



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

ADMISSION POLICY

SEPTEMBER 2025 TO AUGUST 2026

The published admission number for the year 2025 - 2026 is 19.

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 2025**. <https://www.northyorks.gov.uk/education-and-learning/school-admissions/starting-primary-school-and-junior-school> Parents seeking application to the school under the over subscription priority 6 must complete and return directly to school the Supplementary Information Form in addition to the Local Authority Common Preference Form before the closing date. The Supplementary Information Form can be found at the end of this policy and on the school website. If a Supplementary Information Form is not received, governors will rank the application based on information received on the Common Preference form only.

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.

School places will be offered by the Local Authority on the National Offer Day, **16th April 2025**.

The Governors will not discriminate against any admission on the grounds of disability, race or gender.

Oversubscription criteria

If there are more applications than places available, governors will allocate places according to the following oversubscription criteria, which are listed in order of priority.

Children who have an Education Health and Care Plan which names the school will be allocated a place; this is a statutory entitlement and is not part of the oversubscription criteria.

Priority 1

Children who are either currently or have previously been looked after, including those outside of England.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or child arrangement order, or special guardianship order, including those who appear (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

Children the admission authority consider have officially recognised special social or medical reasons for admission

We will only consider applications in this category if they are supported by a professional recommendation in writing from a doctor, social worker, or other appropriate professional. The supporting evidence should set out the particular social or medical reasons why the school in question is the only school and the difficulties that would be caused if the child had to attend another school.

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

Children who reside within the school's catchment area who already have siblings attending the school at the time of admission.

Sibling refers to brother or sister, half brother or sister, step brother or step sister, being blood relations or adopted or fostered and living within the same household.

Priority 5

Children living within the catchment area of the school

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. A map showing the boundaries for the school's catchment area is available in school and attached to this policy.

Priority 6

Any child whose family is a practising member of the Church of England or other Christian denomination for at least the previous two years at the time of making application, according to the following criteria:

1st At the heart of the Church

2nd Attached to the Church

3rd Known to the Church

A family is defined as the child, his or her parents or parent. Parent(s) are those who have parental responsibility.

At the heart of the Church – a frequent worshipper that attends public worship on average fortnightly for at least the previous two years at the time of making application.

Attached to the Church – a regular but not frequent worshipper, one who attends public worship on average monthly for at least the previous two years, at the time of making application.

Known to the Church – an occasional worshipper, eg only attends on special occasions.

In the event that during the period specified for attendance at worship the Church has been closed for public worship, and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the Church or alternative premises have been available for public worship.

Please note, the Supplementary Information Form **must** be provided with the application in order to be considered for any of the above criteria. We will be unable to consider evidence without the SIF.

Priority 7

Children living outside the catchment area of the school.

If there are not enough places for all the children in this priority group, we will give first priority to children with a sibling at the school at the time of admission and then to children leaving nearest the school.

Sibling refers to brother or sister, half brother or sister, step brother or step sister, being blood relations or adopted or fostered and living within the same household.

Tie break

In the case of over subscription a 'tie-break' decision will be made. This would be applied within any of the oversubscription categories where there are more applications than places remaining.

The tie-break will be based on home-school distance; those living nearest to the school having 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).

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

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 has experienced problems such as ill health. Any application for a child to be educated out of his/her age group will be considered by governors on an individual basis and will only be granted in exceptional circumstances. 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

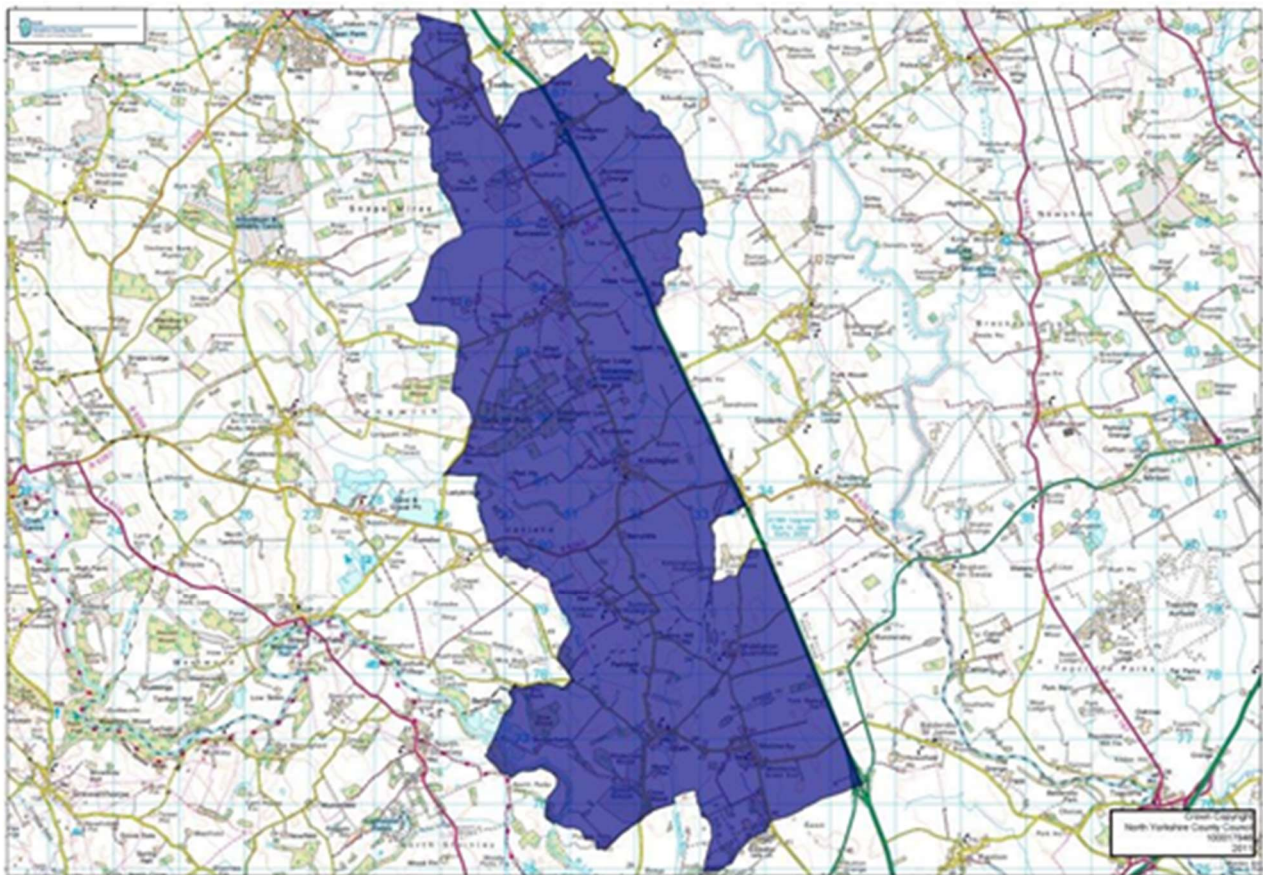
Any parent whose child is refused admission to the school has a statutory right to appeal to an independent admission appeal panel. Any appeal must be made in writing and addressed to the

Chair of Governors, c/o Burneston C. of E. (Aided) School within twenty days of receiving notification that their application has been unsuccessful.

Application for admission at other times

For all in-year admissions, application must be made on the local authority in-year common preference form, and where making application under priority 6 the Supplementary Information Form must be completed and returned directly to the school. The governors will make the decision as to whether a place can be offered. 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.

Catchment area





Burneston Church of England (Voluntary Aided) Primary School

Burneston, Bedale, North Yorkshire. DL8 2HX

Supplementary Information Form 2025-2026

Child's Full Name _____

Date of Birth _____ Male / Female _____

Address _____

Post Code _____

Parent / Guardian Name _____

Do you regularly worship in an Anglican Church or any other Christian Church? Y / N

If yes:

Name and address of church:

Please ask the Minister of your church to complete the section below:

Clergy recommendation

To the best of my knowledge the above child attends:

	Most weeks	Once a month	Occasionally	Never
Regular services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other church involvement _____

To the best of my knowledge the above parent attends:

	Most weeks	Once a month	Occasionally	Never
Regular services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other church involvement _____

Signed _____ Name _____ Date _____

- This supplementary form should be completed by a minister of religion and returned to Burneston C. of E. Aided Primary by the parents/guardians of the child if the school is listed as one of your preferences on the North Yorkshire Common Application Form. It is the parent's responsibility to ensure that this form is returned to the school by the closing date for applications.