational needs, the Local Authority and the school have a duty to admit the child and will therefore be allocated a place at the named school.

Where an offer of a place has been made on the basis of fraudulent or intentionally misleading information, which has effectively denied a place to a child with a stronger claim, the offer of a place will be withdrawn.

Contact Details for Correspondence

City of York Council School Services, West Offices, Station Rise, York YO1 6GA

Tel: 01904 551554;

E-mail: education@york.gov.uk