



# Burnsall VA Primary School: Admissions Policy 2025-26

The school's Governing Board is the admissions authority for this school. The Local Authority operates a co-ordinated admissions scheme and administers a system of equal preferences under which all applications are considered equally.

## Our Vision

**'Be the Light'**

We are an inclusive school that welcomes all children, and all applications will be treated fairly and objectively according to our admissions criteria.

The school covers an age range of 4-11 and the maximum admission number is 12. If the number of applications received does not exceed the admission number, all preferences will be met. If there are more applications received than places available, the Governing Board applies the school's published admission criteria. The admission criteria are set out below in the order in which places will be offered.

Parents applying for a place in this school must complete a Local Authority Common Application Form expressing up to three school preferences in order.

The closing date for applications for a September 2026 start is 15<sup>th</sup> January 2026 tbc

The Local Authority will inform parents of the offer on the national offer date 16<sup>th</sup> April 2026 tbc

## Special Educational Needs

The admission of pupils with an Education Health Care Plan is dealt with by a completely separate procedure and complies with the Special Educational Needs Code of Practice. The school will admit children where an Education Health Care Plan names this school.

## Oversubscription Criteria

Where there are more children seeking places than there are places available, places will be allocated using the following order of priority:

**Priority 1** Children who are 'looked after' by a local authority in accordance with section 22 of the Children Act 1989 (i.e., a child who is in the care of a local authority or provided with accommodation by that authority) and children who were 'looked after' but have been adopted or become subject to a child arrangement order or special guardianship order.

**Priority 2** Children who have a medical or social need who are recommended by the appropriate designated medical officer or social worker where this school is deemed to be the most suitable school, (supporting evidence, in writing, should set out the particular reasons, and the difficulties that would be caused if the child had to attend another school).

**Priority 3** Siblings of children already attending the school who will still be on roll at the time the younger child is admitted, and who live outside the parish boundary(ies) / catchment.

#### **Priority 4**

Children who reside within the parish boundary(ies)/catchment: documents detailing these are attached

**Priority 5** Children who are eligible for the early year's pupil premium, the pupil premium, and also children eligible for the service premium.

**Priority 6** Children of a member of staff who has been (a) employed by the school for two or more years at the time at which the application is made or (b) recruited to fill a vacant post for which there is a demonstrable skill shortage.

**Priority 7** Any other children, giving priority to those whose home is nearest to the school, the distance being calculated (in a straight line) from the school to the child's permanent address using the Local Authority electronic mapping system.

#### **Notes**

- Siblings include half-, step- or adoptive brothers or sisters.
- Early years pupil premium is additional funding paid to support disadvantaged children receiving government-funded early education, per section 7 of the Childcare Act 2006.
- Pupil premium is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the attainment of disadvantaged children.
- Service premium is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of the children of Armed Services personnel
- A map of the parish boundary(ies)/catchment and list of postcodes are available from the school office

#### **Tie Breaker**

Where there are more applications than available within any one of the above priority levels applications will be allocated to those living closest to the school. Where two or more applicants live equidistant from the school, as measured by the Local Authority, the remaining places will be allocated by random allocation; this process will be independently supervised.

#### **Appeals**

If a child is refused entry on any of these criteria the parents have the right to appeal in writing to the Admissions Appeal Panel within 20 days of receiving the offer letter. Details of this can be obtained from the school office:

admin@burnsall.n-yorks.sch.uk

#### **Waiting lists**

Where a child is refused an offer of a place in the school, the parents may request that the child's name be placed on the school's waiting list. The waiting list will be maintained for the remainder of the academic year for which the application was made.

Waiting lists will be maintained in order of the oversubscription priorities.

#### **Admissions outside the normal admission round (in year transfers)**

Parents/carers seeking to transfer a child to the school during the school year should make an application by telephoning the Headteacher in the first instance and then completing the In-Year Admissions Form which is available from and should be returned to the school office.

Following receipt Governors will inform parents/carers whether a place has been offered within 10 working days.

Where more applications are received than places available the over-subscription criteria will be used to allocate places.

### **Admission of children below compulsory school age**

- Parents may request that the date their child is admitted to the school is deferred until later in the same school year or until the child reaches compulsory school age.
- 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.
- Parents of children who are offered a place at the school before they are of compulsory school age may defer their child's entry until later in the school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child during the remainder of the school year for which application was made. It should be noted, however, that such children will only be allowed to start at the beginning of a term.
- Parents may not defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the summer term of the school year for which the original application was accepted.

### **Summer born children (children born between 1<sup>st</sup> April and 31<sup>st</sup> August)**

The majority of parents/carers apply and take up a Reception place in the school year in which their child will reach the age of five. However, there may be exceptions where parents feel this is not in the best interest of the child and request that the child's place is deferred. The non- statutory guidance issued by the Department for Education (DfE July 2013) states:

- School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school at this point.
- School admission authorities are responsible for making the decision on which year group a child should be admitted to but are required to make a decision based on the circumstances of the case.
- There is no statutory barrier to children being admitted outside their normal year group.

Applications should be made under the normal round expressing the wish that the child be admitted the following year. This will be discussed through a joint agency meeting.

Kester Horn  
Chair of Governors  
Burnsall CE (VA) School  
Upper Wharfedale Primary Federation

September 2026