

Approved by: Full Governors
Date: 29/09/2025
Review Date: September 2026



Nun Monkton Foundation Primary School

“Be curious, be brave and believe”

Admission Policy 2025/26

Nun Monkton Foundation Primary School, as a Foundation School, is an Admission Authority in its own right. The school has separate admissions arrangements to North Yorkshire County Council.

Parents who wish for their child to attend the school must apply through a Common Application Form to North Yorkshire (available on-line). A Supplementary Information Form (available from school) must also be completed and submitted to the school. North Yorkshire will pass on the details to the school and Governors will apply the admissions criteria when deciding who will be offered a place.

The school's contact details are:

Nun Monkton Foundation Primary School
The Green
Nun Monkton
YORK
YO268ER
01423 330313
headteacher@nunmonkton.n-yorks.sch.uk
SBM@nunmonkton.n-yorks.sch.uk

North Yorkshire School Admissions contact details are:

Email: schooladmissions@northyorks.gov.uk

Telephone: 01609 533679

Website: www.northyorks.gov.uk/admissions.

The deadline to apply for a place through NYCC is 15th January 2026

Admissions criteria

All children with an Education, Health Care Plan where the school is expressed as a preference and the school can meet the child's needs will be admitted to the school before any other places are allocated

The following criteria will be applied in allocating pupils a place at the school:

1. Children in Local Authority care (LAC) or adopted from Local Authority Care¹ (PLAC), including those children 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 (IAPLAC) and who apply for a place at the school
2. Children within the catchment area². (*This is defined as: The village and farms nearby which are bounded by the River Nidd and the south side and the River Ouse on the north side. This includes the community of Widdington, the Skipbridge Farm complex and Gowlands complex.*)
3. Children with siblings³ already in the school
4. Children who attended our nursery class
5. Children with a special medical or social need. This should be supported by recommendation of a health professional or social worker. The supporting evidence must detail why Nun Monkton is the most suitable school for that child and the difficulties caused by that child attending another school.
6. *Tie breaker- in the event of over-subscription at any stage, a child whose home address is closest to the school will be given priority*

If the school is not oversubscribed, all applicants will be offered a place. In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out above, in order until all places are filled

¹ This applies to all looked after children, including those from a different Local Authority

² A home address is where the child resides with a parent or legal guardian. Where this is shared, it would be where the child spends the majority of the time

³ A sibling of a present pupil, including half and step siblings. (children who have an elder sibling in attendance at the school and who will still be attending the school at the proposed admission date and where the children are living at the same permanent address).

⁴ The distance from the front door of the house to the school, via the most plausible route

Tie break in the event of over-subscription at any stage

A child whose home address is closest to the school will be given priority. In the case of two or more applications that cannot be separated by the admission criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. **Distance will be measured in a straight line from the child's home address to the school's front gates.** A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week. Where the distance between two children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

APPLYING TO OUR SCHOOL

DEFERRED APPLICATIONS FOR RECEPTION

- Admission authorities must provide for the admission of all children in the September following their fourth birthday.
- Parents offered a place in Reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.
- Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

SUMMER BORN CHILDREN

- Children born in the summer term are not required 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. As noted above, 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.
- If you feel that your summer born child is not ready to start school in the September following his/her fourth birthday, **you should still submit your application for your child's normal age group at the usual time** and at the same time submit a request for admission out of the normal age group directly to the local authority. You will be advised of the outcome of your request for delayed entry prior to the primary national offer date in April.
- The DfE has issued non-statutory guidance, "Advice on the Admission of summer born children", which can be accessed via <https://www.gov.uk/government/publications/summer-born-children-admission>
- The DfE guidance states that:

- 'It is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case. This should demonstrate why it would be in the child's interests to be admitted to Reception rather than Year 1.'
- In some cases, parents may have professional evidence that it would be appropriate for them to submit, for example, when a child receives support from a speech and language therapist. However, there should be no expectation that parents will obtain professional evidence that they do not already have. Admission authorities must still consider requests that are not accompanied by professional evidence. In such cases the supporting information might simply be the parent's statement as to why they have made their request.'
- If your request is agreed, your application for the normal age group may be withdrawn before a place is offered. If your request is refused, you must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission to year one for the September following your child's fifth birthday.
- Where your request is agreed, you must make a new application as part of the main admissions round the following year.

ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

- The School Admission Code states that 'Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1.'
- When such a request is made, the Local Authority will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent. This will include taking account of the parent's views; information 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 whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Local Authority will notify parents in writing of the outcome of their request setting out the reasons for their decision. Parents 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.

IN-YEAR ADMISSIONS

- You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.
- Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.
- If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed earlier in this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.
- Parents/carers will be given fourteen school days to respond to an offer of a school place. If a parent/carer fails to respond, a second notification will be issued to explain that failure to respond to the offer within a further seven school days will result in the placement offer being withdrawn.

For more details and an application form, please visit our school website or contact the main school office
(SBM@nunmonkton.n-yorks.sch.uk)