



ST. AIDAN'S
CHURCH OF ENGLAND HIGH SCHOOL

St Aidan's Church of England High School, Harrogate
Admissions Policy
2026/2027

Introduction

St Aidan's Church of England High School is the founding secondary school of the Yorkshire Causeway Schools Trust and serves the Deaneries of Harrogate and Ripon. The Trust is responsible for determining the admission arrangements for the school.

The foundation of the school is a Church of England one and so seeks to serve a full, wide community, giving the school a uniquely vibrant and diverse community. Applications are welcomed from all Christian denominations, those who are members of world faiths and those who are members of the local community.

Yorkshire Causeway Schools Trust is responsible for determining the admission arrangements for the school and ensuring that the criteria complies with current relevant legislation and the requirements of the School Admissions Code 2021.

Allocation of places

The school has a Published Admission Number (PAN) of 250 for entry into Year 7. Applications for a place in the Year 6 to Year 7 admissions round are made by completing the Local Authority Common Application Form (CAF). For those applicants who wish to be considered under priorities three, four and five of the school's oversubscription criteria (see below) a St Aidan's Supplementary Information Form (SIF) should be completed and returned directly to the school.

In the case of oversubscription, after the allocation of places to children with an Education Health Care Plan (EHCP) places will be allocated as follows. (Applicants will be allocated under the highest priority that they qualify for and if a place is not secured, in subsequent priority order thereafter).

Priority 1:

Looked After

Children currently or previously looked after by the local authority.

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) at the time of making an application to a school. This includes children who appear (to the admission authority) to have been in state care as a result of being adopted. Previously looked after children are children who were adopted (or became subject to child arrangement order or special guardianship order) immediately following having been looked after.

Priority 2:

Siblings

Siblings of children attending the school at the proposed date of admission.



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Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Siblings must be on roll at St Aidan's at the proposed date of admission.

Siblings of students applying to be on the Sixth Form roll at St Aidan's in September who have not been at St Aidan's in Year 11 are not eligible for a sibling place.

Priority 3:

Exceptional Life Challenging Circumstances:

Up to five children living within the Anglican Deaneries of Harrogate and Ripon with demonstrated exceptional life challenges which can only be met by St Aidan's.

To be given priority on this basis, the Governors would have to be satisfied that the child's social or medical needs were such that the school would be the most suitable school for the child.

In order to be eligible for admission under this priority, applicants need to submit a completed St Aidan's Supplementary Information Form (SIF) that is accompanied by professional supporting evidence, in writing from a doctor, specialist, health professional, social worker (as appropriate) setting out:

- The exceptional life challenging circumstances of the child
- The resulting needs
- How those needs would affect the child's education or ability to get to school; and
- The particular reasons why the school would be the most suitable for the child as a result e.g. the difficulties that would be caused if the child had to attend another setting.

All applications submitted under this priority will be considered, although it should be noted that all schools are expected to be able to meet the needs of children who are, for example, diagnosed with dyslexia, have special educational needs or who have medical allergies.

Applicants that do not qualify under this priority will also be considered under priority 7.

Priority 4:

Foundation Places:

Up to 80% of the places that remain after the designation of priorities 1-3 will be allocated to children of the Christian faith living within the Anglican Deaneries of Harrogate and Ripon.

Of these places, 85% will be allocated to those living in the Harrogate Deanery and 15% to those living in the Ripon Deanery based on the points allocated for church attendance at a place of public worship.

In order to be eligible for admission under this priority, the Governors require a St Aidan's Supplementary Information Form (SIF) to be completed and submitted to school.

If there is a need to differentiate between applications with the same number of points, priority will be determined by geographic proximity to the school by the nearest route according to the NYCC electronic measuring system.



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Applicants that qualify under this priority and do not receive the offer of a place will also be considered under priority 7. In the case that they do not receive the offer of a place there either, they will be placed on the Foundation waiting list and the Community waiting list. Waiting lists are retained until end of the academic year.

Notes:

Christian church means any church which is designated under the Ecumenical Relations Measure nationally by the Archbishops of Canterbury and York or locally by the diocesan bishop, or is a member of Churches Together in England, or the Evangelical Alliance, or a partner church of Affinity.

Church attendance is measured by the approximate number of weeks in which the child and their parent/carer has attended a place of public worship in the religious tradition in the **two-year period** immediately prior to the date of application. Guidance on how to calculate attendance is detailed in Appendix One at the end of this document.

Collective worship in a school which is invitational and inclusive with no presumption of faith, cannot be taken into consideration. This is different from corporate worship in a church as a place of public worship where there is a presumption of faith.

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.

Priority 5:

World Religions (other than Christianity)

Up to ten children of World Religions other than Christianity resident within the Anglican Deaneries of Harrogate and Ripon.

Children of world religions refer to those applicants who follow World Religions other than Christianity (e.g. Islam, Judaism, Hinduism, Buddhism, Sikhism, Jainism, Shinto, Taoism, Zoroastrian, Confucianism, Baha).

In order to be eligible for admission under this priority, the Governors require a St Aidan's Supplementary Information Form (SIF) to be completed and submitted to school.

If there is a need to differentiate between applications with the same commitment to faith, priority will be determined by geographic proximity to the school by the nearest route according to the NYCC electronic measuring system.

Applicants that qualify under this priority and do not receive the offer of a place will also be considered under priority 7. In the case that they do not receive the offer of a place there either, they will be placed on the World Religion waiting list and the Community waiting list. Waiting lists are retained until end of the academic year.



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Notes:

As patterns of worship vary between faiths, commitment is evidenced by the attestation of the leader of worship, based on their knowledge of the family and children in the **two-year period** immediately prior to the date of application. This information should be provided on the relevant section of the St Aidan's Supplementary Information Form (SIF).

Collective worship in a school which is invitational and inclusive with no presumption of faith, cannot be taken into consideration. This is different from corporate worship in a place of public worship where there is a presumption of faith.

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.

Priority 6:

Staff Children:

Children of staff who are employed as an established team member within the school staff team at St Aidan's School at the time of application in either or both of the following circumstances:

- a. where the member of staff has been employed within the school staff team 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 into the school staff team to fill a vacant post for which there is a demonstrable skill shortage, examples of which being:
 - Where a post has not been filled at the first attempt
 - Vacancies which are reported to be hard to fill because applicants lack relevant skills, qualifications or experience

Established staff team member refers to any permanent full or part-time employee with a contract of employment, fulfilling any role within the team of the school being applied for. This does not include those on casual worker or self-employed contracts, for example, but not by way of limitation: external contractors, invigilators, or others on zero hours contracts.

Priority 7:

Community Places:

The remaining places after Priorities 1 to 6 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 that qualify under this priority and do not receive the offer of a place will be placed on a waiting list. The waiting list will be kept until the end of the academic year to which it relates.



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Tie break

If the distance between two children's homes and the school is the same, random allocation will be used as a tie-break in Priorities 4,5 and 7 above to decide who has highest priority for admission. This process will be independently verified.

Late Applications

Where there are extenuating circumstances for an application being received after the deadline for applications, and it is before the final list of places have been allocated, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered in accordance with the North Yorkshire Council admission arrangements.

In -Year Applications

Parents/Carers may apply at any time of the academic year for an in-year transfer to the school. The process for applications is co-ordinated between the school and North Yorkshire Council.

Applicants should complete a North Yorkshire Council application form. If applying under priorities 3,4 or 5 applicants will also need to complete and submit a St Aidan's Supplementary Information Form (SIF).

The school will respond to North Yorkshire Council within 15 school days of the date of application. If the school is unable to offer a place the application will automatically be placed on a waiting list. The waiting list will be kept until the end of the academic year to which it relates.

Waiting Lists

Year 6 to Year 7 application round:

A waiting list will be drawn up and maintained according to the priority list set out above and in accordance with the North Yorkshire Council admission arrangements.

The waiting list will be reordered/restricted each time a new application is added or removed. Positions are therefore subject to change. The waiting list will be retained until the end of the academic year.

In-year applications:

Waiting lists are created and maintained for each year group and retained for the academic year to which they relate. The lists are ordered according to the priorities listed above.

All waiting lists will be reordered/restructured each time a new application is added to or removed from a list. Positions are therefore subject to change. Applicants must reapply each academic year in order to remain on a waiting list.



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Appeals

Where the school is unable to offer a place because it is over-subscribed, parents/carers have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002.

Appeals are arranged by North Yorkshire Council and they will provide all details regarding the process, including all relevant documentation and deadlines.

Parents/carers will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. Parents/carers will normally receive 14 days' notice of the place and time of the hearing.

Admission of children outside their chronological age group

Families may seek a place for their child outside of their normal age group under various circumstances. For example, but not limited to, delayed entry for summer born children.

Applications should be made through the Local Authority and for the Year 6 to Year 7 application round, requests for a child to be admitted outside of their normal age group should be made in writing to the school, addressed to the Headteacher, and any relevant accompanying evidence should be included.

Confirmation will be provided in writing as to whether the request to apply outside of a normal age group is agreed. The decision will be made based on the circumstances of the request 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/carer.

The agreement of the school to accept an application does not guarantee admission, the application will be subject to the oversubscription criteria. There is no right of appeal against a decision relating to admission applications outside of their normal age group.

Fair Access Protocol

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. Students allocated under fair access protocols will take precedence over those on a waiting list. St Aidan's Church of England High School will participate in NYC's fair access protocol.

Review of Admissions Policy

This policy will be reviewed and approved annually. Admissions arrangements will be publicly consulted on where changes to the arrangements are proposed (except where the change is an increase to the PAN), or at least every seven years, even if no changes have been made in that period.



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Appendix One – Calculating Attendance at Worship

Attendance is measured by the approximate number of weeks in which the child and parent/carer has attended a place of public worship in the two-year period immediately before the date of application.

If the pattern of attendance varies over the two-year period, please calculate and use an average.

An example of the above would be:

Year 1	12 weeks
Year 2	20 weeks

Total	32 weeks averaged over 2 years = 16 weeks which is equal to 1-2 times per month per year and so the 'Regularly' box would be selected on the SIF form
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SUPPLEMENTARY INFORMATION FORM (SIF)

Please note that this is not an application form. The school processes applications using the personal details that are provided on the Local Authority Common Application Form (CAF). Please only complete this form to give us **supplementary information** if you are applying for a place under priorities 3 (Exceptional Life Challenging Circumstances), 4 (Foundation) and 5 (World Religions) in the school's oversubscription criteria. **You do not need to complete this form if you are applying under any other priority.**

This form is made available to the Appeals Panel in the case of any appeal against non-admission. In all other respects the information given is treated in confidence. If you have any difficulty completing the form, please do not hesitate to contact the school's Admissions Team.

Child's Details

Name of Child:	
Date of Birth:	
Address: (as per Local Authority application form)	
Year Group for Admission	

Parent/Carer Details

Name:	
Relationship with child:	
Address:	
Telephone number:	
Email address:	
Signature:	

For Office use only:	Date received	
Priority 3	Priority 4	Priority 5



Please complete the information below if you are applying for a FOUNDATION PLACE (Priority 4). Note faith leaders have requested that point boxes are to be ticked by them and not applicants.

Place of worship: _____

In the last two years how often has the child named overleaf attended a place of worship in the religious tradition?

Frequently (3-4 times per month)	2 points	<input type="checkbox"/>
Regularly (1-2 times per month)	1 point	<input type="checkbox"/>

In the last two years how often has a parent/carer of the child named overleaf attended a place of worship in the religious tradition?
(See Appendix 1)

Frequently (3-4 times per month)	2 points	<input type="checkbox"/>
Regularly (1-2 times per month)	1 point	<input type="checkbox"/>

Total Points (child + parent/carer)

Priest or Minister’s details confirming the pattern of worship stated above

Minister/Faith Leader Name:

Place of Worship Address:

Place of Worship Email Address:

Place of Worship Telephone number:

Minister/Faith Leader Signature:

Notes:

- Please complete the section in full, including the relevant minister/faith leader’s signature. **Without a signature the application will not qualify for a Foundation place.**
- The school may choose to contact the minister/faith leader to confirm the pattern of worship provided. In the event that the Faith Leader wishes to change the frequency of attendance this will be communicated to parents/carers by the school.



Please complete the information below if you are applying for a WORLD RELIGION PLACE (Priority 5) Note faith leaders have requested that boxes are to be ticked by them and not applicants.

Denomination/Religion: _____

Place of worship: _____

In the last two years how often has the child named overleaf attended a place of worship in the religious tradition?

Frequently (3-4 times per month)

Regularly (1-2 times per month)

In the last two years how often has a parent/carer of the child named overleaf attended a place of worship in the religious tradition?

Frequently (3-4 times per month)

Regularly (1-2 times per month)

Faith Leader's details confirming commitment to the faith

Faith Leader Name:

Place of Worship Address:

Place of Worship Email Address:

Place of Worship Telephone number:

Faith Leader Signature:

Notes:

- Please complete the section in full, including the relevant Faith Leader's signature. **Without a signature the application will not qualify for a World Religion place.**
- The school may choose to contact the Faith Leader to confirm the pattern of worship provided. In the event that the Faith Leader wishes to change the frequency of attendance this will be communicated to parents/carers by the school.



Section Two – Exceptional Life Challenging Circumstances Places (Priority 3)

Do you wish your child to be considered for an Exceptional Life Challenging Circumstances Place?	<input type="checkbox"/> Yes
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The Admissions Committee can choose to admit up to 5 children per year group living within the Anglican Deaneries of Harrogate and Ripon with demonstrated exceptional life challenges which can only be met by St Aidan’s.

If you are applying for a place under this priority, please provide an accompanying note with this form, along with the requested information and professional supporting evidence listed under priority 3 of the St Aidan’s Oversubscription Criteria.

Section Three - All applicants are required to sign and date below

I/We confirm this application to be accurate at the time of writing.

Name of parent(s)/carer(s)

Signed

Date

Please return this form either by email to admissions@staidans.co.uk or deliver by hand to the school’s Main Reception. If you chose to post the form, please use a guaranteed postal service and ensure that you contact the school to check safe receipt. The closing Date for submission of forms in support of Year 7 applications is the 31st October of the Year 6 academic year.

**YCST is the Data Controller for the purposes of the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) and all information provided is held and controlled strictly in accordance with GDPR.
Further information can be found in the Trust’s GDPR Privacy Notice which is available on the Trust and School Websites and from school offices. Further information on data protection and GDPR can be found on the Information Commissioner’s Office Website at <https://ico.org.uk/>**

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