



ADMISSIONS POLICY, 2026 - 2027
FOREST OF GALTRES ANGLICAN
METHODIST PRIMARY SCHOOL

THIS POLICY APPLIES TO
FOREST OF GALTRES ANGLICAN METHODIST PRIMARY SCHOOL ONLY

Please note: This policy complies with the requirements of the School Admissions Code 2021

Admissions Policy

FOREST OF GALTRES ANGLICAN METHODIST PRIMARY SCHOOL ADMISSIONS POLICY FOR THE ACADEMIC YEAR 2026-2027

Forest of Galtres is a nurturing church school rooted and grounded in love for all. All staff work together to provide a rich and exciting learning environment built around our school vision and our core values of Care, Creativity, Courage, Collaboration and the Christian Faith. Our school has a distinctive ethos as the only Anglican Methodist primary school in North Yorkshire: this is shown in the very high level of care that we show towards everyone in our school.

The Heartwood Learning Trust processes this data on a legal and legitimate interest basis, in line with the requirements of providing educational provision.

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 2026 as part of the normal admissions round.

This policy also covers in-year admissions and deferrals/delays to admissions and accelerated admissions.

Introduction

Forest of Galtres Anglican Methodist Primary School is a Church of England school in the Diocese of York. The school is part of the Heartwood Learning Trust.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practise for children aged 5 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.

At **Forest of Galtres Anglican Methodist Primary School** we welcome all pupils, and places at the school are offered in an open, fair, clear and objective manner. We work to the principle that any parent/carer accessing our admissions arrangements will be able to understand easily how places for that school will be allocated, and will not be alienated or discouraged from applying based on admissions criteria.

This admissions policy has been determined having had regard to the York Diocesan Board of Education's guidance.

Published Admission Number (PAN)

The Published Admission Number (PAN) is the number of pupils it is intended to admit into the first year group of school. This number for 2026 - 2027 is **30** places.

Admissions to Forest of Galtres Anglican Methodist Primary School can be defined as follows:

1. The Heartwood Learning Trust is the admissions authority for Forest of Galtres Anglican Methodist Primary School. The Trust is responsible for determining the school's admissions arrangements (including this policy) and deciding who can be allocated a place in accordance with it.

2. This policy applies to the primary admissions round, that is when applying for a place in Reception as the normal year of entry to start primary school for the first time.
3. The admissions authority for this school is the Trust Board of the Heartwood Learning Trust. Although Forest of Galtres Anglican Methodist Primary School is an academy, it follows the North Yorkshire Council Admissions policy and the application process for admissions into Reception is coordinated by NYC. There is a Common Application Form (CAF) which enables families to express their preference for a place at any state funded school.
4. Parents/carers should apply online at:
<https://www.northyorks.gov.uk/apply-place-primary-orsecondary-school>
5. If you require help completing the common application form or cannot complete it online and need a paper copy, please contact the admissions team. The closing date for applications is **15th January 2026**.
6. This policy does not apply to 'in-year' applications for a place. In-year admissions are those that are made either during the school year, or for admission into year groups other than the normal year of entry.
7. Where applications for an in-year place are received, whether a place can be offered will depend upon the availability of places in the relevant class/year group. If there are more applications for a place than places available, then the oversubscription criteria explained in this policy will be applied to ascertain which child is most entitled to a place.
8. Advice and information for parents/carers on school admissions, including key information that applies to all applications as well as some frequently asked questions are available on the North Yorkshire Council website. <https://www.northyorks.gov.uk/guiding-you-through-admissions-process> It is recommended that all applicants consider the information found in the guidance before making an application.
9. The admission of children with an Education, Health and Care plan or a statement of special educational needs is covered by different admission regulations. Following consultation, if a school within the Heartwood Learning Trust has been named, a place will be allocated for these children before considering other applications. Please contact your home Local Authority who will advise you on your options.

Admissions into Reception

1. Pupils will normally be admitted into the year group relevant to the pupil's age.
2. Families may seek a place for their child outside of their normal age group under various circumstances such as:
 - ill health
 - if the child is gifted and talented or
 - when the child has experienced problems
 - delayed entry for summer-born children

3. If you would like to investigate accelerating your child's entry, so they do not start in the year group relevant to the child's age, but instead start at an earlier time, you should contact the Trust at an early stage to discuss your intentions and what the best approach might be. If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information, and details of whether your child has previously been educated out of their chronological age group, by no later than 30 November 2025. The Trust will then consider your request, if necessary in conjunction with other schools and professionals.
4. 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 the usual year group has been agreed. The application will then be considered in accordance with this admissions policy. The Trust 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 Trust's Complaints Policy and Procedures.
5. Applications should be made by the closing date for applications which is 15th January 2026. Applications can be made online at <https://www.northyorks.gov.uk/school-admissions> It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, LA, school, or a paper application form known as the 'School admissions application for Primary School in September 2026'. There is no additional 'Supplementary Information Form' required to apply for a school place at any Heartwood Learning Trust school covered by this policy.
6. When making an application, parents/carers are advised to supply any additional information that may be required to the admissions authority by providing this information in writing directly to the school or by emailing schooladmissions@northyorks.gov.uk with the child's details. For example, additional information will need to be provided when applying on the basis of being 'previously looked after' or having exceptional social or medical needs which relate to the preferred school. Further guidance on additional information can be found on the North Yorkshire Council website: <https://www.northyorks.gov.uk/schooladmissions>
7. Any school's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of pupils that can go to a school each year these standards could not be maintained. For this reason each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.
8. Applicants will be responsible for travel arrangements and the costs of travel to and from school.
9. Forest of Galtres Anglican Methodist Primary School maintains a catchment area. North Yorkshire Council advises applicants to consider their catchment school when making an application. If the place your child is allocated is at a school which you are not in the catchment area for, or if you move out of the catchment area you now reside in, then you may have less chance of being successful when applying for any younger siblings.

- Catchment areas are designated by the Local Authority and are made available to applicants online at <https://www.northyorks.gov.uk/find-school> and upon request from the North Yorkshire Council Admissions team.

Oversubscription Criteria

Forest of Galtres Anglican Methodist Primary School will admit any child with an Educational Health and Care Plan (EHCP) that names the school. This relates only to children who have undergone statutory assessment and for whom a final Educational Health and Care Plan has been issued. This is not an oversubscription criterion.

Oversubscription is where the number of applicants received by the school exceeds their Published Admission Number. Where this is the case, priority is given to certain categories of children.

The oversubscription criteria set out below will be used to prioritise all applicants who have applied for a place at Forest of Galtres Anglican Methodist Primary School in the following priority order:

- Children who are either currently or have previously been ‘looked after’**

A ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, 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. A looked after child is a child who is:

(a) in the care of a local authority, or

(b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

- Children considered by the admissions authority to have exceptional social or medical needs which makes the preferred school the only suitable school for the child.**

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 reason(s) why the school in question is the only suitable school and the difficulties that would be caused if the child had to attend another school. The admissions authority may consult with other medical or educational professionals for a further opinion as to whether the child should be allocated a place at the preferred school due to a particular medical condition or social need. A medical condition alone does not guarantee ESM criteria.

It is the responsibility of parents/carers to provide the additional information where they believe this criterion applies. To be given priority on this basis, the admissions authority would have to be satisfied that the child’s needs were such that the preferred school would be the most suitable school for the child.

The Trust may defer these considerations and decisions to others to consider any documentation provided by parents/carers and assess whether these needs are exceptional in nature. Those applications with supporting information that the Trust determines are exceptional would have to be where only the preferred school could meet the child’s need.

- Children living within the normal area of the school.**

4. **Children who have a parent/carer working in the school** on a permanent contract of employment for two or more years at the time in which the application for admissions to the school is made, or a member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage.

5. **Children living outside the normal area of the school.**

Children in higher numbered priority groups will be offered places ahead of those in lower numbered priority groups. All applications within each priority group will be considered equally (i.e. all applications, regardless of order of preference).

Tie break: If there are not enough places for all the children in one of these priority groups, we will give priority first to those with a sibling at the school in September 2026. We define siblings as brothers or sisters living in the same house as their primary place of residence as defined within 'home address'. This includes half-, step- and foster- brothers or sisters at the same address, but does not include full-, half-, step- and foster- brothers or sisters living at different addresses as their primary place of residence.

If within a priority group there are not enough places for all those with a sibling at the school in September 2026, we will give priority to those children with a sibling living nearest the school.

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

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. You may only use one address when making an application. This must be the address at which the parent/carer and child are ordinarily resident. We may check addresses against other records held by the Local Authority, in accordance with the authority's Data Protection Registration.

Addresses must be a permanent address. Addresses must not be those of relatives or temporary addresses such as staying with family or holiday accommodation. Where there is joint residence, the address used should be the address at which the child is resident for the majority of the school week. If this is evenly split, then parents/carers must jointly select one address and note only this address on the application, which will apply to all preferences. This address cannot then be changed later after an application has been submitted.

If false or misleading information is used to gain entry to the school, the offer of a place may be withdrawn.

Appeals

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

2. Heartwood Learning Trust subscribes to the North Yorkshire Council's independent appeals procedure and any decision made under this admissions policy can be appealed using that process. Appeals are heard by an independent appeals panel and their decisions are legally binding in line with the School Admission Appeals Code.
3. Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the admissions authority has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school.

False Information

Where an offer of a place has been made on the basis of fraudulent or intentionally misleading information, which has effectively denied a place to a child with a stronger claim, the offer of a place may be withdrawn.

Late Applications

1. Applications received after the relevant closing date for applications may be treated as 'late' applications – that is processed after all 'on-time' applications. In the primary admissions round, applications will be treated as late from 16th April 2026.
2. Where possible, 'late' applications and changes of preference and/or circumstances will be treated as 'on-time' applications if:
 - a) this is accompanied by a satisfactory reason provided at the time of application; and
 - b) it can be accommodated within the timescales of the coordinated scheme and/or admissions authority's processes.
3. Late applications received after the offer day, but before the start of the school year will be processed using the same arrangements and criteria as 'on-time' applications, although the availability of places will depend on where places are still available as well as the preferences of applicants.
4. Late applications received after the first day of the school year will be considered as 'in-year' applications. However, these preferences, if unsuccessful, will be held on a waiting list until the end of the first term in line with 'on-time' applications.

Waiting List

1. If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2026. After 31 December 2026, if there is still a waiting list, an 'in-year' waiting list is then held by the school until the end of that school year. Beyond the first school year, refused preferences do not 'roll over' into future school years. Should applicants wish to remain on a waiting list for a future school year, they should submit a new application by 1 June in the relevant year.
2. A child's position on the list will be determined by the oversubscription criteria set out in Section B of this policy and will reflect their current circumstances where these circumstances have been provided to the admissions authority. The list will also contain all other on-time and late preferences that have been refused

or are requested. Should a place become available while the waiting list is in operation, a place will be made available to the applicant on the top of the waiting list on the day the place becomes available.

3. A new application may be submitted where there has been a significant and material change in the circumstances of the parent/carer, child or school, which the admissions authority agrees requires a new application. A parent/carer can apply for a place for their child at any school, at any time.
4. Being on a waiting list does not affect a parent/carer's right of appeal against an unsuccessful preference.

In-year admissions

Forest of Galtres Anglican Methodist Primary School participates in the North Yorkshire Council Local Authority's Co-ordinated Admission Scheme for in-year admissions. If parents/carers wish to apply for a school place, applications can be made at: <https://www.northyorks.gov.uk/apply-place-primary-or-secondary-school>

Full details of North Yorkshire Council's in-year admissions process is available at:
<https://www.northyorks.gov.uk/changing-schools-and-year-applications>

Contact details for correspondence

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