



Terrington Church of England Voluntary Aided Primary School

2025/2026 Admissions Policy

Applications under this policy will generally be for a child born between 1 September 2020 and 31 August 2021 to start at the school in Reception in September 2025 as part of the normal admissions round.

However, this policy also covers in-year admissions, deferrals/delays to admissions and accelerated admissions.

Last consultation date	4 Dec 2023 – 29 Jan 2024
Approved by Governing Body	5 Feb 2024
Next review date	Jan 2025

1. Introduction

Terrington Church of England Primary School is a Church of England school in the Diocese of York. It has been serving the young people of Terrington and Ganthorpe for over a hundred years. Terrington is part of FST Primary Schools Federation, with Foston CE Primary School and Stillington Community Primary School.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice for children aged 3 to 11. It encourages an understanding of the meaning and significance of the Christian faith and promotes Christian values through the experience it offers to all its children.

As a Church of England school, we welcome applications from Christian families and those of other faiths, and none. We ask that all parents/carers applying for a place at the school respect the school's ethos and its importance to the whole community.

The school's Governing Body is the Admissions Authority for the school. The Governing Body is responsible for determining the school's admissions arrangements (including this policy) and deciding who can be offered a place in accordance with it. This admissions policy has been determined having had regard to the York Diocesan Board of Education's guidance.

In relation to admissions in the normal admissions round, where applications are for children to be admitted into Reception on the first day of term in September 2025, admissions will be operated in accordance with North Yorkshire Council's co-ordinated admissions schemes (on which please see further below). All Admissions Authorities are required to act in accordance with the Department for Education's School Admissions Code and the relevant legislation and regulations. Details relating to the co-ordination of in-year admissions will be provided in due course in accordance with the School Admissions Code.

For further details about how and when to apply, please see sections 2 and 5 below.

2. Application Procedures and Timetable

Please contact the school on 01653 648340 or admin@foston.n-yorks.sch.uk and/or your home local authority if you need any help in applying.

(a) Local Authority co-ordination of normal admissions round

The admission process for the normal admissions round (i.e. for admission to Reception in September) is always co-ordinated by local authorities.

You should apply for a place at school in the normal admissions round by completing the online application form¹ of the local authority (Unitary or County Council) in the area in which you live (your “home” local authority) by 15 January 2025. You should do this even if your “home” local authority is not the North Yorkshire Council, which is the relevant local authority area for the school.

The process will give you the ability to express ranked preferences for places at any state funded school/academy, whether or not they are within your home local authority area. This allows co-ordination to take place between your home local authority, the local authorities of the schools you have applied to (if different) and the Admissions Authorities for those schools. The Admissions Authority (in this school’s case, the Governing Body) will rank the applications of all applicants naming the school as one of their preferences and provide this information to the local authority in which the school is situated to enable co-ordination (in this school’s case, North Yorkshire Council). You will then receive an offer, via your home local authority, for the highest-ranking school where a place is available.² This is so that parents/carers will receive only one offer of a place at a school for their child.

You will be sent your offer by your home local authority outlining your allocated school place on national offer day (16 April 2025) and should ensure that you carefully follow the instructions contained with that communication relating to taking up the place and any other relevant matters. The method of notification will depend on your home local authority processes. You will also be informed of any rights you have to appeal and the right to be placed on school waiting lists.

If your home local authority is North Yorkshire Council, applications can be made online at <https://www.northyorks.gov.uk/school-admissions>. If you cannot complete an online application, please contact the North Yorkshire Council’s school admissions team on 01609 533679 for assistance. If North Yorkshire Council is not your home local authority, you should contact the home local authority for details of how to access their admission processes.

(b) No automatic transition from nursery provision

The admission of children into Reception Year is a separate process to nursery admissions, even if the school and nursery are located on the same premises or the nursery is run by the school itself. A separate application for Reception is required in all cases and will be assessed in relation to the oversubscription set out in this policy only. Our policy does not give any priority based on attending nursery.

(c) Late applications and changes

Applications received by your home local authority (or changed) after the national closing date (15 January 2025) are “late applications.” Late applications and changes to applications made in the normal admissions round will be considered in accordance with the provisions of the relevant local authority’s Co-ordinated admissions scheme.

Applications received after the local authority’s period of co-ordination has ended will be considered as “in year” applications (please see section 6 on “in-year” applications).

3. Admission number

The school’s Published Admission Number (PAN) – that is number of places available for admission to Reception at the school in September 2025 – is 9.

¹ If you have difficulty completing the online form, please contact your home local authority for assistance. Alternative formats will be made available as appropriate to meet applicant needs.

² Your home local authority will advise you in the event that no places are available in any of the schools included in your application.

If, as part of the normal admissions round, no more than 9 applications are received, places will be allocated up to and including the Published Admission Number in accordance with North Yorkshire Council's Co-ordinated admissions scheme.

The PAN only applies to Reception. The Governing Body will not refuse admission to other age groups on the grounds that the PAN has already been reached. The Governing Body may, however, refuse admission where it is of the view that admission of another child would prejudice the provision of efficient education or efficient use of resources, including in light of any current admission numbers set for year groups.

4. Allocation of places

The school will admit **all children with an Education, Health, and Care Plan (EHCP) which names the school**. If your child has any such EHCP, please contact your home local authority who will advise you on your options.

If the number of preferences expressed for the school exceeds the number of places remaining available (after the admission of any children with an EHCP which names the school), priority will be awarded to applicants using the following oversubscription criteria, which will be applied in the order of priority shown.

1. Children who are looked after by a local authority and children who were previously looked after.

This applies to all looked-after children, including those who are in the care of another local authority or being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order. In the case of previously looked after children, a copy of the relevant documentation will be required in support of the application. This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adopted & Children's Act 2002. Child Arrangements Orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a Child Arrangements Order.

Children who appear to the admissions authority to have been in state care outside of England and cease to be in state care as a result of being adopted. A child is regarded as being in state care outside of England if they were accommodated by a public authority, a religious organisation or any another provider of care whose sole purpose is to benefit society.

2. Children the authority considers have special social or medical reasons for admission.

We will only consider applications on social or medical grounds if they are supported by a professional recommendation from a doctor, social worker, or other appropriate professional. The supporting evidence should set out the particular social or medical reasons why Terrington CE Primary School is the only school, and the difficulties that would be caused if the child had to attend another school. The Governing Body may liaise with any third parties they deem appropriate in making their assessment and may seek the advice of any relevant Local Authority Panel in reaching its decision.

3. Children living within the catchment area of the school.

The Catchment Area for the school is the area shown at Appendix 1.

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 living nearest the school.

In all cases, "sibling" refers to brother or sister, half-brother or half-sister, step-brother or step-sister, or the child of a parent or carer's partner, where the child for the school places sought is living at the same family unit and at the same address as the "sibling".

4. Children living outside the catchment area of the school.

The Catchment Area for the school is the area shown at Appendix 1.

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 preferred school at the time of admission and then to children living nearest the school.

In all cases, "sibling" refers to brother or sister, half-brother or half-sister, step-brother or step-sister, or the child of a parent / carer's partner, where the child for the school places sought is living at the same family unit and at the same address as the "sibling".

Tie-Break

If there are more applications within any given criterion than there are remaining places available, the places will be allocated to children satisfying the relevant criterion who live closest to the school.

All **distance** measurements are based on the nearest route recognised by the North Yorkshire Council's electronic mapping system from the child's home address to the school. The measurement is made from a fixed point in the dwelling, as identified by Ordnance Survey, to the nearest school entrance using the shortest available walked route. The routes measured to determine the allocation of school places will be those recognised by the electronic mapping system used by the North Yorkshire Council's school admissions team.

If the measurement of the distance from home to school above does not distinguish between two or more applicants with equal priority, **random allocation** will be used as the final tie-break. This will be supervised by someone independent of the school.

Each random allocation event only holds for the allocation of the currently available school place. On any waiting list the remaining applicants remain equally ranked and any further place is offered as the result of a further random exercise.

Where the application of the above would lead to a place being made available for a child/children of multiple birth but not their sibling(s) who is/are of multiple birth, the Governing Body will work within the Admissions Code in order to seek to make a place available for the sibling(s) wherever reasonably possible and where they are legally permitted to do so.

Address

You should consult your "home" local authority's guidance on what is the child's address for the purposes of your application, including which address should be used in situations of shared care. The correct address to be used for the purpose of the local authority's co-ordinated application process will be used for the purpose of applying this oversubscription criteria and the tie-break in this policy. You may be asked to show evidence of any current or previous address, and enquiries may be made to obtain verification, including of any third parties, should this be deemed necessary.

5. Time for admission

(a) Usual entry point

Children will normally be admitted into the year group relevant to their age and (save as outlined below) application should be made to that year group.

Save as outlined below, for those applying in the normal admissions round, offers will be made for a full-time place in Reception commencing in September 2025, being the September following the child's fourth birthday.

(b) Deferred admission into year group relevant to child's age

Parents/carers receiving an offer for their child to start in Reception in September 2025 have the option to defer the date their child starts in Reception until later in the 2025/26 school year, as long as their admission is not deferred beyond the point at which they reach compulsory school age nor beyond the beginning of the final term in the year of admission April 2026). A child normally reaches compulsory school age at the start of the term following their fifth birthday. There is an additional option for summer born children – on which please see (c) below. The table below sets out the position:

Date of birth	Date reaches compulsory school age	Latest date for admission to year group relevant to child's age
1 September 2020 - 31 December 2020	31 December 2025	Start of Spring Term - January 2026 - to join in Reception

1 January 2021 - 31 March 2021	31 March 2026	Start of Summer Term - April 2026 - to join in Reception
1 April 2021 - 31 August 2021 *Summer born	31 August 2026	Start of Summer Term - April 2026 - to join in Reception OR Start of Autumn Term - September 2026 - to join in Year 1* *See section (c) below)

If you would like to defer your child's entry so they do not start in September 2025, you must still apply in the normal admissions round. If you are allocated a place, you will then need to advise the school in writing of the intended start date and keep in regular contact with the school regarding any changes to this intended date. The school will hold a place for that child and not offer it to another child during the remainder of the reception year. You should contact the school to make arrangements for admission of your child in the 20 school days before the intended start date. If you do not contact the school in the 20 school days before an intended and/or previously communicated start date, the school will make all reasonable efforts to contact you by telephone and in writing at any known physical address or email address. In the event that our attempts to contact you are unsuccessful, the school place may be withdrawn.

(c) Delayed admission: admission outside of normal age group

Parents/carers may seek to delay their child's admission to school so that they are admitted outside of their normal age group, for example if they have experienced problems such as ill health. In addition, the parents/carers of a summer born child (i.e. a child born between 1 April and 31 August) may choose not to send that child to school until 1 September 2026 (being the 1 September after they turn five and the date they reach compulsory school age) and may request that they are admitted out of their normal age group – to Reception rather than Year 1 (which would be their usual year group). Parents/carers considering requesting admission out of the normal age group are encouraged to contact the North Yorkshire Council school admissions team, (if different) their home local authority, and the school at an early stage to discuss their intentions.

The Governing Body will make decisions on requests for admissions outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned and in accordance with any agreed co-ordinated Local Authority procedure in place from time to time. This will include taking account of:

- the parent's/carer's views.
- any information provided about the child's academic, social, and emotional development.
- where relevant, their medical history and the views of a medical professional.
- whether they have previously been educated out of their normal age group; and
- where applicable, whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Governing Body will also take account of the views of the headteacher in assessing the request. When informing the parent/carer of their decision on the year group the child should be admitted to, the Governing Body will set out clearly the reasons for the decision.

You should request such a delay as part of the normal admissions round where possible. As such:

- parents/carers wishing to delay admission should still apply for a school place at the normal time – i.e. by 15 January 2025; and
- by the same deadline, the parent/carer should also submit a written delayed admission request to the headteacher of the school together with any supporting evidence that the parent/carer wishes to be taken into account. You should also inform your home admission authority of your request in writing. This will allow requests to be considered prior to National Offer Day.

If the request is approved, then the application and preferences originally submitted as part of your home local authority's application process will be withdrawn and no decision will be made on the basis of the original application. Please note, a place will not be reserved for your child: where delayed admission is granted, parents/carers must then reapply for a Reception place in the next admissions round (i.e. for a place in September 2026) alongside children who are one school year younger. Parents/carers should make it clear in their fresh application that delayed admission has previously been agreed.³ The fresh application will be considered in accordance with school's 2026/27 admissions policy as part of the

³ . As the date of birth will fall outside the normal date of birth range for the required admissions round.

normal admissions round⁴ and on the basis of the admission arrangements outlined in the school's 2026/27 policy, including the application of oversubscription criteria. The school will not give the application lower priority on the basis that the child is being admitted out of their normal age group.

If a request is not approved, parents/carers will be notified by their home local authority of the result of their original application in the usual way.

We will endeavour to process requests to delay admission received after 15 January 2025 within 10 school days from receipt. If the request is approved, any offer received as part of the normal admissions round will be withdrawn.

Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Governing Body's complaints policy: whilst parents/carers have a statutory right to appeal against the refusal of a place at a school for which they have applied, this right does not apply if they are offered a place at the school but it is not in their preferred age group.

(d) Accelerated admission

Very exceptionally, applicants may seek a place for their child in a higher age group than their usual age group, for example if the child is gifted or talented. Parents/carers considering requesting admission to a higher age group should contact the school and the home local authority at an early stage to discuss their intentions and what the best approach might be. The request must be put in writing, addressed to the headteacher of the school, together with any supporting evidence that the parent/carer wishes to be taken into account. The Governing Body will make decisions on such requests on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the criteria set out in (c) above.

In order for the request to be considered prior to the normal admissions round, the request must be received by 1st December. If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of usual year group has been agreed.⁵ The application will then be considered in accordance with this admissions policy. The Governing Body will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Governing Body's complaints policy.

(e) Part time attendance

There may be some occasions where parents/carers feel their child is not yet ready to start full time education at the point they start school. Parents/carers considering part-time attendance should contact the headteacher as soon as possible to discuss this.

6. In-year admissions

In-year admissions are admissions outside the normal admissions round. Applications received after the local authority's period of co-ordination has ended will be considered as "in-year" applications.

Parents/carers may apply for a change of school for their child at any time. Please call the school on 01653 648340 or email us at admin@foston.n-yorks.sch.uk to find out about any in-year vacancies that may be available. Alternatively, you can contact North Yorkshire Council for information regarding available places.

(a) Application process

Details of how in-year applications will be dealt with for the 2025/6 academic year will be set out on the school website. This will detail whether in-year applications are being co-ordinated by the school or by the local authority.

⁴ . unless the parent /carer request is made too late for this to be possible.

⁵ As the date of birth will fall outside the normal date of birth range for the required admissions round

(b) Determination of application

Whilst the school does have a published admissions number of 9, this number only applies for admission into Reception. Although a published admission number may help set class organisation in later years, decisions in relation to places in other year groups will be made primarily on class organisation. As such, a place may be refused even if the numbers on roll in the relevant year group are lower than the published admission number. In determining whether a place is to be offered, consideration will be given as to whether the admission of any additional child would prejudice the provision of efficient education or the efficient use of resources, including in light of any current admission numbers set for year groups.

Where there is an available space and there are no other applications for this place, the place will be made available. Where there is an available space and there are more applications for a place than places available, priority is given in accordance with the oversubscription criteria set out in Section 4 above. The oversubscription criteria will be applied as at the date the place becomes available.

You will be notified of the outcome of your application, normally within 10 school days, but always within 15 school days. Where a place has been offered, and the offer is accepted, arrangements will be made for the child to start as soon as possible, particularly where the child is out of school.

If the application is refused by the Governing Body, reasons for the refusal will be given and the applicant will be informed of their right to appeal and their right to be placed on the waiting list (on which please see section 7 below).

(c) Fair access

Please note that the operation of this policy is subject to the North Yorkshire Council's Fair Access Protocol and the relevant regulations relating to children who have been permanently excluded from two or more schools. The Fair Access Protocol is agreed with schools within the authority to ensure that – outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. It also requires local authorities to ensure that no school is required to take a disproportionate number of children with challenging behaviour. The Fair Access protocol and the relevant regulations will take priority over this policy.

7. Waiting List

If the school is oversubscribed, a waiting list will be established. (The waiting list may be held by North Yorkshire Council on behalf of the Governing Body where this has been agreed.)

Normal admissions round – A waiting list shall be maintained until 31 December 2025, at which point it will be deleted. Applications still seeking a place after this date should advise the school's Admissions Clerk in writing.

In year applications - Parents/carers who are not successful in obtaining a place following an in-year application received during the 2025/26 academic year will automatically be placed on the waiting list, which will be maintained until the end of the relevant academic year, at which point it will be deleted. In the event that you would like your child to be re-added to the waiting list for the following academic year, you must advise the school's Admissions Clerk of this in writing.

In each case, a child's position on the list will be determined by the oversubscription criteria above only and will reflect their current circumstances (where these circumstances have been provided to the school's Admissions Clerk). Each additional applicant or change in circumstances of an applicant which is notified to the school, will require the waiting list to be reordered in accordance with the oversubscription criteria. Should a place become available while the waiting list is in operation, a place will be made available to the applicant entitled to be on the top of the waiting list on the day the place became available. Where a tie breaker of random allocation is required to determine who is offered a place in accordance with section 4 above, a fresh round of random allocation will be used each time a child is to be offered a place.

Placing a child's name on a waiting list does not affect a parent's/carers' right of appeal against an unsuccessful application.

8. Appeals

Applicants refused a place at the school have a statutory right of appeal. If an application for a place at the school is refused, the applicant will be informed of the reasons and of their right to appeal. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

Appeals are heard by an independent appeals panel and in line with the School Admission Appeals Code. Further details will be provided in the event that your application is refused. We will also publish our appeals timetable on our website by 28 February 2025.

Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the Governing Body has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school, which has also been refused.

9. False Information

Applicants are strongly urged to complete the local authority's application as accurately and fully as possible. Where an offer of a place at the school has been made based on a fraudulent or intentionally misleading application which effectively denies a place to a child with a stronger claim, then under the School Admissions Code the school is able to withdraw the place, even if the child has started school. In the event that a place is withdrawn, the application will be considered afresh.

APPENDIX 1: Map of Catchment Area

