



BURNESTON C. OF E. (VOLUNTARY AIDED) PRIMARY SCHOOL

ADMISSION POLICY

SEPTEMBER 2026 TO AUGUST 2027

Policy approved by the Governing Body	5 February 2025
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This document sets out the admission arrangements of Burneston Church of England (VA) Primary School. The Governing Body is the admission authority.

Applications for admission to reception

All parents wishing to apply for a place for the admission of a child to the school must be made using the Local Authority Common Preference Form by the national closing date of **15th January 2026**. <https://www.northyorks.gov.uk/education-and-learning/school-admissions/starting-primary-school-and-junior-school>

School places will be offered by the Local Authority on the National Offer Day, **16th April 2026**.

The published admission number for the year 2026 - 2027 is 19 for entry into Reception. The school will accordingly admit at least 19 each year if sufficient applications are received. All applicants will be admitted if 19 or fewer apply. The school will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria set out below. Children in higher priority groups will be offered places ahead of those in lower priority groups (priority group one being the highest and priority group six being the lowest).

Oversubscription criteria

Priority 1

Looked after children and previously looked after children

The first oversubscription criterion must always be Looked After, Previously Looked After and Internationally Adopted Previously Looked After Children. As this is a legal requirement, it automatically appears as the first of the school's oversubscription criteria.

A "Looked After Child" (LAC) is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A "Previously Looked After Child" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after.

An "Internationally Adopted Previously Looked After Child (IAPLAC) is a child who appears (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Priority 2

Social and medical need

Priority will be given in exceptional circumstances to a small number of children (or in some cases a close relative of the child) whose mental or physical impairment means they have a demonstrable and significant need to attend this school over any other.

Supporting evidence in the form of a letter from a doctor or social worker or other relevant qualified, independent professional, would be required. Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations and does not guarantee that a child will be given priority as each decision will be made on the merits of the individual case.

Priority 3

Children of staff at the school.

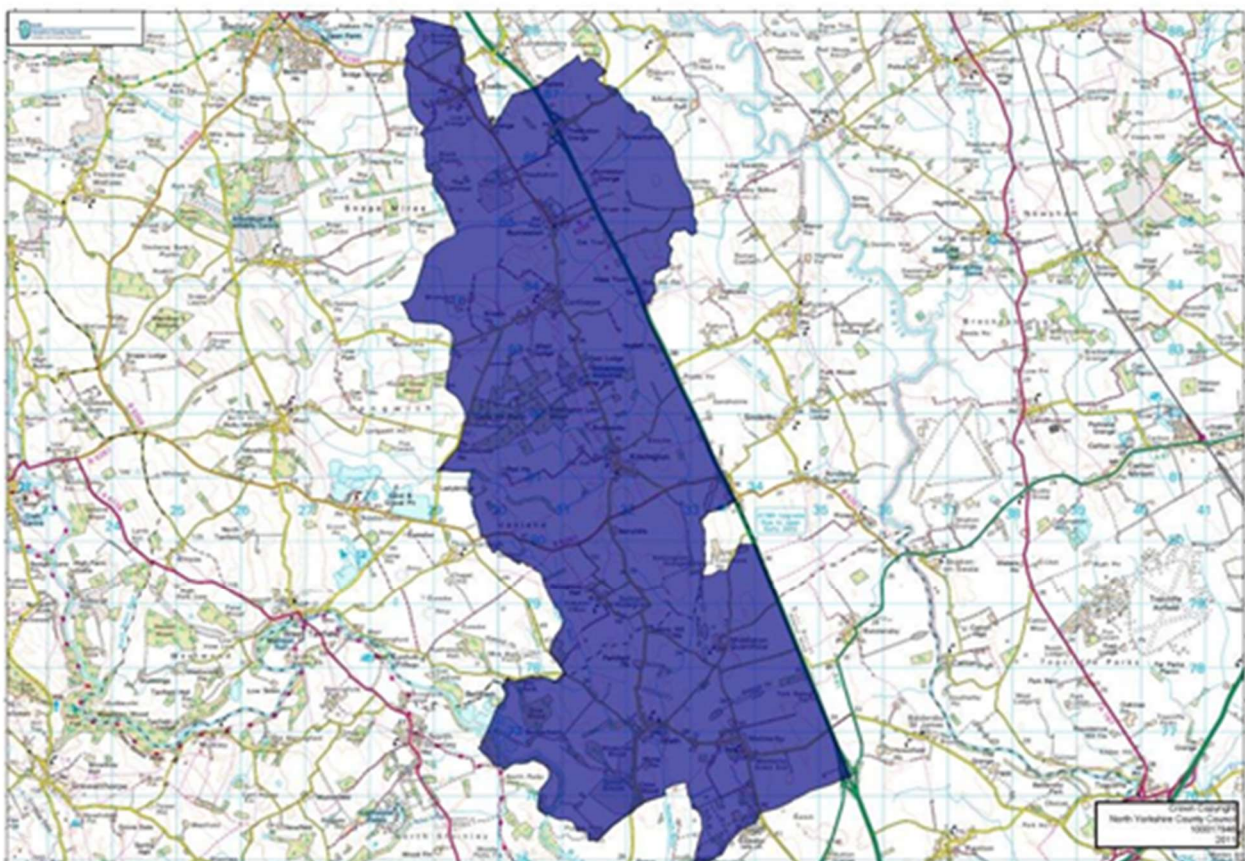
Priority in this criterion is given in either or both of the following circumstances:

- a) Where a member of staff has been employed at the school for more than two years at the time when the admission to the school is made, and/or
- b) the member of staff has been recruited to fill a demonstrable skill shortage.

Priority 4

Catchment area

Definition of the school's catchment area – The residential communities of Melmerby, Wath, Norton Conyers, East Tanfield, Middleton Quernhow, Sutton Howgrave, Kirklington, Carthorpe, Burneston, Theakston (including RAF housing at The Coppice), Exelby and certain parts of the old village of Gatenby.



Priority 5

Siblings

Siblings of pupils attending the school at the time of admission. 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

Priority 6

Children living outside the catchment area of the school.

Those living nearest to the school will have priority.

All distance measurements are based on the nearest route recognised by the County Council's 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 school admissions team.

The child's home address will be determined through confirmation by North Yorkshire School Admission Team.

Tie-breaker

Proximity to the school.

In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code).

Late applications

The Governing Body will consider first all those applications received by the published deadline. Applications made after midnight on that date will be considered after all other applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications. Supporting evidence must also be supplied by the closing date for applications, unless it is satisfied that there are exceptional circumstances which reasonably prevented it being submitted on time. In the absence of such supporting evidence, the allocation of places will be made on the basis of the application alone.

In-Year admissions

From time to time a place becomes available further up the school. The allocation of places is in accordance with the admissions oversubscription criteria. Application is through the Local Authority. Where the child has not been granted a place, parents will be given the option of placing the child on the waiting list and having the right of appeal.

Waiting list

The school will maintain a waiting list until the end of the academic year for which application is made in order to facilitate in-year admissions. The waiting list will be maintained in the priority order of the above oversubscription criteria and not the date on which the name was added to the list.

Admission of children below compulsory school age and deferred entry to school

- Children who are offered a Reception place in the school will be able to start school in the September following their fourth birthday.
- Applicants may defer entry to school up until statutory school age i.e. the first day of term, following the child's fifth birthday. Application is made in the usual way and then the deferral is requested. The place will then be held until the first day of the spring or summer term as applicable; although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it. Entry may not be deferred beyond the point at which they reach compulsory school age, or beyond the start of the final term of that school year.
- Parents may request that their child attends part-time until the child reaches compulsory school age.
- Requests for a child to start their schooling on a part-time basis or to defer the start until they reach compulsory school-age should be addressed to the Headteacher.
- Compulsory school age is the beginning of the term following the child's fifth birthday.
- **Summer born:** summer born children (born from 1st April to 31st August) do not legally need to start school until a full year after the point at which they could first have been admitted – the point at which other children in their age range are beginning Year 1. Parents should note that under this option children will go straight into a Year 1 class and not experience the foundation stage at Burneston School.

Admission of children outside their normal age group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or where a child has suffered from particular social or medical issues impacting on their schooling. Any application for a child to be educated out of his/her age group will be considered by governors on their merits and either agreed or refused on that basis. Parents should write to the Chair of Governors during the autumn term in the (academic) year of application, giving reasons and providing compelling professional evidence. If governors give permission for the child to be educated out of his/her normal age group, parents must submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

Appeals

Any parent whose child is refused admission to the school has a statutory right to appeal to an independent admission appeal panel. Any appeal must be made in writing and addressed to the Chair of Governors, c/o Burneston C. of E. (VA) Primary School within twenty days of receiving notification that their application has been unsuccessful.