

RICHARD TAYLOR CHURCH OF ENGLAND PRIMARY SCHOOL

Admissions Policy 2025/26

Applying

Applications are made by completing the Common Application Form electronically at www.northyorks.gov.uk/admissions. The deadline for completing this form is 15th January 2025.

The Supplementary Information Form, which Governors will use in the event of over-subscription, is available on the school website and from the school office.

The Supplementary Information Form requests information relating to the oversubscription criteria at Richard Taylor Church of England Primary School. It will only be used to determine the allocation of places if the school is over subscribed.

The school recommends that parents complete the Supplementary Information Form and return it to the Admissions Team, Richard Taylor C E Primary School, Bilton Lane, Harrogate, HG1 3DT. The deadline for returning this form will be clearly marked on the form itself.

Please Note

It is the parent's responsibility to ensure that the Supplementary Information Form is completed and returned to the school. If no form is received, then only information provided on the Common Application Form will be used to rank the application.

Allocation of Places

The School comprises a maximum of 278 pupils. In any one academic year up to 39 children are admitted. Children are admitted to Reception Class at the commencement of the school year in which they reach their fifth birthday.

Children with an Educational Health Care Plan naming Richard Taylor Church of England Aided Primary School will be allocated a place in line with section 324 of the Education Act.

In the case of oversubscription, places are offered to those who meet the following criteria. In determining places the Governors will allocate places as follows:-

Priority 1:

Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.

Children who appear [to the admission authority of the school] to have been in state care outside of England and ceased to be in state care as a result of being adopted. (See note A).

Priority 2:

Siblings of children attending the school. (See note B)

Priority 3:

Children with a demonstrated medical/social need for a place at Richard Taylor.
(See note C)

Priority 4:

Foundation Places for children who attend a Christian Church living within the Deaneries of Harrogate and Ripon. Governors will allocate Foundation Stage places in accordance with the priorities set out in Note D.

The ecclesiastical parishes of the Deaneries of Harrogate & Ripon can be found by entering your postcode at www.achurchnearyou.com you can find your parish church and clarify which Deanery your residence is in.

Priority 5: Children of staff at the school in either or both of the following circumstances:

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made;

and/or

- b) where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Priority 6: Community Places: The remaining places after Priorities 1 to 5 have been ranked will be allocated to those applicants living within the Anglican Deaneries of Harrogate and Ripon closest to the school (determined by geographic proximity to the school, by the nearest route, according to the NYCC electronic measuring system) regardless of their eligibility under any other priorities. Applicants not successful will be placed on a waiting list. The waiting list will be kept until the end of the academic year for which application was made.

Tie Breaker: Where there is a need to differentiate between applications with the same points score, priority will be determined by geographic proximity to the school, by the nearest route.

If the distance between two children's homes and the school is the same, random allocation will be used as a tie-break to decide who has highest priority for admission. This process will be independently verified.

All distance measurements are based upon the nearest route recognised by county council mapping systems. Routes measured to determine the allocation of school places will be those recognised by the electronic mapping system used by the school admissions team. This process will be independently verified.

All distance measurements are based on the nearest route recognised by the County Councils 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.

Notes

- A. A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

- B. 'Siblings' include step siblings, foster siblings, adopted siblings and other children living at the same address. This includes children who have siblings in Year 6 at the time of application
- C. A medical or social need will refer to some particular and exceptional reason why Richard Taylor School is the **ONLY** school that can meet that child's needs. Supporting evidence will be required in writing from a health or social care professional. The Governors will use the information you provided in your Common Application Form (CAF).

D. Church attendance is measured by the average number of weeks in which the family has attended a church service in the **three-year period** immediately before the date of application.

Priority will be given based upon church attendance of the family (defined as one parent /legal guardian who attends with the child) in the following order:

Church attendance is measured by the approximate number of weeks in which the person has attended a Place of Worship in the **three year period** immediately before the date of application.

Church attendance

Weekly*

2-3 times/month

Monthly

If your pattern of attendance has changed significantly during the last three years, then an average over the three years should be used.

e.g.	Year 1	Monthly	12	weeks
	Year 2	Fortnightly	24	weeks
	Year 3	Weekly	48	weeks
		Total =	84	weeks averaged over 3 years = 28 i.e. 2-3 times per month

Application forms for Foundation places (Priority 4 must be endorsed by a leader of the specified place of worship community **before** submission.

Where parents have relocated in either residence or church in the last 3 years the Governors will take into account confirmation from previous places of worship.

The impact of irregular shift patterns will be taken into consideration if supporting evidence is provided. Your declaration on the SIF must be verified by the incumbent of your parish or previous parish. Should there be an interregnum the SIF may be verified by a churchwarden or other suitably qualified official on behalf of the parish.

If you have recently moved you may ask the priest, or authorised church official, from your previous church to verify your church attendance.

Please Note:- *In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or in relation to those of other faiths, relevant place of worship or alternative premises have been available for public worship*

Admission of children below statutory school age

Statutory school age is from the term after the child's fifth birthday and whilst the school may prefer children to be full time from the term prior to their fifth birthday, parents have the right to defer entry or take up the place on a part time basis until the beginning of the term following the child's fifth birthday.

Appeals

Should an application be unsuccessful the parent/carers will be advised that they have the right of appeal. Parents wishing to appeal need to contact the school office where they will be given detailed information of the framework for making an appeal.

Appeals need to be made in writing and within 20 days of receipt of the letter refusing a place, to The Clerk to the Governing Body at Richard Taylor School.

Waiting Lists

Where a child is refused an offer of a place in the school, 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 application was made. Waiting lists will be maintained in order of the over-subscription priorities.

In-Year Co-ordinated Admissions

All in year applications for admission will be co-ordinated through the school.