

**Notice of a public
Decision Session - Executive Member for Children, Young
People and Education**

To: Councillor Cuthbertson
Date: Tuesday, 11 January 2022
Time: 10.00 am
Venue: Remote Meeting

Note: In view of the circumstances around the Covid-19 pandemic, this meeting will now be held remotely. Any decisions made will form recommendations to the Chief Operating Officer.

AGENDA

Notice to Members – Post Decision Calling In:

Members are reminded that, should they wish to call in any item* on this agenda, notice must be given to Democratic Services by **4:00pm on Thursday 13 January 2022.**

*With the exception of matters that have been the subject of a previous call in, require Full Council approval or are urgent which are not subject to the call-in provisions. Any called in items will be considered by the Customer and Corporate Services Scrutiny Management Committee.

Written representations in respect of items on this agenda should be submitted to Democratic Services by at **5.00pm on Friday 7 January 2022.**

1. Declarations of Interest

At this point in the meeting, the Executive Member is asked to declare:

- any personal interests not included on the Register of Interests;
- any prejudicial interests;

- any disclosable pecuniary interests which they may have in respect of business on this agenda.

2. Minutes (Pages 1 - 8)

To approve and sign the minutes of the Decision Sessions held on 12 October 2021 and 14 December 2021.

3. Public Participation

At this point in the meeting members of the public who have registered to speak can do so. Members of the public may speak on agenda items or on matters within the remit of the committee. The deadline for registering at this meeting is at 5:00pm on Friday 7 January 2022.

To register to speak please visit www.york.gov.uk/AttendCouncilMeetings to fill out an online registration form. If you have any questions about the registration form or the meeting please contact the Democracy Officer for the meeting whose details can be found at the foot of the agenda.

Webcasting of Remote Public Meetings

Please note that, subject to available resources, this remote public meeting will be webcast including any registered public speakers who have given their permission. The remote public meeting can be viewed live and on demand at www.york.gov.uk/webcasts. During coronavirus, we've made some changes to how we're running council meetings. See our coronavirus updates (www.york.gov.uk/COVIDDemocracy) for more information on meetings and decisions.

4. Admissions Arrangements for the 2023/24 School Year (Pages 9 - 382)

This report seeks approval of the admissions policies and published admission numbers for community and voluntary controlled schools – schools for whom the City of York Council is the admission authority – for the school year beginning in September 2023. The report seeks approval of the coordinated admissions schemes for the City of York area – for which the City of York Council is the coordinating Local Authority – for applications to start the school year beginning in September 2023. The report also seeks approval of the proposed published admission number for two maintained schools:

- Carr Infant School
- Westfield Primary School

5. Urgent Business

Any other business which the Executive Member considers urgent under the Local Government Act 1972.

Democracy Officer:

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For more information about any of the following please contact the Democracy Officer responsible for servicing this meeting:

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports

Contact details are set out above.

This information can be provided in your own language.

我們也用您們的語言提供這個信息 (Cantonese)

এই তথ্য আপনার নিজের ভাষায় দেয়া যেতে পারে। (Bengali)

Ta informacja może być dostarczona w twoim własnym języku. (Polish)

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

یہ معلومات آپ کی اپنی زبان (بولی) میں بھی مہیا کی جاسکتی ہیں۔ (Urdu)

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City of York Council

Committee Minutes

Meeting	Decision Session - Executive Member for Children, Young People and Education
Date	12 October 2021
Present	Councillor Cuthbertson

1. **DECLARATIONS OF INTEREST**

The Executive Member was asked to declare any personal interests not included on the Register of Interests, any prejudicial interests or any disclosable pecuniary interests that he may have in respect of business on the agenda. He confirmed he had none.

2. **MINUTES**

Resolved: That the minutes of the Decision Session held on 14 September 2021 be approved and signed by the Executive Member as a correct record.

3. **PUBLIC PARTICIPATION**

It was reported that there had been no registrations to speak at the meeting under the Council's Public Participation Scheme.

4. **SEND STRATEGY 2021-2025**

The Executive Member considered a report that detailed the SEND Strategy 2021-25 (included at Annex A of the report). The Director, Prevention and Commissioning and Assistant Director, Education and Skills was in attendance to present the report. They explained how the strategy had been consulted upon and the strategy had grown out of the improvement journey. It was noted that the strategy provided a framework to take beyond the written statement and it would be under continuous review. The principles of the strategy were outlined and it was noted that it had been presented to the CCG Executive, who had approved it in its current form.

The Executive Member thanked the Director, Prevention and Commissioning and Assistant Director, Education and Skills for

producing the strategy and he noted the importance of early identification and the need and role of joint working in the co-production of the strategy. In response to a question from the Executive Member, the Director, Prevention and Commissioning and Assistant Director, Education and Skills explained the four key priorities for the next four years as:

Priority One – The voice of children and young people is paramount

Priority Two - The right support is in the right place at the right time

Priority Three - Children and young people's needs are identified at the earliest opportunity

Priority Four - Effective transition is secured so that young people are able to live the best adult lives that they can

In answer to further questions from the Executive Members, The Director, Prevention and Commissioning and Assistant Director, Education and Skills clarified:

- That the York Parent Carer Forum was in the early stages of development and there was an ambition to develop this into a full and vibrant forum. It was highlighted that the forum would be involved in the quality assurance process.
- The transition process for children between settings.
- That the inclusion review looked at sufficiency in the local area. Some families found the transition from primary to secondary school difficult and the inclusion review would look at the experience of phased transfers to secondary school by working with secondary Headteachers in terms of interventions and support to improve parental confidence.
- Regarding changes in needs over the next 5-10 years, changes in primary being were tracked. There was a prevalence of children with autism and social and emotional health needs, which would be a continuing pressure with a need to ensure that educational provision met the needs for this. It was noted that support to children and young people would change over the coming years.

There were no further questions from the Executive Member and it was:

Resolved: That approval be given to the SEND Strategy (0-25yrs), 2021-25 (as set out at Annex A of the report).

Reason: The strategy sets the priorities for the local area and provides the strategic framework to ensure that partners commit to delivering continuous improvements in the lived experience of children, young people with special education needs and disabilities.

Cllr Cuthbertson, Executive Member
[The meeting started at 10.00 am and finished at 10.25 am].

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Meeting	Decision Session - Executive Member for Children, Young People and Education
Date	14 December 2021
Present	Councillor Cuthbertson
Apologies	

5. **Declarations of Interest**

The Executive Member was asked to declare any personal interests not included on the Register of Interests, any prejudicial interests or any disclosable pecuniary interests that he may have in respect of business on the agenda. None were declared.

6. **Minutes**

Resolved: That the minutes of the Budget Decision Session held on 12 January 2021 be approved and signed by the Executive Member as a correct record on behalf of the previous interim Executive Member for Children, Young People, and Education.

7. **Public Participation**

It was reported that there had been no registrations to speak at the meeting under the Council's Public Participation Scheme.

8. **Financial Strategy 2022/23 to 2026/27**

Officers introduced the report and provided information on the overall financial strategy, savings, and growth. It was noted that the Local Government Provisional Settlement, which could affect the assumptions included currently in the financial strategy was due to be announced in the new few days. The impact of Covid-19 on the Councils finances were also noted and it was confirmed that the Council currently required £7,000,000 of savings in the 2022/23 budget.

The Executive Member made a number of enquiries firstly around funding. He asked about the areas of major growth for the Children, Young People, and Education area. It was noted

that these were largely connected to areas such as the growth in demand for services and staffing, a pay award had yet to be agreed for 2022/23 but a predicted amount had been factored into growth assumptions. Government funding was highlighted and it was noted that York received comparative to other local authorities a low level of grant funding, the Executive Member highlighted the that in 2011 the Council received £56,000,000 in Revenue Support Grant, which was now £540,000 in 2021.

Areas of pressure were then enquired about and it was noted that the Council faced particular pressures in supporting individuals with special Educational needs, supporting children in foster care, as well as, staffing. School attendance was noted as having been effected by Covid-19 with children as having been effected by anxiety and stress about attendance, it was confirmed that the Council was developing a Education Futures Plan which would focus on trauma informed practices to identify what caused behaviours and to support children.

Council policies were discussed and it was confirmed that the Council aimed to deliver care close to a child's local area. This was noted as having a strong benefit to family and friends networks for children. However, with around 263 children to whom the Council are corporate parents of under some special cases out of area placements could be required. The Council's partnership work was discussed and it was noted the Council had built strong partnerships such as the Joint Commissioning Strategy and York Schools board.

School improvements were raised in the capital program and it was confirmed that improvements were required at Fulford School, Applefields Special School, and the Danesgate Community. These improvements it was noted were required to deliver better learning environments, as well as, additional capacity. The Executive Member made noted the use of space on York school sites and the need for future discussions about the balance of the use of recreational space and space for new buildings at these schools.

Resolved:

- i. The 2022/23 revenue savings proposals for their portfolio as set out in annex 1;
- ii. The 2022/23 revenue growth proposals for their portfolio as set out in annex 2;

- iii. The feedback from consultation to date as set out in annex 3;
- iv. The new schemes for inclusion in the 2022/23 to 2026/27 Capital Programme as set out in annex 4.

Reason: To ensure that stakeholders have the opportunity to feed into the budget process in advance of the finalisation of the Financial Strategy 2022/23 to 2026/27.

Cllr Cuthbertson, Executive Member
[The meeting started at 10.00 am and finished at 10.30 am].

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11 January 2022

Executive Member for Children, Young People and Education

Coordinated admissions schemes and admission arrangements for the 2023-2024 school year

Summary

1. This report seeks approval of the admissions policies and published admission numbers for community and voluntary controlled schools – schools for whom the City of York Council is the admission authority – for the school year beginning in September 2023.
2. It also seeks approval of the coordinated admissions schemes for the City of York area – for which the City of York Council is the coordinating Local Authority – for applications to start the school year beginning in September 2023.
3. It also seeks approval of the proposed published admission number for two maintained schools –
 - Carr Infant School
 - Westfield Primary School

Recommendations

4. The Executive Member for Children, Young People and Education is recommended to approve:
 - The proposed published admission numbers for all City of York Council schools for the school year beginning in September 2023, as set out in Annex A.

Reason: to meet the statutory requirements of the School Admissions Code of Practice.

- The coordinated schemes and admissions policies for all City of York Council schools for the 2023-2024 school year, as set out in Annexes B – AD.

Reason: to meet the statutory requirements of the School Admissions Code of Practice.

Background

5. It is the duty of the admission authority to carry out a consultation each year on admission arrangements where these have changed, or at least once every seven years. Admission arrangements include the admissions policy and the published admission number (PAN) for each school.
6. In the case of maintained schools, the admission authority is the local authority (LA), whilst for voluntary aided or academy schools it is the governing body or academy trust of the school.
7. As academies have come together in multi-academy trusts (MATs), the admission arrangements have been increasingly set by the trust boards of these MATs as the admission authority for all schools within the MAT. As the number of academies in York has increased and resulted in larger trusts, the centralisation of the policy and admissions functions has become more prevalent. However, in some cases the matter for setting an individual school's admission arrangements may be delegated to the Local Governing Committee of an individual academy.
8. Admissions policies detail what information should be provided by applicants and how preferences will be ordered according to the oversubscription criteria should schools be oversubscribed – that is where there are more applications for places than there are places available.
9. Published admissions numbers (PANs) are important because they relate to the maximum number of children it is intended to admit in the year of entry (reception in primary and infant schools, year 3 in junior schools, and year 7 in secondary schools). For year 12 entry in secondary schools, this number is the intended number of external applicants to be admitted, that is excluding those that attended Year 11 at that school who meet the required academic standards for and continue into Year 12.
10. Separate from the responsibility to set admission arrangements for its schools, it is also the duty of the LA to have in place area-wide coordinated admissions schemes for each coordinated year of entry. These schemes apply to all state funded schools in the LA area and detail how and when applications can be made and

coordination between admission authorities and local authorities will take place.

Consultation

11. After an invitation from the LA, all admission authorities within the LA area again agreed to take part in a joint consultation to provide parents, schools and other interested parties with all admissions arrangements for 2023-2024 in one place.
12. LA officers have continued to support MATs and existing academies with the formulation of their admission arrangements, many of which now have arrangements that are operationally identical to the LA's own arrangements. Continuing the work which was jointly undertaken in 2017 with partner admission authorities, officers have continued to work with trusts in the development and maintenance of common definitions and practices between the policies of these schools, the LA, and the MATs that the LA supports with the formation of their admission arrangements.
13. This work not only ensures that academies have valid admission arrangements and supports schools with their responsibilities, which were previously the responsibility of the LA, but also ensures that the admissions policies of all non-faith schools are, and continue to be aligned. This work has continued the consistency of the admissions process.
14. Although coordinated by the LA, the responsibility for the formulation, determination and consultation of admission arrangements for schools for which the LA is not the admission authority remain the responsibility of the respective governing body/academy trust.
15. The School Admissions Code of Practice 2021 requires that where consultation takes place it must be for a minimum of 6 weeks between 01 October and 31 January. Determination of these admission arrangements by admission authorities must be completed by 28 February 2022 for the school year beginning in September 2023. This timeframe means that consultation on arrangements takes place up to 23 months before children would be due to start school.
16. Neighbouring LAs, school head teachers, governing bodies, dioceses, and those that had previously expressed a continued

interest in school admissions in York were sent details of the consultation. The views of residents and parent/carers were also sought, although as is common, only a small number of residents responded via online survey or in writing.

17. The consultation ran from 4th October until 14th November 2021 and included all admission arrangements for schools in the LA area for the 2023-2024 school year. Information was made widely available online and publicised by schools and the LA in newsletters and notices with reminders sent to all school head teachers and their respective Chair of Governors via email.

Options

18. The recommendations in this report have been prepared following consultation with schools and others. The Executive Member can approve, reject or modify the proposals relating to community and voluntary controlled schools contained in this report and attached annexes. The Executive Member may also choose to raise a statutory objection to voluntary aided and academy schools admission arrangements, though these bodies will have undertaken a parallel process of determining their arrangements since the consultation closed, and therefore some may have already formally determined their arrangements.

Published Admission Numbers (PAN)

19. The following general principles should apply when considering increases in PANs:
 - a) The school should have enough physical space to accommodate a full complement of children in each year group, based on the proposed number (or agreement from the local authority to provide additional space). Alternatively, there must be firm capital project plans in place to provide any additional accommodation required and the required funding must be secure.
 - b) The increase should form part of the agreed place planning strategy for the area. This means that there should be sufficient demand from within the school's catchment area (if applicable), or from across the wider community, to limit the risk of drawing increased numbers of pupils away from other schools.

- c) The proposed number should enable relatively straightforward organisation of classes, bearing in mind the infant class size limit of 30 children per fully qualified teacher for reception, year 1 and year 2 pupils.
20. The following general principles should apply when considering decreases in PANs:
- a) The school must still be able to accommodate demand from within their local area (catchment area, parish or priority area).
 - b) The requested number should enable or facilitate relatively straightforward organisation of classes, bearing in mind the infant class size limit of 30 children per fully qualified teacher for reception, year 1 and year 2 pupils.

Maintained School Proposals

The following change in PAN has been proposed by City of York Council, who are the admission authority for the schools below.

21. Based on the principles in points 19 & 20, officers propose following detailed investigation of potential implications, the following change to PANs:

School	Proposal	Recommendation	Reason
Carr Infant School	Reduce the Published Admission Number (PAN) at Carr Infants from 90 to 60	Approval	To reduce the number of places available at the school to create a 2 form entry while still meeting sufficiency needs in the area.

Analysis – Carr Infant School

22. Carr Infant School is a 3 form entry school, located in the west of the city in primary planning area 3 (PPA3). Carr Infant have a

published admission number (PAN) 90 and net capacity 270 and are a maintained school with an Ofsted rating – Good.

23. The current number on roll at the school is significantly below the 270 places available.

Current Number on Roll (NOR)	
Reception	58
Y1	61
Y2	82
NOR	201

24. 59 children have been allocated a reception place at Carr Infant school in September 2021/22. Therefore when the larger year 2 class moves on to Carr Junior School in September 2021/22, there will only be one year group with over 60 children. The infant class size limitation of 30 children means if single year group classes are to be maintained, 3 classes will need to be provided in September for the new year 2 class. This has significant financial implications for the school.
25. An individual school forecast from Business Intelligence for Carr Infant school shows that the number of children expected in reception each year is lower than the current PAN 90. It is worth noting that forecasting at an individual school level increases the risk of inaccuracies that might come about due to changes in parental preferences and migration etc.

	Year	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Carr Infant	R	58	69	49	62	57	57	57
	1	60	57	69	49	62	57	57
	2	83	58	55	67	48	60	55

26. Updating this data (shown in red) to include the current NOR and the number allocated in September, removes the larger reception intake that was previously forecast for September 2021/22. These updated figures do not include the additional children projected from the Civil Service housing development.

										Projected Births		
	Year	2020/21		2021/22		2022/23		2023/24		2024/25	2025/26	2026/27
Carr Infant School	R	58	58	69	59	49	49	62	62	57	57	57
	1	60	61	57	57	69	58	49	48	62	57	57
	2	83	82	58	59	55	55	67	56	48	60	55

Forecasts show reduction in reception place requirements

27. With the exception of the reception admissions round 2023/24, forecasts do not suggest there is a requirement for greater than a PAN 60 on national offer day (NOD). Currently there is a 72% (3-year weighted average) of children allocated Carr on NOD live in Carr catchment. Small numbers of additional children could therefore be pushed back to their own catchment school
28. The percentage of children being allocated Carr Infant from within catchment has reduced from 65% in September 2019/20 to 51% for September 2021/22. This trend goes hand in hand with the increased proportion of children from Carr catchment being allocated Poppleton Ousebank or Poppleton Road, which has risen from 19% in 2019/20 to 35% in 2021/22. As births are also expected to stay low for Poppleton Ousebank and Poppleton Road, this higher proportion of Carr catchment children being allocated these two schools could remain at a higher level. Although previous site trajectories have suggested completions should be expected on York Central in 2021/22, Planning have confirmed this seems very optimistic and have instead suggested there could be completions in 2022/23 'at the very earliest'.
29. In addition to this, recent data shows projected births to have been slightly inflated. Information received regarding birth data at York hospital suggests births have reduced again over the last 2 years. Although we can't know how this reduction will be distributed across the city, it is possible there will be fewer actual births in Carr catchment for reception 2024/25 than have been projected.
30. If PAN is not formally reduced, Carr Infant are obliged to accept children to PAN both on NOD and as in-year transfers. If single year group classes are maintained, this could cause significant financial difficulties for the school, particularly if numbers are in the low 60s.

31. Currently the 3-year weighted average is for more children to leave Carr Infant school in-year, than join the school. Although there has this year been a small increase of 1 child in Year 1, the trend has been outward for a number of years. If this trend continues, reducing the PAN should not cause any in-year pressures in placing children moving to Carr Infant School catchment.
32. The west of the city is expected to undergo significant change over the next decade, with a number of new housing developments planned. Although work has begun on the Civil Service site, there is not thought to have been any completions to date. Communications with the site agent suggest homes will start to be delivered this monitoring year. Recent analysis of new housing developments suggest maximum pupil yield is around 8 years after first occupation. This therefore gives time to reduce the PAN and monitor the situation in the interim. School have also confirmed that they are keen to continue to monitor the PAN and increase to 75 or 90 as necessary, should new information suggest this is required.
33. Planning have informed us that there have been further delays to the British Sugar housing development. As work is not expected to begin for a number of years and we know pupil yield will build slowly for a number of years after that, it seems unreasonable to continue to factor British Sugar into decisions to be made regarding Carr Infant's PAN now. Planning have confirmed the current trajectory which indicates there will be completions at York Central in 2021/22 seems very optimistic. They expect these completions to be in 2022/23 at the very earliest.
34. Without taking any action, PPA3 is forecast to have a large, increasing surplus of places at a whole school level over the next 7 years. By reducing the PAN this will go some way to reducing the surplus in the area.
35. Confirmation has been received from Business Intelligence that reducing the PAN to 60 at Carr Infants has no impact on the forecasts for other areas of the city.
36. There are significant numbers of housing developments planned in the west of the city in Carr Infant's catchment area that might mean a reduction of PAN is only possible on a temporary basis.

However if birth rates continue to decline as they are at present, new housing developments might simply 'top up' falling rolls and not require re-introducing a higher PAN. The 'Land at Boroughbridge Road' with 56 proposed dwellings, causes some uncertainty to place planning due in part to the proposal that it be 100% affordable housing. Although planning permission has currently been rejected for the site, an appeal will be heard in the next few months. If agreed, the development is projected to increase the number of children living in Carr catchment by 14 children using the current primary pupil yield. Recent analysis of other new housing developments with 100% affordable housing has shown pupil yield is significantly increased due to the eligibility policies in use for affordable housing and in the 2 sites examined increased pupil yield to 62%. This analysis is less robust than would be ideal, due to the small number of suitable housing developments. Using this pupil yield we would expect there to be 35 additional children eventually living on the Land at Boroughbridge Road development. As the eligibility policies for the site are currently unknown this creates a lot of uncertainty surrounding how many children could potentially live on the site, should planning be agreed. Further work is required to analyse the trends in timing and ages of children who move into developments with 100% affordable housing.

37. Reducing the PAN would mean this school/area requires proactive monitoring each admissions round to spot any changes in trend quickly and act swiftly. A reversal of the reduction in PAN could be required when new housing developments tend towards maximum pupil yield.
38. Carr Junior School is already a part of South Bank MAT and with the recent announcement from the Government suggesting a push of maintained schools towards academisation, we can not rule out that Carr Infants will look to academise too. If this were to occur, it is possible additional classrooms that would no-longer be in use due to the reduced PAN, could be converted into office/conference space by the MAT. It might then be difficult to request these classrooms be brought back into use, putting future plans for accommodating projected children from new housing developments in jeopardy. A reduction in PAN at Carr Infant is likely to necessitate a reduction in PAN at Carr Junior too and we would be obliged to support this PAN reduction if we have already supported it at Carr Infants. Although the net capacity recorded in

the school funding agreement would support there being additional space at the school, we would have less influence over ensuring we get these places back. Having said this, not supporting a reduction in PAN could be a driving force in pushing Carr Infant towards academisation, and result in them reducing their PAN anyway.

39. As such officers recommend that the PAN reduction be approved for the reasons above.

School	Proposal	Recommendation	Reason
Westfield Primary School	Reduce the Published Admission Number (PAN) at Westfield Primary school from PAN 90 to 75	Approve	To reduce the number of places available at the school while still meeting sufficiency needs in the area.

Analysis – Westfield Primary School

40. Westfield Primary School is a 3 form entry school, located in the west of the city in primary planning area 4 (PPA4). Westfield Primary School have a published admission number (PAN) 90 and net capacity 630 and are a maintained school with an Ofsted rating – Good.
41. The current number on roll at the school is significantly below the 630 places available.

Current Number on Roll (NOR)	
Reception	80
Y1	59
Y2	60
Y3	78
Y4	82
Y5	81
Y6	55
NOR	495

42. A request from Westfield primary school to reduce PAN from 90 to 75 was received prior to the admissions consultation 2022/23, however it was refused due to the known new housing developments and their trajectories at that point.
43. Projected forecasts for Westfield for the next 6 years show significantly fewer than 90 children are projected to require a place at Westfield. Although 74 children were forecast to require a place in September 2021/22, current projections using actual allocation data with a 3-year weighted average allocation to reception percentage factored in suggest this figure is going to be closer to 63.

	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Reception	74	66	59	62	63	63

Argument for Reducing from PAN 90 to PAN 75 at Westfield

44. As can be seen from the table above, although more than 60 children are forecast to be allocated a place at Westfield over the next 6 years, the number of allocated children is not expected to be greater than 75. Additionally, any pushback of children from Carr Infants in 2023/24 could still be allocated a place at Westfield with a PAN 75.
45. Although historically the majority of children allocated a place at Westfield are from within catchment, there is some flexibility in the system for children to be pushed back to their catchment school. However a PAN 75 gives space in the system to allow for inaccuracies expected in forecasting at an individual school level.

	Acomb Primary School	Carr Infant School	Hob Moor Community Primary School	Poppleton Road Primary School	Westfield Community Primary School	Woodthorpe Primary School	Grand Total
2021/22	0	1	1	0	56	3	61
2020/21	6	0	5	1	66	1	79
2019/20	3	2	5	0	51	3	64

46. With the exception of migration between years 3 and 4, the 3-year weighted average is currently for more children to leave Westfield in-year, than join the school. Although there have been occasional increases, the trend has been predominantly outward for a number of years. If this trend continues, reducing to PAN 75 should not cause any in-year pressures in placing children moving to Westfield catchment.
47. The large number of houses planned at the British Sugar housing development meant an allocations pushback was expected for Westfield from other impacted schools. However as we are now expecting further delays to the British Sugar housing development and we know pupil yield will build slowly for a number of years after that, it seems unreasonable to continue to factor British Sugar into decisions to be made regarding Westfield PAN.
48. Without taking any action, PPA4 is forecast to have a large, increasing surplus of places at a whole school level over the next 7 years. By reducing the PAN this will go some way to reducing the surplus in the area.

Year	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Whole School Surplus Places in PPA4 Westfield PAN Reduced to 75	180	214	244	273	284	282	298
Whole School Surplus Places in PPA4 Westfield PAN Unchanged	195	244	289	333	359	372	403

49. Confirmation has been received from Business Intelligence that reducing the PAN to 75 at Westfield has no impact on the forecasts for other areas of the city.
50. There are significant numbers of housing developments planned in the west of the city that might mean a reduction of PAN is only possible on a temporary basis. However if birth rates continue to decline as they are at present, new housing developments might simply 'top up' falling rolls and not require re-introducing a higher PAN.
51. Reducing the PAN would mean this school/area requires proactive monitoring each admissions round to spot any changes in trend quickly and act swiftly. A reversal of the reduction in PAN could be required when new housing developments tend towards maximum pupil yield.
52. As such officers recommend that the PAN reduction be approved for the reasons above.

VA and Academy Proposals

School	Proposal	Recommendation	Reason
Robert Wilkinson Primary School	Reduce the Published Admission Number (PAN) at Robert Wilkinson Primary school from PAN 85 to 75	Support	To reduce the number of places available at the school while still meeting sufficiency needs in the area.

Analysis – Robert Wilkinson Primary School

53. Robert Wilkinson School is a 3 form entry school, located to the north of York and is the sole school in primary planning area 19 (PPA19). Robert Wilkinson has a published admission number

(PAN) 85 and net capacity 701 and is part of the Ebor Multi Academy Trust (MAT) with an Ofsted rating – Outstanding.

54. The current number on roll (NOR) at the school is below the 595 places available.

Current Number on Roll (NOR) From May Census and Synergy	
Reception	71
Y1	53
Y2	86
Y3	90
Y4	80
Y5	85
Y6	80
NOR	545

55. Historically there has been high in-year migration into and out of this area, due to the location of an army barracks nearby. The PAN at the school was therefore kept artificially low to allow the school to better meet the needs of these children. It is not known what plans are in place for the Strensall Barracks and therefore in response to the lower numbers seen coming into Reception this year and last, and in order to better meet the school's organisational needs.
56. Forecasts suggest a PAN 75 will be high enough for projected Reception numbers
57. The SCAP 2021 forecast for PPA19 below shows that the number of children expected in reception each year is lower than the current PAN 85 and also the proposed PAN 75. It is worth noting that forecasting at an individual school level increases the risk of inaccuracies that might come about due to changes in parental preferences and migration etc.

Year	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
R	62	70	62	59	60	60
1	52	63	72	63	60	61
2	86	52	63	72	63	60
3	92	88	53	64	74	64
4	76	88	84	51	61	71
5	82	75	86	82	50	60
6	81	81	74	85	81	50
Total	531	517	494	476	449	426

58. Updating this data (shown in red) to include the current NOR and the number allocated in September 2021/22, highlights the difficulty of forecasting for geographically isolated schools. However although a large increase between National Offer Day (NOD) and the September start, as was seen this year, could potentially push the number of Reception children close to or above a PAN 75, particularly if other factors feeding in also increase slightly, this is the only time in the last 3 years that such a large increase has been seen in this period. In 2020/21 the number of Reception starters decreased between NOD and the September start, while in 2019/20, it increased by just 2 children. In addition to this, should additional children move into the area after NOD, they would be exempt from the infant class size rule which states classes must not exceed 30 children with a single teacher. This is due to the location of Robert Wilkinson and there being no alternative school within a reasonable distance.

Year	Projected Births								
	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27			
R	62	71	70	70	62	62	59	60	60
1	52	53	63	73	72	72	63	60	61
2	86	86	52	53	63	74	72	63	60
3	92	90	88	88	53	54	64	74	64
4	76	80	88	86	84	84	51	61	71
5	82	85	75	80	86	86	82	50	60
6	81	80	81	85	74	79	85	81	50

59. We are not forecasting there to be more than 75 children requesting a place as a first preference at Robert Wilkinson Primary School for NOD in the next few years. Furthermore, not all children choosing Robert Wilkinson are from within catchment and

small numbers of additional children could therefore be pushed back to their own catchment school, if projected births or parental preferences etc were significantly higher than expected.

60. Reducing to PAN 75 would begin to address the Surplus of places in PPA19.
61. Without taking any action, PPA19 is forecast to have a large, increasing surplus of places at a whole school level over the next 7 years. By reducing the PAN this will go some way to reducing the surplus in the area.

Year	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Surplus Places in PPA19 Robert Wilkinson's PAN unchanged	63	80	107	124	155	181	174

62. Potential Future Housing Developments - Although plans to use the site of the Queen Elizabeth Barracks for new housing developments (ST35 and H59) are deemed less likely to happen, it is possible this decision could change again in the future. This is unlikely to be an issue in the short term but could result in our requesting this PAN be reviewed once again in the future.
63. As Robert Wilkinson Primary is an Ebor Multi Academy Trust (MAT) school, the decision lies with the MAT however in view of the information above we suggest that we support the MAT in their decision to reduce the school PAN.

Admission Policies

64. The LA has consulted with relevant admission authorities on the proposed admissions arrangements for the 2023-24 school year. The City of York has proposed the published admission number (PAN) for all schools, highlighting any changes in Annex A. The City of York proposed coordinated schemes and admissions policies are set out in Annexes B–H. Policies for voluntary aided and academy schools are contained in annexes H – W with Year 12 admissions policies contained in annexes X – AB. We have also included the Delay and Deferral Policy annexe AC and Out of Cohort Guidance annexe AD.

- 66. The coordinated schemes Annexes B – E are applicable to all state funded schools in York including community, voluntary controlled, voluntary aided and academy schools.
- 67. The City of York admissions policy for each year of entry is applicable to all schools for which the LA is the admission authority; that is all community and voluntary controlled schools. Voluntary aided and academy schools operate their own admissions policies, though as stated above those of schools that have recently become their own admission authorities are almost identical to the admissions policies for community and voluntary controlled schools. The LA assists in the formulation and maintenance of these other policies each year whilst these schools maintain their wish for the similarity of these policies to the LA’s own policies to the benefit of residents.
- 68. The City of York admissions policies have had no changes from those determined in August following the implementation of School Admissions Code 2021.

VA and Academy Proposals

The following change in school admission policy has been proposed by voluntary aided and academy schools, who are their own admission authorities

69.

Schools	Proposal	Recommendation	Reason
Heworth CE Primary School	Removal of “other major world faiths” as a criteria within the school’s over subscription criteria	Support	As a MAT, they are their own admission authority responsible for the schools admission arrangements. The changes have been made in line with Diocese advice.

70. The trust have removed the existing criteria 7 – children living outside the parish who regularly worship, or whose parent(s)/carer(s) regularly worship, at recognised place of worship for other world faiths with consultation with the Diocese of the Church of England.
71. As such officers recommend that the admission policy be supported for the reasons above.

Schools	Proposal	Recommendation	Reason
St Lawrence's CE Primary School	Reduce the over subscription criteria from 10 criterion to 8 criterion. The removal of "other world faiths" within and outside of the catchment area.	Support	As a MAT, they are their own admission authority responsible for the schools admission arrangements. The changes have been made in line with Diocese advice.

72. The trust have removed the existing criteria 5 - children living within the parish who regularly and frequently worship, or whose parent(s)/carer(s) regularly and frequently worship, at recognised place of worship for other world faiths and criteria 9 – children living outside the parish who regularly and frequently worship, or whose parent(s)/carer(s) regularly and frequently worship, at recognised place of worship for other world faiths with consultation with the Diocese of the Church of England.

Catchment Areas

73. Catchment areas are designed to be reasonable and clearly defined. The following factors have been taken into account when considering the changes in catchment area.

- a) The number of children (pupil yield) expected from the new housing developments.
 - b) The geographical location of the new housing developments in relation to nearby schools and the associated ease of travel.
 - c) The PAN and net capacity of nearby schools and their ability to accommodate additional pupils or where appropriate the school's ability to expand.
 - d) The number of children living within the catchment area; historically, currently and the number forecast to be living within the catchment area in the future.
 - e) The trend in school preferences both into and out of the catchment area.
 - f) The schools named in the Section 106 agreements for the new housing developments and therefore the associated potential funding available for any necessary expansion work.
74. There are no catchment changes proposed within this consultation.

Admission Consultation Responses

75. All maintained schools and academies in York were asked for their comments on admission arrangements and proposed PANs. The consultation survey was accessed 14 times with 8 named respondents from school representatives.
76. The open admission consultation which was available to the general public was also accessed 14 times including 6 named respondents including members of the public and parents and Church of England Diocese.
77. Responses have been categorised below as either PAN consultation response, admission policy consultation response or catchment area consultation response.

PAN Consultation Responses

78. There were no comments raised regarding the school PAN reductions details within the Admission Consultation.

Admission Policy Consultation Responses

79. The responses left relating to schools admission policies all agreed with the admission arrangements, over subscription criteria and PAN regarding their school arrangements.

80. One respondent raised a comment regarding the minimum length of worship to be eligible for a foundation place. As this is a Diocese decision, the school respondent has been advised to discuss this with the Diocese and Multi Academy Trust.
81. The Church of England Diocese have provided feedback regarding the Admission Arrangements for Church of England School Admission Arrangements. As the school are part of MATs for whom they are their own admission authority the comments have been passed to the MAT to consider and respond to.
82. Heworth CE Primary School Governors have responded to the consultation regarding the admission policy relating to the length of time and regularity that a family are required to worship in order to be eligible for a foundation/faith place at the school. This has been referred to the Pathfinder MAT to discuss with the Diocese and school within their determination arrangements.

Catchment Area Changes Responses

83. There are no catchment area changes within this consultation.

Additional Responses

84. 3 additional respondents stated that they had comments to make on the proposed admission arrangements, policies, oversubscription criteria or published admission numbers of any Voluntary Aided or Academy schools that have been proposed by those separate admissions authorities however they did not leave comments regarding the proposed arrangements included within the Admission Consultation therefore could not be included.
85. One respondent asked for more information regarding applying to out of area schools. While this information is included within the Guide to Parents and associated documents and web pages, as this is not a school within the City of York it is not included within the Coordinated Admission Consultation by interested parties can respond to the consultation within which the school is included either by the MAT or North Yorkshire County Council.

Implications

Financial

86. Changes to admission limits at schools has no direct impact on Local Authority funding as the council will continue to be funded for all pupils at the same level, regardless of the schools that they attend. For individual schools, pupil numbers does have an impact on school funding, particularly if the school is changing in size, as pupil led funding is lagged (based on the previous autumn census numbers for the following financial year). For schools that are growing the additional pupils will not be funded for the first 7 months (12 months for academies) but, depending on the scale of the growth, the school may be eligible for some funding from the pupil growth fund.

Human Resources

87. There are no HR implications.

Equalities

88. There are no implications relating to equalities.

Legal

89. There are no implications relating to

Crime and Disorder

90. There are no Crime and Disorder implications.

Information Technology (IT)

91. There are no IT implications.

Property

92. There are no property implications.

Other Implications

93. There are no other implications.

Risk Management

94. No direct implications.

Council Plan

95. **Well paid jobs and an inclusive economy**

Education will continue to provide employment to those working in the education sector and their stakeholders. Whilst also providing with children and young people with the education, skills and knowledge to be able to join the job market when they finish their education.

96. **A greener and cleaner city**

Both the Admission Consultation and school admission policies within the City of York focus on providing a local school for local children. Attending a local school allows greater opportunity for children and parents to walk or cycle to school.

97. **Getting around sustainably**

Both the Admission Consultation and school admission policies within the City of York focus on providing a local school for local children. Attending a local school allows greater opportunity for sustainable travel including walking or cycling to school.

98. **Good health and wellbeing**

The school admission policies give parents/carers choices for their child's education so that children are able to attend local schools building friendships and be part of a local community, which assists with good health and well-being.

99. **Safe communities and culture for all**

When schools are able to change their published admission numbers to the benefit of their pupils, staff and the local community, it illustrates a great deal of consideration for the needs of the local community and provides an effective learning environment for all.

100. **Creating homes and a world class infrastructure**

The changes to school catchment areas are to include the planned new residential building developments to ensure that schools can cater for forecasts in the pupil numbers to allow the continuation of local children attending local schools.

101. **A better start for all children and young people**

A city wide admissions policy that is agreed and fully consulted on ensures that all school admission policies are aligned and ensures fair access to education for all children and young people.

102. **An open and effective council**

A city wide admissions policy that is agreed and fully consulted on ensures that all school admission policies are aligned and ensures fair access to education for all children and young people.

Contact Details

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**Report
Approved**



Date 22/12/21

Specialist Implications Officer(s)

*Financial
Richard Hartle
Head of Finance – Adults, Children & Education*

Wards Affected: *List wards or tick box to indicate all*

All

For further information please contact the author of the report

Background Papers:

All relevant background papers must be listed here. A 'background paper' is any document which, in the Chief Officer's opinion, discloses any facts on which the report is based and which has been relied on to a material extent in preparing the report (see page 5:3:2 of the Constitution).

Annexes

Annex A	2023/2024 Proposed Published Admission Numbers
Annex B	2023/2024 Coordinated admissions scheme – applying to start infant or primary school
Annex C	2023/2024 Coordinated admissions scheme – applying to start junior school
Annex D	2023/2024 Coordinated admissions scheme – applying to start secondary school
Annex E	Coordinated admissions scheme – applying to school In Year
Annex F	2023/2024 Admissions policy – City of York Council community and voluntary controlled infant and primary schools
Annex G	2023/2024 Admissions policy – City of York Council community and voluntary controlled secondary schools
Annex H	Admissions policy – City of York Council community and voluntary controlled In Year
Annex I	2023/2024 Admissions policy – All Saints RC Aided School
Annex J	2023/2024 Admissions policy – Archbishop Holgate's CE Academy
Annex K	2023/2024 Admissions policy – Ebor Academy Trust
Annex L	2023/2024 Admissions policy – Heworth CE Primary Academy
Annex M	2023/2024 Admissions policy – Hope Learning Trust

Annex N	2023/2024 Admissions policy – Huntington Primary Academy
Annex O	2023/2024 Admissions policy – Manor CE Academy
Annex P	2023/2024 Admissions policy – Our Lady Queen of Martyrs RC Aided Primary School
Annex Q	2023/2024 Admissions policy – Pathfinder Multi Academy Trust
Annex R	2023/2024 Admissions policy – South Bank Academy Trust
Annex S	2023/2024 Admissions policy – South York Multi Academy Trust
Annex T	2023/2024 Admissions policy – St Aelred’s RC Aided Primary School
Annex U	2023/2024 Admissions policy – St George’s RC Aided Primary School
Annex V	2023/2024 Admissions policy – St Lawrence’s CE Primary Academy
Annex W	2023/2024 Admissions policy – St Wilfrid’s RC Aided Primary School
Annex X	2023/2024 Admissions policy for Year 12 entry – All Saints RC Aided School
Annex Y	2023/2024 Admissions policy for Year 12 entry – Archbishop Holgate’s CE Academy
Annex Z	2023/2024 Admissions policy for Year 12 entry – Fulford School
Annex AA	2023/2024 Admissions policy for Year 12 entry – Huntington School
Annex AB	2023/2024 Admissions policy for Year 12 entry – The Joseph Rowntree School
Annex AC	Delayed and Deferred Admission to Primary School
Annex AD	Out of Cohort Guidance

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Reception Published Admission Number			
Community and Voluntary Controlled Primary and Infant Schools	Current (2021/22)	Previously Determined (2022/23)	Proposed (2023/24)
2386	Bishopthorpe Infant	50	50
2003	Carr Infant	90	90
2018	Clifton Green Primary	60	60
2013	Copmanthorpe Primary	60	60
2007	Dringhouses Primary	45	45
3152	Elvington CE Primary	20	20
2008	Fishergate Primary	45	45
2241	Headlands Primary	45	45
3158	Lord Deramore's Primary	30	30
3159	Naburn CE Primary	12	12
2014	Poppleton Road Primary	60	60
2058	Ralph Butterfield Primary	50	50
2349	Rufforth Primary	15	15
2169	Skelton Primary	20	20
3002	St Barnabas' CE Primary	30	30
3222	St Mary's CE Primary	15	15
3156	St Oswald's CE Primary	45	45
3003	St Paul's CE Primary	28	28
2227	Stockton on the Forest Primary	15	15
2017	Westfield Primary	90	90
2240	Wigginton Primary	40	40
2015	Yearsley Grove Primary	60	60
Voluntary Aided and Academy Primary Schools			
2000	Acomb Primary	45	45
2431	Badger Hill Primary	30	30
2024	Burton Green Primary	30	30
2430	Clifton with Rawcliffe Primary	90	90
3151	Dunnington CE Primary	30	30
2009	Haxby Road Primary Academy	45	45
2001	Hempland Primary	60	60
3302	Heworth CE Primary	20	20
2028	Hob Moor Primary	45	45
2180	Huntington Primary	60	60
2011	Knavesmire Primary	60	60
2428	Lakeside Primary	45	45
2021	New Earswick Primary	30	30
2176	Osbaldwick Primary	45	45
3904	Our Lady Queen of Martyrs Primary	60	60
2012	Park Grove Primary	40	40
2029	Poppleton Ousebank Primary	60	60
3212	Robert Wilkinson Primary Academy	85	85
2016	Scarcroft Primary	60	60
3401	St Aelred's RC Primary	30	30
3402	St George's RC Primary	30	30
2020	St Lawrence's CE Primary	30	30
3403	St Wilfrid's RC Primary	40	40
2429	Tang Hall Primary	30	30
3380	Wheldrake CE Primary	30	30
2027	Woodthorpe Primary	60	60
Total Reception places available			
	2115	2115	2065

Year 3 Published Admission Number			
Community and Voluntary Controlled Junior Schools	Current (2021/22)	Previously Determined (2022/23)	Proposed (2023/24)
3229	Archbishop of York's CE Junior	60	60
2002	Carr Junior	90	90
Total Year 3 places available			
	150	150	150

Year 7 Published Admission Number			
Community and Voluntary Controlled Secondary Schools	Current (2021/22)	Previously Determined (2022/23)	Proposed (2023/24)
4063	Huntington School	239	239
4508	Joseph Rowntree School	232	232
Voluntary Aided and Academy Secondary Schools			
4702	All Saints RC School	178	178
4500	Archbishop Holgate's CE School	300	300
4153	Fulford School	240	300
4602	Manor CE Academy	240	240
4229	Millthorpe School	212	212
4000	Vale of York Academy	150	150
4001	York High School	180	180
Total Year 7 places available			
	1971	2031	2031

Year 12 'External' Published Admission Number			
Community and Voluntary Controlled Secondary Schools	Current (2021/22)	Previously Determined (2022/23)	Proposed (2023/24)
4063	Huntington School	30	30
4508	Joseph Rowntree School	30	30
Voluntary Aided and Academy Secondary Schools			
4702	All Saints RC School	35	35
4500	Archbishop Holgate's CE School	40	40
4153	Fulford School	35	35
Total 'external' Year 12 places available			
	170	170	170

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Primary and Infant Schools in the City of York

Local Authority area

Coordinated Admissions Scheme

Reception entry

2023-2024

Last Updated: June 2021

Last Approved:

A Introduction

1. This coordinated scheme provides a framework for a fair and open way of determining applications to start primary or infant school in September 2023.
2. This scheme complies with the requirements of the School Admissions Code 2021 and all current legislation regarding school admissions.
3. This scheme is reviewed each year and subject to a period of consultation amongst schools, governing bodies, admission authorities, neighbouring local authorities, parent/carers and other interested parties. It is considered within this consultation alongside the admission arrangements of all state-funded schools within the City of York area.
4. This scheme applies to all state-funded primary and infant schools in the City of York area who admit children at the start of Reception as the normal year of entry. It aims to ensure that within the operation of an equal preference system:
 - a) each applicant only receives one offer of a school place;
 - b) each applicant is offered the highest ranked preference school that is available; and
 - c) a single offer is made for all applicants on the same day.
5. This scheme applies to applications within the primary admissions round, that is when applying for a place in Reception as the normal year of entry to start primary or infant school for the first time. It does not apply to 'in-year' applications for a place at primary or infant school. 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. More information on in-year admissions can be found in the City of York In-Year Admissions Policy.
6. Information regarding applying for a place at primary or infant school can be found on the City of York School Admissions website at

www.york.gov.uk/schooladmissions and in the Guide for Parents at www.york.gov.uk/guideforparents

B Making Applications

1. The standard way of making applications will be online at www.york.gov.uk/schooladmissions where an online form ('the form') can be completed to apply for a school place. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the LA, schools, or a paper application form known as the 'School admissions application for Primary School in September 2023'.
2. The form will be used for the purpose of admitting children into the first year of primary education by making one single application.
3. The form must be used as a means of expressing one or more preferences by applicants who are parent/carers resident in the City of York Local Authority (LA) area wishing to express a preference for their child:
 - a) to be admitted to a school within the LA area (including Voluntary Aided Schools and Academies); and/or
 - b) to be admitted to a school located in another LA area (including Voluntary Aided Schools and Academies).
4. Applicants resident in other Local Authority areas should apply to the Local Authority in which they are resident and consult the coordinated admissions scheme for that Local Authority area.
5. The form will invite applicants to –
 - a) express in rank order up to five preferences, including Voluntary Aided schools, Academies and schools outside the City of York area;
 - b) give their reasons for their preference(s); and
 - c) provide details of their child's home address which should be the address at which the child is ordinarily resident. Further information on the address can be found in the [Guide for Parents](#).

6. Applicants are advised to –
 - a) consider their 'catchment' school when expressing their preferences. Catchment areas are designated by the Local Authority and are made available to applicants in the [Guide for Parents](#), online at www.york.gov.uk, and upon request from the School Services team;
 - b) consider the implications of home to school transport when expressing their preferences. The City of York Home to School Transport Policy is made available to applicants online at www.york.gov.uk/schooltransport and upon request from the School Services team. Applicants from outside the City of York area are advised to contact the Local Authority in which they are resident regarding transport;
 - c) inform the LA if they wish to home educate their child from Reception; and
 - d) inform the LA if they intend to enrol their child in an independent school from Reception.
7. All preferences expressed on the form are valid applications. Voluntary Aided Schools and Academies can require applicants who nominate their school to complete a supplementary information form (SIF) or provide additional information where this is required for the admission authority to apply their oversubscription criteria to the applicant. The SIF, if required, must be returned directly to the school.
8. Where a Voluntary Aided School or Academy receives a SIF from a City of York resident it will not be regarded as a valid application unless the applicant has also completed the (LA) form and the school is listed as a preference on it.
9. If the LA receives more than one application, for example both an online and paper application, and they differ, the LA will query this with the applicant. If the LA receives an application from more than one person claiming parental responsibility for the same child, and the content of these applications differ, the LA will inform both applicants. The LA will then not process any preference(s) that differ until the applicants are either in agreement, or until one applicant can show the legal right to

have their preference(s) considered over the preference(s) of the other applicant.

10. The closing date for applications is 15 January 2023. Completed forms must be returned to the LA including those applicants who indicate a school outside the City of York area. Completed forms can be returned to the LA via City of York infant or primary schools. Online applications must be submitted on or before the closing date for applications.

C Late Applications

1. Applications received after the closing date may be treated as 'late' applications by the coordinating LA and/or the admission authority.
2. Admission Authorities may decide to accept late applications and treat them as 'on-time' applications if this is accompanied by a satisfactory reason provided at the time of application.

After 15 March 2023, the LA will not accept any late applications or changes of preference or changes of circumstances and treat them as 'on-time' applications or preferences, as to do so later would jeopardise the process of timely LA coordination.

3. Late applications received between the closing date for applications and the date places are offered may be applied a lower priority when determining to whom places can be offered.
4. Late applications received after the offer day, but before the start of the school year will be coordinated 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.
5. Late applications received after the first day of the school year may be considered as 'in-year' applications, although these preferences, if

unsuccessful, will be held on a waiting list until the end of the first term in line with 'on-time' applications as set out in Section G of this scheme.

D Coordinating Applications

1. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to preferences received via either an online application or the form.
2. Each admission authority operating within the scheme will have published and determined their own admissions policy for their school(s). All preferences expressed for a school will be determined in line with the relevant admissions policy.
3. The LA will provide information about applicants resident in the City of York area expressing preferences for schools outside the City of York area to other Local Authorities for their consideration.
4. The LA will receive information about applicants resident outside the City of York area expressing preferences for schools within the City of York area from other Local Authorities. These preferences will be processed alongside preferences from applicants from the City of York.
5. The LA will provide details of all preferences expressed for Voluntary Aided and Academy schools within the City of York area to those schools for their consideration.
6. The LA will receive completed ranked lists of all preferences from Voluntary Aided and Academy schools within the City of York area.
7. The LA will provide information on all preferences, including to whom offers can be made, to other coordinating Local Authorities for applicants resident outside the City of York area.

8. The LA will receive information on all preferences, including to whom offers can be made, from other coordinating Local Authorities for applicants resident in the City of York area.

E Decisions on Applications

1. The decision on which applicants are offered places at a school named as a preference on an application is the responsibility for the admission authority for that school.
2. The LA will only make a decision with respect to the offer or refusal of a place in response to any preference expressed on an application where:
 - a) it is acting in its separate capacity as an admission authority, or
 - b) an applicant is eligible for a place at more than one school, or
 - c) an applicant is not eligible for a place at any school that the applicant has named as a preference.
3. Those schools that are their own admission authority will rank all applicants according to the oversubscription criteria contained within their own admissions policies. These ranked lists will be made available to the LA for the purposes of determining where a place will be offered, and be provided in accordance with the timetable laid out in this scheme.
4. The LA will, for those schools for which the LA is also the admission authority, rank all applicants according to the oversubscription criteria for those schools.

F Allocations

1. The LA will compare the ranked lists of all schools that are named as a preference by the applicant. Where the child is eligible for a place at only one of the nominated schools, that school will be allocated to the child.

Where the child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these schools is the highest ranked preference.

2. Each applicant will receive no more than one allocation of a school place. A place will be allocated at the highest ranking school named as a preference for which they are eligible for a place.
3. The LA, as the coordinating Local Authority for all applicants resident in the City of York area, will allocate school places on behalf of all admission authorities operating within the coordinated scheme.
4. The LA will provide all City of York primary and infant schools with a provisional list of the children to be allocated a place at their schools before the date on which allocations are made. This list may be amended by the LA at a later date. Schools should not contact parent/carers until after allocations have been made by the LA.
5. Allocations will be made on the National Offer Day, 16 April 2023 or the next working day, if it falls on a weekend or bank holiday.
6. If a place cannot be allocated at a school named as a preference, a place will be allocated at an alternative school where places are still available. This will be after all those preferencing a school have first been allocated a place. This may be a school some distance from the home address of the applicant.
7. No places will be held in reserve for any school.

G Waiting Lists

1. A waiting list will be compiled for all oversubscribed schools and kept until at least 31 December 2023.
2. Each waiting list will contain all the unsuccessful preferences, whether from 'on-time' or 'late' applications, and ranked in accordance with the relevant oversubscription criteria for that school according to the applicants current circumstances.
3. Applicants may request to be added to a waiting list for a school, even if they did not originally express a preference for that school. Requests should be provided in writing from the original applicant to the LA, who will communicate this to the admission authority for the school.
4. Each additional applicant, or change in circumstances of an applicant, will require the waiting list to be reordered in accordance with the relevant oversubscription criteria for that school.
5. The admission authority for each school shall, should a place become available whilst the waiting list is in operation, make available a place to the applicant on the top of the waiting list on the day the place became available.
6. The LA shall, as the coordinating Local Authority, oversee these waiting lists in partnership with schools that are their own admission authority and other Local Authorities. The LA requires other admission authorities to inform the LA when places may become available, so that a coordinated allocation may be made by the LA on behalf of all schools within this coordinated scheme, and to ensure that each child is only allocated one school place.

H Appeals

1. Where an applicant has been refused a place at a school of their preference, the applicant will be offered the statutory right of appeal against the decision of the admission authority for the preference school.
2. Applicants may appeal for a school, even if they did not originally express a preference for that school.
3. The refusal letter will contain the reason why the preference was refused by the admission authority for the preference school and what steps the applicant needs to take in order to appeal against this decision.
4. Where there is more than one applicant appealing for a school these will be 'grouped appeals' for the first stage wherever possible.
5. Where the appeal is for a school in another Local Authority area, where local appeal arrangements may differ from the above, the applicant will be advised to contact that Local Authority to further discuss the appeals process.
6. The outcome of the appeals process may mean there are further variations to the allocation of places at all schools. All changes will be communicated between the various admission authorities operating within this scheme, including the LA, schools that are their own admission authority, and other Local Authorities.

I Timetable

by 12 September 2022	Guide for Parents published online at www.york.gov.uk/guideforparents
by 12 September 2022	Opening date for applications. 'School admissions application for Primary School in September 2023' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
by 15 November 2022	Letters sent to the home addresses of children who attend a nursery or early years provider in the City of York area and who are due to start Reception in September 2023, informing parent/carers that applications should be made online by 15 January 2023. Parent/carers without access to the internet will be informed they should contact School Services for a paper copy of the 'School admissions application for Primary School in September 2023' form.
15 January 2023	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary School in September 2023' form)
from 16 January 2023	Applications received may be treated as 'late'
by 22 January 2023	Communicate the total number of first preferences expressed to each City of York primary and infant school
by 25 January 2023	Receive information about applicants resident outside the City of York area expressing preferences for schools within the City of York area from other Local Authorities
By 25 January 2023	Provide information about applicants resident in the City of York area expressing preferences for schools outside the City of York area to other Local Authorities for their consideration.

by 29 January 2023	Provide details of all preferences expressed for Voluntary Aided and Academy schools within the City of York area to those schools for their consideration
by 19 February 2023	Receive completed ranked lists of all preferences from Voluntary Aided and Academy schools within the City of York area
by 18 February 2023	Last date by which Voluntary Aided and Academy schools can notify the Local Authority of an increase in the number of places to be allocated on National Offer Day. This is to allow the Local Authority good time to deliver its co-ordination responsibilities effectively. The number of places cannot be decreased below the PAN.
by 11 March 2023	First exchange of information, including to whom allocations can be made, to other coordinating Local Authorities for applicants resident outside the City of York area
by 11 March 2023	First exchange of information, including to whom allocations can be made, from other coordinating Local Authorities for applicants resident in the City of York area
by 25 March 2023	Final exchange of information, including to whom allocations can be made, to other coordinating Local Authorities for applicants resident outside the City of York area
by 25 March 2023	Final exchange of information, including to whom allocations can be made, from other coordinating Local Authorities for applicants resident in the City of York area
by 14 April 2023	Provide all City of York primary and infant schools with a provisional list of the children to be allocated a place at their schools.
16 April 2023 or next working day	Allocations communicated to City of York resident applicants by email and/or by letter

27 April 2023 – 31 August 2023	Communicate adjustments to allocations to schools and other admission authorities
20 May 2023	Deadline for return of appeal papers for 'on-time' applicants
1 June 2023 – 16 July 2023	Admissions appeals for 'on-time' applicants
September 2023	Start of the school year
31 December 2023	Earliest date waiting lists may close – the exact date for each admission authority may vary according to their admissions arrangements.

DRAFT

J Contact details for correspondence

City of York Council School Services
 West Offices,
 Station Rise,
 York YO1 6GA
 01904 551554
 education@york.gov.uk

K City of York Primary and Infant Schools

Acomb Primary (Academy, 5-11)
 Badger Hill Primary (Academy, 5-11)
 Bishopthorpe Infant (Community, 5-7)
 Burton Green Primary (Academy, 5-11)
 Carr Infant (Community, 5-7)
 Clifton Green Primary (Community, 5-11)
 Clifton with Rawcliffe Primary (Academy, 5-11)
 Copmanthorpe Primary (Community, 5-11)
 Dringhouses Primary (Community, 5-11)
 Dunnington CE Primary (Academy, 5-11)
 Elvington CE Primary (Voluntary Controlled, 5-11)
 Fishergate Primary (Community, 5-11)
 Haxby Road Primary (Academy, 5-11)
 Headlands Primary (Community, 5-11)
 Hempland Primary (Academy, 5-11)
 Heworth CE Primary (Academy, 5-11)
 Hob Moor Community Primary (Academy, 5-11)
 Huntington Primary (Academy, 5-11)
 Knavesmire Primary (Academy, 5-11)
 Lakeside Primary (Academy, 5-11)
 Lord Deramore's CE Primary (Voluntary Controlled, 5-11)
 Naburn CE Primary (Voluntary Controlled, 5-11)
 New Earswick Primary (Academy, 5-11)
 Osbaldwick Primary (Academy, 5-11)
 Our Lady Queen of Martyrs RC Primary (Academy, 5-11)

Park Grove Primary (Academy, 5-11)
Poppleton Ousebank (Academy, 5-11)
Poppleton Road Primary (Community, 5-11)
Ralph Butterfield Primary (Community, 5-11)
Robert Wilkinson Primary (Academy, 5-11)
Rufforth Primary (Academy, 5-11)
Scarcroft Primary (Academy, 5-11)
Skelton Primary (Academy, 5-11)
St Aelred's RC Primary (Academy, 5-11)
St Barnabas' CE Primary (Voluntary Controlled, 5-11)
St George's RC Primary (Academy, 5-11)
St Lawrence's CE Primary (Academy, 5-11)
St Mary's CE Primary (Voluntary Controlled, 5-11)
St Oswald's CE Primary (Voluntary Controlled, 5-11)
St Paul's CE Primary (Voluntary Controlled, 5-11)
St Wilfrid's RC Primary (Academy, 5-11)
Stockton on the Forest Primary (Community, 5-11)
Tang Hall Primary (Academy, 5-11)
Westfield Primary Community (Community, 5-11)
Wheldrake with Thorganby CE Primary (Academy, 5-11)
Wigginton Primary (Community, 5-11)
Woodthorpe Primary (Academy, 5-11)
Yearsley Grove Primary (Community, 5-11)

[View school contact details](#)

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Junior Schools in the City of York Local Authority area

Coordinated Admissions Scheme

Year 3 entry

2023 – 2024

Last Updated: June 2021

Last Approved:

A Introduction

1. This coordinated scheme provides a framework for a fair and open way of determining applications to start junior school in September 2023.
2. This scheme complies with the requirements of the School Admissions Code 2021 and all current legislation regarding school admissions.
3. This scheme is reviewed each year and subject to a period of consultation amongst schools, governing bodies, admission authorities, neighbouring local authorities, parent/carers and other interested parties. It is considered within this consultation alongside the admission arrangements of all state-funded schools within the City of York area.
4. This scheme applies to all state-funded junior schools in the City of York area who admit pupils at the start of Year 3 as the normal year of entry. It aims to ensure that within the operation of an equal preference system:
 - a) each applicant only receives one offer of a school place;
 - b) each applicant is offered the highest ranked preference school that is available; and
 - c) a single offer is made for all applicants on the same day.
5. This scheme applies to applications within the junior admissions round, that is when applying for a place in Year 3 as the normal year of entry to start junior school for the first time. It does not apply to 'in-year' applications for a place at junior or primary school. 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. More information on in-year admissions can be found in the City of York In-Year Admissions Policy.

6. Information regarding applying for a place at junior school can be found on the City of York School Admissions website at www.york.gov.uk/schooladmissions and in the Guide for Parents at www.york.gov.uk/guideforparents

B Making Applications

1. The standard way of making applications will be online at www.york.gov.uk/schooladmissions where an online form ('the form') can be completed to apply for a school place. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the LA, schools, or a paper application form known as the 'School admissions application for Junior School in September 2023'.
2. The form will be used for the purpose of admitting pupils into the first year of junior education by making one single application.
3. The form must be used as a means of expressing one or more preferences by applicants who are parent/carers resident in the City of York Local Authority (LA) area wishing to express a preference for their child:
 - a) to be admitted to a school within the LA area (including Voluntary Aided Schools and Academies); and/or
 - b) to be admitted to a school located in another LA area (including Voluntary Aided Schools and Academies).
4. Applicants resident in other Local Authority areas should apply to the Local Authority in which they are resident and consult the coordinated admissions scheme for that Local Authority area.
5. The form will invite applicants to –
 - a) express in rank order up to five preferences, including Voluntary Aided schools, Academies and schools outside the City of York area;
 - b) give their reasons for their preference(s); and

- c) provide details of their child's home address which should be the address at which the child is ordinarily resident. Further information on the address can be found in the [Guide for Parents](#).
6. Applicants are advised to –
- a) consider their 'catchment' school when expressing their preferences. Catchment areas are designated by the Local Authority and are made available to applicants in the [Guide for Parents](#), online at www.york.gov.uk and upon request from the School Services team;
 - b) consider the implications of home to school transport when expressing their preferences. The City of York Home to School Transport Policy is made available to applicants online at www.york.gov.uk/schooltransport and upon request from the School Services team. Applicants from outside the City of York area are advised to contact the Local Authority in which they are resident regarding transport;
 - c) inform the LA if they wish to start or to continue to home educate their child from Year 3; and
 - d) inform the LA if they intend to enrol their child in an independent school from Year 3.
7. All preferences expressed on the form are valid applications. Voluntary Aided Schools and Academies can require applicants who nominate their school to complete a supplementary information form (SIF) or provide additional information where this is required for the admission authority to apply their oversubscription criteria to the applicant. The SIF, if required, must be returned directly to the school.
8. Where a Voluntary Aided School or Academy receives a SIF from a City of York resident it will not be regarded as a valid application unless the applicant has also completed the (LA) form and the school is listed as a preference on it.
9. If the LA receives more than one application, for example both an online and paper application, and they differ, the LA will query this with the applicant. If the LA receives an application from more than one

person claiming parental responsibility for the same child, and the content of these applications differ, the LA will inform both applicants. The LA will then not process any preference(s) that differ until the applicants are either in agreement, or until one applicant can show the legal right to have their preference(s) considered over the preference(s) of the other applicant.

10. The closing date for applications is 15 January 2023. Completed forms must be returned to the LA including those applicants who indicate a school outside the City of York area. Completed forms can be returned to the LA via City of York infant or primary schools. Online applications must be submitted on or before the closing date for applications.

C Late Applications

1. Applications received after the closing date may be treated as 'late' applications by the coordinating LA and/or the admission authority.
2. Admission Authorities may decide to accept late applications and treat them as 'on-time' applications if this is accompanied by a satisfactory reason provided at the time of application.

After 15 March 2023, the LA will not accept any late applications or changes of preference or changes of circumstances and treat them as 'on-time' applications or preferences, as to do so later would jeopardise the process of timely LA coordination.

3. Late applications received between the closing date for applications and the date places are offered may be applied a lower priority when determining to whom places can be offered.
4. Late applications received after the offer day, but before the start of the school year will be coordinated 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.

5. Late applications received after the first day of the school year may be considered as 'in-year' applications, although these preferences, if unsuccessful, will be held on a waiting list until the end of the first term in line with 'on-time' applications as set out in Section G of this scheme.

D Coordinating Applications

1. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to preferences received via either an online application or the form.
2. Each admission authority operating within the scheme will have published and determined their own admissions policy for their school(s). All preferences expressed for a school will be determined in line with the relevant admissions policy.
3. The LA will provide information about applicants resident in the City of York area expressing preferences for schools outside the City of York area to other Local Authorities for their consideration.
4. The LA will receive information about applicants resident outside the City of York area expressing preferences for schools within the City of York area from other Local Authorities. These preferences will be processed alongside preferences from applicants from the City of York.
5. The LA will provide details of all preferences expressed for Voluntary Aided and Academy schools within the City of York area to those schools for their consideration.
6. The LA will receive completed ranked lists of all preferences from Voluntary Aided and Academy schools within the City of York area.

7. The LA will provide information on all preferences, including to whom offers can be made, to other coordinating Local Authorities for applicants resident outside the City of York area.
8. The LA will receive information on all preferences, including to whom offers can be made, from other coordinating Local Authorities for applicants resident in the City of York area.

E Decisions on Applications

1. The decision on which applicants are offered places at a school named as a preference on an application is the responsibility for the admission authority for that school.
2. The LA will only make a decision with respect to the offer or refusal of a place in response to any preference expressed on an application where:
 - a) it is acting in its separate capacity as an admission authority, or
 - b) an applicant is eligible for a place at more than one school, or
 - c) an applicant is not eligible for a place at any school that the applicant has named as a preference.
3. Those schools that are their own admission authority will rank all applicants according to the oversubscription criteria contained within their own admissions policies. These ranked lists will be made available to the LA for the purposes of determining where a place will be offered, and be provided in accordance with the timetable laid out in this scheme.
4. The LA will, for those schools for which the LA is also the admission authority, rank all applicants according to the oversubscription criteria for those schools.

F Allocations

1. The LA will compare the ranked lists of all schools that are named as a preference by the applicant. Where the pupil is eligible for a place at only one of the nominated schools, that school will be allocated to the pupil.

Where the pupil is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these schools is the highest ranked preference.

2. Each applicant will receive no more than one allocation of a school place. A place will be allocated at the highest ranking school named as a preference for which they are eligible for a place.
3. The LA, as the coordinating Local Authority for all applicants resident in the City of York area, will allocate school places on behalf of all admission authorities operating within the coordinated scheme.
4. The LA will provide all City of York junior schools with a provisional list of the pupils to be allocated a place at their schools before the date on which allocations are made. This list may be amended by the LA at a later date. Schools should not contact parent/carers until after allocations have been made by the LA.
5. Allocations will be made on the National Offer Day, 16 April 2023 or the next working day, if it falls on a weekend or bank holiday.
6. If a place cannot be allocated at a school named as a preference, a place will be allocated at an alternative school where places are still available. This will be after all those preferencing a school have first been allocated a place. This may be a school some distance from the home address of the applicant.
7. No places will be held in reserve for any school.

8. Allocations will be made to all City of York pupils even if parent/carers have not applied for a school place as the LA has a responsibility to ensure a school place is available for every pupil. Allocations will not be made where a parent/carer has informed the LA that they intend to either continue or start to –
 - a) educate their child at home; or
 - b) educate their child at an independent school.

G **Waiting Lists**

1. A waiting list will be compiled for all oversubscribed schools and kept until at least 31 December 2023.
2. Each waiting list will contain all the unsuccessful preferences, whether from 'on-time' or 'late' applications, and ranked in accordance with the relevant oversubscription criteria for that school according to the applicants current circumstances.
3. Applicants may request to be added to a waiting list for a school, even if they did not originally express a preference for that school. Requests should be provided in writing from the original applicant to the LA, who will communicate this to the admission authority for the school.
4. Each additional applicant, or change in circumstances of an applicant, will require the waiting list to be reordered in accordance with the relevant oversubscription criteria for that school.
5. The admission authority for each school shall, should a place become available whilst the waiting list is in operation, make available a place to the applicant on the top of the waiting list on the day the place became available.
6. The LA shall, as the coordinating Local Authority, oversee these waiting lists in partnership with schools that are their own admission authority and other Local Authorities. The LA requires other admission authorities to inform the LA when places may become available, so

that a coordinated allocation may be made by the LA on behalf of all schools within this coordinated scheme, and to ensure that each pupil is only allocated one school place.

H Appeals

1. Where an applicant has been refused a place at a school of their preference, the applicant will be offered the statutory right of appeal against the decision of the admission authority for the preference school.
2. Applicants may appeal for a school, even if they did not originally express a preference for that school.
3. The refusal letter will contain the reason why the preference was refused by the admission authority for the preference school and what steps the applicant needs to take in order to appeal against this decision.
4. Where there is more than one applicant appealing for a school these will be 'grouped appeals' for the first stage wherever possible.
5. Where the appeal is for a school in another Local Authority area, where local appeal arrangements may differ from the above, the applicant will be advised to contact that Local Authority to further discuss the appeals process.
6. The outcome of the appeals process may mean there are further variations to the allocation of places at all schools. All changes will be communicated between the various admission authorities operating within this scheme, including the LA, schools that are their own admission authority, and other Local Authorities.

I Timetable

by 12 September 2022	Guide for Parents published online at www.york.gov.uk/guideforparents
by 12 September 2022	Opening date for applications. 'School admissions application for Primary School in September 2023' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
by 15 November 2022	Letters sent to the home addresses of children who attend a nursery or early years provider in the City of York area and who are due to start Reception in September 2022, informing parent/carers that applications should be made online by 15 January 2023. Parent/carers without access to the internet will be informed they should contact School Services for a paper copy of the 'School admissions application for Primary School in September 2023' form.
15 January 2023	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary School in September 2023' form)
from 16 January 2023	Applications received may be treated as 'late'
by 22 January 2023	Communicate the total number of first preferences expressed to each City of York primary and infant school
by 25 January 2023	Receive information about applicants resident outside the City of York area expressing preferences for schools within the City of York area from other Local Authorities
By 25 January 2023	Provide information about applicants resident in the City of York area expressing preferences for schools outside the City of York area to other Local Authorities for their consideration.

by 29 January 2023	Provide details of all preferences expressed for Voluntary Aided and Academy schools within the City of York area to those schools for their consideration
by 19 February 2023	Receive completed ranked lists of all preferences from Voluntary Aided and Academy schools within the City of York area
by 18 February 2023	Last date by which Voluntary Aided and Academy schools can notify the Local Authority of an increase in the number of places to be allocated on National Offer Day. This is to allow the Local Authority good time to deliver its co-ordination responsibilities effectively. The number of places cannot be decreased below the PAN.
by 11 March 2023	First exchange of information, including to whom allocations can be made, to other coordinating Local Authorities for applicants resident outside the City of York area
by 11 March 2023	First exchange of information, including to whom allocations can be made, from other coordinating Local Authorities for applicants resident in the City of York area
by 25 March 2023	Final exchange of information, including to whom allocations can be made, to other coordinating Local Authorities for applicants resident outside the City of York area
by 25 March 2023	Final exchange of information, including to whom allocations can be made, from other coordinating Local Authorities for applicants resident in the City of York area
by 14 April 2023	Provide all City of York primary and infant schools with a provisional list of the children to be allocated a place at their schools.
18 April 2023 or next working day	Allocations communicated to City of York resident applicants by email and/or by letter
27 April 2023 – 31 August 2023	Communicate adjustments to allocations to schools and other admission authorities

20 May 2023	Deadline for return of appeal papers for 'on-time' applicants
1 June 2023 – 16 July 2023	Admissions appeals for 'on-time' applicants
September 2023	Start of the school year
31 December 2023	Earliest date waiting lists may close – the exact date for each admission authority may vary according to their admissions arrangements.

J Contact details for correspondence

City of York Council School Services
 West Offices,
 Station Rise,
 York YO1 6GA
 01904 551554
education@york.gov.uk

K City of York Junior Schools

None currently.

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Secondary Schools in the City of York Local Authority area

Coordinated Admissions Scheme

Year 7 entry

2023-2024

Last Updated: June 2021

Last Approved:

A Introduction

1. This coordinated scheme provides a framework for a fair and open way of determining applications to start secondary school in September 2023.
2. This scheme complies with the requirements of the School Admissions Code 2021 and all current legislation regarding school admissions.
3. This scheme is reviewed each year and subject to a period of consultation amongst schools, governing bodies, admission authorities, neighbouring local authorities, parent/carers and other interested parties. It is considered within this consultation alongside the admission arrangements of all state-funded schools within the City of York area.
4. This scheme applies to all state-funded secondary schools in the City of York area who admit pupils at the start of Year 7 as the normal year of entry. It aims to ensure that within the operation of an equal preference system:
 - a) each applicant only receives one offer of a school place;
 - b) each applicant is offered the highest ranked preference school that is available; and
 - c) a single offer is made for all applicants on the same day.
5. This scheme applies to applications within the secondary admissions round, that is when applying for a place in Year 7 as the normal year of entry to start secondary school for the first time. It does not apply to 'in-year' applications for a place at secondary school. 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. More information on in-year admissions can be found in the City of York In-Year Admissions Policy.

6. Information regarding applying for a place at secondary school can be found on the City of York School Admissions website at www.york.gov.uk/schooladmissions and in the Guide for Parents at www.york.gov.uk/guideforparents

B Making Applications

1. The standard way of making applications will be online at www.york.gov.uk/schooladmissions where an online form ('the form') can be completed to apply for a school place. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the LA, schools, or a paper application form known as the 'School admissions application for Secondary School in September 2023'.
2. The form will be used for the purpose of admitting pupils into the first year of secondary education by making one single application.
3. The form must be used as a means of expressing one or more preferences by applicants who are parent/carers resident in the City of York Local Authority (LA) area wishing to express a preference for their child:
 - a) to be admitted to a school within the LA area (including Voluntary Aided Schools and Academies); and/or
 - b) to be admitted to a school located in another LA area (including Voluntary Aided Schools and Academies).
4. Applicants resident in other Local Authority areas should apply to the Local Authority in which they are resident and consult the coordinated admissions scheme for that Local Authority area.
5. The form will invite applicants to –
 - a) express in rank order up to five preferences, including Voluntary Aided schools, Academies and schools outside the City of York area;
 - b) give their reasons for their preference(s); and

- c) provide details of their child's home address which should be the
 - d) address at which the child is ordinarily resident. Further information on the address can be found in the Guide for Parents.
6. Applicants are advised to –
- a) consider their 'catchment' school when expressing their preferences. Catchment areas are designated by the Local Authority and are made available to applicants in the [Guide for Parents](#), online at www.york.gov.uk, and upon request from the School Services team;
 - b) consider the implications of home to school transport when expressing their preferences. The City of York Home to School Transport Policy is made available to applicants online at www.york.gov.uk/schooltransport and upon request from the School Services team. Applicants from outside the City of York area are advised to contact the Local Authority in which they are resident regarding transport;
 - c) inform the LA if they wish to start or to continue to home educate their child from Year 7; and
 - d) inform the LA if they intend to enrol their child in an independent school from Year 7.
7. All preferences expressed on the form are valid applications. Voluntary Aided Schools and Academies can require applicants who nominate their school to complete a supplementary information form (SIF) or provide additional information where this is required for the admission authority to apply their oversubscription criteria to the applicant. The SIF, if required, must be returned directly to the school.
8. Where a Voluntary Aided School or Academy receives a SIF from a City of York resident it will not be regarded as a valid application unless the applicant has also completed the (LA) form and the school is listed as a preference on it.
9. If the LA receives more than one application, for example both an online and paper application, and they differ, the LA will query this with

the applicant. If the LA receives an application from more than one person claiming parental responsibility for the same child, and the content of these applications differ, the LA will inform both applicants. The LA will then not process any preference(s) that differ until the applicants are either in agreement, or until one applicant can show the legal right to have their preference(s) considered over the preference(s) of the other applicant.

10. The closing date for applications is 31 October 2022. Completed forms must be returned to the LA including those applicants who indicate a school outside the City of York area. Completed forms can be returned to the LA via City of York primary or junior schools. Online applications must be submitted on or before the closing date for applications.

C Late Applications

1. Applications received after the closing date may be treated as 'late' applications by the coordinating LA and/or the admission authority.
2. Admission Authorities may decide to accept late applications and treat them as 'on-time' applications if this is accompanied by a satisfactory reason provided at the time of application.

After 31 January 2023, the LA will not accept any late applications or changes of preference or changes of circumstances and treat them as 'on-time' applications or preferences, as to do so later would jeopardise the process of timely LA coordination.

3. Late applications received between the closing date for applications and the date places are offered may be applied a lower priority when determining to whom places can be offered.
4. Late applications received after the offer day, but before the start of the school year will be coordinated 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.

5. Late applications received after the first day of the school year may be considered as 'in-year' applications, although these preferences, if unsuccessful, will be held on a waiting list until the end of the first term in line with 'on-time' applications as set out in Section G of this scheme.

D Coordinating Applications

1. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to preferences received via either an online application or the form.
2. Each admission authority operating within the scheme will have published and determined their own admissions policy for their school(s). All preferences expressed for a school will be determined in line with the relevant admissions policy.
3. The LA will provide information about applicants resident in the City of York area expressing preferences for schools outside the City of York area to other Local Authorities for their consideration.
4. The LA will receive information about applicants resident outside the City of York area expressing preferences for schools within the City of York area from other Local Authorities. These preferences will be processed alongside preferences from applicants from the City of York.
5. The LA will provide details of all preferences expressed for Voluntary Aided and Academy schools within the City of York area to those schools for their consideration.
6. The LA will receive completed ranked lists of all preferences from Voluntary Aided and Academy schools within the City of York area.

7. The LA will provide information on all preferences, including to whom offers can be made, to other coordinating Local Authorities for applicants resident outside the City of York area.
8. The LA will receive information on all preferences, including to whom offers can be made, from other coordinating Local Authorities for applicants resident in the City of York area.

E Decisions on Applications

1. The decision on which applicants are offered places at a school named as a preference on an application is the responsibility for the admission authority for that school.
2. The LA will only make a decision with respect to the offer or refusal of a place in response to any preference expressed on an application where:
 - a) it is acting in its separate capacity as an admission authority, or
 - b) an applicant is eligible for a place at more than one school, or
 - c) an applicant is not eligible for a place at any school that the applicant has named as a preference.
3. Those schools that are their own admission authority will rank all applicants according to the oversubscription criteria contained within their own admissions policies. These ranked lists will be made available to the LA for the purposes of determining where a place will be offered, and be provided in accordance with the timetable laid out in this scheme.
4. The LA will, for those schools for which the LA is also the admission authority, rank all applicants according to the oversubscription criteria for those schools.

F Allocations

1. The LA will compare the ranked lists of all schools that are named as a preference by the applicant. Where the pupil is eligible for a place at only one of the nominated schools, that school will be allocated to the pupil.

Where the pupil is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these schools is the highest ranked preference.

2. Each applicant will receive no more than one allocation of a school place. A place will be allocated at the highest ranking school named as a preference for which they are eligible for a place.
3. The LA, as the coordinating Local Authority for all applicants resident in the City of York area, will allocate school places on behalf of all admission authorities operating within the coordinated scheme.
4. The LA will provide all City of York secondary schools with a provisional list of the pupils to be allocated a place at their schools before the date on which allocations are made. This list may be amended by the LA at a later date. Schools should not contact parent/carers until after allocations have been made by the LA.
5. Allocations will be made on the National Offer Day, 1 March 2023 or next working day if it falls on a weekend or bank holiday.
6. If a place cannot be allocated at a school named as a preference, a place will be allocated at an alternative school where places are still available. This will be after all those preferencing a school have first been allocated a place. This may be a school some distance from the home address of the applicant.
7. No places will be held in reserve for any school.

8. Allocations will be made to all City of York pupils even if parent/carers have not applied for a school place as the LA has a responsibility to ensure a school place is available for every pupil. Allocations will not be made where a parent/carer has informed the LA that they intend to either continue or start to –
 - a) educate their child at home; or
 - b) educate their child at an independent school.

G **Waiting Lists**

1. A waiting list will be compiled for all oversubscribed schools and kept until at least 31 December 2023.
2. Each waiting list will contain all the unsuccessful preferences, whether from 'on-time' or 'late' applications, and ranked in accordance with the relevant oversubscription criteria for that school according to the applicants current circumstances.
3. Applicants may request to be added to a waiting list for a school, even if they did not originally express a preference for that school. Requests should be provided in writing from the original applicant to the LA, who will communicate this to the admission authority for the school.
4. Each additional applicant, or change in circumstances of an applicant, will require the waiting list to be reordered in accordance with the relevant oversubscription criteria for that school.
5. The admission authority for each school shall, should a place become available whilst the waiting list is in operation, make available a place to the applicant on the top of the waiting list on the day the place became available.
6. The LA shall, as the coordinating Local Authority, oversee these waiting lists in partnership with schools that are their own admission authority and other Local Authorities. The LA requires other admission authorities to inform the LA when places may become available, so

that a coordinated allocation may be made by the LA on behalf of all schools within this coordinated scheme, and to ensure that each pupil is only allocated one school place.

H Appeals

1. Where an applicant has been refused a place at a school of their preference, the applicant will be offered the statutory right of appeal against the decision of the admission authority for the preference school.
2. Applicants may appeal for a school, even if they did not originally express a preference for that school.
3. The refusal letter will contain the reason why the preference was refused by the admission authority for the preference school and what steps the applicant needs to take in order to appeal against this decision.
4. Where there is more than one applicant appealing for a school these will be 'grouped appeals' for the first stage wherever possible.
5. Where the appeal is for a school in another Local Authority area, where local appeal arrangements may differ from the above, the applicant will be advised to contact that Local Authority to further discuss the appeals process.
6. The outcome of the appeals process may mean there are further variations to the allocation of places at all schools. All changes will be communicated between the various admission authorities operating within this scheme, including the LA, schools that are their own admission authority, and other Local Authorities.

I Timetable

by 12 September 2022	Guide for Parents published online at www.york.gov.uk/guideforparents
by 12 September 2022	Opening date for applications. 'School admissions application for Secondary School in September 2023' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
by 14 September 2022	Letter to parent/carers of Year 6 pupils in City of York primary schools informing parent/carers of dates of secondary school open evenings and that applications should be made online by 31 October 2022. Parent/carers without access to the internet will be informed they should contact the School Services team for a paper copy of the 'School admissions application for Secondary School in September 2023' form.
September 2022 – October 2022	Secondary school open evenings
31 October 2022	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Secondary School in September 2023' form)
from 01 November 2022	Applications received may be treated as 'late'

by 15 November 2022	Communicate the total number of first preferences expressed to each City of York secondary school
by 15 November 2022	Receive information about applicants resident outside the City of York area expressing preferences for schools within the City of York area from other Local Authorities
by 15 November 2022	Provide information about applicants resident in the City of York area expressing preferences for schools outside the City of York area to other Local Authorities for their consideration.
by 04 December 2022	Provide details of all preferences expressed for Voluntary Aided and Academy schools within the City of York area to those schools for their consideration
by 11 January 2023	Receive completed ranked lists of all preferences from Voluntary Aided and Academy schools within the City of York area
by 11 January 2023	Last date by which Voluntary Aided and Academy schools can notify the Local Authority of an increase in the number of places to be allocated on National Offer Day. This is to allow the Local Authority good time to deliver its co-ordination responsibilities effectively. The number of places cannot be decreased below the PAN.
by 18 January 2023	First exchange of information, including to whom allocations can be made, to other coordinating Local Authorities for applicants resident outside the City of York area

by 18 January 2023	First exchange of information, including to whom allocations can be made, from other coordinating Local Authorities for applicants resident in the City of York area
by 15 February 2023	Final exchange of information, including to whom allocations can be made, to other coordinating Local Authorities for applicants resident outside the City of York area
by 15 February 2023	Final exchange of information, including to whom allocations can be made, from other coordinating Local Authorities for applicants resident in the City of York area
by 26 February 2023	Provide all City of York secondary schools with a provisional list of the pupils to be allocated a place at their schools
01 March 2023 or next working day	Allocations communicated to City of York resident applicants by email and/or by letter
12 March 2023 – 31 August 2023	Communicate adjustments to allocations to schools and other admission authorities
31 March 2023	Deadline for return of appeal papers for 'on-time' applicants
5 May 2023 – 12 June 2023	Admission appeals for 'on-time' applicants
September 2023	Start of the school year
31 December 2023	Earliest date waiting lists may close – the exact date for each admission authority may vary according to their admission arrangements

J Contact details for correspondence

City of York Council School Services
West Offices,
Station Rise,
York YO1 6GA
01904 551554
education@york.gov.uk

K City of York Secondary Schools

All Saints' RC School (Voluntary Aided, 11-18)
Archbishop Holgate's CE School (Academy, 11-18)
Fulford School (Academy, 11-18)
Huntington School (Community, 11-18)
Joseph Rowntree School (Voluntary Controlled, 11-18)
Manor CE Academy (Academy, 11-16)
Millthorpe School (Academy, 11-16)
Vale of York Academy (Academy, 11-16)
York High School (Academy, 11-16)

[View school contact details](#)

Schools in the City of York Local Authority area

In Year Coordinated Admissions Scheme
2023 - 2024

Last Updated: July 2021

A Introduction

1. This coordinated scheme provides a framework for a fair and open way of determining in year applications for a school place.
2. This scheme complies with the requirements of the School Admissions Code 2021 and all current legislation regarding school admissions.
3. This scheme will remain in operation as long as in-year admissions are coordinated by the Local Authority (LA). This scheme may be reviewed in the future to ensure it complies with current legislation and practice.
4. This scheme applies to all state-funded schools in the City of York area who receive applications 'in-year'. It aims to ensure that within the operation of an **equal preference system**:
 - a) each applicant only receives one offer of a school place; and
 - b) each applicant is allocated the highest ranked preference school that is available.
5. Applications will always be made and normally be considered only for admission into the year group relevant to the child's age. Only in very exceptional circumstances would a request for admission into other year groups be considered on an individual basis at the time of application. Factors that may be considered in varying this approach include:
 - (i) where a child has previously been educated outside of their chronological year group within the UK;
 - (ii) where a child has previously had an agreed '**deferral**' for entry into Reception from the LA or another UK Local Authority;
 - (iii) where the child is from outside the UK and where an applicant can provide detailed and substantial evidence of the child's need to be educated in a year group other than their own. This will not include the variation of school starting ages in other countries.

Where none of the above apply, or where no variation is made by the LA, an applicant may, after being allocated a place, discuss their child's needs with the head teacher of the allocated school. The head teacher of the allocated school will make a decision, with regard to the LA's latest

Out of Cohort guidance regarding the best educational provision in consultation with parents and other relevant professionals.

6. This scheme applies only to 'in-year' applications for a place from Reception to Year 11. Applications for Year 12 or 13 should be made directly to those schools and colleges, though the right of appeal exists if an applicant is refused admission to a school in Year 12 or 13.

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. It does not apply to applications for a place within an 'admissions round', that is an application for the normal year of entry. More information on applications within an admissions round can be found in the relevant City of York Coordinated Admissions Scheme.

7. In year admissions are normally for school places that are required for **a minimum period of one term**, and where the child currently holds no other school place in any other jurisdiction, except in the case of dual registration. There is no duty to provide a school place for short term or temporary admission requests, even where these are longer than one term in length. Schools may choose to admit children on a short term basis where there is an available place that is not required for an in year admission and where agreement exists between the parent/carer and the school regarding what provision may be allocated.
8. The LA coordinates in year school admission applications for **all state funded schools** in the City of York LA area.

Decisions on applications for community and voluntary controlled schools must be made by the admission authority for the school which is the City of York Council. More information on how in year applications will be considered for these schools can be found in the City of York In Year Admissions Policy.

In line with the School Admissions Code, own admission authority schools – academy and voluntary aided schools – may choose to admit pupils separately, but they **must**, on receipt of an in-year application,

notify the local authority of both the application and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area. If the admission authority chooses to admit a pupil separately, they **must** inform parents of a decision in writing within 15 school days of an application and also of their right to appeal against the refusal of a place.

9. Information regarding applying for places at school can be found on the City of York School Admissions website at www.york.gov.uk/schooladmissions and in the Guide for Parents at www.york.gov.uk/guideforparents

B Making Applications

1. The standard way of making applications will be online at www.york.gov.uk/schooladmissions where an online form ('the form') can be completed to apply for a school place. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the LA, schools, or a paper application form known as the 'School admissions application for an in year change of school' ('the form').
2. The form will be used for the purpose of gathering and processing applications for a change of school – in circumstances including being newly resident in the City of York Local Authority (LA) area, having moved across the LA area, or simply requesting a change of school.
3. The form must be used as a means of expressing one or more preferences by applicants who are parent/carers resident in the LA area wishing to express a preference for their child:
 - a) to be admitted to a school within the LA area (including Voluntary Aided Schools and Academies); and/or
 - b) to be admitted to a school located in another LA area (including Voluntary Aided Schools and Academies).

4. Applicants should apply to the Local Authority in which they are resident, even if the school(s) they wish to apply for are in a different Local Authority area.

Applicants resident in other Local Authority areas should first apply to the Local Authority in which they are resident if they coordinate in year applications for school places.

5. Applications will only be accepted if submitted by persons with **parental responsibility** for the child listed in an application. If the Local Authority or any admission authority receives two applications for the same child and the applications differ, or if there is disagreement between persons who share parental responsibility, applications may be put on hold and/or not processed until agreement is reached or one person proves a legal right to proceed with the application.
6. The form will invite applicants to –
 - a) express in rank order up to five preferences, including Voluntary Aided schools, Academies and schools outside the City of York area;
 - b) give their reasons for their preference(s); and
 - c) provide details of their child's home address which should be the address at which the child is ordinarily resident. Further information on the address can be found in the Guide for Parents.
7. Applicants are advised to –
 - a) consider their 'catchment' school when expressing their preferences. Catchment areas are designated by the Local Authority and are made available to applicants in the [Guide for Parents](#), online at www.york.gov.uk, and upon request from the School Admissions team;
 - b) consider the implications of home to school transport when expressing their preferences. The City of York Home to School Transport Policy is made available to applicants online at www.york.gov.uk/schooltransport and upon request from the

School Admissions team. Applicants from outside the City of York area are advised to contact the Local Authority in which they are resident regarding transport; and

- c) if applying with more than one child of school age who would require a place at the same school, consider several schools before expressing their preferences as parent/carers most preferred or most local school may not have places available for all children in all requested year groups
8. All preferences expressed on the form are valid applications. Voluntary Aided Schools and Academies can require applicants who nominate their school to complete a **Supplementary Information Form (SIF)** or provide additional information where this is required for the admission authority to apply their oversubscription criteria to the applicant. The SIF, if required, must be returned directly to the school.
9. If the LA receives both an online and manual application, and they differ, the LA will query this with the applicant.
10. Following submission of an application, the LA may seek clarification of the details in an application or further information relating to the application, including proof of address or residence.

Whilst waiting for requested information an application will be placed on hold. If information is not supplied in order for an application to be processed further, an application may ultimately be withdrawn by the LA.

C Timescales

1. Where a request is made regarding the number of school places available, requests will be answered within **two schools days** of a completed request. Please note that this information is only ever an indication as applications are being processed constantly.
2. Applications should be made no earlier than **20 schools days** before the school place is required. Applications will not be accepted if made more than **20 school days** before a place is required. Applications made more than **20 schools days** before the school place is required will be returned to the applicant and another application will have to be made.
3. Upon receiving an application, and where the child does not have a school place in the LA area, all admission authorities will endeavour to allocate a school place within a period of 10 school days in order to minimise periods where children are without a school place.
4. Decisions on applications will be provided to applicants within **15 school days** of the completed and accepted application. Applications should not be made more than **20 school days** before the intended start date, unless the application is due to crown service posting in which case a place may be allocated upon receipt of the relevant posting order. Other exceptional circumstances may mean that decisions are made more than **20 school days** before the intended start date.
5. Where a change of school is required due to relocation, an allocated place may be taken up once the receiving school has been able to make suitable arrangements. However, where a change of school has been requested for other reasons and the child's current school is within a reasonable travelling distance, it is expected that the start date will be at the start of a new half term or other suitable day to be agreed with the receiving school.

D Coordinating Applications

6. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to preferences received via either an online application or the form.
7. Each admission authority operating within the scheme will have their own admissions policy or oversubscription criteria for their school(s). All preferences expressed for a school will be determined in line with these policies and criteria.
8. The LA will provide information about applicants resident in the City of York area expressing preferences for schools outside the City of York area to other Local Authorities for their consideration and communication with other admission authorities in their respective areas.
9. The LA will receive information about applicants resident outside the City of York area expressing preferences for schools within the City of York area from other Local Authorities. These preferences will be processed alongside preferences from applicants from the City of York.
10. The LA will provide details of all preferences expressed for Voluntary Aided and Academy schools within the City of York area to those schools for their consideration.
11. The LA will receive information from schools within the City of York area for the purposes of determining where a place can be allocated.
12. The LA will provide information on all preferences, including to whom allocations can be made, to other coordinating Local Authorities for applicants resident outside the City of York area.
13. The LA will receive information on all preferences, including to whom allocations can be made, from other coordinating Local Authorities for applicants resident in the City of York area.

E Decisions on Applications

1. The decision on whether an applicant may be allocated a place at a school named as a preference on an application is the responsibility for the **admission authority** for that school.
2. The LA will only make a decision with respect to the allocation or refusal of a place in response to any preference expressed on an application where:
 - a) it is acting in its separate capacity as an admission authority, or
 - b) an applicant is eligible for a place at more than one school, or
 - c) an applicant is not eligible for a place at any school that the applicant has named as a preference.
3. Those schools that are their own admission authority will provide the LA with information as to whether a place is available, or if more than one application has been received, information as to whom is most entitled to the available place according to their own admissions policies or oversubscription criteria.
4. The LA will, for those schools for which the LA is also the admission authority, make a decision on each preference according to the City of York In Year Admissions Policy.
5. Where an applicant has applied for more than one child at the same preferred school(s), but a place is only available for one child, the LA will seek further instruction from the applicant regarding whether the applicant would prefer both siblings to be allocated places at the same school (this may be a lower or alternative preference), or be allocated places at two different schools. . A decision must be made within **two working days**.
6. If a place cannot be allocated at a school named as a preference, and the pupil could be considered eligible to be considered under **the Fair Access Protocol**, the application may be referred to a **Behaviour and Attendance Partnership** who will consider the application.

F Allocations

1. When the LA has received information for all schools that are named as a preference by the applicant, and where the child is eligible for a place at only one of the nominated schools, that school will be allocated to the child.

Where the child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these schools is the highest ranked preference.

2. Each applicant will receive no more than one allocation of a school place. A place will be allocated at the highest ranking school named as a preference for which they are eligible for a place.
3. The LA, as the coordinating Local Authority for all applicants resident in the City of York area, will allocate school places on behalf of all admission authorities operating within the coordinated scheme.
4. The LA will provide schools with all relevant information held to the allocated school as soon as practically possible after a place has been allocated. Schools should not contact parent/carers until allocations have been made by the LA.

If following an allocation, the child does not start an attendance at the allocated school, the allocated school must inform the LA Attendance Advisor so the child can be identified, if applicable, as a **Child Missing in Education**.

5. Applicants should make contact with the allocated school within 10 school days of the date of the allocation letter. If they do not then the allocation of a place will be withdrawn and the place will subsequently be made available to other applicants.
6. If a place cannot be allocated at a school named as a preference, a place may be allocated at an alternative school where places are available.

This may be a school some distance from the home address of the applicant.

7. No allocation may be made if the current school of the child is within a reasonable distance, **or** if the applicant has indicated further preferences may be supplied should a preference be refused, **or** if the applicant has indicated that they would like to keep a place at their child's current school should their preference(s) be refused.
8. No places will be held in reserve for any school.

G Waiting Lists

1. Admission authorities may choose to hold waiting lists for all unsuccessful preferences. They may choose to do so themselves or ask the LA to do so on their behalf. As standard waiting lists should be kept until the end of the current school year, at which time the waiting list may be reset.

Should applicants wish to remain on a waiting list for a future school year, they should submit a new application **20 school days** before the end of the current school year, and preferably by no later than 05 July.

2. Each waiting list will contain all the unsuccessful preferences, and ranked in accordance with the relevant oversubscription criteria for that school according to the applicant's **current circumstances** where these circumstances have been provided to the admission authority or LA where the list is held by the LA.
3. Each additional applicant, or change in circumstances of an applicant, will require a waiting list to be reordered in accordance with the relevant oversubscription criteria for that school.
4. The admission authority for each school shall, should a place become available whilst the waiting list is in operation, **make the LA aware of the available place so that the LA can offer the place** to the applicant

on the top of the waiting list on the day the place became available. Applicants should be given a reasonable period of time to make a decision as to whether they wish to accept the place.

5. The LA shall, as the coordinating Local Authority, oversee these waiting lists in partnership with admission authorities and other Local Authorities. The LA requires other admission authorities to inform the LA when places may become available, so that a coordinated allocation may be made by the LA on behalf of all schools within this coordinated scheme, and to ensure that each child is only allocated one school place.

H Appeals

1. Where an applicant has been refused a place at a school of their preference, the applicant will be allocated the statutory right of appeal against the decision of the admission authority for the preference school.
2. The refusal letter will contain the reason why the preference was refused by the admission authority for the preference school and what steps the applicant needs to take in order to appeal against this decision.
3. Where there is more than one applicant appealing for a school these will be 'grouped appeals' for the first stage wherever possible.
4. Where the appeal is for a school in another Local Authority area, and/or where appeal arrangements may differ from the above, the applicant will be advised to contact that Local Authority or body to further discuss the appeals process.

J Contact details for correspondence

City of York Council School Admissions
West Offices,
Station Rise,
York YO1 6GA

01904 551554
education@york.gov.uk

K City of York Schools

Acomb Primary (Academy, 5-11)
All Saints' RC School (Voluntary Aided, 11-18)
Archbishop Holgate's CE School (Academy, 11-18)
Archbishop of York's CE Junior (Voluntary Controlled, 7-11)
Badger Hill Primary (Academy, 5-11)
Bishopthorpe Infant (Community, 5-7)
Burton Green Primary (Academy, 5-11)
Carr Infant (Community, 5-7)
Carr Junior (Community, 7-11)
Clifton Green Primary (Community, 5-11)
Clifton with Rawcliffe Primary (Academy, 5-11)
Copmanthorpe Primary (Community, 5-11)
Dringhouses Primary (Community, 5-11)
Dunnington CE Primary (Academy, 5-11)
Elvington CE Primary (Voluntary Controlled, 5-11)
Fishergate Primary (Community, 5-11)
Fulford School (Academy, 11-18)
Haxby Road Primary (Academy, 5-11)
Headlands Primary (Community, 5-11)
Hempland Primary (Academy, 5-11)
Heworth CE Primary (Academy, 5-11)
Hob Moor Community Primary (Academy, 5-11)
Huntington Primary (Academy, 5-11)
Huntington School (Community, 11-18)
Joseph Rowntree School (Voluntary Controlled, 11-18)
Knavesmire Primary (Academy, 5-11)
Lakeside Primary (Academy, 5-11)
Lord Deramore's CE Primary (Voluntary Controlled, 5-11)
Manor CE Academy (Academy, 11-16)
Millthorpe School (Academy, 11-16)
Naburn CE Primary (Voluntary Controlled, 5-11)
New Earswick Primary (Academy, 5-11)

Osballdwick Primary (Academy, 5-11)
Our Lady Queen of Martyrs RC Primary (Voluntary Aided, 5-11)
Park Grove Primary (Academy, 5-11)
Poppleton Ousebank (Academy, 5-11)
Poppleton Road Primary (Community, 5-11)
Ralph Butterfield Primary (Community, 5-11)
Robert Wilkinson Primary (Academy, 5-11)
Rufforth Primary (Community, 5-11)
Scarcroft Primary (Academy, 5-11)
Skelton Primary (Community, 5-11)
St Aelred's RC Primary (Voluntary Aided, 5-11)
St Barnabas' CE Primary (Voluntary Controlled, 5-11)
St George's RC Primary (Voluntary Aided, 5-11)
St Lawrence's CE Primary (Academy, 5-11)
St Mary's CE Primary (Voluntary Controlled, 5-11)
St Oswald's CE Primary (Voluntary Controlled, 5-11)
St Paul's CE Primary (Voluntary Controlled, 5-11)
St Wilfrid's RC Primary (Voluntary Aided, 5-11)
Stockton on the Forest Primary (Community, 5-11)
Tang Hall Primary (Academy, 5-11)
Vale of York Academy (Academy, 11-16)
Westfield Primary Community (Community, 5-11)
Wheldrake with Thorganby CE Primary (Academy, 5-11)
Wigginton Primary (Community, 5-11)
Woodthorpe Primary (Academy, 5-11)
Yearsley Grove Primary (Community, 5-11)
York High School (Academy, 11-16)

[View school contact details](#)

Community and Voluntary Controlled Primary and Infant Schools

Admissions Policy – Reception entry

2023–2024

Last updated: July 2021

Introduction

- 1 This policy applies to those schools where the Local Authority (LA), City of York Council, is the admission authority – that is all community and voluntary controlled primary and infant schools within the City of York area. The LA 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 only to applications within the primary admissions round, that is when applying for a place in Reception as the normal year of entry to start primary or infant school for the first time. It does not apply to 'in-year' applications for a place at a primary or infant school. 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. More information on in-year admissions can be found in the [City of York In-Year Admissions Policy](#).
- 3 The mechanisms and content of this policy may also be adopted by other admission authorities wishing to reflect the aims of this policy in their own admission arrangements. The LA will offer assistance where requested to other admission authorities with schools in the City of York LA area who wish to adopt similar arrangements for the benefit of residents of the LA area.
- 4 This policy complies with and operates within the City of York Coordinated Admissions Scheme for Primary and Infant Schools in the City of York Local Authority area.
- 5 The LA policy for allocating primary and infant school places is designed to be as fair as possible while ensuring that resources are used sensibly. The LA works closely with the head teachers and governing bodies of all schools in school place planning and organisation regarding the numbers of places that can be allocated.

- 6 Under the primary and infant school admission arrangements the allocation of places is based on where the child/parent lives and the preferences of parent/carers.
- 7 The admission of children into the Reception year at an infant or primary school is a completely separate process to nursery admissions. Attendance at a particular nursery class or early years provider does not give a child any priority within the admissions policy for admission to a community or voluntary controlled infant or primary school, even if the school and nursery are located on the same premises or the nursery is run by the school itself.
- 8 Advice and information for parent/carers on school admissions, including **key information that applies to all applications** as well as some frequently asked questions are available in the Guide for Parents which is available at www.york.gov.uk/guideforparents or upon request from the School Admissions team. It is recommended that all applicants consider the information in the [Guide for Parents](#) before making an application.
- 9 The admission of children with an Education, Health and Care plan are covered by different admission regulations. Following negotiation, once a school has been named, a place will be allocated for these children before considering other applications.

A Admissions into Reception

- 1 Children will normally be admitted into the year group relevant to the child's age and will start full-time in the school year they turn five. All children will be offered the opportunity of a full time place from September in the year of entry.
- 2 This policy includes an option of 'delayed entry'. This means that parent/carers may secure a place at a school under the normal admission arrangements but choose to postpone their child's admission to school, as long as their admission is not delayed beyond

the point at which they reach compulsory school age. A child normally reaches compulsory school age at the start of the term following their fifth birthday. The table below sets out the position:

Date of birth	Date of compulsory school age	Latest date child may start school full-time
1 September 2018 - 31 December 2018	31 December 2023	The start of the 'Spring' term in January 2024
1 January 2019 - 31 March 2019	31 March 2024	The start of the 'Summer' term in April 2024
1 April 2019 - 31 August 2019	31 August 2024	[The start of the 'Autumn' term in September 2024

If you would like to delay your child's entry, so they do not start full-time in September 2023, you must still apply at the normal time. Once allocated a school place, you should then advise the school in writing of your child's intended start date and keep in regular contact with the school regarding any changes to this intended date. Start dates are recommended to be at the start of each half term, but these can be varied by agreement with the school.

The school will hold a place for that child and not offer it to another child during the remainder of the Reception year. You should contact the school to make arrangements for admission of your child by no later than 20 school days before the intended start date. If you do not contact the school in the 20 school days before an intended and/or previously communicated start date, the school will make all reasonable efforts to contact you by telephone and in writing at any known physical address or email address. In the event that all attempts to contact you are unsuccessful, the school place may be withdrawn.

- 3 Parent/carers will also be able to request a part-time place until the start of the term after the child turns five. It is a legal requirement that all children must enter formal full-time education at the start of the term after their fifth birthday, but if you would like to discuss part-time education for your child so they do not start full-time in September 2023, you must still apply at the normal time. Once allocated a school place, you should then ask the school in writing what part-time provision may be offered, advise them of your child's intended full-

time start date and keep in regular contact with the school regarding any changes to this intended date.

- 4 Some parent/carers of 'summer born' children (those children born between 01 April and 31 August) may wish to investigate the possibility of 'deferred entry' into a lower year group. If you are considering this for your child, please contact the [School Admissions team](#) who can provide you with information and advice.

If you would like to defer your child's entry, so they do not start in Reception in September 2023 but instead start Reception in September 2024, you must still apply at the normal time and parallel to your application, put a formal request in writing to defer your child's admission to a lower year group.

For the purposes of coming to a decision on such deferrals for those children living in the City of York, the LA has developed a city-wide policy and invited all other admission authorities to take part in joint arrangements. More information on delayed and deferred entry can be found in the School Admissions Team [City of York Delayed and Deferred Admissions Policy](#).

Places are not held open for children who defer entry, so parent/carers must, if their request is approved, reapply **by 15 January the following year** for a place in Reception alongside children who are one school year younger. Parent/carers may make an identical application for the same schools, or request different schools from their initial application.

Parents/carers should be aware that as the numbers of applications and preferences, and even the number of available places, may differ from year to year, that a deferral does not mean a place at the same school can be allocated one year later. It will not be known which school is allocated for an agreed deferral until National Offer Day in the school year the child turns 5 and the results of the application one year later **may result in a different school being allocated**.

- 5 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 (the school year they turn five), but instead start at an earlier time, you should contact the LA 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, by no later than 29 November 2022. The LA will then consider your request, if necessary in conjunction with other schools, early years providers and professionals.

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 LA 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 LA's complaints policy.

- 6 Applications should be made by the closing date for applications which is 15 January 2023. Applications can be made online at www.york.gov.uk/schooladmissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the LA, schools, or a paper application form known as the 'School admissions application for Primary School in September 2023.

- 7 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority in writing, preferably by emailing education@york.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 in the [Guide for Parents](#).

- 8 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 children that can go to a school each year these standards could not be maintained. Infant Class Size legislation may also limit the number of pupils that can be admitted in reception, Year 1 and Year 2. For these reasons each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.
- 9 Applicants may be successful in obtaining a place at a school that does not serve the local 'catchment' area in which they live. If allocated a place at such a school, applicants will be responsible for travel arrangements and the costs of travel to and from school.
- 10 Applicants are advised 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 LA and are made available to applicants in the [Guide for Parents](#), online at www.york.gov.uk and upon request from the School Admissions team.

B Oversubscription criteria

Some schools will be oversubscribed – that is where the number of applicants exceeds the 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 a school in these circumstances in the following priority order:

- 1 **Children who are either currently or have previously been 'looked after'**. This applies to all children who are currently or have previously been, in the care of a local authority; all children who have been adopted from local authority care, subject to an adoption, residence or special guardianship order; and all children who appear to have been in state care outside of England and ceased to be in state care as a result of adoption, residence or special guardianship order;

It is the responsibility of parent/carers, or the child's social worker to provide the information to the admission authority that this criterion applies.

- 2 **Children who live within the catchment area normally served by the preferred school, with a sibling at the preferred school at the time of admission.** Catchment areas are designated by the LA and are made available to parent/carers in the [Guide for Parents](#), online at www.york.gov.uk, and upon request from the School Admissions team. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step- and foster-brothers or sisters);

The LA uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within the [Guide for Parents](#).

It is the responsibility of parent/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the LA.

- 3 **Children who live within the catchment area normally served by the preferred school.** Catchment areas are designated by the LA and are made available to parent/carers in the [Guide for Parents](#), online at www.york.gov.uk, and upon request from the School Admissions team;

The LA uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within the [Guide for Parents](#).

- 4 **Children considered by the admission authority to have exceptional social or medical needs which makes the preferred school the most suitable school for the child.** The admission 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;

It is the responsibility of parent/carers to provide the additional information where they believe this criterion applies. To be given priority on this basis, the admission 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.

Admissions officers defer these considerations and decisions to a panel of children's services officers, in areas such as safeguarding and education social care. This 'Exceptional Social and Medical (ESM) Panel' considers any documentation provided by parent/carers and assesses whether these needs are 'exceptional' in nature. Admissions officers have no decision-making role in this process and only identify those applications to be considered by the ESM Panel and request further information from parent/carers. Those applications with supporting information that the ESM Panel determines are 'exceptional' would have to be where only the preferred school could meet the child's need.

- 5 **Children with a sibling at the preferred school at the time of admission.** Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step and foster-brothers or sisters);

It is the responsibility of parent/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the LA.

- 6 **Children who live closest to the preferred school using the nearest available safe walking route.** Distances are measured by a GIS mapping system from the child's home address to the closest entrance of the school.

Distances are measured using a system of walking routes rather than straight line distances to better reflect the length of the journey from home to school. Within a contiguous urban area these routes are those that are properly paved and lit alongside roads and other walkways and do not include the York outer ring road. Outside a contiguous urban area, for example for applications from outside the City of York area, these distances continue to be measured along the road network.

Where there are fewer places than children in an oversubscription priority as above, in order to decide to whom places will be allocated, the following tie-breakers will be applied:

- first, to the child(ren) who also fulfil the next highest priority;
- second, to the child(ren) living closest to the school as defined in priority 6;
- and third, if the measurement of the distance from home to school above does not distinguish between two or more applicants with equal priority, random allocation will be used as the final tie-breaker, and independently verified.

Where the application of the above would lead to a place being made available for a child of multiple birth, but not their sibling(s), we will work within the Admissions Code in order to make a place available for the sibling(s) wherever reasonably possible.

For example, for two children who are both resident in the catchment area without a sibling on roll at the time of admission and are thus

assigned the same (third) priority, the place would first be allocated to the child who also fulfils the next highest priority, for example, an exceptional social or medical need (fourth priority) over a child who lives closer to the school (sixth priority).

C 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 Appeals are heard by an independent appeals panel and their decisions are legally binding in line with the School Admission Appeals Code. We will publish our appeals timetable at www.york.gov.uk/schooladmissions by 28 February 2023. Applicants who wish to appeal should contact the School Admissions team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.
- 3 Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the admission authority has accepted a second application because of a significant and material change in the circumstances of the parent/carers, child or school.

D 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 will be withdrawn.

E Late Applications

- 1 Applications received after the closing date of 15 January 2023 may be treated as 'late' applications – that is processed after all 'on-time' applications.
- 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 admission 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, and be subject to the [City of York In Year Admissions Policy](#). 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 as set out in Section F of this policy.

F Waiting List

- 1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2023. After 31 December 2023, if there is still a waiting list, an 'in-year' waiting list is then held 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 5 July 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 admission 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 became available.

- 3 Applications may only be made once for each school year unless there has been a significant and material change in the circumstances of the parent/carer, child or school, which the admission authority agrees requires a new application.
- 4 Being on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful preference.

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G Timetable

by 12 September 2022	Opening date for applications. 'School admissions application for Primary School in September 2023' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
15 January 2023	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary School in September 2023' form)
from 16 January 2023	Applications received may be treated as 'late'
16 April 2023 or next working day	National Offer Day
21 May 2023	Deadline for return of appeal papers for 'on-time' applicants
1 June 2023 – 16 July 2023	Admission appeals for 'on-time' applicants
September 2023	Start of the school year
31 December 2023	Waiting list for all community and voluntary controlled primary and infant schools closes

H Contact details for correspondence

City of York Council School Admissions
 West Offices,
 Station Rise,
 York YO1 6GA
 01904 551554
education@york.gov.uk

I City of York Community and Voluntary Controlled Primary and Infant Schools

Bishopthorpe Infant (Community, 5-7)
Carr Infant (Community, 5-7)
Clifton Green Primary (Community, 5-11)
Copmanthorpe Primary (Community, 5-11)
Dringhouses Primary (Community, 5-11)
Elvington CE Primary (Voluntary Controlled, 5-11)
Fishergate Primary (Community, 5-11)
Headlands Primary (Community, 5-11)
Lord Deramore's Primary (Voluntary Controlled, 5-11)
Naburn CE Primary (Voluntary Controlled, 5-11)
Poppleton Road Primary (Community, 5-11)
Ralph Butterfield Primary (Community, 5-11)
St Barnabas' CE Primary (Voluntary Controlled, 5-11)
St Mary's CE Primary (Voluntary Controlled, 5-11)
St Oswald's CE Primary (Voluntary Controlled, 5-11)
St Paul's CE Primary (Voluntary Controlled, 5-11)
Stockton on the Forest Primary (Community, 5-11)
Westfield Primary Community (Community, 5-11)
Wigginton Primary (Community, 5-11)
Yearsley Grove Primary (Community, 5-11)

[View school contact details](#)

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Community and Voluntary Controlled Secondary Schools

Admissions Policy – Year 7 entry 2023-2024

Last Updated: July 2021



CITY OF
YORK
COUNCIL

Introduction

- 1 This policy applies to those schools where the Local Authority (LA), City of York Council, is the admission authority – that is all community and voluntary controlled secondary schools within the City of York area. The LA is responsible for determining the school's admission arrangements (including this policy) and deciding who can be allocated a place in accordance with it.
- 2 This policy applies only to applications within the secondary admissions round, that is when applying for a place in Year 7 as the normal year of entry to start secondary for the first time. It does not apply to 'in-year' applications for a place at a secondary school. In-year admission are those that are made either during the school year, or for admission into year groups other than the normal year of entry. More information on in-year admissions can be found in the https://www.york.gov.uk/downloads/file/9564/in_year_admissions_policy
- 3 The mechanisms and content of this policy may also be adopted by other admission authorities wishing to reflect the aims of this policy in their own admission arrangements. The LA will offer assistance where requested to other admission authorities with schools in the City of York LA area who wish to adopt similar arrangements for the benefit of residents of the LA area.
- 4 This policy complies with and operates within the City of York Coordinated Admissions Scheme for Secondary Schools in the City of York Local Authority area.
- 5 The LA policy for allocating secondary school places is designed to be as fair as possible while ensuring that resources are used sensibly. The LA works closely with the head teachers and governing bodies of all schools in school place planning and organisation regarding the numbers of places that can be allocated.
- 6 Under the secondary school admission arrangements the allocation of places is based on where the child/parent lives and the preferences of parent/carers.

- 7 Attendance at a particular primary or junior school does not give a child any priority for admission to a secondary school, even if both schools are community or voluntary controlled schools, located on the same premises, or run by or share the same leadership or resources.
- 8 Advice and information for parent/carers on school admissions, including **key information that applies to all applications** as well as some frequently asked questions are available in the Guide for Parents which is available at www.york.gov.uk/guideforparents or upon request from the School Admissions team. It is recommended that all applicants consider the information in the [Guide for Parents](#) before making an application.
- 9 The admission of children with an Education, Health and Care plan are covered by different admission regulations. Following negotiation, once a school has been named, a place will be allocated for these children before considering other applications.

A Admissions into Year 7

- 1 Pupils will normally be admitted into the year group relevant to the pupil's age.
- 2 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 LA 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, an

details of whether your child has previously been educated out of their chronological age group, by no later than 29 November 2022. The LA will then consider your request, if necessary in conjunction with other schools and professionals.

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 LA 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 LA's complaints policy.

- 3 Applications should be made by the closing date for applications which is 31 October 2022. Applications can be made online at <http://www.york.gov.uk/schooladmissions> It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the LA, schools, or a paper application form known as the 'School admission application for Secondary School in September 2023'.
- 4 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority in writing, preferably by emailing <mailto:education@york.gov.uk> with the pupil'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 in the <http://www.york.gov.uk/guideforparents>

- 5 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.
- 6 Applicants may be successful in obtaining a place at a school that does not serve the local 'catchment' area in which they live. If allocated a place at such a school, applicants will be responsible for travel arrangements and the costs of travel to and from school.
- 7 Applicants are advised 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 in the [Guide for Parents](#), online at www.york.gov.uk and upon request from the School Admissions team.

B Oversubscription criteria

Some schools will be oversubscribed – that is where the number of applicants exceeds the Published Admission Number. Where this is the case, priority is given to certain categories of pupil. The oversubscription criteria set out below will be used to prioritise all applicants who have applied for a place at a school in these circumstances in the following priority order:

- 1 **Pupils who are either currently or have previously been 'looked after'**. This applies to all children who are currently or have previously been, in the care of a local authority; all children who have been adopted from local authority care, subject to an adoption, residence or special guardianship order; and all children who appear to have been in state care outside of England and ceased to be in state care as a result of adoption, residence or special guardianship order;

It is the responsibility of parent/carers, or the pupil's social worker to provide the information to the admission authority that this criterion applies.

- 2 **Pupils who live within the catchment area normally served by the preferred school, with a sibling at the preferred school at the time of admission.** Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide for Guide for Parents](#), online at www.york.gov.uk, and upon request from the School Admissions team. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step-and foster-brothers or sisters);

The LA uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a pupil, resides in. This address must be the address at which the pupil is ordinarily resident. Further detailed advice on addresses is contained within the [Guide for Parents](#).

It is the responsibility of parent/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the LA.

- 3 **Pupils who live within the catchment area normally served by the preferred school.** Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide for Guide for Parents](#), online at www.york.gov.uk, and upon request from the School Admissions team;

The LA uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a pupil, resides in. This address must be the address at which the pupil is ordinarily resident. Further detailed advice on addresses is contained within the [Guide for Parents](#).

- 4 **Pupils considered by the admission authority to have exceptional social or medical needs which makes the preferred school the most suitable school for the pupil.** The admission authority may consult with other medical or educational professionals for a further opinion as to whether the pupil should be allocated a place at the preferred school due to a particular medical condition or social need; It is the responsibility of parent/carers to provide the additional information where they believe this criterion applies. To be given priority on this basis, the admission authority would have to be satisfied that the pupil's needs were such that the preferred school would be the most suitable school for the pupil.

Admissions officers defer these considerations and decisions to a panel of children's services officers, in areas such as safeguarding and education social care. This 'Exceptional Social and Medical (ESM) Panel' considers any documentation provided by parent/carers and assesses whether these needs are 'exceptional' in nature. Admissions officers have no decision-making role in this process and only identify those applications to be considered by the ESM Panel and request further information from parent/carers. Those applications with supporting information that the ESM Panel determines are 'exceptional' would have to be where only the preferred school could meet the pupil's need.

- 5 **Pupils with a sibling at the preferred school at the time of admission.** Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step and foster-brothers or sisters);

It is the responsibility of parent/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the LA.

- 6 **Pupils who live closest to the preferred school using the nearest available safe walking route.** Distances are measured by a GIS mapping system from the pupil's home address to the closest entrance of the school.

Distances are measured using a system of walking routes rather than straight line distances to better reflect the length of the journey from home to school. Within a contiguous urban area these routes are those that are properly paved and lit alongside roads and other walkways and do not include the York outer ring road. Outside a contiguous urban area, for example for applications from outside the City of York area, these distances continue to be measured along the road network.

Where there are fewer places than pupils in an oversubscription priority as above, in order to decide to whom places will be allocated, the following tie-breakers will be applied:

- first, to the pupil(s) who also fulfil the next highest priority;
- second, to the pupil(s) living closest to the school as defined in priority 6;
- and third, if the measurement of the distance from home to school above does not distinguish between two or more applicants with equal priority, random allocation will be used as the final tie-breaker, and independently verified.

Where the application of the above would lead to a place being made available for a pupil of multiple birth, but not their sibling(s), we

will work within the Admissions Code in order to make a place available for the sibling(s) wherever reasonably possible.

For example, for two pupils who are both resident in the catchment area without a sibling on roll at the time of admission and are thus assigned the same (third) priority, the place would first be allocated to the pupil who also fulfils the next highest priority, for example, an exceptional social or medical need (fourth priority) over a pupil who lives closer to the school (sixth priority).

C 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 Appeals are heard by an independent appeals panel and their decisions are legally binding in line with the School Admission Appeals Code. We will publish our appeals timetable at www.york.gov.uk/schooladmissions by 28 February 2023. Applicants who wish to appeal should contact the School Admissions team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.
- 3 Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the admission authority has accepted a second application because of a significant and material change in the circumstances of the parent/carer, pupil or school.

D 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 pupil with a stronger claim, the offer of a place will be withdrawn.

E Late Applications

- 1 Applications received after the closing date of 31 October 2022 may be treated as 'late' applications – that is processed after all 'on-time' applications.
- 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 admission 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, and be subject to the [City of York](#). 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 as set out in Section F of this policy.

F Waiting List

- 1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2023. After 31 December 2023, if there is still a waiting list, an 'in-year' waiting list is then held 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 5 July in the relevant year.
- 2 A pupil'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 admission 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 became available.
- 3 Applications may only be made once for each school year unless there has been a significant and material change in the circumstances of the parent/carer, pupil or school, which the admission authority agrees requires a new application.
- 4 Being on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful preference.

G Timetable

by 12 September 2022	Opening date for applications. 'School admission application for Secondary School in September 2023' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
September 2022 – October 2022	Secondary school open evenings
31 October 2022	Closing date for 'on-time' applications (both online and by paper 'School admission application for Secondary School in September 2023' form)
from 01 November 2022	Applications received may be treated as 'late'
01 March 2023 or next working day	National Offer Day
31 March 2023	Deadline for return of appeal papers for 'on-time' applicants
5 May 2023 - 12 June 2023	Admission appeals for 'on-time' applicants
September 2023	Start of the school year
31 December 2023	Waiting list for all community and voluntary controlled secondary schools closes

H Contact details for correspondence

City of York Council School Admissions
 West Offices,
 Station Rise,
 York YO1 6GA
 01904 551554
education@york.gov.uk

I City of York Community and Voluntary Controlled Secondary Schools

Huntington School (Community, 11-18)
 Joseph Rowntree School (Voluntary Controlled, 11-18)

[View school contact details](#)

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Community and Voluntary Controlled Schools

In Year Admissions Policy 2023 - 2024

Last Updated: July 2021

Introduction

- 1 This policy applies to those schools where the Local Authority (LA), City of York Council is the admission authority – that is all community and voluntary controlled primary, infant, junior and secondary schools within the City of York area.
- 2 This policy applies only to ‘in-year’ applications for a place from Reception to Year 11. 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. It does not apply to applications for a place within an ‘admissions round’, that is an application for the normal year of entry. More information on applications within an admissions round can be found in the relevant City of York Admissions Policy.
- 3 The mechanisms and content of this policy may also be adopted by other admission authorities wishing to reflect the aims of this policy in their own admission arrangements. The LA will offer assistance where requested to other admission authorities with schools in the City of York LA area who wish to adopt similar arrangements for the benefit of residents of the LA area.
- 4 This policy complies with and operates within the City of York In Year Coordinated Admissions Scheme for schools in the City of York Local Authority area.
- 5 The LA policy for allocating primary and infant school places is designed to be as fair as possible while ensuring that resources are used sensibly. The LA works closely with the head teachers and governing bodies of all schools in school place planning and organisation regarding the numbers of places that can be allocated.
- 6 Under these admission arrangements the allocation of places is based on where the child/parent lives and the preferences of parent/carers.

- 7 Advice and information for parent/carers on school admissions, including **key information that applies to all applications** as well as some frequently asked questions are available in the Guide for Parents which is available at www.york.gov.uk/guideforparents or upon request from the School Admissions team. It is recommended that all applicants consider the information in the [Guide for Parents](#) before making an application.
- 8 The admission of children with an Education, Health and Care plan is covered by different admission regulations. Following negotiation, once a school has been named, a place will be allocated for these children before considering other applications.

A In Year Admissions

- 1 Applications will always be made and normally be considered only for admission into the year group relevant to the child's age. Only in very exceptional circumstances would a request for admission into other year groups be considered on an individual basis at the time of application. Factors that may be considered in varying this approach include:
 - (i) where a child has previously been educated outside of their chronological year group within the UK;
 - (ii) where a child has previously had an agreed '**deferral**' for entry into Reception from the LA or another UK Local Authority;
 - (iii) where the child is from outside the UK and where an applicant can provide detailed and substantial evidence of the child's need to be educated in a year group other than their own. This will not include the variation of school starting ages in other countries.

Where none of the above apply, or where no variation is made by the LA, an applicant may, after being allocated a place, discuss their child's needs with the head teacher of the allocated school. The head teacher of the allocated school will make a decision, with regard to the LA's latest **Out of Cohort** guidance regarding the best educational provision in consultation with parents and other relevant professionals.

- 2 Separate guidance applies to requests for the deferred entry of summer born children into the reception year in a primary or infant school. Further guidance can be found in the [City of York Admissions Policy on Delayed and Deferred Admission to Primary School](#).
- 3 Parent/carers who wish to apply for a change of school for their child should apply no earlier than **20 school days** before the school place is required. Where a change of school is required due to relocation, a place may be allocated and taken up once the receiving school has been able to make suitable arrangements. However, where a change of school has been requested for other reasons and the child's current school is within a reasonable travelling distance, it is expected that the start date will be at the start of a new half term or other suitable day.
- 4 Applications can be made by York residents online at www.york.gov.uk/schooladmissions or by completing a paper 'School admissions application for an in year change of school' form, which can be obtained from the School Admissions team. Applications made more than **20 schools days** before the school place is required will not be accepted and will be returned to the applicant and another application will have to be made. Applications must be completed in full to be accepted.
- 5 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority by emailing education@york.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 in the [Guide for Parents](#).
- 6 Applicants are advised 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 in

the [Guide for Parents](#), online at www.york.gov.uk and upon request from the School Admissions team.

- 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 children that can go to a school each year these standards could not be maintained. Infant Class Size legislation may also limit the number of pupils that can be admitted in Reception, Year 1 and Year 2.
- 8 The availability of school places in the relevant class or year group at the applicant's preferred school(s) will be the primary factor in determining whether or not preferences are successful.
- 9 Although each school does have a **published admission number** – that is the number of places the school expects to offer – this number only applies for preferences submitted in the year of entry. The year of entry is Reception for primary and infant schools, Year 3 for junior schools and Year 7 for secondary schools. Although a published admission number may help set class organisation in later years, decisions will be made primarily on class organisation.
- 10 Where it is determined by the admission authority that there is not an available place, this will be because it is the view of the admission authority that the admission of any additional pupil would **prejudice the provision of efficient education or the efficient use of resources**.
- 11 Where there is an available space and there are no other applications for this place, the place will be offered to the applicant.
- 12 Where there is an available space and there are more applications for a place than places available, priority is given to certain categories of children according to the oversubscription criteria which are listed in [Section B](#) of this policy.
- 13 A place may be refused even if the numbers on roll in the relevant year group are lower than the published admission number. Places may also

be refused if the numbers on roll in the whole school mean the admission of an addition child would be detrimental to the provision of efficient education or the efficient use of resources.

- 14 If there are no available places in a preferred class or year group, places may not be offered, particularly if another school could reasonably be offered. Applicants may therefore wish to contact schools in advance to see if places are available or seek the advice of the School Admissions team by email education@york.gov.uk, online at www.york.gov.uk/schooladmissions or by calling 01904 551 554.
- 15 Applicants may be successful in obtaining a place at a school that does not serve the local 'catchment' area in which they live. If allocated a place at such a school, applicants will be responsible for travel arrangements and the costs of travel to and from school.

B Oversubscription criteria

Some schools will be oversubscribed – that is where there are no available places in the preferred class or year group. Preferences for oversubscribed classes or year groups will normally be refused.

Where there is an available space and more applications for a place than places available, 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 a school in these circumstances in the following priority order:

- 1 **Children who are either currently or have previously been 'looked after'**. This applies to all children who are currently or have previously been, in the care of a local authority; all children who have been adopted from local authority care, subject to an adoption, residence or special guardianship order; and all children who appear to have been in state care outside of England and ceased to be in state care as a result of adoption, residence or special guardianship order;

It is the responsibility of parent/carers, or the child's social worker to provide the information to the admission authority that this criterion applies.

- 2 Children who live within the catchment area normally served by the preferred school, with a sibling at the preferred school at the time of admission.** Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide for Parents](#), online at www.york.gov.uk, and upon request from the School Admissions team. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step- and foster-brothers or sisters);

The LA uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within the [Guide for Parents](#).

It is the responsibility of parent/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the LA.

- 3 Children who live within the catchment area normally served by the preferred school.** Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide for Parents](#), online at www.york.gov.uk, and upon request from the School Admissions team;

The LA uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within the [Guide for Parents](#).

- 4 Children considered by the admission authority to have exceptional social or medical needs which makes the preferred school the most suitable school for the child.** The admission 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;

It is the responsibility of parent/carers to provide the additional information where they believe this criterion applies. To be given priority on this basis, the admission 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.

Admissions officers defer these considerations and decisions to a panel of children's services officers, in areas such as safeguarding and education social care. This 'Exceptional Social and Medical (ESM) Panel' considers any documentation provided by parent/carers and assesses whether these needs are 'exceptional' in nature. Admissions officers have no decision-making role in this process and only identify those applications to be considered by the ESM Panel and request further information from parent/carers. Those applications with supporting information that the ESM Panel determines are 'exceptional' would have to be where only the preferred school could meet the child's need.

- 5 **Children with a sibling at the preferred school at the time of admission.** Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step and foster-brothers or sisters);

It is the responsibility of parent/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the LA.

- 6 **Children who live closest to the preferred school using the nearest available safe walking route.** Distances are measured by a GIS mapping system from the child's home address to the closest entrance of the school.

Distances are measured using a system of walking routes rather than straight line distances to better reflect the length of the journey from home to school. Within a contiguous urban area these routes are those

that are properly paved and lit alongside roads and other walkways and do not include the York outer ring road. Outside a contiguous urban area, for example for applications from outside the City of York area, these distances continue to be measured along the road network.

Where there are fewer places than children in an oversubscription priority as above, in order to decide to whom places will be allocated, the following tie-breakers will be applied:

- first, to the child(ren) who also fulfil the next highest priority;
- second, to the child(ren) living closest to the school as defined in priority 6;
- and third, if the measurement of the distance from home to school above does not distinguish between two or more applicants with equal priority, random allocation will be used as the final tie-breaker, and independently verified.

Where the application of the above would lead to a place being made available for a child of multiple birth, but not their sibling(s), we will work within the Admissions Code in order to make a place available for the sibling(s) wherever reasonably possible.

For example, for two children who are both resident in the catchment area without a sibling on roll at the time of admission and are thus assigned the same (third) priority, the place would first be allocated to the child who also fulfils the next highest priority, for example, an exceptional social or medical need (fourth priority) over a child who lives closer to the school (sixth priority).

C Appeals

- 1 Applicants refused a place at a school have the right of appeal. Appeals are heard by an independent appeals panel and their decisions are legally binding. Applicants who wish to appeal should contact the School Admissions team to request the correct appeal form. Appeals are planned to be held within 30 school days of an appeal being lodged.
- 2 Applicants will only be able to appeal once for a place at a given school in any one school year, unless there is a major change in circumstances of the applicant or any significant new information is available which was not available at the original hearing.

D 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 will be withdrawn.

E Fair Access

If a place cannot be offered at a school named as a preference, and the pupil could be considered eligible to be considered under the Fair Access Protocol, the application may be referred to a Behaviour and Attendance Partnership who will consider the application.

F Waiting List

- 1 A waiting list will be compiled for each oversubscribed school for all unsuccessful preferences and kept **until the end of the current school year**, at which time the waiting list will be reset.

Should applicants wish to remain on a waiting list for a future school year, they should submit a new application **20 school days** before the end of the current school year, and preferably by no later than 05 July.

- 2 Each waiting list will contain all the unsuccessful preferences, and ranked in accordance with the relevant oversubscription criteria for that school according to the applicant's **current circumstances** where these circumstances have been provided to the admission authority.
- 3 Each additional applicant, or change in circumstances of an applicant, will require the waiting list to be reordered in accordance with the relevant oversubscription criteria.
- 4 Should a place become available whilst the waiting list is in operation, make available a place to the applicant on the top of the waiting list on the day the place became available. Applicants will be given a reasonable period of time to make a decision as to whether they wish to accept the place.

G Contact details for correspondence

City of York Council School Admissions
West Offices,
Station Rise,
York YO1 6GA
01904 551554
education@york.gov.uk

H City of York Community and Voluntary Controlled Schools

Bishophorpe Infant (Community, 5-7)
Carr Infant (Community, 5-7)
Clifton Green Primary (Community, 5-11)
Copmanthorpe Primary (Community, 5-11)
Dringhouses Primary (Community, 5-11)
Elvington CE Primary (Voluntary Controlled, 5-11)
Fishergate Primary (Community, 5-11)
Headlands Primary (Community, 5-11)
Huntington School (Community, 11-18)
Joseph Rowntree School (Voluntary Controlled, 11-18)
Lord Deramore's CE Primary (Voluntary Controlled, 5-11)
Naburn CE Primary (Voluntary Controlled, 5-11)
Poppleton Road Primary (Community, 5-11)
Ralph Butterfield Primary (Community, 5-11)
St Barnabas' CE Primary (Voluntary Controlled, 5-11)
St Mary's CE Primary (Voluntary Controlled, 5-11)
St Oswald's CE Primary (Voluntary Controlled, 5-11)
St Paul's CE Primary (Voluntary Controlled, 5-11)
Stockton on the Forest Primary (Community, 5-11)
Westfield Primary Community (Community, 5-11)
Wigginton Primary (Community, 5-11)
Yearsley Grove Primary (Community, 5-11)

[View school contact details](#)



Fides Caritas Unitas

ALL SAINTS RC SCHOOL

Diocese of Middlesbrough

All Saints RC School

Admissions Policy - September 2023



Annex I

‘Jesus said, Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these’. (Matthew 19.14)

1. Principles of the Policy

All Saints RC School was founded by the Catholic Church to provide education for baptised Catholic children. The school is run by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ.

2. Aims

This policy establishes the principles by which students will be admitted into the school in the event that there are more applicants than places. Children who have already been admitted to the school do not need to reapply at any time and will normally be able to progress automatically to the following year. All students are required to apply for a place in the Sixth Form.

3. Definitions

Looked after child

A ‘looked after child’ has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A ‘previously looked after child’ is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order, or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

Catholic

‘Catholic’ means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic. For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

Catechumen

A Catechumen is a member of the catechumenate of the Catholic Church; they are under instruction to become a member of the Catholic Church. A certificate of reception into the order of catechumens will normally evidence this.

Brother and Sister (Sibling)

Brother or sister includes half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit, at the same address as that sibling and is in attendance at the same school on the date of admission.

Eligible Parents

Eligible parents are defined as staff employed at All Saints for two or more years or potential staff who will meet a skills shortage.

Churches Together in England

See: http://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx

Applicants seeking admission under criterion 8 will be required to produce a baptismal certificate or a letter confirming their baptism.

Distances

Distance will be measured by the shortest walking route from the front door of the child's home address to the main entrance of the school, using the Local Authority's Geographic Information System (GIS), computerised measuring system, with those living closer to the school receiving the higher priority.

4. Implementation

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below.

The Governing Body is the Admissions Authority and is responsible for determining the school's admissions policy. The Published Admission Number for September 2023 is 178.

The named feeder schools are: All Saints RC Primary School – Thirsk; Barkston Ash Catholic Primary School – Barkston Ash; Our Lady Queen of Martyrs RC Primary School – York, Sacred Heart RC Primary School – Northallerton; St Aelred's RC Primary School – York; St Benedict's RC Primary School – Ampleforth; St George's RC Primary School – York; St John of Beverley RC School – Beverley; St Joseph's Catholic Primary School – Tadcaster; St Mary's RC Primary School – Malton; St Mary's RC Primary School – Market Weighton; St Mary & St Joseph's RC Primary School – Pocklington; St Wilfrid's RC Primary School – York

The Admissions Policy Criteria will be applied on an Equal Preference basis.

How and when to apply

Applications must be made to the Local Authority in which you live or on a 'School admissions application for Secondary School in September 2023' form. For City of York Council residents the following link may be used <http://www.york.gov.uk/parentportal>.

All Saints is a Voluntary Aided Catholic school, consequently parents should also complete the Supplementary Information Form (SIF) as this is used to determine whether you are applying under a specific category. All forms must be returned by the closing date set by the Local Authority, failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the parent/carer to complete all forms and supply the relevant evidence. Reminders will not be sent in respect of part completed applications.

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs

The admission of pupils with a statement of Special Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Late Applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

Oversubscription Criteria

Where there are more applications for admission than the number of places available in any year group, places will be offered according to the following order of priority:

1. Catholic looked after and previously looked after children. (see definition note 3)
2. Catholic children from our named feeder schools.
3. Catholic children of members of school staff who have been employed at the school for two or more years at the time at which the application for admission to the school is made.
4. Other Catholic children.
5. Other looked after and previously looked after children. (see definition note 3)
6. Catechumens.
7. Other children of members of school staff who have been employed at the school for two or more years at the time at which the application for admission to the school is made.
8. Other children from our named feeder schools who do not meet criteria 1 to 7.
9. Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see definitions)
10. All other applicants.

Within each of the categories listed above, the following provisions will be applied in the following order:

- (i) The attendance of a brother or sister at the school at the time of enrolment will increase the propriety of an application within each category so that the application will be placed at the top of the category in which the application is made (see definitions 3)

Tie-break Criteria

Where the offer of places to applicants in any of the categories would lead to over subscription within that category, applicants will be prioritised in the following order:

1. Children with one or more parents currently serving in the Armed Forces.
2. Those with the shortest safe walking route from their home to school. Distance will be measured by the shortest walking route from the front door of the child's home address to the main entrance of the school, using the Local Authority's GIS computerised measuring system, with those living closer to the school receiving the higher priority.

Waiting List

If your child has been refused admission, a waiting list is available where priority will be given according to the above criteria, based on the information provided at the time of application. The waiting list will be open until the end of the Autumn term.

All Saints RC School subscribes to the City of York’s independent appeals procedure and an appeal against any decision taken under this policy will be referred through that process.

5. Monitoring, Evaluation and Review

The Governing Body will review this policy every year and assess its effectiveness and implementation

6. Availability

This policy, and its advisory Notes for Guidance, will be included in the Staff handbook. Copies will also be available, if required, from the Head Teacher’s Secretary and the school website.

Person Responsible:	<i>Deputy Head Teacher</i>
Reviewed by:	<i>Governors’ Admissions Committee</i>
Last Review Academic Year:	<i>July 2021</i>
Adopted by Governing Body	<i>July 2021</i>

DRAFT



Fides Caritas Unitas

ALL SAINTS RC SCHOOL

Diocese of Middlesbrough

All Saints RC School

Admissions Policy - September 2023

Notes for guidance



*"Blessed are those who have discovered wisdom, those who have acquired understanding".
(Proverbs 3.13)*

The Governing Body is responsible for admissions to this school, not the Local Authority.

The total number of children in each year group may not normally exceed the following:

• Year 7	178
• Year 8	178
• Year 9	178
• Year 10	193
• Year 11	193

Once a child has been admitted into the school, they do not need to reapply at any time and will automatically progress through to year 11. Progression to the Sixth Form is not automatic and all students must apply.

How and when to apply for entry to Year 7

There are two forms to be completed:

Form 1 - You must complete the Common Application Form issued by your child's primary school Local Authority and return it to that Local Authority by the deadline they specify. For applicants within the City of York area this is 31 October during the child's Year 6.

In addition, for children who want to be admitted to All Saints on a faith basis, you must also complete:

Form 2 - Parents applying to All Saints, a Voluntary Aided Catholic school should also complete the Supplementary Information Form (SIF) as this is used to determine whether you are applying under a specific category.

All forms must be returned by **31 October** in the year preceding admission. Failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the Parent/Carer to complete all forms and supply the relevant evidence. Reminders will not be sent in respect of part completed applications.

Admission of a child outside their normal age group into Year 7

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. If you wish to request admission of a child outside of their normal year group, you must contact the school to discuss your request six weeks before the closing date of the admission period for your child's normal year group. If the school agrees to your request, you should submit your application in the application window for the deferred year in which you wish your child to be admitted to the school.

Please note – the deferred application will be considered against all other applications for entry that year, based upon a strict application of the admissions criteria. Please note, agreement to deferral does not automatically mean your child will be offered a place at school in the subsequent year.

Governors will then consider all applications received and notify Parents or Carers of the outcome of their application.

Definition of Baptised children of other Christian denominations whose baptism is recognised by the Catholic Church, Churches Together in England

See: http://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx

Applicants seeking admission under criteria 8 will be required to produce a baptismal certificate or a letter confirming their baptism.

Notification of Outcome

Parents will be advised of the outcome of their applications according to LA timetable.

Waiting Lists

If your child has been refused admission, a waiting list is available where priority will be given according to the Oversubscription and Tie – Break Criteria and based on the information provided at the time of application. Parents or Carers must inform the school in writing if they wish their child to join this list. The waiting list will close at the end of December (Autumn Term) of the year of entry for the Year 7 intake. For all other intakes, names will remain on the list until the end of term in which the application is made, after which time reapplication to remain on the list must be made.

Application Procedure for Year 10 (additional places)

All Saints operates on a split site and the Upper School is larger than the Lower School, therefore school can accommodate 15 more children who are not already All Saints students into Year 10 for Year 10 and Year 11

To apply for a place in Year 10 for September admissions:

1. Parent/Carers of children not already at All Saints must complete an Application Form available from the school. This form must be returned to the school by 9 January 2023.
2. Forms will be accepted by All Saints RC School on 9 January 2023 and Parents/Carers advised that their application is being considered as part of the allocation process.
3. Parent/Carers will be advised of the outcome of their application by 31 January 2023.
4. All Saints RC School will then notify the Local Authority Admissions Teams of the allocation.

The additional 15 places will be offered according to the order of priority listed in the admissions policy, based on the criteria of the applications received and criteria of applicants already on the waiting list.

Applications for In Year School Places

In-year admissions are those that are made either during the school year, or for admissions into year groups other than the normal year of entry. It does not apply to applications for a place to start school in September in Year 7. City of York Council coordinate applications for All Saints RC School, although the decision to admit a child is the decision of the school Governors, who will advise the City of York Admissions Team accordingly. Parents/Carers who wish to apply for a school place for their child should apply to their Local Authority and complete a school application form which should be returned to the school no earlier than 20 school days before the school place is required. Once an application is accepted, applicants will be advised of a decision within 15 school days.

Applications for Years 12 and 13 – The Sixth Form

Please refer to separate Sixth Form Admissions Policy for applications to the Sixth Form.

Applications for entry Mid-Year

This category will normally only be available to people relocating into the area who could not reasonably apply within the normal timescales. Applications for entry to any year group falling within this category will only be considered if there is space in the year group and will be at the sole discretion of Governors.

Parents/Carers already living in the area but not applying within the above timescales will be considered only at the discretion of the Governors.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power even where admitting the child would mean exceeding the published admission number.

The governing body reserves the right to withdraw the offer of a place or, where the child is already attending the school the place itself, where it is satisfied that the offer or the place was obtained by deception.

Appeals

All Saints RC School subscribes to the City of York's independent appeals procedure and any decision made under the admissions policy can be appealed using that process. Details are available upon request from the LA or the school.

This policy was amended on 1st September 2021 to reflect the introduction of the new Admissions Code of Practice 2021

The policy will next be consulted upon in 2022/23



Diocese of Middlesbrough



ALL SAINTS RC SCHOOL

Diocese of Middlesbrough
 YEAR 7 ENTRY FOR SEPTEMBER 2023
 Application Form

Please return this form by 31 October 2022 for the attention of Mr R Thompson (Deputy Head Teacher) at All Saints RC School.

Surname: _____ Forename: _____

Middle Name: _____ Chosen Name: _____

Gender (M/F): _____ Date of Birth: _____

Home Information:

Address: _____

Town: _____ County: _____

Post Code: _____ Home Telephone Number: _____

Mobile Number: _____ Email Address: _____

Parent(s) armed services? **YES** or **NO** (Please circle)

Names of brothers/sisters already at All Saints: _____

Name that correspondence should be sent to: _____ (Parent/Guardian)

Name of Present School _____ Telephone Number: _____

Religion details (if Catholic please give):

Date of Baptism: _____ Priest: _____ Parish: _____

Year of First Holy Communion: _____ Parish: _____

Parish in which you live: _____

Church normally attended, if different from above: _____

Name of Parish Priest: _____ Telephone Number: _____

A copy of the Baptismal Certificate for each Catholic student must be attached. (Without a Baptismal Certificate, Governors are not able to consider the applicant as a Catholic).

If not Catholic but attend another church please give:

Name of Church & Address: _____

Name of Minister: _____ Telephone Number: _____

Please attach a photocopy of the Baptism Certificate if applicable; together with a supporting letter from the Minister of Religion stating that the family attend church; and a parental letter declaring support for the Catholic Ethos and purpose of the school.

I would like my child to be considered for admission to All Saints' RC School.

Signed: _____ (Parent/Guardian) Date: _____



Compassion



Truth



Respect



Forgiveness



Justice



Service



Gentleness



Humility



Stewardship

Archbishop Holgate's School

A Church of England Academy



2023 Admissions Policy

Applications under this policy will generally be for children to start at the school in Year 7 in September 2023 as part of the normal admissions round.

However, this policy also covers in year admissions and deferrals/delays to admissions and accelerated admissions.

Date of consultation	October 2021 to November 2021
Approved by Trust	
Next review due	April 2022

1. Introduction

Archbishop Holgate's School is a Church of England school in the Diocese of York. It has been serving the young people of York and beyond since 1546, formerly as a maintained school and more recently as an academy. The school is part of Pathfinder Multi Academy Trust.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice for pupils aged 11 to 16 (and beyond through its post 16 offering). 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 pupils.

As a Church of England school, we welcome applications from Christian families and those of other faiths and none. We ask that all parents/carers applying for a place at the school respect the school's ethos and its importance to the whole community.

Pathfinder Multi Academy Trust (Trust) is the Admissions Authority for the school. The Trust is responsible for determining the school's admissions arrangements (including this policy) and deciding who can be offered a place in accordance with it.

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

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In relation to admissions in the normal admissions round, where applications are for children to be admitted into Year 7 on the first day of term in September 2023, admissions will be operated in accordance with City of York Council's co-ordinated admissions schemes (on which please see further below). Details relating to the co-ordination of in-year admissions will be provided in due course in accordance with the Admissions Code.

All Admissions Authorities are required to act in accordance with the Department for Education's School Admissions Code and the relevant legislation and regulations.

For further details about how and when to apply, please see sections 2 and 5 below.

2. Application Procedures and Timetable

Please contact the school on 01904 411341 or reception@archbishopholgates.org and/or your home local authority if you need any help in applying.

(a) Local Authority co-ordination of normal admissions round

The admission process for the normal admissions round (i.e. for admission to Year 7 in September 2023) is always co-ordinated by local authorities.

You should apply for a place at school in the normal admissions round by completing the online application form¹ of the local authority (Unitary or County Council) in the area in which you live (your "home" local authority) by 31 October 2022. You should do this even if your "home" local authority is not City of York Council, which is the relevant local authority area for the school.

The process will give you the ability to express ranked preferences for places at any state funded school/academy, whether or not they are within your home local authority area. This allows co-ordination to take place between your home local authority, the local authorities of the schools you have applied to (if different) and the Admissions Authorities for those schools. The Admissions Authority (in this school's case, the Trust) will rank the applications of all applicants naming the school as one of their preferences and provide this information to the local authority in which the school is situated to enable co-ordination (in this school's case, City of York Council). You will then receive an offer, via your home local authority, for the highest ranking school where a place is available.² This is so that parents/carers will receive only one offer of a place at a school for their child.

You will be sent your offer by your home local authority outlining your allocated school place on national offer day (1 March 2023) and should ensure that you carefully follow the instructions contained with that communication relating to taking up the place and any other relevant matters. The method of notification will depend on your home local authority processes. You will also be informed of any rights you have to appeal and the right to be placed on school waiting lists.

If your home local authority is City of York Council, applications can be made online at <https://www.york.gov.uk/SchoolAdmissions>. If you cannot complete an online application, please contact City of York Council's School Admissions Team on 01904 551554] for assistance. If City of York Council is not your home local authority, you should contact the home local authority for details of how to access their admission processes.

(b) Supplementary Information Form

If you are applying for priority application to the school on the basis of one of the oversubscription criteria set out in section 4 below which states that a Supplementary Information Form is required, you will also need to complete and return the attached Supplementary Information Form. This is in addition to the requirement outlined above to submit your application to your home local authority. If you are not applying for priority on the

¹ If you have difficulties completing the online form please contact your home local authority for assistance. Alternative formats will be made available as appropriate to meet applicant needs.

² Your home local authority will advise you in the event that no places are available in any of the schools included within your application.

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basis of one of these oversubscription criteria, there is no need to complete a Supplementary Information Form (unless a Supplementary Information Form is required by your home local authority).

Please send the attached Supplementary Information Form to the Trust at Archbishop Holgate’s School, Hull Road, York, YO10 5ZA marked for the attention of the Trust’s Admissions Clerk. (Please do not send this Supplementary Information Form to your local authority, as they will not be able to take account of the information you have provided).

Where you are applying as part of the normal admissions round, the completed Supplementary Information Form must reach the Trust by 31 October 2022. **If the Supplementary Information Form has not been returned and fully completed by this date, you may lose the priority that you might otherwise have received** (please see further below in relation to late applications.) You should make sure you allow the time to get any necessary supplementary information/signatures required for the Form prior to the deadline for its return.

Where you are making an in-year application (see below), you should return the Supplementary Information Form at the same time as making the application.

(c) Late applications and changes

Applications received by your home local authority (or changed) after the national closing date (31 October 2022) are “late applications.”

Late applications and changes to applications made in the normal admissions round will be considered in accordance with the provisions of the relevant local authority’s Co-ordinated admissions scheme.

Applications received after the local authority’s period of co-ordination has ended will be considered as “in year” applications (please see section 6 on “in year” applications).”

3. Admission number

The school’s Published Admission Number – that is number of places available for admission to Year 7 at the school in September 2023 – is 300.

If, as part of the normal admissions round, no more than 300 applications are received, places will be allocated up to and including the Published Admission Number in accordance with City of York Council’s Co-ordinated admissions scheme.

The PAN only applies to Year 7. The Trust will not refuse admission to other age groups on the grounds that the PAN has already been reached. The Trust may, however, refuse admission where it is of the view that admission of another child would prejudice the provision of efficient education or efficient use of resources, including in light of any current admission numbers set for year groups.

4. Allocation of places

The school will admit **all children with an Education, Health and Care Plan (EHCP)** which names the school. If your child has any such EHCP, please contact your home local authority who will advise you on your options.

If the number of preferences expressed for the school exceeds the number of places remaining available (after the admission of any children with an EHCP which names the school), priority will be awarded to applicants using the following oversubscription criteria, which will be applied in the order of priority shown.

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1. Children who are looked after by a local authority and children who were previously looked after

A “looked after child” is a child who at the time of making the application to school is (a) in the care of a local authority in England, or (b) being provided with accommodation by a local authority in England in exercise of their social services functions.

A “previously looked after child” is a child who:

- (a) Was previously a looked after child in accordance with the above definition, but who immediately after being looked after was subject to an adoption, child arrangement or special guardianship order³; or
- (b) Appears to the Trust (having sought advice from the Local Authority) to have been in state care outside of England and who have ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society.

If you are making an application under the priority for a previously looked after child, you will need to complete/provide the relevant documentation/information specified by your home local authority in accordance with their specified requirements.

2. Children satisfying the requirements for a Foundation Place (up to 30% remaining places)

Up to 30% of the remaining places available (after the admission of any children with an EHCP whose EHCP names the school and after admission of any looked after and previously looked after children) will be available for those applicants satisfying the requirements for a Foundation Place. The actual proportion will be determined by the number of applicants eligible for a Foundation Place.

At least two thirds of Foundation Places will be available to applicants satisfying the requirements under 2A below (Christian Foundation Places). Up to a third of Foundation places will be available to applicants satisfying the requirements under 2B below (Other Foundation Places). In the event that there are fewer applicants satisfying the requirements than places available under 2B, the remaining available places will be made available to those satisfying the requirements under 2A.⁴

To be eligible for a Foundation Place under 2A (Christian Foundation Places) or 2B (Other Foundation Places), the applicant must be able to demonstrate the required frequency of worship by the child or at least one parent/carer. The minimum level of worship will be attendance at least six times in the twelve months immediately prior to the date of application. 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.

A. Christian Foundation Places

Places under this category are available for those of the Christian faith.

In order to qualify for a Christian Foundation Place, the required level of worship must take place at a regular public service at a Christian place of worship. A Christian place of worship is defined as a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England,⁵ or affiliated to the Evangelical Alliance⁶ or a Partner Church of Affinity.⁷ The list of nationally designated churches can be found at https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf.

³ An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A Child arrangement order is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

⁴ For example, if those satisfying the requirements for 2B “Other Foundation Places” accounted for 5% of the remaining places available (after the admission of any children with an EHCP whose EHCP names the school and after admission of any looked after and previously looked after children), 25% of the remaining places would be available for those satisfying the requirements for 2A (Christian Foundation Places).

⁵ For up to date information on membership of Churches Together In England, please visit their website at https://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx

⁶ The Evangelical Alliance is the largest body serving evangelical Christians in the UK. Many members of the Evangelical Alliance are individual congregations or churches and therefore too numerous to list here. However they can be “searched for” on the Evangelical Alliance’s website – www.eauk.org.

⁷ Affinity is an umbrella organisation to which independent churches belong, similar to an including the Fellowship of Independent Evangelical (FIEC) Churches.

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B. Other Foundation Places

Places under this category are available to those of the following faiths: Buddhism, Hinduism, Islam, Judaism and Sikhism.

In order to qualify for a Foundation Place under this category, the relevant worship must take place at a regular public service at a recognised place of worship for the relevant faith.

C. Further categorisation – all Foundation Places

In the event that there are more eligible applicants satisfying the requirements for a Foundation Place under sub criterions 2A or 2B (as the case may be) than there are places available, priority will be given within the relevant sub-criterion as follows:

A. First priority – where the child or at least one parent/carer has attended the required worship for an average of at least twice a month for the twelve months immediately prior to the date of application.

B. Second priority – where the child or at least one parent/carer has attended the required worship for an average of at least once a month for the twelve months immediately prior to the date of application.

C. Third priority – where the child or at least one parent/carer has attended the required worship at least six times in the twelve months immediately prior to the date of application.

Priority will be given within each of the three priority categories above to those who live the furthest away from their next nearest Church of England secondary school using the nearest available safe walking route. Distances will be measured by a GIS mapping system from the child's home address to the main entrance of the nearest Church of England secondary school. (Where a safe walking route does not exist, we will measure along main roads including using maps from third-party mapping companies.) If the measurement of the distance from home to the nearest Church of England secondary school does not distinguish between two or more applicants with equal priority, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school and the Trust.

In order to be eligible for consideration under this criterion, you will need to submit a completed Supplementary Information Form as outlined in section 2(b) above which includes verification of attendance at worship from your minister of religion.

Those falling outside the Foundation Place allocation will be considered under the next relevant criterion.

3. Children with exceptional social or medical needs which make the school the most suitable school for the child

To be given priority on this basis, the Trust 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 consideration under this criterion, you will need to submit a completed Supplementary Information Form as outlined in section 2(b) above. The Supplementary Information Form will need to be accompanied by professional supporting evidence, in writing, from a doctor, specialist, health professional or social worker (as appropriate) setting out:

-The relevant 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.

The Trust may liaise any third parties as they may deem appropriate in making their assessment.

4. Children with siblings who will be on roll at the school at the proposed date of admission

In order to be eligible under this criterion, the sibling must be on roll at the school at the proposed date of admission.

"Siblings" for the purposes of this criterion are brothers or sisters living in the same house, as their primary place of residence.

For the purposes of this criterion, a child will be another child's brother or sister if they are their natural brother/sister; adopted brother/sister; half-brother/sister; step brother/sister; or foster brother/sister. The definition does not include cousins or other family members sharing a house.

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5. Children of staff employed at the school

In order to be eligible for admission under this criterion, the member of staff must be employed by Archbishop Holgate's School:

- (a) where the member of staff has been employed at the school for two or more years at the time of the application; and/or*
- (b) where the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skills shortage.*

In order to be eligible for consideration under this criterion, you will need to submit a completed Supplementary Application Form as outlined in section 2(b).

If there are more eligible applicants than places available under this criterion, random allocation will be used as the tie-breaker. This will be supervised by someone independent of the school and the Trust.

6. Children living in the school's Catchment Area

The Catchment Area for the school is the area determined in partnership between City of York Council and the Trust and is shown at Appendix 1. It is also available online at www.york.gov.uk/schooladmissions and in the City of York Council's Guide for School Catchment Areas.

7. Any other Children

Tie- Breaker - Save as set out at criteria 2, 6 and 7 above, if there are more applications within any given criterion than there are remaining places available, the places will be allocated to children satisfying the relevant criterion who live closest to the school. The measurement of **distance** uses the nearest available safe walking route. Distances will be measured by a GIS mapping system from the child's home address to the main entrance of the school. Where a safe walking route does not exist, we will measure along main roads including using maps from third-party mapping companies. If the measurement of the distance from home to school above does not distinguish between two or more applicants with equal priority, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school and the Trust. Where the application of the above would lead to a place being made available for a child/children of multiple birth but not their sibling(s) who is/are of multiple birth, the Trust will work within the Admissions Code in order to seek to make a place available for the sibling(s) wherever reasonably possible and where they are legally permitted to do so.

Address – 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. The correct address to be used for the purpose of the local authority's co-ordinated application process will be used for the purpose of applying this oversubscription criteria and the tie breaker in this policy. You may be asked to show evidence of any current or previous address and enquiries may be made to obtain verification, including of any third parties, should this be deemed necessary.

5. Time for admission

(a) Usual entry point

Children will normally be admitted into the year group relevant to their age and (save as outlined below) application should be made to that year group.

Save as outlined below, for those applying in the normal admissions round, offers will be made for a full time place in Year 7 commencing in September 2023.

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(b) Deferring admission: admission outside of normal age group

Parents/carers may seek to defer their child's admission to school so that they are admitted outside of their normal age group, for example if they have experienced problems such as ill health. Parents/carers considering requesting admission out of the normal age group are encouraged to contact City of York Council's admissions team, (if different) their home local authority and the school at an early stage to discuss their intentions.

The Trust will make decisions on requests for admissions outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned and in accordance with any agreed co-ordinated Local Authority procedure in place from time to time. This will include taking account of:

- the parent's/carer's views;
- any information provided 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
- where applicable, whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Trust will also take account of the views of the headteacher in assessing the request. When informing the parent/carer of their decision on the year group the child should be admitted to, the Trust will set out clearly the reasons for the decision.

You should request such a deferred admission as part of the normal admissions round where possible. As such:

- parents/carers wishing to defer admission should still apply for a school place at the normal time – i.e. by 31 October 2022; and
- by the same deadline, the parent/carer should also submit a written request to defer admission to the headteacher of the school, together with any supporting evidence that the parent/carer wishes to be taken into account. You should also inform your home admission authority of your request in writing.

This will allow requests to be considered prior to National Offer Day. If the request is approved, then the application and preferences originally submitted as part of your home local authority's application process will be withdrawn and no decision will be made on the basis of the original application. **Please note, a place will not be reserved for your child: where a deferred admission is granted, parents/carers must then reapply for a place in Year 7 in the next admissions round (i.e. for a place in September 2024) alongside children who are one school year younger.** Parents/carers should make it clear in their fresh application that deferred admission has previously been agreed.⁸ The fresh application will be considered in accordance with school's 2024/25 admissions policy as part of the normal admissions round⁹ and on the basis of the admission arrangements outlined in the school's 2024/25 policy, including the application of oversubscription criteria. 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 a request is not approved, parents/carers will be notified by their home local authority of the result of their original application in the usual way. We will endeavour to process requests to defer admission received after 31 October 2022 within 6 weeks from receipt. If the request is approved, any offer received as part of the normal admissions round will be withdrawn.

⁸ as the date of birth will fall outside the normal date of birth range for the required admissions round

⁹ unless the parental/carer request is made too late for this to be possible

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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: whilst parents/carers 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.

(c) Accelerated admission

Very exceptionally, applicants may seek a place for their child in a higher age group than their usual age group, for example if the child is gifted or talented. Parents/carers considering requesting admission to a higher age group should contact the school and the home local authority at an early stage to discuss their intentions and what the best approach might be. The request must be put in writing, addressed to the Headteacher of the school, together with any supporting evidence that the parent/carer wishes to be taken into account. The Trust will make decisions on such requests on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the criteria set out in (b) above.

In order for the request to be considered prior to the normal admissions round, the request must be received by 30 November 2022. 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 usual year group has been agreed.¹⁰ 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.

6. In-year admissions

In-year admissions are admissions outside the normal admissions round. Applications received after the local authority's period of co-ordination has ended will be considered as "in year" applications.

Parents/carers may apply for a change of school for their child at any time. Please call the school on 01904 411341 or email us at reception@archbishopholgates.org to find out about any in-year vacancies that may be available. Alternatively, you can contact City of York Council School Services on 01904 51554 for information regarding available places.

The oversubscription criteria outlined in section 4 apply to in-year applications.

(a) Application process

Details of how in-year applications will be dealt with for the 2023/4 academic year will be set out on the school's website by 31 August 2023. This will detail whether in-year applications are being co-ordinated by the school or by the local authority.

Whether in-year applications are being co-ordinated by the school or the local authority, if you are applying under one of the oversubscription criteria that requires the school's Supplementary Information Form to be completed, please complete and return this to the Trust at Archbishop Holgate's School, Hull Road, York, YO10 5ZA marked for the attention of the Admissions Clerk at the same time as submitting your in-year application form.

¹⁰ as the date of birth will fall outside the normal date of birth range for the required admissions round

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(b) Determination of application

Whilst the school does have a published admissions number of 300, this number only applies for admission into Year 7. Although a published admission number may help set class organisation in later years, decisions in relation to places in other year groups will be made primarily on class organisation. As such, a place may be refused even if the numbers on roll in the relevant year group are lower than the published admission number. In determining whether a place is to be offered, consideration will be given as to whether the admission of any additional child would prejudice the provision of efficient education or the efficient use of resources including in light of any current admission numbers set for year groups.

Where there is an available space and there are no other applications for this place, the place will be made available. Where there is an available space and there are more applications for a place than places available, priority is given in accordance with the oversubscription criteria set out in section 4 above. The oversubscription criteria will be applied as at the date the place becomes available.

You will be notified of the outcome of your application, normally within 10 school days but always within 15 school days. Where a place is offered, and the offer is accepted, arrangements will be made for the child to start as soon as possible, particularly where the child is out of school.

If the application is refused by the Trust, reasons for the refusal will be given and the applicant will be informed of their right to appeal and their right to be placed on the waiting list (on which please see section 7 below).

(c) Fair access

Please note that the operation of this policy is subject to the City of York Council's Fair Access Protocol and the relevant regulations relating to children who have been permanently excluded from two or more schools. The Fair Access Protocol is agreed with schools within the authority to ensure that – outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. It also requires local authorities to ensure that no school is required to take a disproportionate number of children with challenging behaviour. The Fair Access protocol and relevant regulations will take priority over this policy.

7. Waiting List

If the school is oversubscribed, a waiting list will be established. (The waiting list may be held by City of York Council on behalf of the Trust where this has been agreed.)

Normal admissions round – A waiting list shall be maintained until 31 December 2023, at which point it will be deleted. Applicants still seeking a place after this date should advise the school's Admissions Clerk in writing.

In year applications - Parents/carers who are not successful in obtaining a place following an in-year application received during the 2023/24 academic year will automatically be placed on the waiting list, which will be maintained until the end of the relevant academic year, at which point it will be deleted. In the event that you would like your child to be re-added to the waiting list for the following academic year, you must advise the school's Admission Clerk of this in writing.

In each case, a child's position on the list will be determined by the oversubscription criteria above only and will reflect their current circumstances (where these circumstances have been provided to the Trust). Each additional applicant, or change in circumstances of an applicant which is notified to the school, will require the waiting list to be reordered in accordance with the oversubscription criteria. Should a place become available while the waiting list is in operation, a place will be made available to the applicant entitled to be on the top of the waiting list on the day the place became

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available. Where a tie breaker of random allocation is required to determine who is offered a place in accordance with section 4 above, a fresh round of random allocation will be used each time a child is to be offered a place.

Placing a child's name on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful application.

8. Appeals

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

Appeals are heard by an independent appeals panel and in line with the School Admission Appeals Code. Further details will be provided in the event that your application is refused. We will also publish our appeals timetable on our website by 28 February 2023.

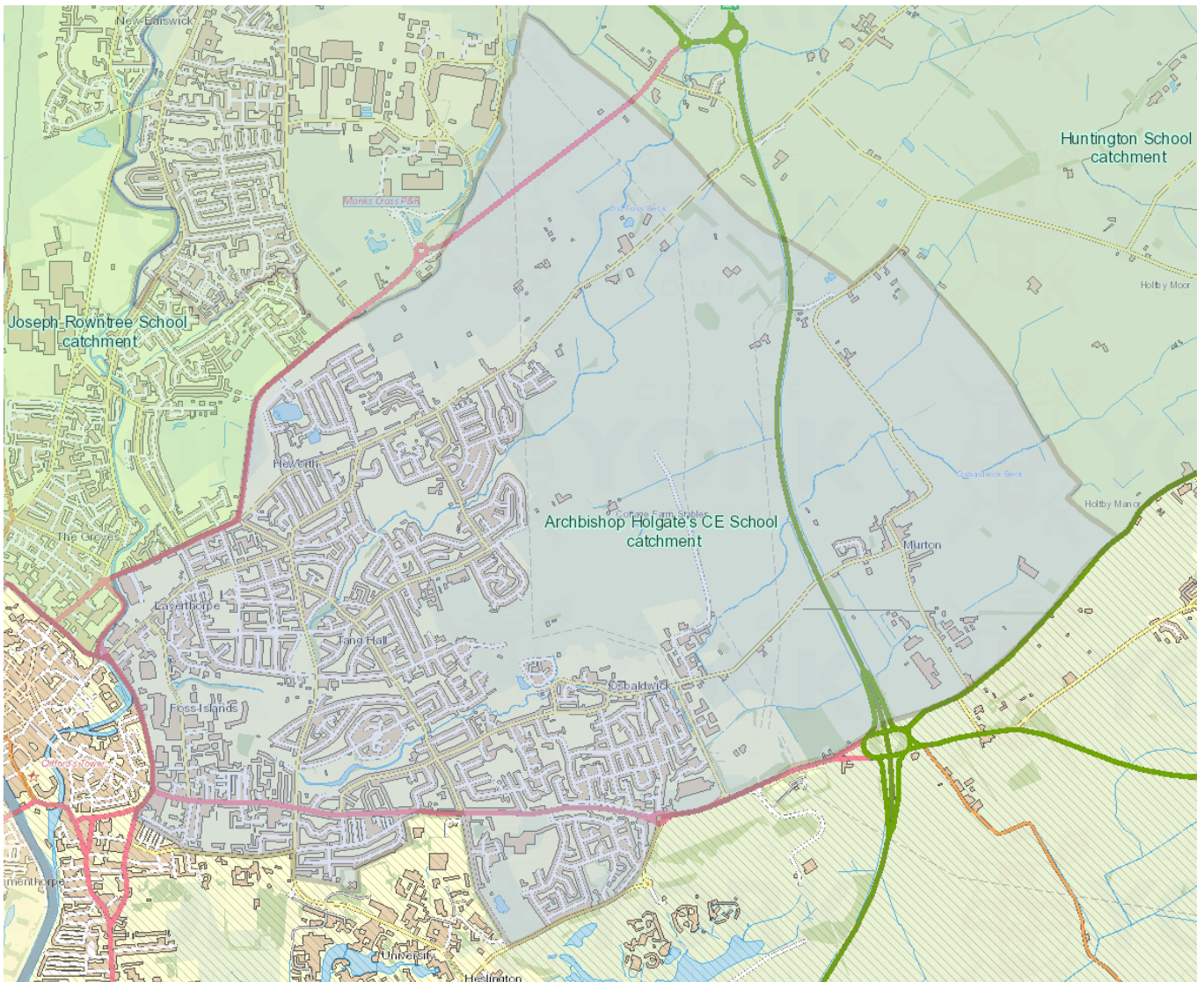
Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the Trust has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school, which has also been refused.

9. False Information

Applicants are strongly urged to complete the local authority's application and (if applicable) the school's Supplementary Information Form as accurately and fully as possible. Where an offer of a place at the school has been made on the basis of a fraudulent or intentionally misleading application which effectively denies a place to a child with a stronger claim, then under the School Admissions Code the school is able to withdraw the place even if the child has started school. In the event that a place is withdrawn, the application will be considered afresh.

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APPENDIX 1: Map of Catchment Area



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APPENDIX 2: Supplementary Information Form**Archbishop Holgate's School, a Church of England Academy****Supplementary Information Form - 2023 Admissions**

Please note that this it is only necessary to complete this form where you are applying for priority under oversubscription criteria 2, 3 and 6 in the School's admissions policy.

Name of Child:	
Date of Birth:	
Address (as per Local Authority application form):	

Please indicate all relevant criteria that apply to your application and complete the relevant information:

Criterion summary (please see School Admissions policy for full details)		Please tick	Additional Information Required
2.A	Christian Foundation Place		Please note that additional information is required as set out in section 4.2.A above and that a signature is required from your minister of religion.*
2.B	Other Foundation Place		Please note that additional information is required as set out in section 4.2.B above and that a signature is required from your minister of religion.*
3	Children with exceptional social or medical needs which make the school the most suitable school for the child		Please note additional information is required as set out in section 4.3 above.*
6	Children of staff employed at the school		Please note additional information is required as set out in section 4.6 of the School Admissions policy. Please give name of member of staff: _____
*You should make sure you allow the time to get the necessary information/signature prior to the deadline for return of the form.			

Name of person filling in the form (parent/carer):	
Relationship with child:	
Contact details:	
Signature:	

Please return this Supplementary Information Form to Archbishop Holgate's School, Hull Road, York, YO10 5ZA by **31 October 2022**.

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(Supplementary Information Form continued)

Confirmation of regular attendance at worship
For completion by your minister of religion

I hereby confirm that:

(1) The aforementioned child or at least one parent/carer of the aforementioned child has attended worship at a regular public service at least (please tick):

- an average of twice a month for the twelve months immediately prior to the date of application;
- an average of once a month for the twelve months immediately prior to the date of application.
- six times in the twelve months immediately prior to the date of application.

And

(2) That worship has taken place at (please tick):

- A Christian place of worship being a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally designated churches can be found at https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf. or
- A recognised place of worship for the following faith:
 - Buddhism
 - Hinduism
 - Islam
 - Judaism
 - Sikhism

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.

Name and address of place(s) of worship attended:

Name	
Signature:	
Position: (e.g. Vicar/Pastor/Minister/Priest)	
Correspondence address:	
Telephone number:	

In the event that you have attended worship at different places of worship during the relevant period e.g. as you have moved areas, but taken together the attendance at worship at these places of worship would be sufficient to qualify for a Foundation place, please ask your Minister of Religion for each place of worship to complete this form specifying the relevant periods of attendance and frequency.

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Admissions Policy, City of York
2023 – 2024

Introduction

- 1 This policy applies to applications for the following schools for whom the Ebor Academy Trust is the admission authority, which are located within the City of York Local Authority area, and which do not have separate admission arrangements. These schools are:
 - Haxby Road Primary Academy
 - Hob Moor Primary Academy
 - Lakeside Primary Academy
 - Osbaldwick Primary Academy
 - Park Grove Primary Academy
 - Robert Wilkinson Primary Academy
- 2 This policy applies in 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 Published Admission Number (PAN) is the number of pupils it is intended to admit into the first year group of school. This number differs for each school and for 2023– 2024 these PANs are:
 - for Haxby Road Primary Academy, 45 places
 - for Hob Moor Primary Academy, 45 places
 - for Lakeside Primary Academy, 45 places
 - for Osbaldwick Primary Academy, 45 places
 - for Park Grove Primary Academy, 40 places
 - for Robert Wilkinson Primary Academy, 85 places
- 4 This policy complies with and operates within the City of York Coordinated Admissions Scheme for Primary and Infant Schools in the City of York Local Authority area. The admission authority for these schools is the trust board of the Ebor Academy Trust.
- 5 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. 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 as in Section B of this policy will be applied to ascertain which child is most entitled to a place.

- 6 The admission of children into the Reception year at a primary school is a completely separate process to nursery admissions. Attendance at a particular nursery class or early years provider does not give a child any priority within the admissions policy for admission to primary school, even if the school and nursery are located on the same premises or run by the school itself.
- 7 Advice and information for parent/carers on school admissions, including key information that applies to all applications as well as some frequently asked questions are available in the City of York Guide for Parents which is available at www.york.gov.uk/guideforparents or upon request from the City of York School Services team. It is recommended that all applicants consider the information in the Guide for Parents before making an application.
- 8 The admission of children with an Education, Health and Care plan are covered by different admission regulations. Following negotiation, if a school within the Ebor Academy Trust has been named, a place will be allocated for these children before considering other applications.

A Admissions into Reception

- 1 Children will normally be admitted into the year group relevant to the child's age and will start full-time in the school year they turn five. All children will be offered the opportunity of a full time place from September in the year of entry.
- 2 This policy includes an option of 'delayed entry'. This means that parent/carers may secure a place at a school under the normal admission arrangements but choose to postpone their child's admission to school, as long as their admission is not delayed beyond the point at which they reach compulsory school age. A child normally reaches compulsory school age at the start of the term following their fifth birthday. The table below sets out the position:

Date of birth	Date of compulsory school age	Latest date child may start school full-time
1 September 2018 - 31 December 2018	31 December 2023	The start of the 'Spring' term in January 2024
1 January 2019 - 31 March 2019	31 March 2024	The start of the 'Summer' term in April 2024
1 April 2019- 31 August 2019	31 August 2024	The start of the 'Autumn' term in September 2024

If you would like to delay your child's entry, so they do not start full-time in September 2023, you must still apply at the normal time. Once allocated a school place, you should then advise the school in writing of your child's intended start date and keep in regular contact with the school regarding any changes to this intended date. Start dates are recommended to be at the start of each half term, but these can be varied by agreement with the school.

The school will hold a place for that child and not offer it to another child during the remainder of the Reception year. You should contact the school to make arrangements for admission of your child by no later than 20 school days before the intended start date. If you do not contact the school in the 20 school days before an intended and/or previously communicated start date, the school will make all reasonable efforts to contact you by telephone and in writing at any known physical address or email address. In the event that all attempts to contact you are unsuccessful, the school place may be withdrawn.

- 3 Parent/carers will also be able to request a part-time place until the start of the term after the child turns five. It is a legal requirement that all children must enter formal full-time education at the start of the term after their fifth birthday, but if you would like to discuss part-time education for your child so they do not start full-time in September 2023, you must still apply at the normal time. Once allocated a school place, you should then ask the school in writing what part-time provision may be offered, advise them of your child's intended full-time start date and keep in regular contact with the school regarding any changes to this intended date.
- 4 Some parent/carers of 'summer born' children (those children born between 01 April and 31 August) may wish to investigate the possibility of 'deferred entry' into a lower year group. If you are considering this for your child, please contact the LA School Services team who can provide you with information and advice.

If you would like to defer your child's entry, so they do not start in Reception in September 2023, but instead start Reception in September 2024, you must still apply at the normal time and parallel to your application, put a formal request in writing to defer your child's admission to a lower year group.

For the purposes of coming to a decision on such deferrals for those children living in the City of York, the LA has developed a city-wide policy and invited all other admission authorities to take part in joint

arrangements. Ebor Academy Trust has adopted the City of York Delayed and Deferred Admissions Policy for the purposes of administering requests for deferred entry for ‘summer born’ children. More information on delayed and deferred entry can be found in the [City of York Delayed and Deferred Admissions Policy](#)

Places are not held open for children who defer entry, so parent/carers must, if their request is approved, reapply by 15 January the following year for a place in Reception alongside children who are one school year younger. Parent/carers may make an identical application for the same schools, or request different schools from their initial application.

Parents/carers should be aware that as the numbers of applications and preferences, and even the number of available places, may differ from year to year, that a deferral does not mean a place at the same school can be allocated one year later. It will not be known which school is allocated for an agreed deferral until 16 April or the next school day in the school year the child turns 5 and the results of the application one year later may result in a different school being allocated.

- 5 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 (the school year they turn five), 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, by no later than 29 November 2022. The Trust will then consider your request, if necessary in conjunction with other schools, the LA, early years providers and professionals.

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.

- 6 Applications should be made by the closing date for applications which is 15 January 2023. Applications can be made online at www.york.gov.uk/schooladmissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, LA, schools, or a paper application form known as the ‘School admissions application for Primary School in September 2023’. There is no additional ‘Supplementary Information Form’ required to apply for a school place at any Ebor Academy Trust school covered by this policy.
- 7 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority by providing this information in writing direct to the school or by emailing education@york.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 in the [Guide for Parents](#).
- 8 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 children that can go to a school each year these standards could not be maintained. Infant Class Size legislation may also limit the number of pupils that can be admitted in Reception, Year 1 and Year 2. For these reasons each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.
- 9 Applicants will be responsible for travel arrangements and the costs of travel to and from school.
- 10 Haxby Road Primary Academy, Hob Moor Primary Academy, Lakeside Primary Academy, Osbaldwick Primary Academy, Park Grove Primary Academy and Robert Wilkinson Primary Academy each have their own catchment area. The City of York Local Authority 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 in the [Guide for Parents](#), online at

www.york.gov.uk and upon request from the City of York School Services team.

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B Oversubscription criteria

Some schools will be oversubscribed – that is where the number of applicants exceeds the 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 a school in these circumstances in the following priority order:

- 1 Children who are either currently or have previously been ‘looked after’. This applies to all children who are currently or have previously been, in the care of a local authority; all children who have been adopted from local authority care, subject to an adoption, residence or special guardianship order; and all children who appear to have been in state care outside of England and ceased to be in state care as a result of adoption, residence or special guardianship order.

It is the responsibility of parent/carers, or the child’s social worker to provide the information to the admission authority that this criterion applies.

- 2 Children who live within the catchment area normally served by the preferred school, with a sibling at the preferred school at the time of admission. Catchment areas are designated by the Local Authority and are made available to parent/carers in the Guide for Parents, online at www.york.gov.uk, and upon request from the City of York School Services team. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step- and foster-brothers or sisters);

The Trust uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within the Guide for Parents.

It is the responsibility of parent/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the Trust.

- 3 Children who live within the catchment area normally served by the preferred school. Catchment areas are designated by the Local Authority and are made available to parent/carers in the Guide for Parents, online at www.york.gov.uk, and upon request from the City of York School Services team;

The Trust uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within the Guide for Parents.

- 4 Children considered by the admission authority to have exceptional social or medical needs which makes the preferred school the most suitable school for the child. The admission 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;

It is the responsibility of parent/carers to provide the additional information where they believe this criterion applies. To be given priority on this basis, the admission 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 parent/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.

- 5 Children with a sibling at the preferred school at the time of admission. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step- and foster-brothers or sisters);

It is the responsibility of parent/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the Trust.

- 6 Children who live closest to the preferred school using the nearest available safe walking route. Distances are measured by a GIS mapping system from the child's home address to the closest entrance of the school.

Distances are measured using a system of walking routes rather than straight line distances to better reflect the length of the journey from home to school. Within a contiguous urban area these routes are those that are properly paved and lit alongside roads and other walkways and do not include the York outer ring road. Outside a contiguous urban area, for example for applications from outside the City of York area, these distances continue to be measured along the road network.

Where there are fewer places than children in an oversubscription priority as above, in order to decide to whom places will be allocated, the following tie-breakers will be applied:

- first, to the child(ren) who also fulfil the next highest priority;
- second, to the child(ren) living closest to the school as defined in priority 6;
- and third, if the measurement of the distance from home to school above does not distinguish between two or more applicants with equal priority, random allocation will be used as the final tie-breaker, and independently verified.

Where the application of the above would lead to a place being made available for a child of multiple birth, but not their sibling(s), we will work within the Admissions Code in order to make a place available for the sibling(s) wherever reasonably possible.

For example, for two children who are both resident in the catchment area without a sibling on roll at the time of admission and are thus assigned the same (third) priority, the place would first be allocated to the child who also fulfils the next highest priority, for example, an exceptional social or medical need (fourth priority) over a child who lives closer to the school (sixth priority).

C 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 Ebor Academy Trust subscribes to the City of York'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. We will publish our appeals timetable on our website by 28 February 2023. Applicants who wish to appeal should contact the LA School Services team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.

- 3 Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the admission authority has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school.

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D 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 will be withdrawn.

E Late Applications

- 1 Applications received after the closing date for applications of 15 January 2023 may be treated as ‘late’ applications – that is processed after all ‘on-time’ applications.
- 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 admission 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 as set out in Section F of this policy.

F Waiting List

- 1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2021. After 31 December 2023, if there is still a waiting list, an 'in-year' waiting list is then held 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 **20 school days** before the end of the current school year, and preferably by no later than 05 July.
- 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 admission 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 became available.
- 3 Applications may only be made once for each school year unless there has been a significant and material change in the circumstances of the parent/carer, child or school, which the admission authority agrees requires a new application.
- 4 Being on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful preference.

G Timetable

by 12 September 2022	Guide for Parents published online at www.york.gov.uk/guideforparents
by 12 September 2022	Opening date for applications. 'School admissions application for Primary, Junior School and Secondary Schools in September 2022' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
15 January 2023	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary & Junior School in September 2022' form)
from 16 January 2023	Applications received may be treated as 'late'
16 April 2023 or next school day	Primary & Junior National Offer Day
21 May 2023	Deadline for return of Primary & Junior appeal papers for 'on-time' applicants
1 June 2023 – 16 July 2023	Admission appeals for 'on-time' Primary & Junior applicants
September 2023	Start of the school year
31 December 2023	Waiting list for all community and voluntary controlled Primary & Junior schools closes

H Contact details for correspondence

The Chair of the Board of Trustees
Ebor Academy Trust
Ebor Business and Training Centre
The Leyes, Osbaldwick, York, YO10 3PR
01904 553404
info@ebor.academy
www.eboracademytrust.co.uk

I Schools in the Ebor Academy Trust covered by this policy

Haxby Road Primary Academy (Primary, 5-11)
Hob Moor Primary Academy (Primary, 5-11)
Lakeside Primary Academy (Primary, 5-11)
Osbaldwick Primary Academy (Primary, 5-11)
Park Grove Primary Academy (Primary, 5-11)
Robert Wilkinson Primary Academy (Primary, 5-11)

[View school contact details on the City of York website](#)

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Heworth Church of England Primary School



2023 Admissions Policy

Applications under this policy will generally be for a child born between 1 September 2018 and 31 August 2019 to start at the school in Reception in September 2023 as part of the normal admissions round.

However, this policy also covers in year admissions and deferrals/delays to admissions and accelerated admissions.

Date of last consultation	October 2021
Approved by Trust	
Next review due	Summer term 2022

1. Introduction

Heworth Church of England Primary School is a Church of England school in the Diocese of York. It has been serving the young people of the ecclesiastical parish of Heworth Holy Trinity and St Wulstan and beyond for over 100 years, formerly as a maintained school and more recently as an academy. The school is part of Pathfinder Multi Academy Trust.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice for children aged 4 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.

As a Church of England school, we welcome applications from Christian families and those of other faiths and none. We ask that all parents/carers applying for a place at the school respect the school's ethos and its importance to the whole community.

Pathfinder Multi Academy Trust (Trust) is the Admissions Authority for the school. The Trust is responsible for determining the school's admissions arrangements (including this policy) and deciding who can be offered a place in accordance with it.

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

In relation to admissions in the normal admissions round, where applications are for children to be admitted into Reception on the first day of term in September 2023, admissions will be operated in accordance with City of York Council's co-ordinated admissions schemes (on which please see further below). Details relating to the co-ordination of in-year admissions will be provided in due course in accordance with the Admissions Code.

All Admissions Authorities are required to act in accordance with the Department for Education's School Admissions Code and the relevant legislation and regulations.

For further details about how and when to apply, please see sections 2 and 5 below.

2. Application Procedures and Timetable

Please contact the school on 01904 806330 or office@heworth.pmat.academy and/or your home local authority if you need any help in applying.

Please also check our school website: www.heworth.york.sch.uk for further information regarding the school.

(a) Local Authority co-ordination of normal admissions round

The admission process for the normal admissions round (i.e. for admission to Reception in September 2023) is always co-ordinated by local authorities.

You should apply for a place at school in the normal admissions round by completing the online application form of the local authority (Unitary or County Council) in the area in which you live (your “home” local authority) by 15 January 2023. You should do this even if your “home” local authority is not City of York Council, which is the relevant local authority area for the school.

The process will give you the ability to express ranked preferences for places at any state funded school/academy, whether or not they are within your home local authority area. This allows co-ordination to take place between your home local authority, the local authorities of the schools you have applied to (if different) and the Admissions Authorities for those schools. The Admissions Authority (in this school’s case, the Trust) will rank the applications of all applicants naming the school as one of their preferences and provide this information to the local authority in which the school is situated to enable co-ordination (in this school’s case, City of York Council). You will then receive an offer, via your home local authority, for the highest ranking school where a place is available.¹ This is so that parents/carers will receive only one offer of a place at a school for their child.

You will be sent your offer by your home local authority outlining your allocated school place on national offer day (17 April 2023) and should ensure that you carefully follow the instructions contained with that communication relating to taking up the place and any other relevant matters. The method of notification will depend on your home local authority processes. You will also be informed of any rights you have to appeal and the right to be placed on school waiting lists.

If your home local authority is City of York Council, applications can be made online at <https://www.york.gov.uk/SchoolAdmissions>. If you cannot complete an online application, please contact the School Admissions Team on 01904 551 554 for assistance. If City of York Council is not your home local authority, you should contact the home local authority for details of how to access their admission processes.

(b) Supplementary Information Form

If you are applying for priority application to the school on the basis of one of the oversubscription criteria set out in section 4 below which states that a Supplementary Information Form is required, you will also need to complete and return the attached Supplementary Information Form. This is in addition to the requirement outlined above to submit your application to your home local authority. If you are not applying for priority on the basis of one of these oversubscription criteria, there is no need to complete a Supplementary Information Form (unless a Supplementary Information Form is required by your home local authority).

Please send the attached Supplementary Information Form to the Trust at Heworth Primary School, 53 Heworth Road, York YO31 0AA marked for the attention of the Head Teacher. (Please do not send this Supplementary Information Form to your local authority, as they will not be able to take account of the information you have provided.)

Where you are applying as part of the normal admissions round, the completed Supplementary Information Form must reach the Trust by 15 January 2023. **If the Supplementary Information Form has not been returned and fully completed by this date, you may lose the priority that you might otherwise have received** (please see further below in relation to late applications.) You should make sure you allow the time to get any necessary supplementary information/signatures required for the Form prior to the deadline for its return.

¹ Your home local authority will advise you in the event that no places are available in any of the schools included within your application.

Where you are making an in-year application (see below), you should return the Supplementary Information Form at the same time as making the application.

(c) Late applications and changes

Applications received by your home local authority (or changed) after the national closing date (15 January 2023) are “late applications.” Late applications and changes to applications made in the normal admissions round will be considered in accordance with the provisions of the relevant local authority’s Co-ordinated admissions scheme.

Applications received after the local authority’s period of co-ordination has ended will be considered as “in year” applications (please see section 6 on “in year” applications).”

3. Admission number

The school’s Published Admission Number – that is number of places available for admission to Reception at the school in September 2023 - is 20

If, as part of the normal admissions round, no more than 20 applications are received, places will be allocated up to and including the Published Admission Number in accordance with City of York Council’s Co-ordinated admissions scheme.

The PAN only applies to Reception. The Trust will not refuse admission to other age groups on the grounds that the PAN has already been reached. The Trust may, however, refuse admission where it is of the view that admission of another child would prejudice the provision of efficient education or efficient use of resources, including in light of any current admission numbers set for year groups.

4. Allocation of places

The school will admit **all children with an Education, Health and Care Plan (EHCP)** which names the school. If your child has any such EHCP, please contact your home local authority who will advise you on your options.

If the number of preferences expressed for the school exceeds the number of places remaining available (after the admission of any children with an EHCP which names the school), priority will be awarded to applicants using the following oversubscription criteria, which will be applied in the order of priority shown.

1. Children who are looked after by a local authority and children who were previously looked after

A “looked after child” is a child who at the time of making the application to school is (a) in the care of a local authority in England, or (b) being provided with accommodation by a local authority in England in exercise of their social services functions.

A “previously looked after child” is a child who:

- (a) Was previously a looked after child in accordance with the above definition, but who immediately after being looked after was subject to an adoption, child arrangement or special guardianship order²; or*
- (b) Appears to the Trust (having sought advice from the Local Authority) to have been in state care outside of England and who have ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside England if*

² An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A Child arrangement order is an order settling the arrangements to be made as to the person which whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society.

If you are making an application under the priority for a previously looked after child, you will need to complete/provide the relevant documentation/information specified by your home local authority in accordance with their specified requirements.

2. Children with exceptional social or medical needs which make the school the most suitable school for the child

To be given priority on this basis, the Trust 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 consideration under this criterion, you will need to submit a completed Supplementary Information Form as outlined in paragraph 2(b) above. The Supplementary Information Form will need to be accompanied by professional supporting evidence, in writing, from a doctor, specialist, health professional or social worker (as appropriate) setting out:

-The relevant 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.

The Trust may liaise any third parties as they may deem appropriate in making their assessment.

3. Children with siblings who will be on roll at the school at the proposed date of admission

In order to be eligible under this criterion, the sibling must be on roll at the school at the proposed date of admission.

"Siblings" for the purposes of this criterion are brothers or sisters living in the same house, as their primary place of residence.

For the purposes of this criterion, a child will be another child's brother or sister if they are their natural brother/sister; adopted brother/sister; half-brother/sister; step brother/sister; or foster brother/sister. The definition does not include cousins or other family members sharing a house.

4. Children living within the parish who regularly and frequently worship, or whose parent(s)/carer(s) regularly and frequently worship, at a Christian place of worship

The Parish is the ecclesiastical parish of Heworth Holy Trinity and St. Wulstan. A map is attached at Appendix 1.

To be eligible under this criterion, the applicant must be able to demonstrate the required frequency of worship by the child or at least one parent/carers. The minimum level of worship will be attendance an average of at least once/twice a month for the two years immediately prior to the date of application. The worship must be at a regular public service at a Christian place of worship.

A Christian place of worship is defined as a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England,³ or affiliated to the Evangelical Alliance⁴ or a Partner Church of Affinity.⁵ The list of nationally designated churches can be found at https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf]

In order to be eligible for consideration under this criterion, you will need to submit a completed Supplementary Information Form as outlined in paragraph 2(b) above which includes verification of attendance at worship from your minister of religion.

³ For up to date information on membership of Churches Together In England, please visit their website at https://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx

⁴ The Evangelical Alliance is the largest body serving evangelical Christians in the UK. Many members of the Evangelical Alliance are individual congregations or churches and therefore too numerous to list here. However they can be "searched for" on the Evangelical Alliance's website – www.eauk.org.

⁵ Affinity is an umbrella organisation to which independent churches belong, similar to an including the Fellowship of Independent Evangelical (FIEC) Churches.

5. Other Children living within the Parish

The parish is the ecclesiastical parish of Heworth Holy Trinity and St. Wulstan. A map is attached at Appendix 1.

6. Children living outside the Parish who regularly and frequently worship, or whose parent(s)/carer(s) regularly and frequently worship, at a Christian place of worship

The Parish is the ecclesiastical parish of Heworth Holy Trinity and St. Wulstan. A map is attached at Appendix 1. All other areas are classed as outside the Parish.

To be eligible under this criterion, the applicant must be able to demonstrate the required frequency of worship by the child or at least one parent/carer. The minimum level of worship will be attendance [an average of at least once a month for the two years immediately prior to the date of application].⁶ The worship must be at a regular public service at a Christian place of worship.

A Christian place of worship is defined as [a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally designated churches can be found at https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf.]

In order to be eligible for consideration under this criterion, you will need to submit a completed Supplementary Information Form as outlined in paragraph 2(b) above which includes verification of attendance at worship from your minister of religion.

7. Any other Children

Tie- Breaker If there are more applications within any given criterion than there are remaining places available, the places will be allocated to children satisfying the relevant criterion who live closest to the school. The measurement of **distance** uses the nearest available safe walking route. Distances will be measured by a GIS mapping system from the child's home address to the main entrance of the school. Where a safe walking route does not exist, we will measure along main roads including using maps from third-party mapping companies.

If the measurement of the distance from home to school above does not distinguish between two or more applicants with equal priority, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school and the Trust.

Where the application of the above would lead to a place being made available for a child/children of multiple birth but not their sibling(s) who is/are of multiple birth, the Trust will work within the Admissions Code in order to seek to make a place available for the sibling(s) wherever reasonably possible and where they are legally permitted to do so.

Address – 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. The correct address to be used for the purpose of the local authority’s co-ordinated application process will be used for the purpose of applying this oversubscription criteria and the tie breaker in this policy. You may be asked to show evidence of any current or previous address and enquiries may be made to obtain verification, including of any third parties, should this be deemed necessary.

5. Time for admission

(a) Usual entry point

⁶ In the event that during the period specified for attendance at worship the church 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 alternative premises have been available for public worship.

Children will normally be admitted into the year group relevant to their age and (save as outlined below) application should be made to that year group.

Save as outlined below, for those applying in the normal admissions round, offers will be made for a full time place in Reception commencing in September 2023, being the September following the child’s fourth birthday.

(b) Delayed admission into year group relevant to child’s age

Parents/carers receiving an offer for their child to start in Reception in September 2023 have the option to delay the date their child starts in Reception until later in the 2023/24 school year, as long as their admission is not delayed beyond the point at which they reach compulsory school age nor beyond the beginning of the final term in the year of admission (April 2024). A child reaches compulsory school age at the start of the term following their fifth birthday. There is an additional option for summer born children – on which please see (c) below.

The table below sets out the position:

Date of birth	Date reach compulsory school age	Latest date for admission to year group relevant to child’s age
1 September 2018 - 31 December 2018	31 December 2023	Start of Spring Term - January 2024 - to join in Reception
1 January 2019 - 31 March 2019	31 March 2024	Start of Summer Term - April 2024 - to join in Reception
1 April 2019 - 31 August 2019 (“summer born”)	31 August 2024	Start of Summer Term - April 2024 - to join in Reception OR Start of Autumn Term - September 2024 - to join in year 1 – see section (c) below

If you would like to delay your child’s entry so they do not start in September 2023, you must still apply in the normal admissions round. If you are allocated a place, you will then need to advise the school in writing of the intended start date and keep in regular contact with the school regarding any changes to this intended date. The school will hold a place for that child and not offer it to another child during the remainder of the Reception year. You should contact the school to make arrangements for admission of your child in the 20 school days before the intended start date. If you do not contact the school in the 20 school days before an intended and/or previously communicated start date, the school will make all reasonable efforts to contact you by telephone and in writing at any known physical address or email address. In the event that our attempts to contact you are unsuccessful, the school place may be withdrawn.

(c) Deferring admission: admission outside of normal age group

Parents/carers may seek to defer their child’s admission to school so that they are admitted outside of their normal age group, for example if they have experienced problems such as ill health. In addition, the parents/carers of a summer born child (i.e. a child born between 1 April and 31 August) may choose not to send that child to school until 1 September 2024 (being the 1 September after they turn five and the date they reach compulsory school age) and may request that they are admitted out of their normal age group – to Reception rather than Year 1 (which would be their usual year group). Parents/carers considering requesting admission out of the normal age group are encouraged to contact City of York Council’s admissions team, (if different) their home local authority and the school at an early stage to discuss their intentions.

The Trust will make decisions on requests for admissions outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned and in accordance with any agreed co-ordinated Local Authority procedure in place from time to time. This will include taking account of:

- the parent’s/carer’s views;
- any information provided 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
- where applicable, whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Trust will also take account of the views of the headteacher in assessing the request. When informing the parent/carer of their decision on the year group the child should be admitted to, the Trust will set out clearly the reasons for the decision.

You should request such a deferred admission as part of the normal admissions round where possible. As such:

- parents/carers wishing to defer admission should still apply for a school place at the normal time – i.e. by 15 January 2023; and
- by the same deadline, the parent/carer should also submit a written request to defer admission to the headteacher of the school, together with any supporting evidence that the parent/carer wishes to be taken into account. You should also inform your home admission authority of your request in writing.

This will allow requests to be considered prior to National Offer Day.

If the request is approved, then the application and preferences originally submitted as part of your home local authority's application process will be withdrawn and no decision will be made on the basis of the original application. **Please note, a place will not be reserved for your child: where a deferred admission is granted, parents/carers must then reapply for a Reception place in the next admissions round (i.e. for a place in September 2024) alongside children who are one school year younger.**

Parents/carers should make it clear in their fresh application that deferred admission has previously been agreed.⁷ The fresh application will be considered in accordance with school's 2024/25 admissions policy as part of the normal admissions round⁸ and on the basis of the admission arrangements outlined in the school's 2024/25 policy, including the application of oversubscription criteria. 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 a request is not approved, parents/carers will be notified by their home local authority of the result of their original application in the usual way.

We will endeavour to process requests to defer admission received after 15 January 2023 within 6 weeks from receipt. If the request is approved, any offer received as part of the normal admissions round will be withdrawn.

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: whilst parents/carers 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.

(d) Accelerated admission

Very exceptionally, applicants may seek a place for their child in a higher age group than their usual age group, for example if the child is gifted or talented. Parents/carers considering requesting admission to a higher age group should contact the school and the home local authority at an early stage to discuss their intentions and what the best approach might be. The request must be put in writing, addressed to the headteacher of the school, together with any supporting evidence that the parent/carer wishes to be taken into account. The Trust will make decisions on such requests on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the criteria set out in (c) above.

In order for the request to be considered prior to the normal admissions round, the request must be received by 15 January 2023. **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

⁷ as the date of birth will fall outside the normal date of birth range for the required admissions round

⁸ unless the parental/carer request is made too late for this to be possible

application that an application out of usual year group has been agreed.⁹ 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.

(e) Part time attendance

There may be some occasions where parents/carers feel their child is not yet ready to start full time education and the point they start school. Parents/carers considering part-time attendance should contact the headteacher as soon as possible to discuss this.

6. In-year admissions

In-year admissions are admissions outside the normal admissions round. Applications received after the local authority's period of co-ordination has ended will be considered as "in year" applications.

Parents/carers may apply for a change of school for their child at any time. Please call the school on 01904 806330 or email us at office@heworth.pmat.academy to find out about any in-year vacancies that may be available. Alternatively, you can contact City of York Council for information regarding available places.

The oversubscription criteria outlined in section 4 apply to in-year applications.

(a) Application process

Details of how in-year applications will be dealt with for the 2023/4 academic year will be set out on the school's website by 31 August 2023. This will detail whether in-year applications are being co-ordinated by the school or by the local authority.

Whether in-year applications are being co-ordinated by the school or the local authority, if you are applying under one of the oversubscription criteria that requires the school's Supplementary Information Form to be completed, please complete and return this to the Trust at Heworth Primary School marked for the attention of the Headteacher at the same time as submitting your in-year application form.

(b) Determination of application

Whilst the school does have a published admissions number of 20, this number only applies for admission into Reception. Although a published admission number may help set class organisation in later years, decisions in relation to places in other year groups will be made primarily on class organisation. As such, a place may be refused even if the numbers on roll in the relevant year group are lower than the published admission number. In determining whether a place is to be offered, consideration will be given as to whether the admission of any additional child would prejudice the provision of efficient education or the efficient use of resources including in light of any current admission numbers set for year groups.

Where there is an available space and there are no other applications for this place, the place will be made available. Where there is an available space and there are more applications for a place than places available, priority is given in accordance with the oversubscription criteria set out in section 4 above. The oversubscription criteria will be applied as at the date the place becomes available.

⁹ as the date of birth will fall outside the normal date of birth range for the required admissions round

You will be notified of the outcome of your application, normally within 10 school days but always within 15 school days. Where a place is offered, and the offer is accepted, arrangements will be made for the child to start as soon as possible, particularly where the child is out of school.

If the application is refused by the Trust, reasons for the refusal will be given and the applicant will be informed of their right to appeal and their right to be placed on the waiting list (on which please see section 7 below).

(c) Fair access

Please note that the operation of this policy is subject to the City of York Council's Fair Access Protocol and the relevant regulations relating to children who have been permanently excluded from two or more schools. The Fair Access Protocol is agreed with schools within the authority to ensure that – outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. It also requires local authorities to ensure that no school is required to take a disproportionate number of children with challenging behaviour. The Fair Access protocol and relevant regulations will take priority over this policy.

7. Waiting List

If the school is oversubscribed, a waiting list will be established. (The waiting list may be held by City of York Council on behalf of the Trust where this has been agreed.)

Normal admissions round – A waiting list shall be maintained until 31 December 2023, at which point it will be deleted. Applicants still seeking a place after this date should advise the school's Headteacher in writing.

In year applications - Parents/carers who are not successful in obtaining a place following an in-year application received during the 2023/24 academic year will automatically be placed on the waiting list, which will be maintained until the end of the academic year], at which point it will be deleted. In the event that you would like your child to be re-added to the waiting list for the following academic year, you must advise the school's Headteacher of this in writing.

In each case, a child's position on the list will be determined by the oversubscription criteria above only and will reflect their current circumstances (where these circumstances have been provided to the Trust). Each additional applicant, or change in circumstances of an applicant which is notified to the school, will require the waiting list to be reordered in accordance with the oversubscription criteria. Should a place become available while the waiting list is in operation, a place will be made available to the applicant entitled to be on the top of the waiting list on the day the place became available. Where a tie breaker of random allocation is required to determine who is offered a place in accordance with section 4 above, a fresh round of random allocation will be used each time a child is to be offered a place.

Placing a child's name on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful application.

8. Appeals

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

Appeals are heard by an independent appeals panel and in line with the School Admission Appeals Code. Further details will be provided in the event that your application is refused. We will also publish our appeals timetable on our website by 28 February 2023.

Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the Trust has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school, which has also been refused.

9. False Information

Applicants are strongly urged to complete the local authority's application and (if applicable) the school's Supplementary Information Form as accurately and fully as possible. Where an offer of a place at the school has been made on the basis of a fraudulent or intentionally misleading application which effectively denies a place to a child with a stronger claim, then under the School Admissions Code the school is able to withdraw the place even if the child has started school. In the event that a place is withdrawn, the application will be considered afresh.

APPENDIX 1: Map of ecclesiastical parish of Heworth Holy Trinity and St. Wulstan.



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Hope SENTAMU LEARNING TRUST

ADMISSIONS POLICY, CITY OF YORK 2023-2024

DRAFT

THIS POLICY APPLIES TO THE HOPE SENTAMU LEARNING TRUST
SCHOOLS/ACADEMIES (*PREVIOUSLY COMMUNITY OR VOLUNTARY
CONTROLLED*) WITHIN THE CITY OF YORK

Please note: This policy complies with the requirements of the School Admissions
Code 2021 and all current legislation regarding school admissions.

Introduction

1 This policy applies to applications for the following schools for whom the Hope Sentamu Learning Trust is the admission authority, which are located within the City of York Local Authority area, and which do not have separate admission arrangements. These schools are:

- Burton Green Primary School
- Poppleton Ousebank Primary School
- Skelton Primary School
- Vale of York Academy

The Hope Sentamu Learning Trust is also the admission authority for the following York schools that are not covered by this policy, but instead have their own separate admission arrangements. These schools are:

- Manor CE Academy

You can view these other policies by contacting these schools directly.

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 in the following admissions rounds:

- for Burton Green Primary School, Poppleton Ousebank Primary School and Skelton Primary School - 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;
- for Vale of York Academy - the secondary admissions round, that is when applying for a place in Year 7 as the normal year of entry to start secondary school for the first time.

- 3 The Published Admission Number (PAN) is the number of pupils it is intended to admit into the first year group of school. This number differs for each school and for 2023 – 2024 these PANs are:
- for Burton Green Primary School, 30 places
 - for Poppleton Ousebank Primary School, 60 places
 - for Skelton Primary School, 20 places
 - for Vale of York Academy, 150 places
- 4 This policy complies with and operates within the relevant City of York Coordinated Admissions Schemes in the City of York Local Authority area. The admission authority for these schools is the trust board of the Hope Sentamu Learning Trust.
- 5 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. 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 as in Section C of this policy will be applied to ascertain which child is most entitled to a place.
- 6 The admission of children into the Reception year at a primary school is a completely separate process to nursery admissions. Attendance at a particular nursery class or early years provider does not give a child any priority within the admissions policy for admission to primary school, even if the school and nursery are located on the same premises or run by the school itself.
- 7 Attendance at a particular primary school does not give a child any priority for admission to a secondary school covered by this policy, even if both schools are within the Hope Sentamu Learning Trust, located on the same premises, or run by or share the same leadership or resources.
- 8 Advice and information for parent/carers on school admissions, including **key information that applies to all applications** as well as some frequently asked questions are available in the City of York Guide

for Parents which is available at www.york.gov.uk/guideforparents or upon request from the City of York School Services team. It is recommended that all applicants consider the information in the [Guide for Parents](#) before making an application.

- 8 The admission of children with an Education, Health and Care plan are covered by different admission regulations. Following negotiation, if a school within the Hope Sentamu Learning Trust has been named, a place will be allocated for these children before considering other applications.

A Admissions into Reception

- 1 Children will normally be admitted into the year group relevant to the child's age and will start full-time in the school year they turn five. All children will be offered the opportunity of a full time place from September in the year of entry.
- 2 This policy includes an option of 'delayed entry'. This means that parent/carers may secure a place at a school under the normal admission arrangements but choose to postpone their child's admission to school, as long as their admission is not delayed beyond the point at which they reach compulsory school age. A child normally reaches compulsory school age at the start of the term following their fifth birthday. The table below sets out the position:

Date of birth	Date of compulsory school age	Latest date child may start school full-time
1 September 2018 - 31 December 2018	31 December 2023	The start of the 'Spring' term in January 2024
1 January 2019 – 31 March 2019	31 March 2024	The start of the 'Summer' term in April 2024
1 April 2019 – 31 August 2019	31 August 2024	[The start of the 'Autumn' term in September 2024

If you would like to delay your child's entry, so they do not start full-time in September 2023, you must still apply at the normal time. Once

allocated a school place, you should then advise the school in writing of your child's intended start date and keep in regular contact with the school regarding any changes to this intended date. Start dates are recommended to be at the start of each half term, but these can be varied by agreement with the school.

The school will hold a place for that child and not offer it to another child during the remainder of the Reception year. You should contact the school to make arrangements for admission of your child by no later than 20 school days before the intended start date. If you do not contact the school in the 20 school days before an intended and/or previously communicated start date, the school will make all reasonable efforts to contact you by telephone and in writing at any known physical address or email address. In the event that all attempts to contact you are unsuccessful, the school place may be withdrawn.

- 3 Parent/carers will also be able to request a part-time place until the start of the term after the child turns five. It is a legal requirement that all children must enter formal full-time education at the start of the term after their fifth birthday, but if you would like to discuss part-time education for your child so they do not start full-time in September 2023, you must still apply at the normal time. Once allocated a school place, you should then ask the school in writing what part-time provision may be offered, advise them of your child's intended full-time start date and keep in regular contact with the school regarding any changes to this intended date.
- 4 Some parent/carers of 'summer born' children (those children born between 01 April and 31 August) may wish to investigate the possibility of 'deferred entry' into a lower year group. If you are considering this for your child, please contact the LA [School Services team](#) who can provide you with information and advice.

If you would like to defer your child's entry, so they do not start in Reception in September 2023, but instead start Reception in September 2024, you must still apply at the normal time and parallel to your

application, put a formal request in writing to defer your child's admission to a lower year group.

For the purposes of coming to a decision on such deferrals for those children living in the City of York, the LA has developed a city-wide policy and invited all other admission authorities to take part in joint arrangements. Hope Sentamu Learning Trust has adopted the City of York Delayed and Deferred Admissions Policy for the purposes of administering requests for deferred entry for 'summer born' children. More information on delayed and deferred entry can be found in the [City of York Delayed and Deferred Admissions Policy](#).

Places are not held open for children who defer entry, so parent/carers must, if their request is approved, reapply **by 15 January the following year** for a place in Reception alongside children who are one school year younger. Parent/carers may make an identical application for the same schools, or request different schools from their initial application.

Parents/carers should be aware that as the numbers of applications and preferences, and even the number of available places, may differ from year to year, that a deferral does not mean a place at the same school can be allocated one year later. It will not be known which school is allocated for an agreed deferral until 16 April in the school year the child turns 5 and the results of the application one year later **may result in a different school being allocated**.

- 5 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 (the school year they turn five), 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, by no later than 29 November 2022. The Trust will then consider your request, if necessary in conjunction with other schools, the LA, early years providers and professionals.

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.

- 6 Applications should be made by the closing date for applications which is 15 January 2023. Applications can be made online at www.york.gov.uk/schooladmissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, LA, schools, or a paper application form known as the 'School admissions application for Primary School in September 2023'. There is no additional 'Supplementary Information Form' required to apply for a school place at any Hope Sentamu Learning Trust school covered by this policy.
- 7 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority by providing this information in writing direct to the school or by emailing education@york.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 in the [Guide for Parents](#).
- 8 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 children that can go to a school each year these standards could not be maintained. Infant Class Size legislation may also limit the number of pupils that can

be admitted in Reception, Year 1 and Year 2. For these reasons each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.

- 9 Applicants will be responsible for travel arrangements and the costs of travel to and from school.
- 10 Burton Green Primary School, Poppleton Ousebank Primary School and Skelton Primary School each have their own catchment area. The City of York Local Authority 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 in the [Guide for Parents](#), online at www.york.gov.uk and upon request from the City of York School Services team.

B Admissions into Year 7

- 1 Pupils will normally be admitted into the year group relevant to the pupil’s age.
- 2 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, an details of whether your child has previously been educated out of their chronological age group, by no later than 29 November 2022. The Trust will then consider your request, if necessary in conjunction with other schools and professionals.

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.

- 3 Applications should be made by the closing date for applications which is 31 October 2022. Applications can be made online at www.york.gov.uk/schooladmissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, LA, schools, or a paper application form known as the 'School admissions application for Secondary School in September 2023'. There is no additional 'Supplementary Information Form' required to apply for a school place at any Hope Sentamu Learning Trust school covered by this policy.
- 4 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority by providing this information in writing direct to the school or by emailing education@york.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 in the [Guide for Parents](#).
- 5 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.

- 6 Applicants will be responsible for travel arrangements and the costs of travel to and from school.
- 7 Vale of York Academy maintains a catchment area. The City of York Local Authority 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 in the [Guide for Parents](#), online at www.york.gov.uk and upon request from the City of York School Services team.

C Oversubscription criteria

Some schools will be oversubscribed – that is where the number of applicants exceeds the 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 a school in these circumstances in the following priority order:

- 1 **Children who are either currently or have previously been 'looked after'**. This applies to all children who are currently or have previously been, in the care of a local authority; all children who have been adopted from local authority care, subject to an adoption, residence or special guardianship order; and all children who appear to have been in state care outside of England and ceased to be in state care as a result of adoption, residence or special guardianship order;

It is the responsibility of parent/carers, or the child's social worker to provide the information to the admission authority that this criterion applies.

- 2 **Children who live within the catchment area normally served by the preferred school, with a sibling at the preferred school at the time of admission.** Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide for Parents](#), online at www.york.gov.uk, and upon request from the City of York School Services team. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step- and foster-brothers or sisters);

The Trust uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within the [Guide for Parents](#).

It is the responsibility of parent/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the Trust.

- 3 **Children who live within the catchment area normally served by the preferred school.** Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide for Parents](#), online at www.york.gov.uk, and upon request from the City of York School Services team;

The Trust uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within the [Guide for Parents](#).

- 4 **Children considered by the admission authority to have exceptional social or medical needs which makes the preferred school the most suitable school for the child.** The admission 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;

It is the responsibility of parent/carers to provide the additional information where they believe this criterion applies. To be given priority on this basis, the admission 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 parent/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.

- 5 **Children with a sibling at the preferred school at the time of admission.** Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step and foster-brothers or sisters);

It is the responsibility of parent/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the Trust.

- 6 **Children who live closest to the preferred school using the nearest available safe walking route.** Distances are measured by a GIS mapping system from the child's home address to the closest entrance of the school.

Distances are measured using a system of walking routes rather than straight line distances to better reflect the length of the journey from home to school. Within a contiguous urban area these routes are those that are properly paved and lit alongside roads and other walkways and do not include the York outer ring road. Outside a contiguous urban area, for example for applications from outside the City of York area, these distances continue to be measured along the road network.

Where there are fewer places than children in an oversubscription priority as above, in order to decide to whom places will be allocated, the following tie-breakers will be applied:

- first, to the child(ren) who also fulfil the next highest priority;
- second, to the child(ren) living closest to the school as defined in priority 6;
- and third, if the measurement of the distance from home to school above does not distinguish between two or more applicants with equal priority, random allocation will be used as the final tie-breaker, and independently verified.

Where the application of the above would lead to a place being made available for a child of multiple birth, but not their sibling(s), we will work within the Admissions Code in order to make a place available for the sibling(s) wherever reasonably possible.

For example, for two children who are both resident in the catchment area without a sibling on roll at the time of admission and are thus assigned the same (third) priority, the place would first be allocated to the child who also fulfils the next highest priority, for example, an exceptional social or medical need (fourth priority) over a child who lives closer to the school (sixth priority).

D 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 Hope Sentamu Learning Trust subscribes to the City of York'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. We will publish our appeals timetable on our website by 28 February 2023. Applicants who wish to appeal should contact the LA School Services team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.

- 3 Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the admission authority has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school.

E 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 will be withdrawn.

F Late Applications

- 1 Applications received after the relevant closing date for applications of may be treated as 'late' applications – that is processed after all 'on-time' applications.
 - For applications for Burton Green Primary School, Poppleton Ousebank Primary School and Skelton Primary School- in the primary admissions round, applications will be treated as late after 15 January 2023;
 - For applications for Vale of York Academy – in the secondary admissions round, applications will be treated as late from 01 November 2022.
- 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 admission 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 as set out in Section G of this policy.

G Waiting List

- 1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2023. After 31 December 2023, if there is still a waiting list, an 'in-year' waiting list is then held 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 C of this policy and will reflect their current circumstances where these circumstances have been provided to the admission 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 became available.

- 3 Applications may only be made once for each school year unless there has been a significant and material change in the circumstances of the parent/carer, child or school, which the admission authority agrees requires a new application.
- 4 Being on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful preference.

H Timetable

by 12 September 2022	Opening date for applications. 'School admissions application for Primary, Junior and Secondary School in September 2023' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
By 14 September 2022	Letter to parent/carers of Year 6 pupils in City of York primary schools informing parent/carers of dates of secondary school open evenings and that applications should be made online by 31 October 2022. Parent/carers without access to the internet will be informed they should contact the School Services team for a paper copy of the 'School admissions application for Secondary School in September 2023' form
September and October 2022	Secondary school open activities
31 October 2022	Closing date for 'on-time' Secondary applications (both online and by paper 'School admissions application for Secondary School in September 2023' form)

From 1 November 2022	Secondary applications received may be treated as 'late'
15 January 2023	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary & Junior School in September 2023' form)
from 16 January 2023	Primary and Junior applications received may be treated as 'late'
1 March 2023	Secondary allocations communicated to City of York resident applicants by email and/or by letter
31 March 2023	Deadline for return of Secondary school appeal papers for 'on-time' applicants
19 April 2023	Primary & Junior National Offer Day
5 May – 12 June 2023	Admission appeals for 'on-time' Secondary applicants
21 May 2023	Deadline for return of Primary & Junior appeal papers for 'on-time' applicants
1 June 2023 – 16 July 2023	Admission appeals for 'on-time' Primary & Junior applicants
September 2023	Start of the school year

I Contact details for correspondence

The Chair of the Trust Board
Hope Sentamu Learning Trust
c/o Rawcliffe Drive
Clifton (Without)
York
YO30 6ZS

01904 560053

<https://hslt.academy>

J Schools in the Hope Sentamu Learning Trust covered by this policy

Burton Green Primary School (Primary, 5-11)
Poppleton Ousebank Primary School (Primary, 5-11)
Skelton Primary School (Primary, 5-11)
Vale of York Academy (Secondary, 11-16)

[View school contact details on the City of York website](#)

Huntington Primary Academy

Admissions Policy

2023 – 2024



Introduction

- 1 This policy applies to applications for Huntington Primary Academy.
- 2 This policy applies in 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. It does not apply to 'in-year' applications for a place at a primary or infant school. 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. More information on in-year admissions can be found in the [City of York In-Year Admissions Policy](#).
- 3 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 2023 – 2024 is 60 places.
- 4 This policy complies with and operates within the City of York Coordinated Admissions Scheme for Primary and Infant Schools in the City of York Local Authority area. The admission authority for Huntington Primary Academy is the Academy Trust of the academy.
- 5 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. 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 as in Section B of this policy will be applied to ascertain which child is most entitled to a place.
- 6 The admission of children into the Reception year at a primary school is a completely separate process to nursery admissions. Attendance at a particular nursery class or early years provider does not give a child any priority within the admissions policy for admission to primary

school, even if the school and nursery are located on the same premises or run by the school itself.

- 7 Advice and information for parent/carers on school admissions, including **key information that applies to all applications** as well as some frequently asked questions are available in the City of York Guide for Parents which is available at www.york.gov.uk/guideforparents or upon request from the City of York School Services team. It is recommended that all applicants consider the information in the [Guide for Parents](#) before making an application.
- 8 The admission of children with an Education, Health and Care plan are covered by different admission regulations. Following negotiation, if Huntington Primary Academy has been named, a place will be allocated for these children before considering other applications.

A Admissions into Reception

- 1 Children will normally be admitted into the year group relevant to the child's age and will start full-time in the school year they turn five. All children will be offered the opportunity of a full time place from September in the year of entry.
- 2 This policy includes an option of 'delayed entry'. This means that parent/carers may secure a place at a school under the normal admission arrangements but choose to postpone their child's admission to school, as long as their admission is not delayed beyond the point at which they reach compulsory school age. A child normally reaches compulsory school age at the start of the term following their fifth birthday. The table below sets out the position:

Date of birth	Date of compulsory school age	Latest date child may start school full-time
1 September 2019 - 31 December 2018	31 December 2023	The start of the 'Spring' term in January 2024
1 January 2019 - 31 March 2019	31 March 2024	The start of the 'Summer' term in April 2024
1 April 2019 - 31	31 August 2024	The start of the 'Autumn'

August 2019

term in September 2024

If you would like to delay your child's entry, so they do not start full-time in September 2023, you must still apply at the normal time. Once allocated a school place, you should then advise the school in writing of your child's intended start date and keep in regular contact with the school regarding any changes to this intended date. Start dates are recommended to be at the start of each half term, but these can be varied by agreement with the school.

The school will hold a place for that child and not offer it to another child during the remainder of the Reception year. You should contact the school to make arrangements for admission of your child by no later than 20 school days before the intended start date. If you do not contact the school in the 20 school days before an intended and/or previously communicated start date, the school will make all reasonable efforts to contact you by telephone and in writing at any known physical address or email address. In the event that all attempts to contact you are unsuccessful, the school place may be withdrawn.

- 3 Parent/carers will also be able to request a part-time place until the start of the term after the child turns five. It is a legal requirement that all children must enter formal full-time education at the start of the term after their fifth birthday, but if you would like to discuss part-time education for your child so they do not start full-time in September 2022, you must still apply at the normal time. Once allocated a school place, you should then ask the school in writing what part-time provision may be offered, advise them of your child's intended full-time start date and keep in regular contact with the school regarding any changes to this intended date.
- 4 Some parent/carers of 'summer born' children (those children born between 01 April and 31 August) may wish to investigate the possibility of 'deferred entry' into a lower year group. If you are considering this for your child, please contact the LA [School Services team](#) who can provide you with information and advice.

If you would like to defer your child's entry, so they do not start in Reception in September 2023, but instead start Reception in September 2024, you must still apply at the normal time and parallel to your application, put a formal request in writing to defer your child's admission to a lower year group.

For the purposes of coming to a decision on such deferrals for those children living in the City of York, the LA has developed a city-wide policy and invited all other admission authorities to take part in joint arrangements. Huntington Primary Academy has adopted the City of York Delayed and Deferred Admissions Policy for the purposes of administering requests for deferred entry for 'summer born' children. More information on delayed and deferred entry can be found in the [City of York Delayed and Deferred Admissions Policy](#)

Places are not held open for children who defer entry, so parent/carers must, if their request is approved, reapply **by 15 January the following year** for a place in Reception alongside children who are one school year younger. Parent/carers may make an identical application for the same schools, or request different schools from their initial application.

Parents/carers should be aware that as the numbers of applications and preferences, and even the number of available places, may differ from year to year, that a deferral does not mean a place at the same school can be allocated one year later. It will not be known which school is allocated for an agreed deferral until National Offer Day in the school year the child turns 5 and the results of the application one year later **may result in a different school being allocated.**

- 5 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 (the school year they turn five), 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, by no later than 29 November 2022. The Trust will then consider your request, if necessary in conjunction with other schools, the LA, early years providers and professionals.

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.

- 6 Applications should be made by the closing date for applications which is 15 January 2023. Applications can be made online at www.york.gov.uk/schooladmissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, LA, schools, or a paper application form known as the 'School admissions application for Primary School in September 2023'. There is no additional 'Supplementary Information Form' required to apply for a school place at Huntington Primary Academy.
- 7 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority by providing this information in writing direct to the school or by emailing education@york.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 in the [Guide for Parents](#).

- 8 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 children that can go to a school each year these standards could not be maintained. Infant Class Size legislation may also limit the number of pupils that can be admitted in Reception, Year 1 and Year 2. For these reasons each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.
- 9 Applicants will be responsible for travel arrangements and the costs of travel to and from school.
- 10 Huntington Primary Academy has its own catchment area. The City of York Local Authority 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 in the [Guide for Parents](#), online at www.york.gov.uk and upon request from the City of York School Services team.

B Oversubscription criteria

Some schools will be oversubscribed – that is where the number of applicants exceeds the 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 Huntington Primary Academy in these circumstances in the following priority order:

- 1 **Children who are either currently or have previously been 'looked after'**. This applies to all children who are currently or have previously been, in the care of a local authority; all children who have

been adopted from local authority care, subject to an adoption, residence or special guardianship order; and all children who appear to have been in state care outside of England and ceased to be in state care as a result of adoption, residence or special guardianship order;

It is the responsibility of parent/carers, or the child's social worker to provide the information to the admission authority that this criterion applies.

- 2 **Children who live within the catchment area normally served by Huntington Primary Academy, with a sibling at Huntington Primary Academy at the time of admission.** Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide for Parents](#), online at www.york.gov.uk, and upon request from the City of York School Services team. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step- and foster-brothers or sisters);

The Trust uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within the [Guide for Parents](#).

It is the responsibility of parent/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the Trust.

- 3 **Children who live within the catchment area normally served by Huntington Primary Academy.** Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide for Parents](#), online at www.york.gov.uk, and upon request from the City of York School Services team;

The Trust uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore

a child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within the [Guide for Parents](#).

- 4 **Children considered by the admission authority to have exceptional social or medical needs which makes Huntington Primary Academy the most suitable school for the child.** The admission authority may consult with other medical or educational professionals for a further opinion as to whether the child should be allocated a place at Huntington Primary Academy due to a particular medical condition or social need;

It is the responsibility of parent/carers to provide the additional information where they believe this criterion applies. To be given priority on this basis, the admission authority would have to be satisfied that the child's needs were such that Huntington Primary Academy 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 parent/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 Huntington Primary Academy could meet the child's need.

- 5 **Children with a sibling at Huntington Primary Academy at the time of admission.** Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step- and foster-brothers or sisters);

It is the responsibility of parent/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the Trust.

- 6 **Children who live closest to Huntington Primary Academy using the nearest available safe walking route.** Distances are measured

by a GIS mapping system from the child's home address to the closest entrance of the school.

Distances are measured using a system of walking routes rather than straight line distances to better reflect the length of the journey from home to school. Within a contiguous urban area these routes are those that are properly paved and lit alongside roads and other walkways and do not include the York outer ring road. Outside a contiguous urban area, for example for applications from outside the City of York area, these distances continue to be measured along the road network.

Where there are fewer places than children in an oversubscription priority as above, in order to decide to whom places will be allocated, the following tie-breakers will be applied:

- first, to the child(ren) who also fulfil the next highest priority;
- second, to the child(ren) living closest to the school as defined in priority 6;
- and third, if the measurement of the distance from home to school above does not distinguish between two or more applicants with equal priority, random allocation will be used as the final tie-breaker, and independently verified.

Where the application of the above would lead to a place being made available for a child of multiple birth, but not their sibling(s), we will work within the Admissions Code in order to make a place available for the sibling(s) wherever reasonably possible.

For example, for two children who are both resident in the catchment area without a sibling on roll at the time of admission and are thus assigned the same (third) priority, the place would first be allocated to the child who also fulfils the next highest priority, for example, an exceptional social or medical need (fourth priority) over a child who lives closer to the school (sixth priority).

C 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 Huntington Primary Academy Trust subscribes to the City of York'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. We will publish our appeals timetable on our website by 28 February 2023. Applicants who wish to appeal should contact the LA School Services team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.
- 3 Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the admission authority has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school.

D 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 will be withdrawn.

E Late Applications

- 1 Applications received after the closing date for applications of 15 January 2023 may be treated as 'late' applications – that is processed after all 'on-time' applications.
- 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 admission 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 as set out in Section F of this policy.

F Waiting List

- 1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2023. After 31 December 2023, if there is still a waiting list, an 'in-year' waiting list is then held 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 5 July 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 admission 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 became available.
- 3 Applications may only be made once for each school year unless there has been a significant and material change in the circumstances of the parent/carer, child or school, which the admission authority agrees requires a new application.
- 4 Being on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful preference.

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G **Timetable**

by 12 September 2022	Guide for Parents published online at www.york.gov.uk/guideforparents
by 12 September 2022	Opening date for applications. 'School admissions application for Primary, Junior School and Secondary Schools in September 2023' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
15 January 2023	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary & Junior School in September 2023' form)
from 16 January 2022	Applications received may be treated as 'late'
16 April 2023 (or next working day)	Primary & Junior National Offer Day
21 May 2023	Deadline for return of Primary & Junior appeal papers for 'on-time' applicants
1 June 2023 – 16 July 2023	Admission appeals for 'on-time' Primary & Junior applicants
September 2023	Start of the school year
31 December 2023	Waiting list for all community and voluntary controlled Primary & Junior schools closes

H Contact details for correspondence

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huntington.primary@york.gov.uk
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Hope SENTAMU LEARNING TRUST

ADMISSIONS POLICY, 2023 - 2024 MANOR CHURCH OF ENGLAND ACADEMY, YORK

THIS POLICY APPLIES TO MANOR CHURCH OF ENGLAND ACADEMY ONLY

Please note: This policy complies with the requirements of the School Admissions Code 2021 and all current legislation regarding school admissions.

Date of last consultation	4 th October to 14 th November 2021
Approved by Trust	PENDING
Next review due	

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



2023-2024 Admissions Policy

Applications under this policy will generally be for children to start at the school in Year 7 in September 2023 as part of the normal admissions round.

However, this policy also covers in year admissions and deferrals/delays to admissions and accelerated admissions.

1. Introduction

Manor Church of England Academy is a Church of England school in the Diocese of York. It has been serving the young people of York and beyond since 1812, formerly as a maintained school and more recently as an academy. The school is part of Hope Sentamu Learning Trust.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice for pupils aged 11 to 16. 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 pupils.

As a Church of England school, we welcome applications from Christian families and those of other faiths and none. We ask that all parents/carers applying for a place at the school respect the school's ethos and its importance to the whole community.

Hope Sentamu Learning Trust (Trust) is the Admissions Authority for the school. The Trust is responsible for determining the school's admissions arrangements (including this policy) and deciding who can be offered a place in accordance with it.

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

In relation to admissions in the normal admissions round, where applications are for children to be admitted into Year 7 on the first day of term in September 2023, admissions will be operated in accordance with City of York Council's co-ordinated admissions schemes (on which please see further below). Details relating to the co-ordination of in-year admissions will be provided in due course in accordance with the Admissions Code.

All Admissions Authorities are required to act in accordance with the Department for Education's School Admissions Code and the relevant legislation and regulations.

For further details about how and when to apply, please see sections 2 and 5 below.

2. Application Procedures and Timetable

Please contact the school on 01904 798722 or hello@mce.hslt.academy and/or your home local authority if you need any help in applying.

(a) Local Authority co-ordination of normal admissions round

The admission process for the normal admissions round (i.e. for admission to Year 7 in September 2023) is always co-ordinated by local authorities.

You should apply for a place at school in the normal admissions round by completing the online application form¹ of the local authority (Unitary or County Council) in the area in which you live (your “home” local authority) by 31 October 2022.

You should do this even if your “home” local authority is not City of York Council, which is the relevant local authority area for the school.

The process will give you the ability to express ranked preferences for places at any state funded school/academy, whether or not they are within your home local authority area. This allows co-ordination to take place between your home local authority, the local authorities of the schools you have applied to (if different) and the Admissions Authorities for those schools. The Admissions Authority (in this school’s case, the Trust) will rank the applications of all applicants naming the school as one of their preferences and provide this information to the local authority in which the school is situated to enable co-ordination (in this school’s case, City of York Council). You will then receive an offer, via your home local authority, for the highest ranking school where a place is available.² This is so that parents/carers will receive only one offer of a place at a school for their child.

You will be sent your offer by your home local authority outlining your allocated school place on national offer day (1 March 2023) and should ensure that you carefully follow the instructions contained with that communication relating to taking up the place and any other relevant matters. The method of notification will depend on your home local authority processes. You will also be informed of any rights you have to appeal and the right to be placed on school waiting lists.

If your home local authority is City of York Council, applications can be made online at <https://www.york.gov.uk/SchoolAdmissions>. If you cannot complete an online application, please contact City of York Council’s School Admissions Team on 01904 551554 for assistance. If City of York Council is not your home local authority, you should contact the home local authority for details of how to access their admission processes.

(b) Supplementary Information Form

If you are applying for priority application to the school on the basis of one of the oversubscription criteria set out in section 4 below which states that a Supplementary Information Form is required, you will also need to complete and return the attached Supplementary Information Form. This is in addition to the requirement outlined above to submit your application to your home local authority. If you are not applying for priority on the basis of one of these oversubscription criteria, there is no need to complete a Supplementary Information Form (unless a Supplementary Information Form is required by your home local authority).

Please send the attached Supplementary Information Form to the Trust at Manor CE Academy, Millfield Lane, Nether Poppleton, York, YO26 6PA marked for the attention of the Trust’s Admissions Clerk. (Please do not send this Supplementary Information Form to your local authority, as they will not be able to take account of the information you have provided).

Where you are applying as part of the normal admissions round, the completed Supplementary Information Form must reach the Trust by 31 October 2022. **If the Supplementary Information Form has not been returned and fully completed by this date, you may lose the priority that you might otherwise have received** (please see further below in relation to late applications.) You should make sure you allow the time to get any necessary supplementary information/signatures required for the Form prior to the deadline for its return.

Where you are making an in-year application (see below), you should return the Supplementary Information Form at the same time as making the application.

¹ If you have difficulties completing the online form please contact your home local authority for assistance. Alternative formats will be made available as appropriate to meet applicant needs.

² Your home local authority will advise you in the event that no places are available in any of the schools included within your application.

(c) Late applications and changes

Applications received by your home local authority (or changed) after the national closing date (31 October 2022) are “late applications.”

Late applications and changes to applications made in the normal admissions round will be considered in accordance with the provisions of the relevant local authority’s Co-ordinated admissions scheme.

Applications received after the local authority’s period of co-ordination has ended will be considered as “in year” applications (please see section 6 on “in year” applications).”

3. Admission number

The school’s Published Admission Number – that is number of places available for admission to Year 7 at the school in September 2023 - is 240.

If, as part of the normal admissions round, no more than 240 applications are received, places will be allocated up to and including the Published Admission Number in accordance with City of York Council’s Co-ordinated admissions scheme.

The PAN only applies to Year 7. The Trust will not refuse admission to other age groups on the grounds that the PAN has already been reached. The Trust may, however, refuse admission where it is of the view that admission of another child would prejudice the provision of efficient education or efficient use of resources, including in light of any current admission numbers set for year groups.

4. Allocation of places

The school will admit **all children with an Education, Health and Care Plan (EHCP)** which names the school. If your child has any such EHCP, please contact your home local authority who will advise you on your options.

If the number of preferences expressed for the school exceeds the number of places remaining available (after the admission of any children with an EHCP which names the school), priority will be awarded to applicants using the following oversubscription criteria, which will be applied in the order of priority shown.

1. Children who are looked after by a local authority and children who were previously looked after

A “looked after child” is a child who at the time of making the application to school is (a) in the care of a local authority in England, or (b) being provided with accommodation by a local authority in England in exercise of their social services functions.

A “previously looked after child” is a child who:

(a) Was previously a looked after child in accordance with the above definition, but who immediately after being looked after was subject to an adoption, child arrangement or special guardianship order³; or

(b) Appears to the Trust (having sought advice from the Local Authority) to have been in state care outside of England and who have ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society.

If you are making an application under the priority for a previously looked after child, you will need to complete/provide the relevant documentation/information specified by your home local authority in accordance with their specified requirements.

³ An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A Child arrangement order is an order settling the arrangements to be made as to the person which whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

2. Children with exceptional social or medical needs which make the school the most suitable school for the child

To be given priority on this basis, the Trust 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 consideration under this criterion, you will need to submit a completed Supplementary Information Form as outlined in section 2(b) above. The Supplementary Information Form will need to be accompanied by professional supporting evidence, in writing, from a doctor, specialist, health professional or social worker (as appropriate) setting out:

- The relevant 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.

The Trust may liaise any third parties as they may deem appropriate in making their assessment.

3. Children satisfying the requirements for a Foundation Place (up to 121 remaining places)

Up to 121 places will be available for those applicants satisfying the requirements for a Foundation Place. The actual number of places offered under this criterion will be determined by the number of applicants eligible for a Foundation Place. If all Foundation Places are not allocated, the remainder will become available for other applicants.

To be eligible under this criterion, the applicant must be able to demonstrate the required frequency of worship by the child or at least one parent/carer. The minimum level of worship will be attendance an average of at least twice a month for at least two years immediately prior to the date of application. In the event that during the period specified for attendance at worship the church 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 alternative premises have been available for public worship.

The worship must be at a regular public service at a Christian place of worship. A Christian place of worship is defined as a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England,⁴ or affiliated to the Evangelical Alliance⁵ or a Partner Church of Affinity.⁶ The list of nationally designated churches can be found at https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf.

In the event that there are more eligible applicants satisfying the minimum requirements for a Foundation Place than there are within the 121 place allocation, priority will be given as follows:

1. Applicants who are "very regular worshippers"

Applicants who demonstrate that the child or at least one parent/carer has attended worship at a regular public service at a Christian place of worship an average of at least twice a month for at least two years immediately prior to the date of application ("very regular worshippers") will get priority over others satisfying the minimum worship requirement ("regular worshippers").

"Very regular worshippers" will be given priority in the following order:

A. Very regular worshippers who live within the Priority Area

The Priority Area for the school consists of the catchment areas of (1) Rufforth Primary, (2) Poppleton Ousebank Primary, (3) St Mary's VC CE Primary School, Askham Richard, (4) Skelton Primary (5) Carr Junior Primary (6) Copmanthorpe Primary.

B. Other very regular worshippers

2. Applicants who are "regular worshippers"

⁴ For up to date information on membership of Churches Together In England, please visit their website at https://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx

⁵ The Evangelical Alliance is the largest body serving evangelical Christians in the UK. Many members of the Evangelical Alliance are individual congregations or churches and therefore too numerous to list here. However they can be "searched for" on the Evangelical Alliance's website – www.eauk.org.

⁶ Affinity is an umbrella organisation to which independent churches belong, similar to an including the Fellowship of Independent Evangelical (FIEC) Churches.

Applicants who demonstrate that the child or at least one parent/carer has attended worship at a regular public service at a Christian place of worship an average of at least once a month for at least two years immediately prior to the date of application (“regular worshippers”) will be given priority in the following order:

A. Regular worshippers who live within the Priority Area

The Priority Area for the school consists of the catchment areas of (1) Rufforth Primary, (2) Poppleton Ousebank Primary, (3) St Mary’s VC CE Primary School, Askham Richard, (4) Skelton Primary and (5) Carr Junior Primary (6) Copmanthorpe Primary.

B. Other Regular worshippers

If there are more eligible applications within any of the above sub-criteria than there are remaining places available, the places will be allocated within the sub-criterion in accordance with the tiebreaker outlined below.

In order to be eligible for consideration under this criterion, you will need to submit a completed Supplementary Information Form as outlined in section 2(b) above which includes verification of attendance at worship from your minister of religion.

Those falling outside the Foundation Place allocation will be considered under the next relevant criterion.

4. Children of staff employed at the school

Up to 6 places will be available for children of members of school staff.

A member of staff must be employed by the academy trust and must have been employed to work at Manor Church of England Academy for two or more years prior to the date of application. This includes both teaching and support staff.

If all 6 places are not allocated, the remainder will become available for other applicants in accordance with the criteria below.

In order to be eligible for consideration under this criterion, you will need to submit a completed Supplementary Information Form as outlined in section 2(b) above.

5. Children who live in the Priority Area with siblings who will be on roll at the school at the proposed date of admission

The Priority Area for the school consists of the catchment areas of (1) Rufforth Primary, (2) Poppleton Ousebank Primary, (3) St Mary’s VC CE Primary School, Askham Richard, (4) Skelton Primary and (5) Carr Junior Primary (6) Copmanthorpe Primary.

In order to be eligible under this criterion, the sibling must be on roll at the school at the proposed date of admission.

“Siblings” for the purposes of this criterion are brothers or sisters living in the same house, as their primary place of residence.

For the purposes of this criterion, a child will be another child’s brother or sister if they are their natural brother/sister; adopted brother/sister; half-brother/sister; step brother/sister; or foster brother/sister. The definition does not include cousins or other family members sharing a house.

6. Other Children living in the Priority Area

The Priority Area for the school consists of the catchment areas of (1) Rufforth Primary, (2) Poppleton Ousebank Primary, (3) St Mary’s VC CE Primary School, Askham Richard, (4) Skelton Primary (5) Carr Junior Primary (6) Copmanthorpe Primary.

7. Children who live outside the Priority Area with siblings who will be on roll at the school at the proposed date of admission

The Priority Area for the school consists of the catchment areas of (1) Rufforth Primary, (2) Poppleton Ousebank Primary, (3) St Mary’s VC CE Primary School, Askham Richard, (4) Skelton Primary (5) Carr Junior Primary (6) Copmanthorpe Primary.

*In order to be eligible under this criterion, the sibling must be on roll at the school at the proposed date of admission.
Please see criterion [4] above for the requirements and definition of siblings.*

8. Any other Children

Tie- Breaker

As set out at criteria 2, 3 and 4 above, if there are more applications within any given criterion than there are remaining places available, the places will be allocated to children satisfying the relevant criterion who live closest to the school. The measurement of **distance** uses the nearest available safe walking route. Distances will be measured by a GIS mapping system from the child's home address to the main entrance of the school. Where a safe walking route does not exist, we will measure along main roads including using maps from third-party mapping companies.

If the measurement of the distance from home to school above does not distinguish between two or more applicants with equal priority, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school and the Trust.

Where the application of the above would lead to a place being made available for a child/children of multiple birth but not their sibling(s) who is/are of multiple birth, the Trust will work within the Admissions Code in order to seek to make a place available for the sibling(s) wherever reasonably possible and where they are legally permitted to do so.

Address – 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. The correct address to be used for the purpose of the local authority's co-ordinated application process will be used for the purpose of applying this oversubscription criteria and the tie breaker in this policy. You may be asked to show evidence of any current or previous address and enquiries may be made to obtain verification, including of any third parties, should this be deemed necessary.

5. Time for admission

(a) Usual entry point

Children will normally be admitted into the year group relevant to their age and (save as outlined below) application should be made to that year group.

Save as outlined below, for those applying in the normal admissions round, offers will be made for a full time place in Year 7 commencing in September 2023.

(b) Deferring admission: admission outside of normal age group

Parents/carers may seek to defer their child's admission to school so that they are admitted outside of their normal age group, for example if they have experienced problems such as ill health. Parents/carers considering requesting admission out of the normal age group are encouraged to contact City of York Council's admissions team, (if different) their home local authority and the school at an early stage to discuss their intentions.

The Trust will make decisions on requests for admissions outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned and in accordance with any agreed co-ordinated Local Authority procedure in place from time to time. This will include taking account of:

- the parent's/carer's views;
- any information provided 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
- where applicable, whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Trust will also take account of the views of the headteacher in assessing the request. When informing the parent/carer of their decision on the year group the child should be admitted to, the Trust will set out clearly the reasons for the decision.

You should request such a deferred admission as part of the normal admissions round where possible. As such:

- parents/carers wishing to defer admission should still apply for a school place at the normal time – i.e. by 31 October 2022; and
- by the same deadline, the parent/carer should also submit a written request to defer admission to the headteacher of the school, together with any supporting evidence that the parent/carer wishes to be taken into account. You should also inform your home admission authority of your request in writing.

This will allow requests to be considered prior to National Offer Day.

If the request is approved, then the application and preferences originally submitted as part of your home local authority's application process will be withdrawn and no decision will be made on the basis of the original application. **Please note, a place will not be reserved for your child: where a deferred admission is granted, parents/carers must then reapply for a place in Year 7 in the next admissions round (i.e. for a place in September 2024) alongside children who are one school year younger.** Parents/carers should make it clear in their fresh application that deferred admission has previously been agreed.⁷ The fresh application will be considered in accordance with school's 2024/25 admissions policy as part of the normal admissions round⁸ and on the basis of the admission arrangements outlined in the school's 2024/25 policy, including the application of oversubscription criteria. 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 a request is not approved, parents/carers will be notified by their home local authority of the result of their original application in the usual way.

We will endeavour to process requests to defer admission received after 31 October 2022 within 6 weeks from receipt. If the request is approved, any offer received as part of the normal admissions round will be withdrawn.

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: whilst parents/carers 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.

(c) Accelerated admission

Very exceptionally, applicants may seek a place for their child in a higher age group than their usual age group, for example if the child is gifted or talented. Parents/carers considering requesting admission to a higher age group should contact the school and the home local authority at an early stage to discuss their intentions and what the best approach might be. The request must be put in writing, addressed to the Headteacher of the school, together with any supporting evidence that the parent/carer wishes to be taken into account. The Trust will make decisions on such requests on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the criteria set out in (b) above.

In order for the request to be considered prior to the normal admissions round, the request must be received by 31 October 2022. 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 usual year group has been agreed.⁹ 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.

6. In-year admissions

⁷ as the date of birth will fall outside the normal date of birth range for the required admissions round

⁸ unless the parental/carer request is made too late for this to be possible

⁹ as the date of birth will fall outside the normal date of birth range for the required admissions round

In-year admissions are admissions outside the normal admissions round. Applications received after the local authority's period of co-ordination has ended will be considered as "in year" applications.

Parents/carers may apply for a change of school for their child at any time. Please call the school on 01904 798722 or email us at hello@mce.hslt.academy to find out about any in-year vacancies that may be available. Alternatively, you can contact City of York Council School Services on 01904 51554 for information regarding available places.

The oversubscription criteria outlined in section 4 apply to in-year applications.

(a) Application process

Details of how in-year applications will be dealt with for the 2023/4 academic year will be set out on the school's website by 31 August 2023. This will detail whether in-year applications are being co-ordinated by the school or by the local authority.

Whether in-year applications are being co-ordinated by the school or the local authority, if you are applying under one of the oversubscription criteria that requires the school's Supplementary Information Form to be completed, please complete and return this to the Trust at Manor CE Academy marked for the attention of the Admissions Clerk at the same time as submitting your in-year application form.

(b) Determination of application

Whilst the school does have a published admissions number of 240, this number only applies for admission into Year 7. Although a published admission number may help set class organisation in later years, decisions in relation to places in other year groups will be made primarily on class organisation. As such, a place may be refused even if the numbers on roll in the relevant year group are lower than the published admission number. In determining whether a place is to be offered, consideration will be given as to whether the admission of any additional child would prejudice the provision of efficient education or the efficient use of resources including in light of any current admission numbers set for year groups.

Where there is an available space and there are no other applications for this place, the place will be made available. Where there is an available space and there are more applications for a place than places available, priority is given in accordance with the oversubscription criteria set out in section 4 above. The oversubscription criteria will be applied as at the date the place becomes available.

You will be notified of the outcome of your application, normally within 10 school days but always within 15 school days. Where a place is offered, and the offer is accepted, arrangements will be made for the child to start as soon as possible, particularly where the child is out of school.

If the application is refused by the Trust, reasons for the refusal will be given and the applicant will be informed of their right to appeal and their right to be placed on the waiting list (on which please see section 7 below).

(c) Fair access

Please note that the operation of this policy is subject to the City of York Council's Fair Access Protocol and the relevant regulations relating to children who have been permanently excluded from two or more schools. The Fair Access Protocol is agreed with schools within the authority to ensure that – outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. It also requires local authorities to ensure that no school is required to take a disproportionate number of children with challenging behaviour. The Fair Access protocol and relevant regulations will take priority over this policy.

7. Waiting List

If the school is oversubscribed, a waiting list will be established. The waiting list may be held by City of York Council on behalf of the Trust.

Normal admissions round - A waiting list shall be maintained until 31 December 2023, at which point it will be deleted. Applicants still seeking a place after this date should advise the school's headteacher in writing.

In year applications - Parents/carers who are not successful in obtaining a place following an in-year application received during the 2023/24 academic year will automatically be placed on the waiting list, which will be maintained until the end of the relevant academic year, at which point it will be deleted. In the event that you would like your child to be re-added to the waiting list for the following academic year, you must advise the school's Headteacher of this in writing.

In each case, a child's position on the list will be determined by the oversubscription criteria above only and will reflect their current circumstances (where these circumstances have been provided to the Trust). Each additional applicant, or change in circumstances of an applicant which is notified to the school, will require the waiting list to be reordered in accordance with the oversubscription criteria. Should a place become available while the waiting list is in operation, a place will be made available to the applicant entitled to be on the top of the waiting list on the day the place became available. Where a tie breaker of random allocation is required to determine who is offered a place in accordance with section 4 above, a fresh round of random allocation will be used each time a child is to be offered a place.

Placing a child's name on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful application.

8. Appeals

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

Appeals are heard by an independent appeals panel and in line with the School Admission Appeals Code. Further details will be provided in the event that your application is refused. We will also publish our appeals timetable on our website by 28 February 2023.

Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the Trust has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school, which has also been refused.

9. False Information

Applicants are strongly urged to complete the local authority's application and (if applicable) the school's Supplementary Information Form as accurately and fully as possible. Where an offer of a place at the school has been made on the basis of a fraudulent or intentionally misleading application which effectively denies a place to a child with a stronger claim, then under the School Admissions Code the school is able to withdraw the place even if the child has started school. In the event that a place is withdrawn, the application will be considered afresh.

APPENDIX 1: Map of Catchment Area

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APPENDIX 2: Supplementary Information Form

Manor Church of England Academy
Supplementary Information Form - 2023 Admissions

Please note that this it is only necessary to complete this form where you are applying for priority under oversubscription criteria 2, 3 and 6 in the School's admissions policy.

Child's first name:	Name of parent/carer completing form:
Child's surname:	Relationship to child:
Date of birth:	Address (as per Local Authority application form):
Address :	
	post code telephone number:
Primary school attended:	Email
Do you presently have a sibling at Manor Y/N	Signature:
Name of sibling:	
Year group:	

Please indicate all relevant criteria that apply to your application and complete the relevant information:

Children satisfying the requirements for a Foundation Place (up to 121 remaining places)

Criterion summary (please see School Admissions policy for full details)		Please tick	Additional Information Required
3.1.A	Foundation Place: Very regular worshipper living within the Priority Area		<i>Please note that additional information is required as set out in section 4.3 above and that a signature is required from your minister of religion.*</i>
3.1.B	Foundation Place: Other very regular worshipper		
3.2.A	Foundation Place: Regular worshipper living within the Priority Area		
3.2.B	Foundation Place: Other regular worshipper		
2	Children with exceptional social or medical needs which make the school the most suitable school for the child		<i>Please note additional information is required as set out in section 4.2 above.*</i>

4	Children of staff employed at the school	<p>Please note additional information is required as set out in section 4.4 of the School Admissions policy.</p> <p>Please give name of member of staff:</p> <p>_____</p> <p>Please include with this form [insert details of information required to assess demonstrable skills shortage] [(where applicable).]</p>
<p><i>*You should make sure you allow the time to get the necessary information/signature prior to the deadline for return of the form.</i></p>		

Name of person filling in the form (parent/carer):	
Relationship with child:	
Contact details:	
Signature:	

Please return this Supplementary Information Form to Manor Church of England Academy, Millfield Lane, Nether Poppleton, York, YO26 6PA by 31 October 2022.

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(Supplementary Information Form continued)

Confirmation of regular attendance at worship
For completion by your minister of religion

I hereby confirm that:

(1) The aforementioned child or at least one parent/carer of the aforementioned child has attended worship at a regular public service (please tick):

- On average at least twice a month for the two years immediately prior to the date of application;
- On average at least once a month for the two years immediately prior to the date of application.

And

- That worship has taken place at a Christian place of worship, being a Church with full membership of Churches Together in Britain and Ireland, a local Churches Together group, The Evangelical Alliance and / or Affinity Churches.

Note: *In the event that during the period specified for attendance at worship the church 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 alternative premises have been available for public worship.*

Name and address of place(s) of worship attended:

Name	
Signature:	
Position: (e.g. Vicar/Pastor/Minister/Priest)	
Correspondence address:	
Telephone number:	

In the event that you have attended worship at different places of worship during the relevant period e.g. as you have moved areas, but taken together the attendance at worship at these places of worship would be sufficient to qualify for a Foundation place, please ask your Minister of Religion for each place of worship to complete this form specifying the relevant periods of attendance and frequency.



Diocese of Middlesbrough

**Living, loving, learning
Christ at the centre**

Annex P

**Our Lady Queen of Martyrs Catholic Primary School
part of the St Margaret Clitherow Catholic Academy Trust**

ADMISSION POLICY September 2023

Our Lady Queen of Martyrs Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The School is conducted by its Academy Trust Board as part of the Catholic Church in accordance with its Trust Deed and Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic School, we aim to provide a Catholic education for all our pupils. At a Catholic School, Catholic doctrine and practice permeate every aspect of the School's activity. It is essential that the Catholic character of the School's education be fully supported by all families in the School. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the School. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the School in accordance with the admission arrangements.

The Academy Trust Board is the Admissions Authority and has responsibility for admissions to this School. The Local Authority undertakes the co-ordination of admission arrangements during the normal admission round. The Academy Trust Board has set the admission number at 60 pupils to be admitted to the Reception year in the School year which begins in September 2023.

The Academy Trust Board will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care

Plan that names the School must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after and previously looked after children (see notes 2 & 3).
2. Catholic children who are resident in the Parish(es) of Our Lady's, York and English Martyrs, York (see notes 3 & 7).
3. Other Catholic children (see note 3).
4. Other looked after and previously looked after children (see note 2).
5. Children of other Christian denominations whose membership is evidenced by a Minister of Religion (see note 4).
6. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

The attendance of a brother or sister at the School at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made (see note 5).

Tie Break

Priority will be given to children living closest to the School determined by the shortest distance. Distances are calculated using the Local Authority's computerised measuring system on the following basis: distance will be measured by a GIS mapping system from the front door of the child's home address (including flats) to the Main Entrance of the School, using the nearest available safe walking route. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the School. All the names will be entered into a hat and the required number of names will be drawn out.

Application Procedures and Timetable

To apply for a place at this School in the normal admission round, you must complete a Common Application form available from the local authority in which

you live (<https://synergy.york.gov.uk/Live/SynergyWeb/Parents/default.aspx> or <https://www.york.gov.uk/schooladmissions>. You are also requested to complete the Supplementary Information Form (SIF) attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 5. The Supplementary Information Form should be returned to Mrs Robinson, Office Manager, Our Lady Queen of Martyrs Catholic Primary School, Hamilton Drive, Holgate, York, YO24 4JW or via email arobinson@olqm.smccat.org.uk by **15 January 2023**.

You will be advised of the outcome of your application on 16 April or the next working day, by the Local Authority on our behalf. If you are unsuccessful (unless your child gained a place at a School you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 3 or 5 and this is likely to affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2023.

Late Applications

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory School age, is admitted to the School, until later in the School year but not beyond the point at which they reach compulsory School age, or beyond the beginning of the final term of the School year for which an offer was made. A child may take up a part-time place until later in the School year, but not beyond the point at which the child reaches compulsory School age. Upon receipt of the offer of a place a parent should notify the School, as soon as possible, that they wish to either defer their child's entry to the School or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted 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, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to Reception rather than Year 1.

Any such request should be made in writing to **The Governance Officer, The Raylor Centre, James Street, York, YO10 3DW or Email governance@smccat.org.uk** at the same time as the admission application is made. The Academy Trust Board will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the Headteacher, including the Headteacher's statutory responsibility for the internal organisation, management and control of the School, the Academy Trust Board will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the School year. The waiting list will be held open until **July 2024 (end of term date to be confirmed)**

Inclusion in the School's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made **to the Local Authority** by contacting **The School Admissions Team, West Offices, Station Rise, York, YO1 6GA, Email: education@york.gov.uk**. If your application is based on over subscription criteria 1 to 3 or 5, we require that you also complete the School's In Year Admission Form and return this to: Mrs Robinson, Office Manager, Our Lady Queen of Martyrs Catholic Primary School, Hamilton Drive, Holgate, York, YO24 4JW or via email: arobinson@olqm.smccat.org.uk at the same time as submitting your In Year Application.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

Fair Access Protocol

The School is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Governing Body is empowered to give absolute

priority to a child where admission is requested under any locally agreed protocol. The Academy Trust Board has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Nursery

For children attending the School's Nursery, application to the Reception Class of the School must be made in the normal way, to the home Local Authority. Attendance at the School's Nursery does not automatically guarantee that a place will be offered at the School.

The Academy Trust Board reserves the right to withdraw the offer of a place or, where a child is already attending the School the place itself, where it is satisfied that the offer or place was obtained by deception.

Note 1

A Statement of Special Educational Needs is a statement made by the Local Authority under Section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the Local Authority under Section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

Notes (these notes form part of the oversubscription criteria)

2. A 'looked after child' has the same meaning as in Section 22(1) of the Children Act 1989 and means any child who is (a) in the care of a Local Authority or (b) being provided with accommodation by them in the exercise of their Social Services functions (e.g. children with foster parents) at the time of making application to the School.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a Child Arrangements Order or Special Guardianship Order. Included in this definition are those children who appear (to the Academy Trust Board Governing Body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a Certificate of Baptism in a Catholic Church or a Certificate of Reception into the full Communion of the Catholic Church. For the purposes of this Policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. Those who have difficulty obtaining written evidence of Baptism should contact their Parish Priest [who,

after consulting with the Diocese, will decide how the question of Baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].

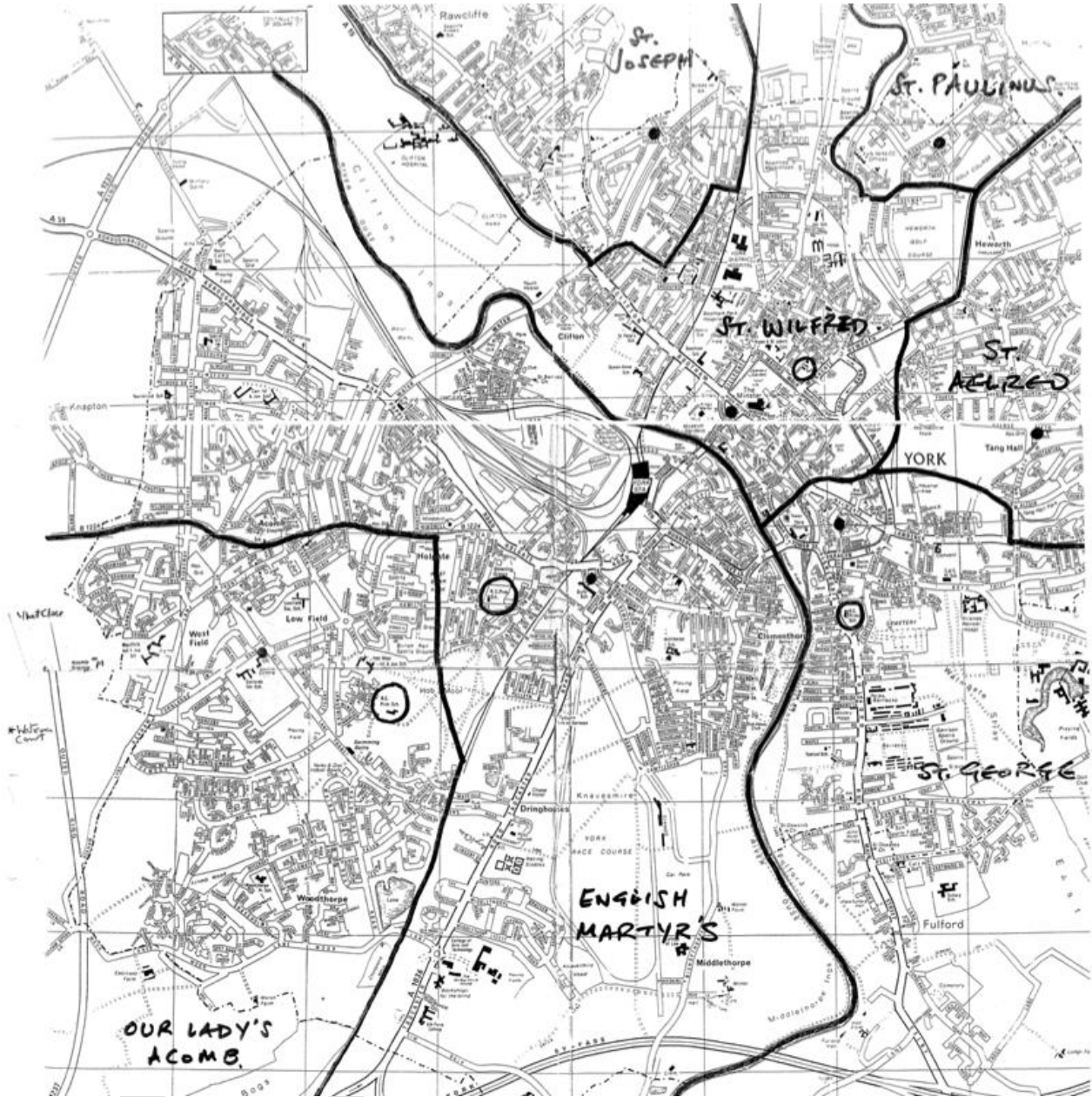
4. "children of other Christian denominations" means children who belong to other Churches and Ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their Communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An Ecclesial community which on principle has no creedal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other Churches and Ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

5. 'brother or sister' includes:
 - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
6. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
7. For the purposes of this Policy, Parish boundaries are as shown on the attached map and will be applied to the admission arrangements for September 2023.
8. A child's "home address" refers to the address where the child usually lives with a parent or carer, and will be the address provided in the online application. Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the online application, provided that the child resides at that address for any part of the School week.

This Policy was last updated on 1st September 2021.

Map of York Catholic Churches Parish Boundaries



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Admissions Policy

2023 - 2024

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1 Introduction

- 1.1 This policy applies to applications for the following schools for whom Pathfinder Multi Academy Trust is the admission authority, which are located within the City of York Local Authority area, and which do not have separate admission arrangements.

These schools are:

- Acomb Primary School
- Badger Hill Primary School
- Clifton with Rawcliffe Primary School
- Hempland Primary School
- New Earswick Primary School
- Rufforth Primary School
- Tang Hall Primary School

Pathfinder Multi Academy Trust is also the admission authority for the following York schools that are not covered by this policy, but instead have their own separate admission arrangements. These schools are:

- Archbishop Holgate's School
- Heworth CE Primary School
- St Lawrence's CE Primary School

You can view these other policies by contacting these schools directly, or online at www.york.gov.uk/schooladmissions

- 1.2 This policy applies in 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.

- 1.3 The Published Admission Number (PAN) is the number of pupils it is intended to admit into the first year group of school. This number differs for each school and for 2023 - 2024 these PANs are:

- for Acomb Primary School, 45 places
- for Badger Hill Primary School, 30 places
- for Clifton with Rawcliffe Primary School, 90 places
- for Hempland Primary School, 60 places
- for New Earswick Primary School, 30 places
- for Rufforth Primary School, 15 places
- for Tang Hall Primary School, 30 places

- 1.4 This policy complies with and operates within the City of York Coordinated Admissions Scheme for Primary and Infant Schools in the City of York Local Authority area. The admission authority for these schools is the trust board of the Pathfinder Multi Academy Trust.

- 1.5 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. 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 as in Section 3 of this policy will be applied to ascertain which child is most entitled to a place. Applications should be made no earlier than 20 school days before the school place is required.

- 1.6 The admission of children into the Reception year at a primary school is a completely separate process to nursery admissions. Attendance at a particular nursery class or early years provider does not give a child any priority within the admissions policy for admission to primary school, even if the school and nursery are located on the same premises or run by the school itself.
- 1.7 Advice and information for parent/carers on school admissions, including key information that applies to all applications as well as some frequently asked questions are available in the City of York Guide for Parents which is available at www.york.gov.uk/guideforparents or upon request from the City of York School Services team. It is recommended that all applicants consider the information in the [Guide for Parents](#) before making an application.
- 1.8 The admission of children with an Education, Health and Care plan are covered by different admission regulations. Following negotiation, if a school within Pathfinder Multi Academy Trust has been named, a place will be allocated for these children before considering other applications.

2 Admission into Reception

- 2.1 Children will normally be admitted into the year group relevant to the child's age and will start full-time in the school year they turn five. All children will be offered the opportunity of a full-time place from September in the year of entry.
- 2.2 This policy includes an option of 'delayed entry'. This means that parent/carers may secure a place at a school under the normal admission arrangements but choose to postpone their child's admission to school, as long as their admission is not delayed beyond the point at which they reach compulsory school age. A child normally reaches compulsory school age at the start of the term following their fifth birthday. The table below sets out the position:

Date of Birth	Date of compulsory school age	Latest date child may start school full-time
1 September 2018 to 31 December 2018	31 December 2023	The start of the 'Spring' term in January 2024
1 January 2019 to 31 March 2019	31 March 2024	The start of the 'Summer' term in April 2024
1 April 2019 to 31 August 2019	31 August 2024	The start of the 'Autumn' term in September 2024

If you would like to delay your child's entry, so they do not start full-time in September 2023, you must still apply at the normal time. Once allocated a school place, you should then advise the school in writing of your child's intended start date and keep in regular contact with the school regarding any changes to this intended date. Start dates are recommended to be at the start of each half term, but these can be varied by agreement with the school.

The school will hold a place for that child and not offer it to another child during the remainder of the Reception year. You should contact the school to make arrangements for admission of your child by no later than 20 school days before the intended start date. If you do not contact the school in the 20 school days before an

intended and/or previously communicated start date, the school will make all reasonable efforts to contact you by telephone and in writing at any known physical address or email address. In the event that all attempts to contact you are unsuccessful, the school place may be withdrawn.

- 2.3 Parent/carers will also be able to request a part-time place until the start of the term after the child turns five. It is a legal requirement that all children must enter formal full-time education at the start of the term after their fifth birthday, but if you would like to discuss part-time education for your child so they do not start full-time in September 2023, you must still apply at the normal time. Once allocated a school place, you should then ask the school in writing what part-time provision may be offered, advise them of your child's intended full-time start date and keep in regular contact with the school regarding any changes to this intended date.

- 2.4 Some parent/carers of 'summer born' children (those children born between 01 April and 31 August) may wish to investigate the possibility of 'deferred entry' into a lower year group. If you are considering this for your child, please contact the LA [School Services team](#) who can provide you with information and advice.

If you would like to defer your child's entry, so they do not start in Reception in September 2023, but instead start Reception in September 2024, you must still apply at the normal time and parallel to your application, put a formal request in writing to defer your child's admission to a lower year group.

For the purposes of coming to a decision on such deferrals for those children living in the City of York, the LA has developed a city-wide policy and invited all other admission authorities to take part in joint arrangements. Pathfinder Multi Academy Trust has adopted the City of York Delayed and Deferred Admissions Policy for the purposes of administering requests for deferred entry for 'summer born' children. More information on delayed and deferred entry can be found in the [City of York Delayed and Deferred Admissions Policy](#).

Places are not held open for children who defer entry, so parent/carers must, if their request is approved, reapply by **15 January the following year** for a place in Reception alongside children who are one school year younger. Parent/carers may make an identical application for the same schools, or request different schools from their initial application.

Parents/carers should be aware that as the numbers of applications and preferences, and even the number of available places, may differ from year to year, that a deferral does not mean a place at the same school can be allocated one year later. It will not be known which school is allocated for an agreed deferral until 16 April, or next working day, in the school year the child turns 5 and the results of the application one year later **may result in a different school being allocated**.

- 2.5 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 (the school year they turn five), 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, by no later than 29 November 2022. The Trust will then consider your request, if necessary in conjunction with other schools, the LA, early years providers and professionals.

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.

- 2.6 Applications should be made by the closing date for applications which is 15 January 2023. Applications can be made online at www.york.gov.uk/schooladmissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, LA, schools, or a paper application form known as the 'School admissions application for Primary School in September 2023'. There is no additional 'Supplementary Information Form' required to apply for a school place at any Pathfinder Multi Academy Trust school covered by this policy.
- 2.7 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority by providing this information in writing direct to the school or by emailing education@york.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 in the [Guide for Parents](#).
- 2.8 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 children that can go to a school each year these standards could not be maintained. Infant Class Size legislation may also limit the number of pupils that can be admitted in Reception, Year 1 and Year 2. For these reasons each school has a Published Admission Number - that is the number of places available that will be offered in the year of entry.
- 2.9 Applicants will be responsible for travel arrangements and the costs of travel to and from school.
- 2.10 Acomb Primary School, Badger Hill Primary School, Clifton with Rawcliffe Primary School, Hempland Primary School, New Earswick Primary School, Rufforth Primary School and Tang Hall Primary School each have their own catchment area. The City of York Local Authority 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 in the [Guide for Parents](#), online at www.york.gov.uk and upon request from the City of York School Services team.

3 Oversubscription Criteria

Some schools will be oversubscribed - that is where the number of applicants exceeds the 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 a school in these circumstances in the following priority order:

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

This applies to all children who are currently in the care of a local authority; all children who have been adopted from local authority care (subject to an adoption, residence or special guardianship order); and all children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

It is the responsibility of parent/carers, or the child’s social worker to provide the information to the admission authority that this criterion applies.

3.2 **Children who live within the catchment area normally served by the preferred school, with a sibling at the preferred school at the time of admission.**

Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide for Parents](#), online at www.york.gov.uk, and upon request from the City of York School Services team. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step- and foster-brothers or sisters);

The Trust uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within the [Guide for Parents](#).

It is the responsibility of parent/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the Trust.

3.3 **Children who live within the catchment area normally served by the preferred school.**

Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide for Parents](#), online at www.york.gov.uk, and upon request from the City of York School Services team;

The Trust uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within the [Guide for Parents](#).

3.4 **Children considered by the admission authority to have exceptional social or medical needs which makes the preferred school the most suitable school for the child.**

The admission 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;

It is the responsibility of parent/carers to provide the additional information where they believe this criterion applies. To be given priority on this basis, the admission

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 parent/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.

3.5 Children with a sibling at the preferred school at the time of admission.

Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half, step and foster-brothers or sisters);

It is the responsibility of parent/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the Trust.

3.6 Children who live closest to the preferred school using the nearest available safe walking route.

Distances are measured by a GIS mapping system from the child's home address to the closest entrance of the school.

Distances are measured using a system of walking routes rather than straight line distances to better reflect the length of the journey from home to school. Within a contiguous urban area these routes are those that are properly paved and lit alongside roads and other walkways and do not include the York outer ring road. Outside a contiguous urban area, for example for applications from outside the City of York area, these distances continue to be measured along the road network.

Where there are fewer places than children in an oversubscription priority as above, in order to decide to whom places will be allocated, the following tie-breakers will be applied:

- first, to the child(ren) who also fulfil the next highest priority;
- second, to the child(ren) living closest to the school as defined in priority 6;
- and third, if the measurement of the distance from home to school above does not distinguish between two or more applicants with equal priority, random allocation will be used as the final tie-breaker, and independently verified.

Where the application of the above would lead to a place being made available for a child of multiple birth, but not their sibling(s), we will work within the Admissions Code in order to make a place available for the sibling(s) wherever reasonably possible.

For example, for two children who are both resident in the catchment area without a sibling on roll at the time of admission and are thus assigned the same (third) priority, the place would first be allocated to the child who also fulfils the next highest priority, for example, an exceptional social or medical need (fourth priority) over a child who lives closer to the school (sixth priority).

4 Appeals

- 4.1** 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.

- 4.2 Pathfinder Multi Academy Trust subscribes to the City of York’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. We will publish our appeals timetable on our website by 28 February 2023. Applicants who wish to appeal should contact the LA School Services team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.
- 4.3 Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the admission authority has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school.

5 False Information

- 5.1 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 will be withdrawn.

6 Late Applications

- 6.1 Applications received after the closing date for applications of 15 January 2023 may be treated as ‘late’ applications – that is processed after all ‘on-time’ applications.
- 6.2 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 admission authority’s processes.
- 6.3 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.
- 6.4 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 as set out in Section 7 of this policy.

7 Waiting List

- 7.1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2023. After 31 December 2023, if there is still a waiting list, an ‘in-year’ waiting list is then held 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 5 July in the relevant year.

- 7.2 A child’s position on the list will be determined by the oversubscription criteria set out in Section 3 of this policy and will reflect their current circumstances where these circumstances have been provided to the admission 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 became available.
- 7.3 Applications may only be made once for each school year unless there has been a significant and material change in the circumstances of the parent/carer, child or school, which the admission authority agrees requires a new application.
- 7.4 Being on a waiting list does not affect a parent’s/carer’s right of appeal against an unsuccessful preference.

8 Timetable

by 12 September 2022	Guide for Parents published online at www.york.gov.uk/guideforparents
by 12 September 2022	Opening date for applications. ‘School admissions application for Primary, Junior School and Secondary Schools in September 2023’ form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
15 January 2023	Closing date for ‘on-time’ applications for primary schools (both online and by paper ‘School admissions application for Primary School in September 2023’ form)
from 16 January 2023	Applications received may be treated as ‘late’
16 April 2023 (or next working day)	Primary and Junior National Offer Day
21 May 2023	Deadline for return of Primary and Junior appeal papers for ‘on-time’ applicants
1 June 2023 - 16 July 2023	Admission appeals for ‘on-time’ Primary and Junior applicants
September 2023	Start of the school year

9 Contact Details

Chair of the MAT Board
Pathfinder Multi Academy Trust
Hull Road, York, YO10 5ZA
01904 806000
www.pathfindermat.co.uk

10 Schools in the Pathfinder Multi Academy Trust covered by this policy

- Acomb Primary School (Primary, 5-11)
- Badger Hill Primary School (Primary, 5-11)
- Clifton with Rawcliffe Primary School (Primary, 5-11)
- Hempland Primary School (Primary, 5-11)
- New Earswick Primary School (Primary, 5-11)
- Rufforth Primary School (Primary, 5-11)
- Tang Hall Primary School (Primary, 5-11)

[View school contact details on the City of York website](#)

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Annex R

South Bank Multi Academy Trust

Admissions Policy

2023 – 2024



Introduction

1 This policy applies to applications for schools for whom the South Bank Multi Academy Trust is the admission authority, which are located within the City of York Local Authority area. These schools are:

- Knavesmire Primary School
- Millthorpe School
- Scarcroft Primary School
- Woodthorpe Primary School
- Carr Junior School
- York High 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 in the following admissions rounds:

- for Knavesmire Primary School, Scarcroft Primary School and Woodthorpe Primary School - 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;
- for Carr Junior School - the junior admissions round, that is when applying for a place in Year 3 as the normal year of entry to start junior school for the first time.
- for Millthorpe School and York High School - the secondary admissions round, that is when applying for a place in Year 7 as the normal year of entry to start secondary school for the first time.

3 The Published Admission Number (PAN) is the number of pupils it is intended to admit into the first year group of school. This number differs for each school and for 2023 – 2024 these PANs are:

- for Knavesmire Primary School, 60 places
- for Millthorpe School, 212 places
- for Scarcroft Primary School, 60 places
- for Woodthorpe Primary School, 60 places
- for Carr Junior School, 90 place
- for York High School, 180 places

4 This policy complies with and operates within the relevant City of York Coordinated Admissions Schemes in the City of York Local Authority



area. The admission authority for these schools is the trust board of the South Bank Multi Academy Trust.

- 5 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. 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 as in Section D of this policy will be applied to ascertain which child is most entitled to a place.
- 6 The admission of children into the Reception year at a primary school is a completely separate process to nursery admissions. Attendance at a particular nursery class or early years provider does not give a child any priority within the admissions policy for admission to primary school, even if the school and nursery are located on the same premises or run by the school itself.
- 7 Attendance at a particular primary school does not give a child any guaranteed priority for admission to a junior or secondary school, even if both schools are within the South Bank Multi Academy Trust, located on the same premises, or run by or share the same leadership or resources.
- 8 Advice and information for parent/carers on school admissions, including key information that applies to all applications as well as some frequently asked questions are available in the City of York Guide for Parents which is available at www.york.gov.uk/guideforparents or upon request from the City of York School Services team. It is recommended that all applicants consider the information in the Guide for Parents before making an application.
- 9 The admission of children with an Education, Health and Care plan are covered by different admission regulations. Following negotiation, if a school within the South Bank Multi Academy Trust has been named, a place will be allocated for these children before considering other applications.

A Admissions into Reception



- 1 Children will normally be admitted into the year group relevant to the child's age and will start full-time in the school year they turn five. All children will be offered the opportunity of a full time place from September in the year of entry.
- 2 This policy includes an option of 'delayed entry'. This means that parent/carers may secure a place at a school under the normal admission arrangements but choose to postpone their child's admission to school, as long as their admission is not delayed beyond the point at which they reach compulsory school age. A child normally reaches compulsory school age at the start of the term following their fifth birthday. The table below sets out the position:

Date of birth	Date of compulsory school age	Latest date child may start school full-time
1 September 2018 - 31 December 2018	31 December 2023	The start of the 'Spring' term in January 2024
1 January 2019 - 31 March 2019	31 March 2024	The start of the 'Summer' term in April 2024
1 April 2019 - 31 August 2019	31 August 2024	[The start of the 'Autumn' term in September 2024

If you would like to delay your child's entry, so they do not start full-time in September 2023, you must still apply at the normal time. Once allocated a school place, you should then advise the school in writing of your child's intended start date and keep in regular contact with the school regarding any changes to this intended date. Start dates are recommended to be at the start of each half term, but these can be varied by agreement with the school.

The school will hold a place for that child and not offer it to another child during the remainder of the Reception year. You should contact the school to make arrangements for admission of your child by no later than 20 school days before the intended start date. If you do not contact the school in the 20 school days before an intended and/or previously communicated start date, the school will make all reasonable efforts to contact you by telephone and in writing at any known physical address or email address. In the event that all attempts to contact you are unsuccessful, the school place may be withdrawn.

- 3 Parent/carers will also be able to request a part-time place until the start of the term after the child turns five. It is a legal requirement



that all children must enter formal full-time education at the start of the term after their fifth birthday, but if you would like to discuss part-time education for your child so they do not start full-time in September 2023, you must still apply at the normal time. Once allocated a school place, you should then ask the school in writing what part-time provision may be offered, advise them of your child's intended full-time start date and keep in regular contact with the school regarding any changes to this intended date.

- 4 Some parent/carers of 'summer born' children (those children born between 01 April and 31 August) may wish to investigate the possibility of 'deferred entry' into a lower year group. If you are considering this for your child, please contact the LA School Services team who can provide you with information and advice.

If you would like to defer your child's entry, so they do not start in Reception in September 2023, but instead start Reception in September 2024, you must still apply at the normal time and parallel to your application, put a formal request in writing to defer your child's admission to a lower year group.

For the purposes of coming to a decision on such deferrals for those children living in the City of York, the LA has developed a city-wide policy and invited all other admission authorities to take part in joint arrangements. South Bank Multi Academy Trust has adopted the City of York Delayed and Deferred Admissions Policy for the purposes of administering requests for deferred entry for 'summer born' children. More information on delayed and deferred entry can be found in the City of York Delayed and Deferred Admissions Policy.

Places are not held open for children who defer entry, so parent/carers must, if their request is approved, reapply by 15 January the following year for a place in Reception alongside children who are one school year younger. Parent/carers may make an identical application for the same schools, or request different schools from their initial application.

Parents/carers should be aware that as the numbers of applications and preferences, and even the number of available places, may differ from year to year, that a deferral does not mean a place at the same school can be allocated one year later. It will not be known which

school is allocated for an agreed deferral until 16 April (or next working day) in the school year the child turns 5 and the results of the application one year later may result in a different school being allocated.

- 5 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 (the school year they turn five), 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, by no later than 29 November 2022. The Trust will then consider your request, if necessary in conjunction with other schools, the LA, early years providers and professionals.

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.

- 6 Applications should be made by the closing date for applications, which is 15 January 2023. Applications can be made online at www.york.gov.uk/schooladmissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, LA, schools, or a paper application form known as the 'School admissions application for Primary School in September 2023'. There is no additional 'Supplementary Information Form' required to apply for a school place at any South Bank Multi Academy Trust school covered by this policy.⁷ When making an application, parent/carers are advised to supply any additional information that may be required to the



admission authority by providing this information in writing direct to the school or by emailing education@york.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 in the [Guide for Parents](#).

- 8 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 children that can go to a school each year these standards could not be maintained. Infant Class Size legislation may also limit the number of pupils that can be admitted in Reception, Year 1 and Year 2. For these reasons each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.
- 9 Applicants will be responsible for travel arrangements and the costs of travel to and from school.
- 10 Knavesmire Primary School, Scarcroft Primary School and Woodthorpe Primary School each have their own catchment area. The City of York Local Authority 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 in the [Guide for Parents](#), online at www.york.gov.uk and upon request from the City of York School Services team

B Admissions into Year 3

- 1 Pupils will normally be admitted into the year group relevant to the pupil's age.
- 2 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, an details of whether your child has previously been educated out of their chronological age group, by no later than 29 November 2021. The Trust will then consider your request, if necessary in conjunction with other schools and professionals.

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.

- 3 Applications should be made by the closing date for applications which is 15 January 2023. Applications can be made online at www.york.gov.uk/schooladmissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, the LA, schools, or a paper application form known as the 'School admission application for Junior School in September 2023'.
- 4 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority by emailing education@york.gov.uk with the pupil'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 in the [Guide for Parents](#).
- 5 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.

- 6 Applicants may be successful in obtaining a place at a school that does not serve the local 'catchment' area in which they live. If allocated a place at such a school, applicants will be responsible for travel arrangements and the costs of travel to and from school.
- 7 Carr Junior School has their own catchment area. The City of York Local Authority 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 in the Guide for Parents, online at www.york.gov.uk and upon request from the City of York School Services team.

C Admissions into Year 7

- 1 Pupils will normally be admitted into the year group relevant to the pupil's age.
- 2 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, an details of whether your child has previously been educated out of their chronological age group, by no later than 29 November 2022. The Trust will then consider your request, if necessary in conjunction with other schools and professionals.

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.

- 3 Applications should be made by the closing date for applications which is 31 October 2022. Applications can be made online at www.york.gov.uk/schooladmissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, LA, schools, or a paper application form known as the 'School admissions application for Secondary School in September 2023'. There is no additional 'Supplementary Information Form' required to apply for a school place at any South Bank Multi Academy Trust school covered by this policy.
- 4 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority by providing this information in writing direct to the school or by emailing education@york.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 in the [Guide for Parents](#).
- 5 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.
- 6 Applicants will be responsible for travel arrangements and the costs of travel to and from school.



- 7 Millthorpe School and York High School each have their own catchment area. The City of York Local Authority 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 in the Guide for Parents, online at www.york.gov.uk and upon request from the City of York School Services team

D Oversubscription criteria (Primary and Secondary)

Some schools will be oversubscribed – that is where the number of applicants exceeds the 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 a school in these circumstances in the following priority order:

- 1 Children who are either currently or have previously been 'looked after'. This applies to all children who are currently or have previously been, in the care of a local authority; all children who have been adopted from local authority care, subject to an adoption, residence or special guardianship order; and all children who appear to have been in state care outside of England and ceased to be in state care as a result of adoption, residence or special guardianship order. ;

It is the responsibility of parent/carers, or the child's social worker to provide the information to the admission authority that this criterion applies.

- 2 Children who live within the catchment area normally served by the preferred school, with a sibling at the preferred school at the time of admission. Catchment areas are designated by the Local Authority and are made available to parent/carers in the Guide for Parents, online at www.york.gov.uk, and upon request from the City of York School Services team. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step- and foster-brothers or sisters);



The Trust uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within the Guide for Parents.

It is the responsibility of parent/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the Trust.

- 3 Children who live within the catchment area normally served by the preferred school. Catchment areas are designated by the Local Authority and are made available to parent/carers in the Guide for Parents, online at www.york.gov.uk, and upon request from the City of York School Services team;

The Trust uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within the Guide for Parents.

- 4 Children considered by the admission authority to have exceptional social or medical needs which makes the preferred school the most suitable school for the child. The admission 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;

It is the responsibility of parent/carers to provide the additional information where they believe this criterion applies. To be given priority on this basis, the admission 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 parent/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.



- 5 Children with a sibling at the preferred school at the time of admission. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step and foster-brothers or sisters);

It is the responsibility of parent/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the Trust.

- 6 Children who live closest to the preferred school using the nearest available safe walking route. Distances are measured by a GIS mapping system from the child's home address to the closest entrance of the school.

Distances are measured using a system of walking routes rather than straight line distances to better reflect the length of the journey from home to school. Within a contiguous urban area these routes are those that are properly paved and lit alongside roads and other walkways and do not include the York outer ring road. Outside a contiguous urban area, for example for applications from outside the City of York area, these distances continue to be measured along the road network.

Where there are fewer places than children in an oversubscription priority as above, in order to decide to whom places will be allocated, the following tie-breakers will be applied:

- first, to the child(ren) who also fulfil the next highest priority;
- second, to the child(ren) living closest to the school as defined in priority 6;
- and third, if the measurement of the distance from home to school above does not distinguish between two or more applicants with equal priority, random allocation will be used as the final tie-breaker, and independently verified.

Where the application of the above would lead to a place being made available for a child of multiple birth, but not their sibling(s), we will work within the Admissions Code in order to make a place available for the sibling(s) wherever reasonably possible.

For example, for two children who are both resident in the catchment area without a sibling on roll at the time of admission and are thus



assigned the same (third) priority, the place would first be allocated to the child who also fulfils the next highest priority, for example, an exceptional social or medical need (fourth priority) over a child who lives closer to the school (sixth priority).

E Oversubscription criteria (Junior)

Some schools will be oversubscribed – that is where the number of applicants exceeds the 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 a school in these circumstances in the following priority order:

- 1 Children who are either currently or have previously been 'looked after'. This applies to all children who are currently or have previously been, in the care of a local authority; all children who have been adopted from local authority care, subject to an adoption, residence or special guardianship order; and all children who appear to have been in state care outside of England and ceased to be in state care as a result of adoption, residence or special guardianship order.

It is the responsibility of parent/carers, or the child's social worker to provide the information to the admission authority that this criterion applies.

- 2 Children who live within the catchment area normally served by the preferred school, with a sibling at the preferred school at the time of admission. Catchment areas are designated by the Local Authority and are made available to parent/carers in the Guide for Parents, online at www.york.gov.uk, and upon request from the City of York School Services team. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step- and foster-brothers or sisters);

The Trust uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within the Guide for Parents.



It is the responsibility of parent/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the Trust.

- 3 Children who live within the catchment area normally served by the preferred school. Catchment areas are designated by the Local Authority and are made available to parent/carers in the Guide for Parents, online at www.york.gov.uk, and upon request from the City of York School Services team;

The Trust uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within the Guide for Parents.

- 4 Children considered by the admission authority to have exceptional social or medical needs which makes the preferred school the most suitable school for the child. The admission 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;

It is the responsibility of parent/carers to provide the additional information where they believe this criterion applies. To be given priority on this basis, the admission 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 parent/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.

- 5 Children with a sibling at the preferred school at the time of admission. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step and foster-brothers or sisters);

It is the responsibility of parent/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the Trust.

- 6 Pupils who attend Year 2 at the named feeder school for the preferred school at the time of the closing date for applications. The closing date of applications is 15 January in the year of admission. For Carr Junior School the named feeder school is Carr Infant School.
- 7 Children who live closest to the preferred school using the nearest available safe walking route. Distances are measured by a GIS mapping system from the child's home address to the closest entrance of the school.

Distances are measured using a system of walking routes rather than straight line distances to better reflect the length of the journey from home to school. Within a contiguous urban area these routes are those that are properly paved and lit alongside roads and other walkways and do not include the York outer ring road. Outside a contiguous urban area, for example for applications from outside the City of York area, these distances continue to be measured along the road network.

Where there are fewer places than children in an oversubscription priority as above, in order to decide to whom places will be allocated, the following tie-breakers will be applied:

- first, to the child(ren) who also fulfil the next highest priority;
- second, to the child(ren) living closest to the school as defined in priority 6;
- and third, if the measurement of the distance from home to school above does not distinguish between two or more applicants with equal priority, random allocation will be used as the final tie-breaker, and independently verified.

Where the application of the above would lead to a place being made available for a child of multiple birth, but not their sibling(s), we will work within the Admissions Code in order to make a place available for the sibling(s) wherever reasonably possible.



For example, for two children who are both resident in the catchment area without a sibling on roll at the time of admission and are thus assigned the same (third) priority, the place would first be allocated to the child who also fulfils the next highest priority, for example, an exceptional social or medical need (fourth priority) over a child who lives closer to the school (sixth priority).

F 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 South Bank Multi Academy Trust subscribes to the City of York'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. We will publish our appeals timetable on our website by 28 February 2021. Applicants who wish to appeal should contact the LA School Services team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.
- 3 Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the admission authority has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school.

G 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 will be withdrawn.

H Late Applications



- 1 Applications received after the relevant closing date for applications of may be treated as ‘late’ applications – that is processed after all ‘on-time’ applications.
 - For applications for Knavesmire Primary School, Scarcroft Primary School and Woodthorpe Primary School - in the primary admissions round, applications will be treated as late after 15 January 2023;
 - For applications for Carr Junior School – in the junior round, applications will be treated as late after 15 January 2023
 - For applications for Millthorpe School and York High School – in the secondary admissions round, applications will be treated as late from 01 November 2022.
- 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 admission 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 as set out in Section I of this policy.

I Waiting List

- 1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2023. After 31 December 2023, if there is still a waiting list, an ‘in-year’ waiting list is then held 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 20 school days before the end of the current school year, and preferably no later than 05 July .



- 2 A child's position on the list will be determined by the oversubscription criteria set out in Section D of this policy and will reflect their current circumstances where these circumstances have been provided to the admission 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 became available.
- 3 Applications may only be made once for each school year unless there has been a significant and material change in the circumstances of the parent/carer, child or school, which the admission authority agrees requires a new application.
- 4 Being on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful preference.

J **Timetable**

by 12 September 2022	Opening date for applications. 'School admissions application for Primary, Junior and Secondary School in September 2023' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
By 14 September 2022	Letter to parent/carers of Year 6 pupils in City of York primary schools informing parent/carers of dates of secondary school open evenings and that applications should be made online by 31 October 2022. Parent/carers without access to the internet will be informed they should contact the School Services team for a paper copy of the 'School admissions application for Secondary School in September 2023' form
September and October 2022	Secondary school open activities
31 October 2022	Closing date for 'on-time' Secondary applications (both online and by paper 'School admissions application for Secondary School in September 2022' form)
From 1 November 2022	Secondary applications received may be treated as 'late'
15 January 2022	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary & Junior School in September 2023' form)

from 16 January 2023	Primary and Junior applications received may be treated as 'late'
1 March 2023 (or next working day)	Secondary National Offer Day Secondary allocations communicated to City of York resident applicants by email and/or by letter
31 March 2023	Deadline for return of Secondary school appeal papers for 'on-time' applicants
16 April 2023 (or next working day)	Primary & Junior National Offer Day
5 May – 12 June 2023	Admission appeals for 'on-time' Secondary applicants
21 May 2023	Deadline for return of Primary & Junior appeal papers for 'on-time' applicants
1 June 2023 – 16 July 2023	Admission appeals for 'on-time' Primary & Junior applicants
September 2023	Start of the school year

K Contact details for correspondence

The Chair of the Trust Board
 The South Bank Multi Academy Trust
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 Summerfield Road, YO24 2RU
 01904 806460
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www.southbanktrust.co.uk

L Schools in the South Bank Multi Academy Trust covered by this policy

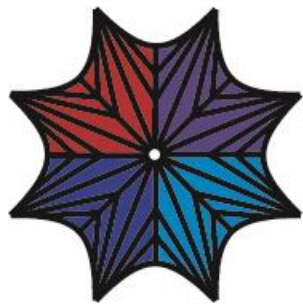
Knivesmire Primary School (Primary, 5-11)



Millthorpe School (Secondary, 11-16)
Scarcroft Primary School (Primary, 5-11)
Woodthorpe Primary School (Primary, 5-11)
Carr Junior School (Junior, 7-11)
York High School (Secondary, 11-16)

[View school contact details on the City of York website](#)

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South York
MULTI-ACADEMY TRUST

South York Multi-Academy Trust

Admissions Policy

2023 – 2024

Introduction

1 This policy applies to applications for schools for whom the South York Academy Trust is the admission authority, which are located within the City of York Local Authority area. These schools are:

- Dunnington Church of England Primary School
- Wheldrake with Thorganby Church of England Primary School
- Escrick Church of England Primary School
- Archbishop's of York Church of England Junior School
- Fulford 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 in the following admissions rounds:

- for Dunnington Church of England Primary School, Wheldrake with Thorganby Church of England Primary School and Escrick CE Primary School - 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;
- for Archbishop's of York Church of England Junior School - the junior admissions round, that is when applying for a place in Year 3 as the normal year of entry to start junior school for the first time.
- for Fulford School - the secondary admissions round, that is when applying for a place in Year 7 as the normal year of entry to start secondary school for the first time.

3 The Published Admission Number (PAN) is the number of pupils it is intended to admit into the first year group of school. This number differs for each school and for 2023 – 2024 these PANs are:

- for Dunnington Church of England Primary School, 30 places
- for Wheldrake with Thorganby Church of England Primary School, 30 places

- for Escrick Church of England Primary School, 20 places
 - for Archbishop's of York Church of England Junior School, 60 places
 - for Fulford School, 300 places
- 4 This policy complies with and operates within the relevant City of York Coordinated Admissions Schemes in the City of York Local Authority area. The admission authority for these schools is the trust board of the South York Academy Trust.
 - 5 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. 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 as in Section C of this policy will be applied to ascertain which child is most entitled to a place.
 - 6 The admission of children into the Reception year at a primary school is a completely separate process to nursery admissions. Attendance at a particular nursery class or early years provider does not give a child any priority within the admissions policy for admission to primary school, even if the school and nursery are located on the same premises or run by the school itself.
 - 7 Attendance at a particular primary school does not give a child any priority for admission to a secondary school, even if both schools are within the South York Academy Trust, located on the same premises, or run by or share the same leadership or resources.
 - 8 Advice and information for parent/carers on school admissions, including **key information that applies to all applications** as well as some frequently asked questions are available in the City of York Guide for Parents which is available at www.york.gov.uk/guideforparents or upon request from the City of York School Services team. It is recommended that all applicants consider the information in the [Guide for Parents](#) before making an application.

- 9 The admission of children with an Education, Health and Care plan are covered by different admission regulations. Following negotiation, if a school within the South York Academy Trust has been named, a place will be allocated for these children before considering other applications.

A Admissions into Reception

- 1 Children will normally be admitted into the year group relevant to the child's age and will start full-time in the school year they turn five. All children will be offered the opportunity of a full time place from September in the year of entry.
- 2 This policy includes an option of 'delayed entry'. This means that parent/carers may secure a place at a school under the normal admission arrangements but choose to postpone their child's admission to school, as long as their admission is not delayed beyond the point at which they reach compulsory school age. A child normally reaches compulsory school age at the start of the term following their fifth birthday. The table below sets out the position:

Date of birth	Date of compulsory school age	Latest date child may start school full-time
1 September 2017 - 31 December 2018	31 December 2023	The start of the 'Spring' term in January 2024
1 January 2019 - 31 March 2019	31 March 2024	The start of the 'Summer' term in April 2024
1 April 2019 - 31 August 2019	31 August 2024	[The start of the 'Autumn' term in September 2024

If you would like to delay your child's entry, so they do not start full-time in September 2023, you must still apply at the normal time. Once allocated a school place, you should then advise the school in writing of your child's intended start date and keep in regular contact with the school regarding any changes to this intended date. Start dates are recommended to be at the start of each half term, but these can be varied by agreement with the school.

The school will hold a place for that child and not offer it to another child during the remainder of the Reception year. You should contact the school to make arrangements for admission of your child by no later than 20 school days before the intended start date. If you do not contact the school in the 20 school days before an intended and/or previously communicated start date, the school will make all reasonable efforts to contact you by telephone and in writing at any known physical address or email address. In the event that all attempts to contact you are unsuccessful, the school place may be withdrawn.

- 3 Parent/carers will also be able to request a part-time place until the start of the term after the child turns five. It is a legal requirement that all children must enter formal full-time education at the start of the term after their fifth birthday, but if you would like to discuss part-time education for your child so they do not start full-time in September 2023, you must still apply at the normal time. Once allocated a school place, you should then ask the school in writing what part-time provision may be offered, advise them of your child's intended full-time start date and keep in regular contact with the school regarding any changes to this intended date.
- 4 Some parent/carers of 'summer born' children (those children born between 01 April and 31 August) may wish to investigate the possibility of 'deferred entry' into a lower year group. If you are considering this for your child, please contact the LA [School Services team](#) who can provide you with information and advice.

If you would like to defer your child's entry, so they do not start in Reception in September 2023, but instead start Reception in September 2024, you must still apply at the normal time and parallel to your application, put a formal request in writing to defer your child's admission to a lower year group.

For the purposes of coming to a decision on such deferrals for those children living in the City of York, the LA has developed a city-wide policy and invited all other admission authorities to take part in joint arrangements. South York Academy Trust has adopted the City of York

Delayed and Deferred Admissions Policy for the purposes of administering requests for deferred entry for 'summer born' children. More information on delayed and deferred entry can be found in the [City of York Delayed and Deferred Admissions Policy](#).

Places are not held open for children who defer entry, so parent/carers must, if their request is approved, reapply **by 15 January the following year** for a place in Reception alongside children who are one school year younger. Parent/carers may make an identical application for the same schools, or request different schools from their initial application.

Parents/carers should be aware that as the numbers of applications and preferences, and even the number of available places, may differ from year to year, that a deferral does not mean a place at the same school can be allocated one year later. It will not be known which school is allocated for an agreed deferral until 19 April in the school year the child turns 5 and the results of the application one year later **may result in a different school being allocated**.

- 5 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 (the school year they turn five), 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, by no later than 29 November 2022. The Trust will then consider your request, if necessary in conjunction with other schools, the LA, early years providers and professionals.

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.

- 6 Applications should be made by the closing date for applications which is 15 January 2023. Applications can be made online at www.york.gov.uk/schooladmissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, LA, schools, or a paper application form known as the 'School admissions application for Primary School in September 2022'. There is no additional 'Supplementary Information Form' required to apply for a school place at any South York Academy Trust school covered by this policy.
- 7 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority by providing this information in writing direct to the school or by emailing education@york.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 in the [Guide for Parents](#).
- 8 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 children that can go to a school each year these standards could not be maintained. Infant Class Size legislation may also limit the number of pupils that can be admitted in Reception, Year 1 and Year 2. For these reasons each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.

- 9 Applicants will be responsible for travel arrangements and the costs of travel to and from school.
- 10 Dunnington Church of England Primary School, Wheldrake with Thorganby Church of England Primary School and Escrick Church of England Primary School each have their own catchment area. The City of York Local Authority 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 in the [Guide for Parents](#), online at www.york.gov.uk and upon request from the City of York School Services team.

B Admissions into Year 3

- 1 Pupils will normally be admitted into the year group relevant to the pupil's age.
- 2 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, an details of whether your child has previously been educated out of their chronological age group, by no later than 29 November 2023. The Trust will then consider your request, if necessary in conjunction with other schools and professionals.

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.

- 3 Applications should be made by the closing date for applications which is 15 January 2023. Applications can be made online at www.york.gov.uk/schooladmissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, the LA, schools, or a paper application form known as the 'School admission application for Junior School in September 2023'.
- 4 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority by emailing education@york.gov.uk with the pupil'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 in the [Guide for Parents](#).
- 5 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.
- 6 Applicants may be successful in obtaining a place at a school that does not serve the local 'catchment' area in which they live. If allocated a place at such a school, applicants will be responsible for travel arrangements and the costs of travel to and from school.

- 7 Archbishop's of York Church of England Junior School has their own catchment area. The City of York Local Authority 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 in the [Guide for Parents](#), online at www.york.gov.uk and upon request from the City of York School Services team.

C Admissions into Year 7

- 1 Pupils will normally be admitted into the year group relevant to the pupil's age.
- 2 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, an details of whether your child has previously been educated out of their chronological age group, by no later than 29 November 2022. The Trust will then consider your request, if necessary in conjunction with other schools and professionals.

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.

- 3 Applications should be made by the closing date for applications which is 31 October 2022. Applications can be made online at www.york.gov.uk/schooladmissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, LA, schools, or a paper application form known as the 'School admissions application for Secondary School in September 2023'. There is no additional 'Supplementary Information Form' required to apply for a school place at any South York Academy Trust school covered by this policy.
- 4 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority by providing this information in writing direct to the school or by emailing education@york.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 in the [Guide for Parents](#).
- 5 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.
- 6 Applicants will be responsible for travel arrangements and the costs of travel to and from school.
- 7 Fulford School has its own catchment area. The City of York Local Authority 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 in the [Guide for Parents](#), online at www.york.gov.uk and upon request from the City of York School Services team.

D Oversubscription criteria (Primary and Secondary)

Some schools will be oversubscribed – that is where the number of applicants exceeds the 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 a school in these circumstances in the following priority order:

1. **Pupils who are either currently or have previously been ‘looked after’.** This applies to all children who are currently or have previously been, in the care of a local authority; all children who have been adopted from local authority care, subject to an adoption, residence or special guardianship order; and all children who appear to have been in state care outside of England and ceased to be in state care as a result of adoption, residence or special guardianship order;

It is the responsibility of parent/carers, or the pupil’s social worker to provide the information to the admission authority that this criterion applies.

2. **Children who live within the catchment area normally served by the preferred school, with a sibling at the preferred school at the time of admission.** Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide for Parents](#), online at www.york.gov.uk, and upon request from the City of York School Services team. Siblings are defined as brothers or sisters living in the same

house, as their primary place of residence (including half-, step- and foster-brothers or sisters);

The Trust uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within the [Guide for Parents](#).

It is the responsibility of parent/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the Trust.

- 3 Children who live within the catchment area normally served by the preferred school.** Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide for Parents](#), online at www.york.gov.uk, and upon request from the City of York School Services team;

The Trust uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within the [Guide for Parents](#).

- 4 Children considered by the admission authority to have exceptional social or medical needs which makes the preferred school the most suitable school for the child.** The admission 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;

It is the responsibility of parent/carers to provide the additional information where they believe this criterion applies. To be given priority on this basis, the admission 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 parent/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.

- 5 **Children with a sibling at the preferred school at the time of admission.** Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step and foster-brothers or sisters);

It is the responsibility of parent/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the Trust.

- 6 **Children who live closest to the preferred school using the nearest available safe walking route.** Distances are measured by a GIS mapping system from the child's home address to the closest entrance of the school.

Distances are measured using a system of walking routes rather than straight line distances to better reflect the length of the journey from home to school. Within a contiguous urban area these routes are those that are properly paved and lit alongside roads and other walkways and do not include the York outer ring road. Outside a contiguous urban area, for example for applications from outside the City of York area, these distances continue to be measured along the road network.

Where there are fewer places than children in an oversubscription priority as above, in order to decide to whom places will be allocated, the following tie-breakers will be applied:

- first, to the child(ren) who also fulfil the next highest priority;
- second, to the child(ren) living closest to the school as defined in priority 6;
- and third, if the measurement of the distance from home to school above does not distinguish between two or more applicants with

equal priority, random allocation will be used as the final tie-breaker, and independently verified.

Where the application of the above would lead to a place being made available for a child of multiple birth, but not their sibling(s), we will work within the Admissions Code in order to make a place available for the sibling(s) wherever reasonably possible.

For example, for two children who are both resident in the catchment area without a sibling on roll at the time of admission and are thus assigned the same (third) priority, the place would first be allocated to the child who also fulfils the next highest priority, for example, an exceptional social or medical need (fourth priority) over a child who lives closer to the school (sixth priority).

E Oversubscription criteria (Junior)

Some schools will be oversubscribed – that is where the number of applicants exceeds the 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 a school in these circumstances in the following priority order:

1. **Pupils who are either currently or have previously been 'looked after'**. This applies to all children who are currently or have previously been, in the care of a local authority; all children who have been adopted from local authority care, subject to an adoption, residence or special guardianship order; and all children who appear to have been in state care outside of England and ceased to be in state care as a result of adoption, residence or special guardianship order;

It is the responsibility of parent/carers, or the pupil's social worker to provide the information to the admission authority that this criterion applies.

- 2 **Children who live within the catchment area normally served by the preferred school, with a sibling at the preferred school at the time of admission.** Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide for Parents](#), online at www.york.gov.uk, and upon request from the City of York School Services team. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step- and foster-brothers or sisters);

The Trust uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within the [Guide for Parents](#).

It is the responsibility of parent/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the Trust.

- 3 **Children who live within the catchment area normally served by the preferred school.** Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide for Parents](#), online at www.york.gov.uk, and upon request from the City of York School Services team;

The Trust uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within the [Guide for Parents](#).

- 4 **Children considered by the admission authority to have exceptional social or medical needs which makes the preferred school the most suitable school for the child.** The admission 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;

It is the responsibility of parent/carers to provide the additional information where they believe this criterion applies. To be given priority on this basis, the admission 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 parent/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.

- 5 Children with a sibling at the preferred school at the time of admission.** Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step and foster-brothers or sisters);

It is the responsibility of parent/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the Trust.

- 6 Pupils who attend Year 2 at the named feeder school for the preferred school at the time of the closing date for applications.** The closing date of applications is 15 January in the year of admission. For Archbishop's of York's Church of England Junior School the named feeder school is Bishopthorpe Infant School.

F 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 South York Academy Trust subscribes to the City of York’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. We will publish our appeals timetable on our website by 28 February 2023. Applicants who wish to appeal should contact the LA School Services team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.
- 3 Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the admission authority has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school.

G 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 will be withdrawn.

H Late Applications

- 1 Applications received after the relevant closing date for applications of may be treated as ‘late’ applications – that is processed after all ‘on-time’ applications.
 - For applications for Dunnington Church of England Primary School, Wheldrake with Thorganby Church of England Primary School and Escrick Church of England Primary School in the primary admissions round, applications will be treated as late after 15 January 2023;
 - For applications for Archbishop’s of York Church of England Junior School in the junior admissions round, applications will be treated as late after 15 January 2023;

- For applications for Fulford School – in the secondary admissions round, applications will be treated as late from 01 November 2022.
- 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 admission 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 as set out in Section G of this policy.

I Waiting List

- 1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2023. After 31 December 2023, if there is still a waiting list, an 'in-year' waiting list is then held 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 C of this policy and will reflect their current circumstances where these circumstances have been provided to the admission 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 became available.
- 3 Applications may only be made once for each school year unless there has been a significant and material change in the circumstances of the parent/carer, child or school, which the admission authority agrees requires a new application.
- 4 Being on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful preference.

J Timetable	
by 12 September 2022	Opening date for applications. 'School admissions application for Primary, Junior and Secondary School in September 2023' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
By 14 September 2022	Letter to parent/carers of Year 6 pupils in City of York primary schools informing parent/carers of dates of secondary school open evenings and that applications should be made online by 31 October 2022. Parent/carers without access to the internet will be informed they should contact the School Services team for a paper copy of the 'School admissions application for Secondary School in September 2023' form
September and October 2022	Secondary school open activities
31 October 2022	Closing date for 'on-time' Secondary applications (both online and by paper 'School admissions application for Secondary School in September 2022' form)
From 1 November 2022	Secondary applications received may be treated as 'late'
15 January 2023	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary & Junior School in September 2023' form)

from 16 January 2023	Primary and Junior applications received may be treated as 'late'
1 March 2023	Secondary allocations communicated to City of York resident applicants by email and/or by letter
31 March 2023	Deadline for return of Secondary school appeal papers for 'on-time' applicants
19 April 2023	Primary & Junior National Offer Day
5 May – 12 June 2023	Admission appeals for 'on-time' Secondary applicants
21 May 2023	Deadline for return of Primary & Junior appeal papers for 'on-time' applicants
1 June 2023 – 16 July 2023	Admission appeals for 'on-time' Primary & Junior applicants
September 2023	Start of the school year

K Contact details for correspondence

The Chair of the Trust Board
The South York Academy Trust
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Fulford School, York, YO10 4FY
01904 633300
office@fulford.york.sch.uk
www.fulford.york.sch.uk

L Schools in the South York Academy Trust covered by this policy

Dunnington Church of England Primary School (Primary, 5-11)
Wheldrake with Thorganby Church of England Primary School (Primary, 5-11)
Escrick Church of England Primary School (Primary, 5-11)
Archbishop's of York Church of England Junior School (Junior, 7-11)
Fulford School (Secondary, 11-18)

[View school contact details on the City of York website](#)

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Annex T

Diocese of Middlesbrough

St. Aelred's Catholic Primary School

part of the St. Margaret Clitherow Catholic Academy Trust

ADMISSION POLICY September 2023

St. Aelred's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Academy Trust Board as part of the Catholic Church in accordance with its trust deed and articles of association, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Academy Trust Board is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The Academy Trust Board has set the admission number at 30 pupils to be admitted to the reception year in the school year which begins in September, 2023..

The Academy Trust Board will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after and previously looked after children. (see notes 2&3)

2. Catholic children who are resident in the parish of St. Aelred's, York (see notes 3&7)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 4)
6. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

1. The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made (see note 5).

Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated using the local authority's computerised measuring system on the following basis: distance will be measured by a GIS mapping system from the front door of the child's home address (including flats) to the main entrance of the school, using the nearest available safe walking route. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live:

<https://synergy.york.gov.uk/Live/SynergyWeb/Parents/default.aspx> or <https://www.york.gov.uk/admissions>

You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 5. The Supplementary Information Form should be returned to The Admin Team, St. Aelred's Catholic Primary School, Fifth Avenue, Tang Hall, York, YO31 0QQ or by email to office@stael.smccat.org.uk by **15 January 2023**.

You will be advised of the outcome of your application on 16 April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1, 2, 3 or 5, and this is likely to affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2023

Late Applications

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted 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, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to **The Governance Officer, The Raylor Centre, James Street, York, YO10 3DW** or email governance@smccat.org.uk at the same time as the admission application is made. The Academy Trust Board will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the Academy Trust Board will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until **July 2024 (end of term date to be confirmed)**.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be

made to the **Local Authority** by contacting **The School Admissions Team, West Offices, Station Rise, York, YO1 6GA**, email: education@york.gov.uk. website: www.york.gov.uk/schooladmissions If your application is based on over-subscription criteria 1, 2, 3 or 5, we require that you also complete the school's Supplementary Information Form and return this to: The Admin Team, St. Aelred's Catholic Primary School, Fifth Avenue, Tang Hall, York, YO31 0QQ, email: office@stael.smccat.org at the same time as submitting your in-year application.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Academy Trust Board has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

The Academy Trust Board reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

Note 1

A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

Notes (these notes form part of the oversubscription criteria)

2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or

special guardianship order. Included in this definition are those children who appear (to the Academy Trust Board governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].

4. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

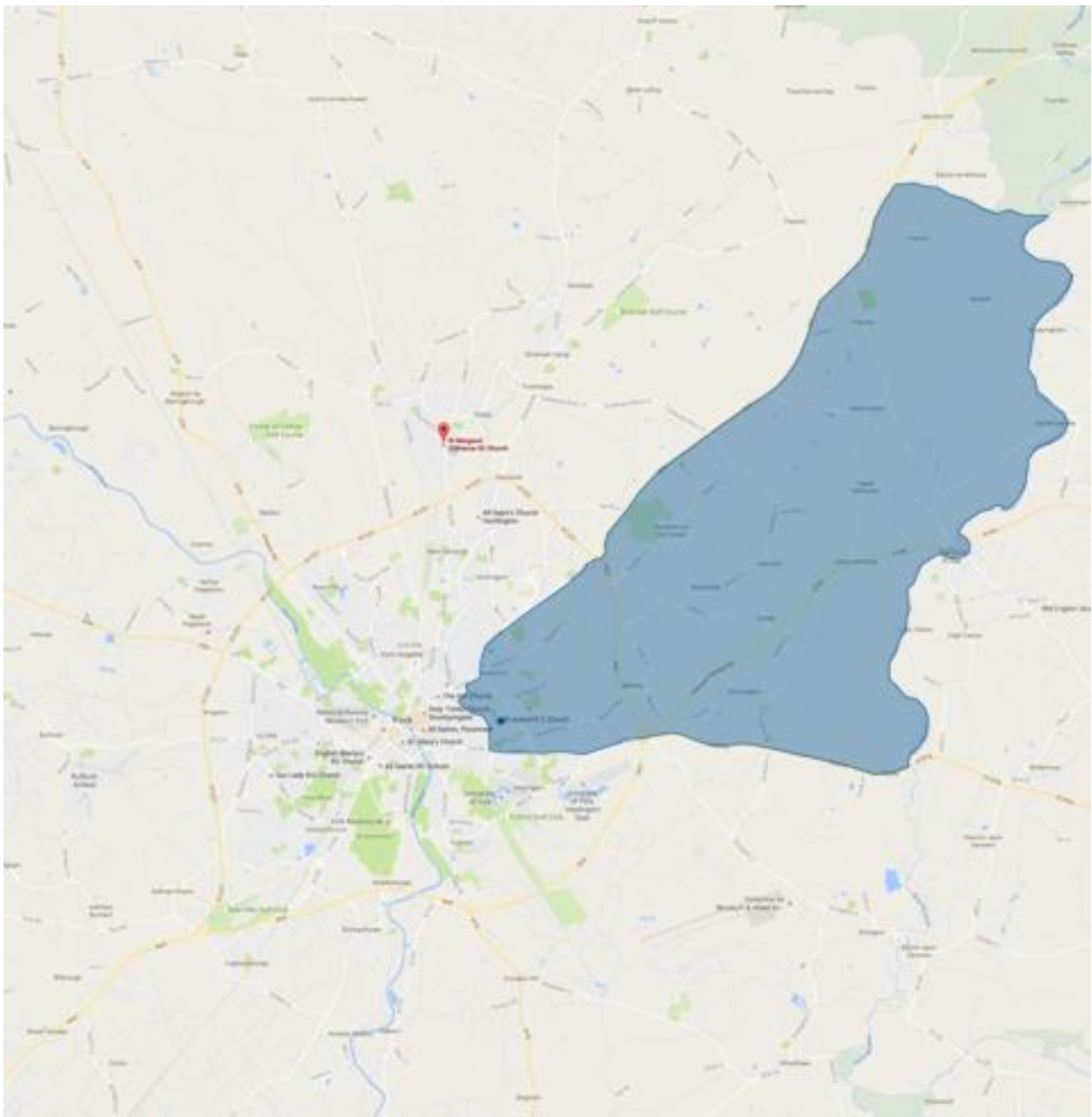
All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

5. 'brother or sister' includes:
 - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
6. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
7. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for September 2023.
8. A child's "home address" refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

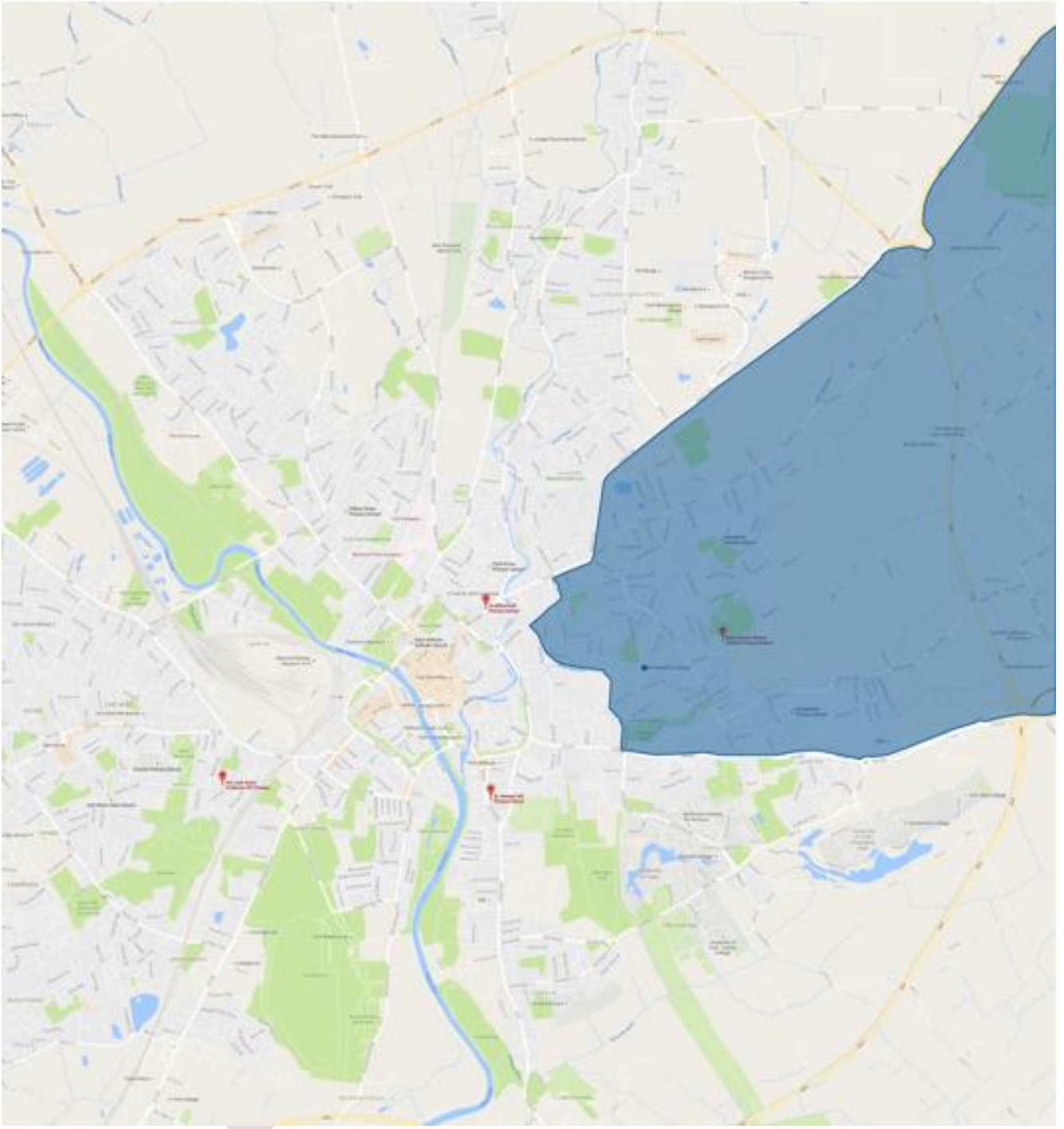
This policy was last updated on 1 September 2021.

Appendix 1

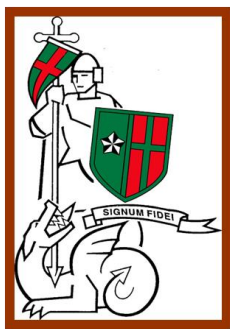
Map of St Aelred's Parish Boundaries: Extent



Map of St Aelred's Parish Boundaries: Detail



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Diocese of Middlesbrough

St. George's Roman Catholic Primary School part of the St. Margaret Clitherow Catholic Academy Trust

ADMISSION POLICY September 2023

St. George's Roman Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Academy Trust Board as part of the Catholic Church in accordance with its trust deed and articles of association, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Academy Trust Board is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The Academy Trust Board has set the admission number at 30 pupils to be admitted to the reception year in the school year which begins in September, 2023.

The Academy Trust Board will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish of St. George's, York (see notes 3&7)
3. Other Catholic children. (see note 3)

4. Other looked after and previously looked after children. (see note 2)
5. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 4)
6. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made (see note 5).

Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated using the local authority's computerised measuring system on the following basis: distance will be measured by a GIS mapping system from the front door of the child's home address (including flats) to the main entrance of the school, using the nearest available safe walking route. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live (<https://synergy.york.gov.uk/Live/SynergyWeb/Parents/default.aspx> or <https://www.york.gov.uk/admissions>). You are also requested to complete the Supplementary Information Form if you wish to apply under oversubscription criteria 1 to 3 or 5. The Supplementary Information Form should be returned to The Headteacher, St. George's RC Primary School, 1 Winterscale Street, York, YO10 4BT. E-mail: stgeorges.primary@york.gov.uk by 15th January 2023.

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 3 or 5, and this is likely to affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2023.

Late Applications

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a

parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted 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, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to The Governance Officer, The Raylor Centre, James Street, York, YO10 3DW or Email governance@smccat.org.uk at the same time as the admission application is made. The Academy Trust Board will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the Academy Trust Board will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and *not* in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until July 2024 (end of term date to be confirmed.)

Inclusion in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to Local Authority by contacting The School Admissions Team, West Offices, Station Rise, York, YO1 6GA, Email: education@york.gov.uk. Website: www.york.gov.uk/schooladmissions. If your application is based on over subscription criteria 1 to 3 or 5, we require that you also complete the school's Supplementary Information Form and return this to: The Headteacher, St. George's RC Primary School, 1 Winterscale Street, York, YO10 4BT. E-mail: stgeorges.primary@york.gov.uk at the same time as submitting your in-year application.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Academy Trust Board has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

The Academy Trust Board reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

Notes

A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

Notes (these notes form part of the oversubscription criteria)

A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the Academy Trust Board governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].

"children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no creedal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

'brother or sister' includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and

- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for September 2023.

[The parish boundary map can be seen here on our website]

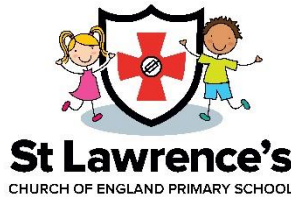
A child's "home address" refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

This policy was last updated on 1st September 2021.

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St Lawrence's Church of England Primary School



2023 Admissions Policy

Applications under this policy will generally be for a child born between 1 September 2018 and 31 August 2019 to start at the school in Reception in September 2023 as part of the normal admissions round.

However, this policy also covers in year admissions and deferrals/delays to admissions and accelerated admissions.

Date of last consultation	October 2021
Approved by Trust	
Next review due	Summer term 2021/22

1. Introduction

St Lawrence's Church of England Primary School is a Church of England school in the Diocese of York. It has been serving the young people of the ecclesiastical parish of St Lawrence's and beyond for almost 50 years, formerly as a maintained school and more recently as an academy. The school is part of Pathfinder Multi Academy Trust.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice for children aged 3 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.

As a Church of England school, we welcome applications from Christian families and those of other faiths and none. We ask that all parents/carers applying for a place at the school respect the school's ethos and its importance to the whole community.

Pathfinder Multi Academy Trust (Trust) is the Admissions Authority for the school. The Trust is responsible for determining the school's admissions arrangements (including this policy) and deciding who can be offered a place in accordance with it.

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

In relation to admissions in the normal admissions round, where applications are for children to be admitted into Reception on the first day of term in September 2023, admissions will be operated in accordance with City of York Council's co-ordinated admissions schemes (on which please see further below). Details relating to the co-ordination of in-year admissions will be provided in due course in accordance with the Admissions Code.

All Admissions Authorities are required to act in accordance with the Department for Education's School Admissions Code and the relevant legislation and regulations.

For further details about how and when to apply, please see sections 2 and 5 below.

2. Application Procedures and Timetable

Please contact the school on 01904 806486 or office@stl.pmat.academy/or your home local authority if you need any help in applying.

(a) Local Authority co-ordination of normal admissions round

The admission process for the normal admissions round (i.e. for admission to Reception in September 2023) is always co-ordinated by local authorities.

You should apply for a place at school in the normal admissions round by completing the online application form¹ of the local authority (Unitary or County Council) in the area in which you live (your “home” local authority) by 15 January 2023. You should do this even if your “home” local authority is not City of York Council, which is the relevant local authority area for the school.

The process will give you the ability to express ranked preferences for places at any state funded school/academy, whether or not they are within your home local authority area. This allows co-ordination to take place between your home local authority, the local authorities of the schools you have applied to (if different) and the Admissions Authorities for those schools. The Admissions Authority (in this school’s case, the Trust) will rank the applications of all applicants naming the school as one of their preferences and provide this information to the local authority in which the school is situated to enable co-ordination (in this school’s case, City of York Council). You will then receive an offer, via your home local authority, for the highest ranking school where a place is available.² This is so that parents/carers will receive only one offer of a place at a school for their child.

You will be sent your offer by your home local authority outlining your allocated school place on national offer day (17 April 2023) and should ensure that you carefully follow the instructions contained with that communication relating to taking up the place and any other relevant matters. The method of notification will depend on your home local authority processes. You will also be informed of any rights you have to appeal and the right to be placed on school waiting lists.

If your home local authority is City of York Council, applications can be made online at <https://www.york.gov.uk/SchoolAdmissions>. If you cannot complete an online application, please contact the School Admissions Team on 01904 551 554 for assistance. If City of York Council is not your home local authority, you should contact the home local authority for details of how to access their admission processes.

(b) Supplementary Information Form

If you are applying for priority application to the school on the basis of one of the oversubscription criteria set out in section 4 below which states that a Supplementary Information Form is required, you will also need to complete and return the attached Supplementary Information Form. This is in addition to the requirement outlined above to submit your application to your home local authority. If you are not applying for priority on the basis of one of these oversubscription criteria, there is no need to complete a Supplementary Information Form (unless a Supplementary Information Form is required by your home local authority).

Please send the attached Supplementary Information Form to the Trust at St Lawrence’s CE Primary School, Heslington Road, York YO10 5BW marked for the attention of the Headteacher. (Please do not send this Supplementary Information Form to your local authority, as they will not be able to take account of the information you have provided.)

¹ If you have difficulties completing the online form please contact your home local authority for assistance. Alternative formats will be made available as appropriate to meet applicant needs.

² Your home local authority will advise you in the event that no places are available in any of the schools included within your application.

Where you are applying as part of the normal admissions round, the completed Supplementary Information Form must reach the Trust by 15 January 2023. **If the Supplementary Information Form has not been returned and fully completed by this date, you may lose the priority that you might otherwise have received** (please see further below in relation to late applications.) You should make sure you allow the time to get any necessary supplementary information/signatures required for the Form prior to the deadline for its return.

Where you are making an in-year application (see below), you should return the Supplementary Information Form at the same time as making the application.

(c) No automatic transition from nursery provision

The admission of children into Reception year is a completely separate process to nursery admissions, even if the school and nursery are located on the same premises or the nursery is run by the school itself. A separate application for Reception is required in all cases and will be assessed in relation to the oversubscription set out in this policy only. Our policy does not give any priority based on attending nursery.

(d) Late applications and changes

Applications received by your home local authority (or changed) after the national closing date (15 January 2023) are “late applications.” Late applications and changes to applications made in the normal admissions round will be considered in accordance with the provisions of the relevant local authority’s Co-ordinated admissions scheme.

Applications received after the local authority’s period of co-ordination has ended will be considered as “in year” applications (please see section 6 on “in year” applications).”

3. Admission number

The school’s Published Admission Number – that is number of places available for admission to Reception at the school in September 2023 - is 30.

If, as part of the normal admissions round, no more than 30 applications are received, places will be allocated up to and including the Published Admission Number in accordance with City of York Council’s Co-ordinated admissions scheme.

The PAN only applies to Reception. The Trust will not refuse admission to other age groups on the grounds that the PAN has already been reached. The Trust may, however, refuse admission where it is of the view that admission of another child would prejudice the provision of efficient education or efficient use of resources, including in light of any current admission numbers set for year groups.

4. Allocation of places

The school will admit **all children with an Education, Health and Care Plan (EHCP)** which names the school. If your child has any such EHCP, please contact your home local authority who will advise you on your options.

If the number of preferences expressed for the school exceeds the number of places remaining available (after the admission of any children with an EHCP which names the school), priority will be awarded to applicants using the following oversubscription criteria, which will be applied in the order of priority shown.

1. Children who are looked after by a local authority and children who were previously looked after

A “looked after child” is a child who at the time of making the application to school is (a) in the care of a local authority in England, or (b) being provided with accommodation by a local authority in England in exercise of their social services functions.

A “previously looked after child” is a child who:

- (a) Was previously a looked after child in accordance with the above definition, but who immediately after being looked after was subject to an adoption, child arrangement or special guardianship order³; or
- (b) Appears to the Trust (having sought advice from the Local Authority) to have been in state care outside of England and who have ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society.

If you are making an application under the priority for a previously looked after child, you will need to complete/provide the relevant documentation/information specified by your home local authority in accordance with their specified requirements.

2. Children with exceptional social or medical needs which make the school the most suitable school for the child

To be given priority on this basis, the Trust 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 consideration under this criterion, you will need to submit a completed Supplementary Information Form as outlined in paragraph 2(b) above. The Supplementary Information Form will need to be accompanied by professional supporting evidence, in writing, from a doctor, specialist, health professional or social worker (as appropriate) setting out:

- The relevant 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.

The Trust may liaise any third parties as they may deem appropriate in making their assessment.

3. Children living in the school’s Catchment Area with siblings who will be on roll at the school at the proposed date of admission

The Catchment Area for the school is the area determined in partnership between City of York Council and the Trust and is shown at Appendix 1. It is also available online at www.york.gov.uk/schooladmissions and in the City of York Council’s Guide for School Catchment Areas.

In order to be eligible under this criterion, the sibling must be on roll at the school at the proposed date of admission.

“Siblings” for the purposes of this criterion are brothers or sisters living in the same house, as their primary place of residence.

For the purposes of this criterion, a child will be another child’s brother or sister if they are their natural brother/sister; adopted brother/sister; half-brother/sister; step brother/sister; or foster brother/sister. The definition does not include cousins or other family members sharing a house.

4. Children living within the Catchment Area who regularly and frequently worship, or whose parent(s)/carer(s) regularly and frequently worship, at a Christian place of worship

Please see criterion 3 above for the definition of Catchment Area.

³ An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A Child arrangement order is an order settling the arrangements to be made as to the person which whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

To be eligible under this criterion, the applicant must be able to demonstrate the required frequency of worship by the child or at least one parent/carer. The minimum level of worship will be attendance an average of at least once or twice a month for the two years immediately prior to the date of application.⁴ The worship must be at a regular public service at a Christian place of worship.

A Christian place of worship is defined as a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England,⁵ or affiliated to the Evangelical Alliance⁶ or a Partner Church of Affinity.⁷ The list of nationally designated churches can be found at https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf.

In order to be eligible for consideration under this criterion, you will need to submit a completed Supplementary Information Form as outlined in paragraph 2(b) above which includes verification of attendance at worship from your minister of religion.

5. Other Children living within the Catchment Area

Please see criterion 3 above for the definition of Catchment Area.

6. Children living outside the Catchment Area with siblings at the school

Please see criterion 3 above for the definition of Catchment Area and the definition of siblings for these purposes. In order to be eligible under this criterion, the sibling must be on roll at the school at the proposed date of admission.

7. Children living outside the Catchment Area who regularly and frequently worship, or whose parent(s)/carer(s) regularly and frequently worship, at a Christian place of worship

Please see criterion 3 above for the definition of Catchment Area.

To be eligible under this criterion, the applicant must be able to demonstrate the required frequency of worship by the child or at least one parent/carer. The minimum level of worship will be attendance an average of at least once or twice a month for the two years immediately prior to the date of application.⁸ The worship must be at a regular public service at a Christian place of worship.

A Christian place of worship is defined as a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England,⁹ or affiliated to the Evangelical Alliance¹⁰ or a Partner Church of Affinity.¹¹ The list of nationally designated churches can be found at https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf.

⁴ In the event that during the period specified for attendance at worship the church 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 alternative premises have been available for public worship.

⁵ For up to date information on membership of Churches Together In England, please visit their website at https://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx

⁶ The Evangelical Alliance is the largest body serving evangelical Christians in the UK. Many members of the Evangelical Alliance are individual congregations or churches and therefore too numerous to list here. However they can be “searched for” on the Evangelical Alliance’s website – www.eauk.org.

⁷ Affinity is an umbrella organisation to which independent churches belong, similar to an including the Fellowship of Independent Evangelical (FIEC) Churches.

⁸ In the event that during the period specified for attendance at worship the church 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 alternative premises have been available for public worship.

⁹ For up to date information on membership of Churches Together In England, please visit their website at https://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx

¹⁰ The Evangelical Alliance is the largest body serving evangelical Christians in the UK. Many members of the Evangelical Alliance are individual congregations or churches and therefore too numerous to list here. However they can be “searched for” on the Evangelical Alliance’s website – www.eauk.org.

¹¹ Affinity is an umbrella organisation to which independent churches belong, similar to an including the Fellowship of Independent Evangelical (FIEC) Churches.

In order to be eligible for consideration under this criterion, you will need to submit a completed Supplementary Information Form as outlined in paragraph 2(b) above which includes verification of attendance at worship from your minister of religion.

8. Any other Children

Tie- Breaker If there are more applications within any given criterion than there are remaining places available, the places will be allocated to children satisfying the relevant criterion who live closest to the school. The measurement of **distance** uses the nearest available safe walking route. Distances will be measured by a GIS mapping system from the child’s home address to the main entrance of the school. Where a safe walking route does not exist, we will measure along main roads including using maps from third-party mapping companies.

If the measurement of the distance from home to school above does not distinguish between two or more applicants with equal priority, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school and the Trust.

Where the application of the above would lead to a place being made available for a child/children of multiple birth but not their sibling(s) who is/are of multiple birth, the Trust will work within the Admissions Code in order to seek to make a place available for the sibling(s) wherever reasonably possible and where they are legally permitted to do so.

Address – 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. The correct address to be used for the purpose of the local authority’s co-ordinated application process will be used for the purpose of applying this oversubscription criteria and the tie breaker in this policy. You may be asked to show evidence of any current or previous address and enquiries may be made to obtain verification, including of any third parties, should this be deemed necessary.

5. Time for admission

(a) Usual entry point

Children will normally be admitted into the year group relevant to their age and (save as outlined below) application should be made to that year group.

Save as outlined below, for those applying in the normal admissions round, offers will be made for a full time place in Reception commencing in September 2023, being the September following the child’s fourth birthday.

(b) Delayed admission into year group relevant to child’s age

Parents/carers receiving an offer for their child to start in Reception in September 2023 have the option to delay the date their child starts in Reception until later in the 2023/24 school year, as long as their admission is not delayed beyond the point at which they reach compulsory school age nor beyond the beginning of the final term in the year of admission (April 2024). A child reaches compulsory school age at the start of the term following their fifth birthday. There is an additional option for summer born children – on which please see (c) below.

The table below sets out the position:

Date of birth	Date reach compulsory school age	Latest date for admission to year group relevant to child’s age
1 September 2018 - 31 December 2018	31 December 2023	Start of Spring Term - January 2024 - to join in Reception
1 January 2019 - 31 March 2019	31 March 2024	Start of Summer Term - April 2024 - to join in Reception

1 April 2019 - 31 August 2019 ("summer born")	31 August 2024	Start of Summer Term - April 2024 - to join in Reception OR Start of Autumn Term - September 2024 - to join in year 1 – see section (c) below
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If you would like to delay your child's entry so they do not start in September 2023, you must still apply in the normal admissions round. If you are allocated a place, you will then need to advise the school in writing of the intended start date and keep in regular contact with the school regarding any changes to this intended date. The school will hold a place for that child and not offer it to another child during the remainder of the Reception year. You should contact the school to make arrangements for admission of your child in the 20 school days before the intended start date. If you do not contact the school in the 20 school days before an intended and/or previously communicated start date, the school will make all reasonable efforts to contact you by telephone and in writing at any known physical address or email address. In the event that our attempts to contact you are unsuccessful, the school place may be withdrawn.

(c) Deferring admission: admission outside of normal age group

Parents/carers may seek to defer their child's admission to school so that they are admitted outside of their normal age group, for example if they have experienced problems such as ill health. In addition, the parents/carers of a summer born child (i.e. a child born between 1 April and 31 August) may choose not to send that child to school until 1 September 2024 (being the 1 September after they turn five and the date they reach compulsory school age) and may request that they are admitted out of their normal age group – to Reception rather than Year 1 (which would be their usual year group). Parents/carers considering requesting admission out of the normal age group are encouraged to contact City of York Council's admissions team, (if different) their home local authority and the school at an early stage to discuss their intentions.

The Trust will make decisions on requests for admissions outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned and in accordance with any agreed co-ordinated Local Authority procedure in place from time to time. This will include taking account of:

- the parent's/carer's views;
- any information provided 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
- where applicable, whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Trust will also take account of the views of the headteacher in assessing the request. When informing the parent/carer of their decision on the year group the child should be admitted to, the Trust will set out clearly the reasons for the decision.

You should request such a deferred admission as part of the normal admissions round where possible. As such:

- parents/carers wishing to defer admission should still apply for a school place at the normal time – i.e. by 15 January 2023; and
- by the same deadline, the parent/carer should also submit a written request to defer admission to the headteacher of the school, together with any supporting evidence that the parent/carer wishes to be taken into account. You should also inform your home admission authority of your request in writing.

This will allow requests to be considered prior to National Offer Day.

If the request is approved, then the application and preferences originally submitted as part of your home local authority's application process will be withdrawn and no decision will be made on the basis of the original application. **Please note, a place will not be reserved for your child: where a deferred admission is granted, parents/carers must then reapply for a Reception place in the next admissions round (i.e. for a place in September 2024) alongside children who are one school year younger.**

Parents/carers should make it clear in their fresh application that deferred admission has previously been agreed.¹² The fresh application will be considered in accordance with school's 2024/25 admissions policy as part of the normal admissions round¹³ and on the basis of the admission arrangements outlined in the school's 2024/25 policy, including the application of oversubscription criteria. 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 a request is not approved, parents/carers will be notified by their home local authority of the result of their original application in the usual way.

We will endeavour to process requests to defer admission received after 15 January 2023 within 6 weeks from receipt. If the request is approved, any offer received as part of the normal admissions round will be withdrawn.

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: whilst parents/carers 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.

(d) Accelerated admission

Very exceptionally, applicants may seek a place for their child in a higher age group than their usual age group, for example if the child is gifted or talented. Parents/carers considering requesting admission to a higher age group should contact the school and the home local authority at an early stage to discuss their intentions and what the best approach might be. The request must be put in writing, addressed to the headteacher of the school, together with any supporting evidence that the parent/carer wishes to be taken into account. The Trust will make decisions on such requests on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the criteria set out in (c) above.

In order for the request to be considered prior to the normal admissions round, the request must be received by 15 January 2023. 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 usual year group has been agreed.¹⁴ 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.

(e) Part time attendance

There may be some occasions where parents/carers feel their child is not yet ready to start full time education and the point they start school. Parents/carers considering part-time attendance should contact the headteacher as soon as possible to discuss this.

6. In-year admissions

In-year admissions are admissions outside the normal admissions round. Applications received after the local authority's period of co-ordination has ended will be considered as "in year" applications.

¹² as the date of birth will fall outside the normal date of birth range for the required admissions round

¹³ unless the parental/carer request is made too late for this to be possible

¹⁴ as the date of birth will fall outside the normal date of birth range for the required admissions round

Parents/carers may apply for a change of school for their child at any time. Please call the school on 01904 806486 or email us at office@stl.pmat.academy to find out about any in-year vacancies that may be available. Alternatively, you can contact City of York Council for information regarding available places.

The oversubscription criteria outlined in section 4 apply to in-year applications.

(a) Application process

Details of how in-year applications will be dealt with for the 2023/4 academic year will be set out on the school's website by 31 August 2023. This will detail whether in-year applications are being co-ordinated by the school or by the local authority.

Whether in-year applications are being co-ordinated by the school or the local authority, if you are applying under one of the oversubscription criteria that requires the school's Supplementary Information Form to be completed, please complete and return this to the school marked for the attention of the Headteacher at the same time as submitting your in-year application form.

(b) Determination of application

Whilst the school does have a published admissions number of 30, this number only applies for admission into Reception. Although a published admission number may help set class organisation in later years, decisions in relation to places in other year groups will be made primarily on class organisation. As such, a place may be refused even if the numbers on roll in the relevant year group are lower than the published admission number. In determining whether a place is to be offered, consideration will be given as to whether the admission of any additional child would prejudice the provision of efficient education or the efficient use of resources including in light of any current admission numbers set for year groups.

Where there is an available space and there are no other applications for this place, the place will be made available. Where there is an available space and there are more applications for a place than places available, priority is given in accordance with the oversubscription criteria set out in section 4 above. The oversubscription criteria will be applied as at the date the place becomes available.

You will be notified of the outcome of your application, normally within 10 school days but always within 15 school days.¹⁵ Where a place is offered, and the offer is accepted, arrangements will be made for the child to start as soon as possible, particularly where the child is out of school.

If the application is refused by the Trust, reasons for the refusal will be given and the applicant will be informed of their right to appeal and their right to be placed on the waiting list (on which please see section 7 below).

(c) Fair access

Please note that the operation of this policy is subject to the City of York Council's Fair Access Protocol and the relevant regulations relating to children who have been permanently excluded from two or more schools. The Fair Access Protocol is agreed with schools within the authority to ensure that – outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. It also requires local authorities to ensure that no school is required to take a disproportionate number of children with challenging behaviour. The Fair Access protocol and relevant regulations will take priority over this policy.

¹⁵ In accordance with new paragraph 2.30 of the admissions code

7. Waiting List

If the school is oversubscribed, a waiting list will be established. (The waiting list may be held by City of York Council on behalf of the Trust where this has been agreed.)

Normal admissions round – A waiting list shall be maintained until than 31 December 2023, at which point it will be deleted. Applicants still seeking a place after this date should advise the school’s Headteacher in writing.

In year applications - Parents/carers who are not successful in obtaining a place following an in-year application received during the 2023/24 academic year will automatically be placed on the waiting list, which will be maintained until the end of the relevant academic year, at which point it will be deleted. In the event that you would like your child to be re-added to the waiting list for the following academic year, you must advise the school’s Headteacher of this in writing.

In each case, a child’s position on the list will be determined by the oversubscription criteria above only and will reflect their current circumstances (where these circumstances have been provided to the Trust). Each additional applicant, or change in circumstances of an applicant which is notified to the school, will require the waiting list to be reordered in accordance with the oversubscription criteria. Should a place become available while the waiting list is in operation, a place will be made available to the applicant entitled to be on the top of the waiting list on the day the place became available. Where a tie breaker of random allocation is required to determine who is offered a place in accordance with section 4 above, a fresh round of random allocation will be used each time a child is to be offered a place.

Placing a child’s name on a waiting list does not affect a parent’s/carer’s right of appeal against an unsuccessful application.

8. Appeals

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

Appeals are heard by an independent appeals panel and in line with the School Admission Appeals Code. Further details will be provided in the event that your application is refused. We will also publish our appeals timetable on our website by 28 February 2023.

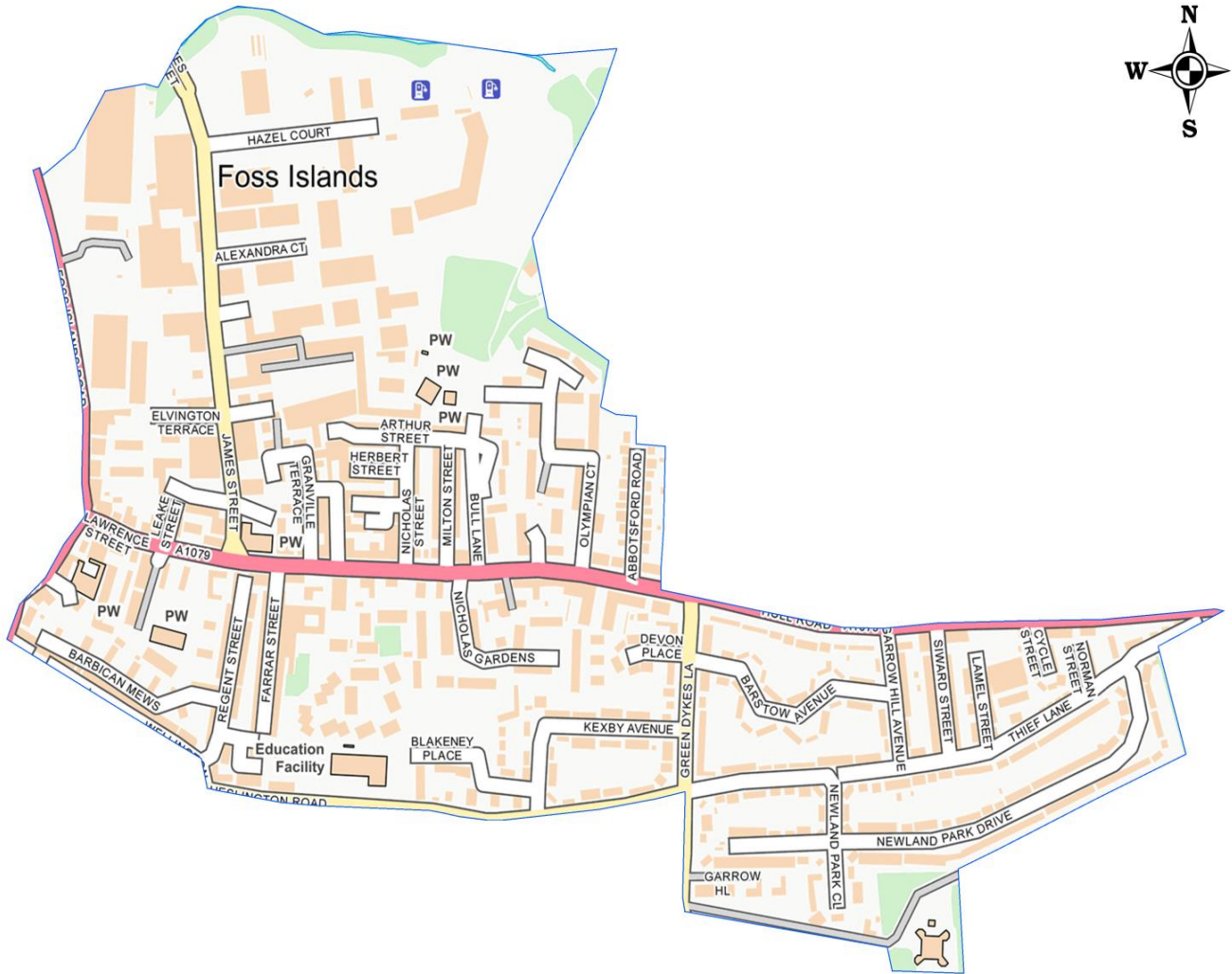
Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the Trust has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school, which has also been refused.

9. False Information

Applicants are strongly urged to complete the local authority’s application and (if applicable) the school’s Supplementary Information Form as accurately and fully as possible. Where an offer of a place at the school has been made on the basis of a fraudulent or intentionally misleading application which effectively denies a place to a child with a stronger claim, then under the School Admissions Code the school is able to withdraw the place even if the child has started school. In the event that a place is withdrawn, the application will be considered afresh.

APPENDIX 1: Map of Catchment Area

St Lawrence's CE Primary



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Annex W



Diocese of Middlesbrough

St. Wilfrid's Catholic Primary School part of the St. Margaret Clitherow Catholic Academy Trust

ADMISSION POLICY September 2023

St. Wilfrid's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Academy Trust Board as part of the Catholic Church in accordance with its trust deed and articles of association, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Academy Trust Board is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The Academy Trust Board has set the admission number at 40 pupils to be admitted to the reception year in the school year which begins in September, 2023.

The Academy Trust Board will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish(es) of St. Joseph, St. Margaret Clitherow, St. Paulinus and St. Wilfrid (see notes 3&7)
3. Other Catholic children. (see note 3)

4. Other looked after and previously looked after children. (see note 2)
5. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 4)
6. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made (see note 5).

Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated using the local authority's computerised measuring system on the following basis: distance will be measured by a GIS mapping system from the front door of the child's home address (including flats) to the main entrance of the school, using the nearest available safe walking route. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live (<https://synergy.york.gov.uk/Live/SynergyWeb/Parents/default.aspx> or <https://www.york.gov.uk/admissions>). You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 5. The Supplementary Information Form should be returned to **The Headteacher, St. Wilfrid's RC Primary, Monkgate, York, YO31 7PB, E mail: stwilfrids@york.gov.uk** by **15th January 2023**.

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 3 or 5, and this is likely to affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2023

Late Applications

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted 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, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to **The Governance Officer, The Raylor Centre, James Street, York, YO10 3DW or Email governance@smccat.org.uk** at the same time as the admission application is made. The Academy Trust Board will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the Academy Trust Board will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until **July 2024 (end of term date to be confirmed)**.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to **Local Authority** by contacting **The School Admissions Team, West Offices, Station Rise, York, YO1 6GA, Email: education@york.gov.uk**. Website: www.york.gov.uk/schooladmissions If your application is based on over subscription criteria 1 to 3 or 5, we require that you also complete the school's Supplementary Information Form and return this to: The Headteacher, St. Wilfrid's RC Primary, York, YO31 7PB at the same time as submitting your in-year application.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Academy Trust Board has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

The Academy Trust Board reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

Note 1

A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

Notes (these notes form part of the oversubscription criteria)

2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the Academy Trust Board governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].

4. “children of other Christian denominations” means children who belong to other churches and ecclesial communities which, acknowledge God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

5. ‘brother or sister’ includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- (ii) the child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

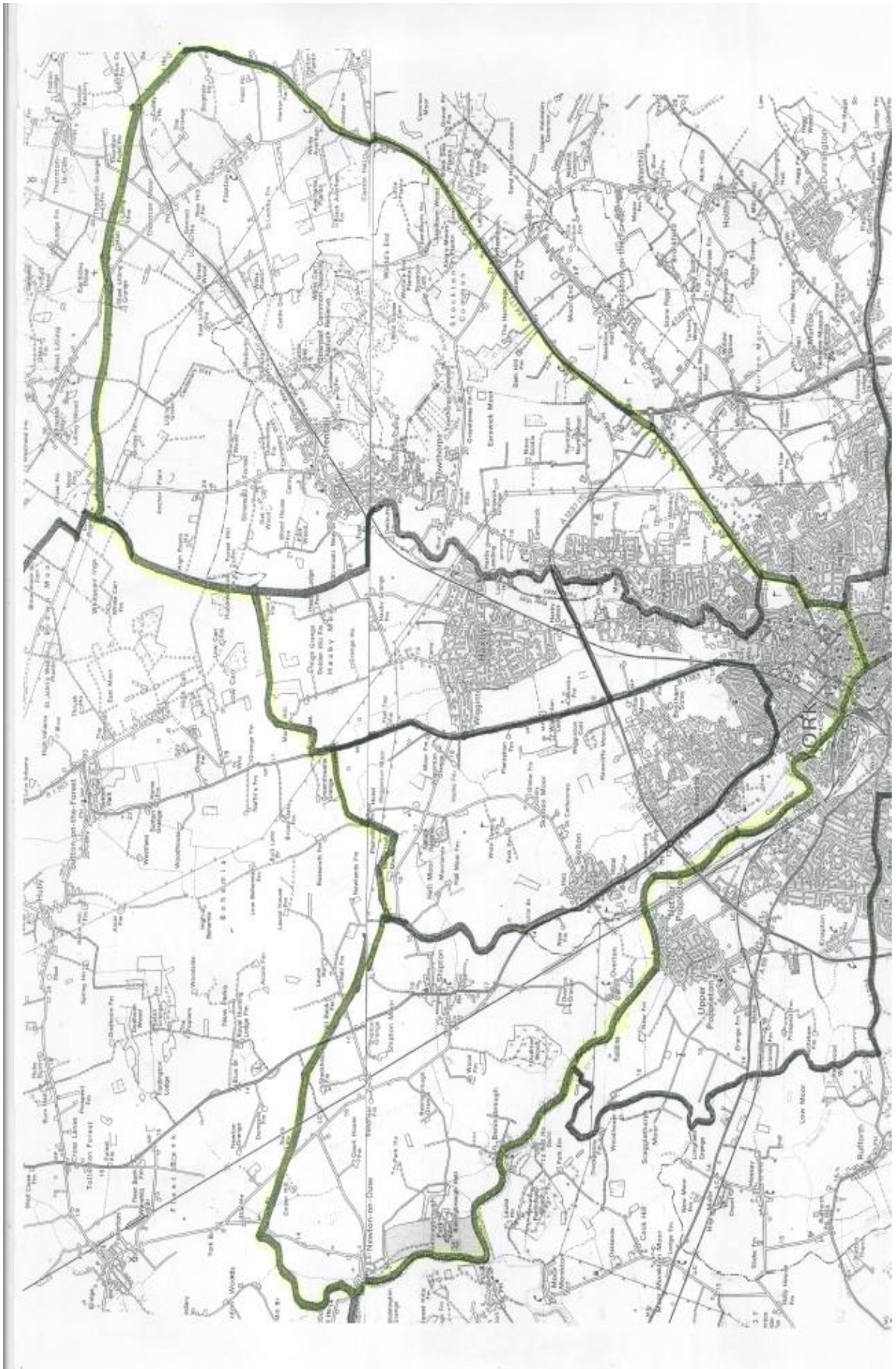
6. A ‘parent’ means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

7. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for September 2023.

[Map attached]

8. A child’s “home address” refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (“CAF”). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

This policy was last updated on 1st September 2021.





Diocese of Middlesbrough

ALL SAINTS RC SCHOOL

Diocese of Middlesbrough

All Saints RC School

Admissions Policy - Sixth Form September 2023



'Jesus said, Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these'. (Matthew 19.14)

1. Principles of the Policy

All Saints RC School was founded by the Catholic Church to provide education for baptised Catholic children. The school is run by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ.

2. Aims

This policy establishes the principles by which students will be admitted into the school Sixth Form in the event there are more applicants than places. All students are required to apply for a place in the Sixth Form

3. Definitions

Looked after Child

A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order, or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

Catholic

'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

Catechumen

A Catechumen is a member of the catechumenate of the Catholic Church; they are under instruction to become a member of the Catholic Church. A certificate of reception into the order of catechumens will normally evidence this.

Brother and Sister (Sibling)

Brother or sister includes half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit, at the same address as that sibling and is in attendance at the same school on the date of admission.

Eligible Parents

Eligible parents are defined as staff employed at All Saints for two or more years or potential staff who will meet a skills shortage.

Churches Together in England See

http://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx

Applicants seeking admission under criterion 8 will be required to produce a baptismal certificate or a letter confirming their baptism.

Distances

Distance will be measured by the shortest walking route from the front door of the child's home address to the main entrance of the school, using the Local Authority's GIS computerised measuring system, with those living closer to the school receiving the higher priority.

4. Implementation

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the Oversubscription criteria listed below.

The Governing Body is the Admissions Authority and is responsible for determining the school's admissions policy. The Published admission number for external students for September 2023 is 35.

Admission to the Sixth Form

1. Admission to the Sixth Form will be from:
 - a) Students in Year 11 at All Saints RC School
 - b) Students from outside of All Saints RC School
2. Students on roll at All Saints RC School are required to apply for a place in the Sixth Form, as are students from other schools.
3. The entry requirements for admission to the Sixth Form shall be the same for students on roll in Year 11 at the school and external applicants.
4. Students will be enrolled into the Sixth Form prior to the start of the Autumn Term in each school year although there may be some occasions when students transfer during the academic year.

Entry Requirements

All those seeking admission to the Sixth Form must achieve the necessary grades for access onto the courses they have chosen (refer to the subject specific entry requirements). All applications are subject to approval by the Sixth Form team. Should a subject applied for not have been studied previously at GCSE entry will be at the discretion of the Sixth Form team in negotiation with the department and under the criteria they determine e.g. evidence in the form of a portfolio or prior attainment. Access to new subjects (not necessarily available at GCSE) is dependent on the applicants' GCSE profile and on condition that no more than two new subjects are studied.

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs

The admission of pupils with a statement of Special Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Late Applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

Oversubscription Criteria

Where there are more applications for admission than the number of places available in any year group, places will be offered according to the following order of priority:

1. Catholic looked after and previously looked after children. (see Definitions note 3)
2. Catholic children of members of school staff who have been employed at the school for two or more years at the time at which the application for admission to the school is made.
3. Other Catholic children.
4. Other 'children looked after' (in public care) and other children previously 'looked after' but ceased to be so because they became adopted, or became subject to a residence or special guardianship order immediately following having been looked after.
5. Catechumens.
6. Children with a brother, sister or eligible parent at the school at the time of proposed enrolment.
7. Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see definitions)
8. All other applicants.

Tie-break Criteria

Where the offer of places to applicants in any of the categories would lead to over subscription within that category, applicants will be prioritised in the following order:

1. Children who have a brother or sister at the school at the time of proposed enrolment.
2. Children currently in receipt of Free School Meals or children who have been in receipt of Free School Meals in the last six years.
3. Children with one or more parents that are in the armed services.
4. Those with the shortest safe walking route from their home to school. Distance will be measured by the shortest walking route from the front door of the child's home address to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

The number of students who have applied for each course will need to be taken into account, meaning that extra students can sometimes be accommodated over the admission number if the student's chosen course is not full.

5. Monitoring, Evaluation and Review

The Governing Body will review this policy every year and assess its effectiveness and implementation

6. Availability

This policy, and its advisory Notes for Guidance, will be included in the Staff handbook. Copies will also be available, if required, from the Head Teacher's Secretary and the school website.

Person Responsible:	<i>Assistant Headteacher (Head of Sixth Form)</i>
Reviewed by:	<i>Governors' Admissions Committee</i>
Last Review Academic Year:	<i>July 2021</i>
Adopted by Governing Body	<i>July 2021</i>

This policy was amended on 1st September 2021 to reflect the introduction of the new Admissions Code of Practice 2021

The policy will next be consulted upon in 2022/23



Fides Caritas Unitas

ALL SAINTS RC SCHOOL

Diocese of Middlesbrough

All Saints RC School

Admissions Policy - Sixth Form September 2023

Notes for guidance



*"Blessed are those who have discovered wisdom, those who have acquired understanding".
(Proverbs 3.13)*

The governing body is responsible for admissions to this school, not the Local Authority.

The total number of children in each year group may not normally exceed 260.

Appeals

Any student refused the offer of a place in the Sixth Form has the right of appeal to an independent appeals panel.

False Information

Where the School has made the offer of a place in the Sixth Form based on a fraudulent or intentionally misleading application, which has effectively denied a place in the Sixth Form to a student with a stronger claim, the offer of a place will be withdrawn.

Late Applications

Late applications will be considered up to the end of the September in the Autumn Term. Option blocks are determined after the application deadline has passed. Consequently, for late applications, some subject options may not be available. Any offers or conditional offers may be subject to the size or projected size of classes.

Timetable for Admission

- | | |
|---|----------------|
| 1. Students complete application | January 2023 |
| 2. Applications processed | February 2023 |
| 3. Option blocks are fixed based on applications | March 2023 |
| School makes conditional offer and this is
Communicated to parents | |
| 4. GCSE results are published | August 2023 |
| 5. Admission confirmed or refused | August 2023 |
| 6. Independent appeals | September 2023 |

Churches Together in England

See: http://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx

Archbishop Holgate's School

A Church of England Academy



2023/24 Admissions Policy

This policy is for students to start Sixth Form in September 2022

Approved by Trust	
Next review due	

1. Introduction

Archbishop Holgate's is a Church of England Academy serving the whole community in which it is set. It is committed to giving its students the best possible educational opportunities whilst living Christian values into being, within the tradition of the Anglican church. From its foundation in 1546, Archbishop Holgate's has welcomed applications from both its local community and a wider area.

The Governing Body is the Admissions Authority for Archbishop Holgate's School and is therefore responsible for the admission of students to Year 12 (post-16 provision) at the school. Any queries regarding Sixth Form admissions should be directed to the Sixth Form.

2. Admission to Year 12

Admission to Year 12 will be from:

- (a) students in Year 11 at Archbishop Holgate's School; and
- (b) students from outside Archbishop Holgate's School.

Students on roll at Archbishop Holgate's School are required to apply for a Sixth Form place as are students from other schools. All applicants must submit an application form to the school.

The entry requirements for admission to Year 12 shall be the same for students on roll in Year 11 at the school and external applicants.

Sixth Form students will be admitted at the start of the Autumn Term in each school year although there may be some occasions when students transfer during an academic year.

DRAFT

3. Minimum Entry Requirements

All those seeking admission to the Sixth Form must achieve the necessary grades for access onto the courses they have chosen. Automatic entry onto Level 3-Sixth Form courses includes students achieving 5 Grade 4 GCSEs including Grade 4 in English and/or Mathematics. Students with either English and/or Mathematics at Grade 3 or below will have individual meetings to determine the most suitable pathway within the Sixth Form.

All students applying for the Work Skills programme will have individual meetings to determine if pathways are available.

The school will admit all children with a Statement of Special Educational Need (SEN) or Education, Health and Care Plan (EHCP) in whose Statement or EHCP the school is named. If your child has any such statement or EHCP, please contact your home local authority who will advise you on the process for gaining admission to the school.

Oversubscription criteria

If the number of external applicants for Year 12 exceeds the number of places remaining within the published admission number, after the admission of any external students with a statement of SEN or an EHCP in whose statement or EHCP the school is named, and who meet the academic entry criteria, the following oversubscription criteria will be applied in the order shown to applicants who meet the academic entry criteria:

(1) Children who are either currently or have previously been 'looked after' – This applies to all children who are currently in the care of a local authority; all children who have been adopted from local authority care (subject to an adoption, residence or special guardianship order); and all children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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.

(2) Students considered by the Governors to have exceptional social or medical needs specific to Archbishop Holgate's School – parents applying under this criterion are advised to consult the school in advance about its suitability for their child, and must provide professional supporting evidence, in writing, from a doctor, specialist health professional, or social worker, setting out the particular reasons why this school is the most suitable for the child, and the difficulties that would be caused if the child had to attend another school.

(3) Students who are on roll in Year 11 at Archbishop Holgate's School.

~~(34)~~ Students living in the area normally served by the school. ('The area normally served by the school' is the school's priority admissions area as defined by the Local Authority and as set out in its Guide for Parents. 'Living in the area' is defined as the student being ordinarily resident at an address in the area defined above. You may be asked for evidence of residence.)

~~(45)~~ Students having a sibling attending Archbishop Holgate's School at the time of their proposed admission. ('Siblings' are defined as brothers or sisters living in the same house, as their primary place of residence, including half- and step-brothers or sisters.)

~~(56)~~ Any other students.

Tie-breaker – If there are more applicants within any given qualifying criterion than there are places remaining, the places for these applicants will be allocated to students with the closest safe walking route.

DRAFT

('The closest safe walking route' is defined as the distance from the home to school as measured from the home address to the nearest entrance to the school site using the Local Authority's computerised measuring system.)

DRAFT

Final tie-breaker – If the above tie-breaker does not distinguish between two or more applicants with equal priority for the remaining place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the Academy.

The number of students who have applied for each course will need to be taken into account, meaning that extra students can sometimes be accommodated over the admission number if the student's chosen course is not full.

4. Appeals

Any student refused the offer of a place at the Sixth Form has the right of appeal to an independent appeals panel.

5. Late Applications

Late applications will be considered up to the end of the second full week of the Autumn Term.

6. False Information

Where the school has made the offer of a place at the Sixth Form on the basis of a fraudulent or intentionally misleading application which has effectively denied a place to a post-16 student with a stronger claim, the offer of a place will be withdrawn. The application will be considered afresh, and a right of appeal offered if a place is refused.

7. Waiting List

In the case of oversubscription, students may wish their application to be held on a waiting list which will be maintained until 31 December at the end of the Autumn Term. The Academy's waiting list will be ranked in accordance with the oversubscription criteria set out above.

8. Timetable for Admissions

1	AHS students complete application	December 2022
2	External students complete application	January 2023
2	School accepts application and this is communicated to parents	January 2023
4	GCSE results published	August 2023
5	Admission confirmed or refused	August 2023
6	Independent appeals	September 2023

Students can apply up to the start of the courses, but it is helpful to receive early applications as above.

Address for correspondence

Sixth Form Supervisor and Administrator
Archbishop Holgate's School
Hull Road
York YO10 5ZA

Telephone: 01904 411341

Email: swalton@archbishopholgates.org



Fulford School

Admissions Policy – Year 12 entry

2023 - 2024



Introduction

- 1 The South York Multi-Academy Trust is the admission authority for Fulford School and is therefore responsible for the admission of students into Year 12.

The South York Multi-Academy Trust has delegated the responsibility for the administration of admissions into Year 12 to the Head teacher of the school and so any queries regarding Year 12 admissions should be directed to the school.

Advice and information for parent/carers on school admissions, including **key information that applies to all applications** as well as some frequently asked questions are available in the Guide for Parents which is available at www.york.gov.uk/guideforparents or upon request from the School Services team.

- 2 The combined capacity for Years 12 and 13 is 320.

A Admissions into Year 12

- 1 Admission into Year 12 will be from:
 - (a) students on roll in Year 11 at Fulford School; and
 - (b) external applicant students not attending Year 11 at Fulford School.
- 2 Fulford School welcomes applications from eligible external applicants, and where applications are received from those not already on roll in Year 11 at the school, the school will admit eligible external students to Year 12. The published admission number for Year 12 is 35 students, though wherever possible additional students may be offered places on available courses.
- 3 Both students on roll in Year 11 at Fulford School, and external applicants are required to apply for a place in Year 12.
- 4 The same entry requirements for admission into Year 12 will apply for students on roll in Year 11 at Fulford School and external applicants.

- 5 Students will be admitted into Year 12 at the start of the Autumn Term in each school year, although there may be some occasions when students transfer during an academic year.

B Minimum entry requirements

All students seeking admission to Year 12 must achieve the necessary grades for access onto the courses they have chosen.

C Oversubscription criteria

- 1 Where the number of eligible external applicants for a course of study exceeds the places available, then admission will be determined in accordance with the following priority of admission criteria:
 1. **Pupils who are either currently or have previously been 'looked after'**. This applies to all children who are currently or have previously been, in the care of a local authority; all children who have been adopted from local authority care, subject to an adoption, residence or special guardianship order; and all children who appear to have been in state care outside of England and ceased to be in state care as a result of adoption, residence or special guardianship order;
It is the responsibility of parent/carers, or the pupil's social worker to provide the information to the admission authority that this criterion applies.
 2. **Students who live within the catchment area normally served by Fulford School, with a sibling at Fulford School at the time of admission.** Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide for Parents](#), online at www.york.gov.uk, and upon request from the School Services team. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step- and foster-brothers or sisters);

3. **Students who live within the catchment area normally served by Fulford School.** Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide for Parents](#), online at www.york.gov.uk, and upon request from the School Services team;
4. **Students considered by Fulford School to have exceptional social or medical needs which makes the preferred school the most suitable school for the student.** Fulford School may consult with other medical or educational professionals for a further opinion as to whether the pupil should be allocated a place at the preferred school due to a particular medical condition or social need;
5. **Students with a sibling at Fulford School at the time of admission.** Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step- and foster-brothers or sisters);
6. **Students who live closest to Fulford School using the nearest available safe walking route.** Distances are measured by a GIS mapping system from the student's home address to the closest entrance of the school.

Where there are fewer places than students in an oversubscription priority as above, places will be allocated to the student(s) who also fulfil the next highest priority.

For example, for two students who are both resident in the catchment area without a sibling on roll at the time of admission and are thus assigned the same (third) priority, the place would first be allocated to the student who also fulfils the next highest priority, for example, an exceptional social or medical need (fourth priority) over a student who lives closer to the school (sixth priority).

In the unlikely case of identical distances under the sixth priority, the applications will be ordered randomly.

- 2 The number of students who have applied for each course will need to be taken into account, meaning that extra students can sometimes be accommodated over the admission number of 35 eligible external applicants if the student's chosen course is not full.

D Appeals

- 1 Any student refused the offer of a place has the right of appeal to an Independent Appeals Panel. Students who wish to appeal should contact the School Services team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.
- 2 If refused, a student will only be able to appeal once for a place at a given school in any one school year, unless any significant new information is available which was not available at the original hearing.

E 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 student with a stronger claim, the offer of a place will be withdrawn.

F Late Applications

Late applications will be considered up to the end of the first full week of the Autumn Term 2023, where places are still available. Although students can apply at any time, groupings will be based on Easter numbers so later applications may be harder to accommodate.

G Timetable for admission

December 2022 – February 2023	Students complete application
February 2023 – April 2023	Application processed
April 2023	Decision on application (subject to results) communicated to students
August 2023	Year 11 results published
August 2023	Admission confirmed or refused
September 2023	Independent Appeals

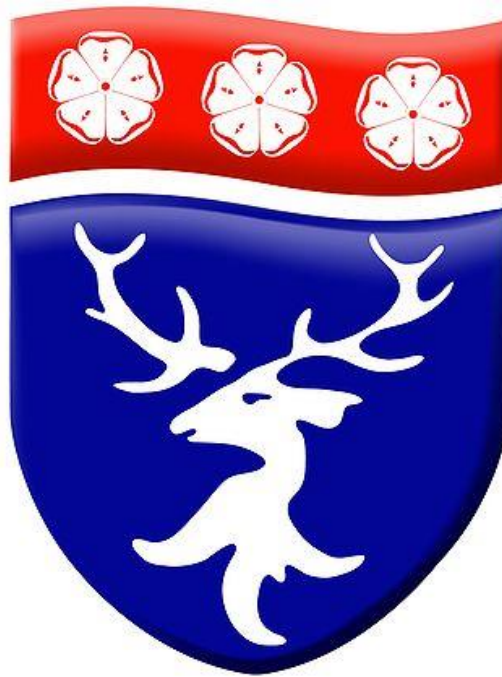
Students can apply up to the start of the courses but it is helpful to receive early applications as above.

H Contact details for correspondence

Fulford School
Fulfordgate,
Fulford,
York YO10 4FY

The Chair of the Trust Board

The South York Academy Trust
c/o Fulford School
Fulford School, York, YO10 4FY
01904 633300
office@fulford.york.sch.uk
www.fulford.york.sch.uk



Huntington School

Admissions Policy – Year 12 entry

2023 – 2024

Introduction

- 1 The City of York Council is the admission authority for Huntington School and is therefore responsible for the admission of students into Year 12.

The City of York Council has delegated the responsibility for the administration of admissions into Year 12 to the Head teacher of the school and so any queries regarding Year 12 admissions should be directed to the school.

Advice and information for parent/carers on school admissions, including **key information that applies to all applications** as well as some frequently asked questions are available in the Guide for Parents which is available at www.york.gov.uk/guideforparents or upon request from the School Services team.

- 2 The combined capacity for Years 12 and 13 is 320.

A Admissions into Year 12

- 1 Admission into Year 12 will be from:
 - (a) students on roll in Year 11 at Huntington School; and
 - (b) external applicant students not attending Year 11 at Huntington School.
- 2 Huntington School will admit 30 external applicant students into Year 12 each year.
- 3 Both students on roll in Year 11 at Huntington School, and external applicants are required to apply for a place in Year 12.
- 4 The same entry requirements for admission into Year 12 will apply for students on roll in Year 11 at Huntington School and external applicants.

- 5 Students will be admitted into Year 12 at the start of the Autumn Term in each school year, although there may be some occasions when students transfer during an academic year.

B Minimum entry requirements

All students seeking admission to Year 12 must achieve the necessary grades for access onto the courses they have chosen.

C Oversubscription criteria

- 1 Where the number of eligible external applicants for a course of study exceeds the places available, then admission will be determined in accordance with the following priority of admission criteria:

- 1. Students who are either currently or have previously been 'looked after'.** This applies to all children who are currently or have previously been, in the care of a local authority; all children who have been adopted from local authority care, subject to an adoption, residence or special guardianship order; and all children who appear to have been in state care outside of England and ceased to be in state care as a result of adoption, residence or special guardianship order;
- 2. Students who live within the catchment area normally served by Huntington School, with a sibling at Huntington School at the time of admission.** Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide for Parents](#), online at www.york.gov.uk, and upon request from the School Services team. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step- and foster-brothers or sisters);
- 3. Students who live within the catchment area normally served by Huntington School.** Catchment areas are designated by the

Local Authority and are made available to parent/carers in the [Guide for Parents](#), online at www.york.gov.uk, and upon request from the School Services team;

4. Students considered by Huntington School to have exceptional social or medical needs which makes the preferred school the most suitable school for the student.

Huntington School may consult with other medical or educational professionals for a further opinion as to whether the pupil should be allocated a place at the preferred school due to a particular medical condition or social need;

5. Students with a sibling at Huntington School at the time of admission. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step- and foster-brothers or sisters);

- a. **Students who live closest to Huntington School using the nearest available safe walking route.** Distances are measured by a GIS mapping system from the student's home address to the closest entrance of the school.

Where there are fewer places than students in an oversubscription priority as above, places will be allocated to the student(s) who also fulfil the next highest priority.

For example, for two students who are both resident in the catchment area without a sibling on roll at the time of admission and are thus assigned the same (third) priority, the place would first be allocated to the student who also fulfils the next highest priority, for example, an exceptional social or medical need (fourth priority) over a student who lives closer to the school (sixth priority).

In the unlikely case of identical distances under the sixth priority, the applications will be ordered randomly.

- 2 The number of students who have applied for each course will need to be taken into account, meaning that extra students can sometimes be accommodated over the admission number of 30 eligible external applicants if the student's chosen course is not full.

D Appeals

- 1 Any student refused the offer of a place has the right of appeal to an Independent Appeals Panel. Students who wish to appeal should contact the School Services team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.
- 2 If refused, a student will only be able to appeal once for a place at a given school in any one school year, unless any significant new information is available which was not available at the original hearing.

E 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 student with a stronger claim, the offer of a place will be withdrawn.

F Late Applications

Late applications will be considered up to the end of the first full week of the Autumn Term 2023.

G Timetable for admission

December 2022	Students complete application
December 2022	School accepts application and informs parent application has been received
February 2023	Application processed
August 2023	Year 11 results published
August 2023	Admission confirmed or refused
September 2023	Independent Appeals

Students can apply up to the start of the courses but it is helpful to receive early applications as above.

H Contact details for correspondence

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 Huntington Road,
 Huntington,
 York YO32 9WT
 01904 752100
 mail@huntington-ed.org.uk
 www.huntingtonschool.co.uk

City of York Council School Services
 West Offices,
 Station Rise,
 York YO1 6GA
 01904 551554
 education@york.gov.uk
 www.york.gov.uk/schools



The Joseph Rowntree School

Admissions Policy – Year 12 entry

2023-2024

Introduction

- 1 The City of York Council is the admission authority for The Joseph Rowntree School and is therefore responsible for the admission of students into Year 12.

The City of York Council has delegated the responsibility for the administration of admissions into Year 12 to the Head teacher of the school and so any queries regarding Year 12 admissions should be directed to the school.

Advice and information for parent/carers on school admissions, including **key information that applies to all applications** as well as some frequently asked questions are available in the Guide for Parents which is available at www.york.gov.uk/guideforparents or upon request from the School Services team.

- 2 The combined capacity for Years 12 and 13 is 300.

A Admissions into Year 12

- 1 Admission into Year 12 will be from:
 - (a) students on roll in Year 11 at The Joseph Rowntree School; and
 - (b) external applicant students not attending Year 11 at The Joseph Rowntree School.
- 2 The Joseph Rowntree School will admit 30 external applicant students into Year 12 each year.
- 3 Both students on roll in Year 11 at The Joseph Rowntree School, and external applicants are required to apply for a place in Year 12.

- 4 The same entry requirements for admission into Year 12 will apply for students on roll in Year 11 at The Joseph Rowntree School and external applicants.
- 5 Students will be admitted into Year 12 at the start of the Autumn Term in each school year, although there may be some occasions when students transfer during an academic year.

B Minimum entry requirements

All students seeking admission to Year 12 must meet the academic requirements for their chosen courses as identified in the current course information booklet.

C Oversubscription criteria

- 1 Where the number of eligible external applicants for a course of study exceeds the places available, then admission will be determined in accordance with the following priority of admission criteria:
 1. **Students who are either currently or have previously been 'looked after'**. This applies to all children who are currently or have previously been, in the care of a local authority; all children who have been adopted from local authority care, subject to an adoption, residence or special guardianship order; and all children who appear to have been in state care outside of England and ceased to be in state care as a result of adoption, residence or special guardianship order;
 2. **Students who live within the catchment area normally served by The Joseph Rowntree School, with a sibling at The Joseph Rowntree School at the time of admission.** Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide for Parents](#), online at www.york.gov.uk, and upon request from the School Services team. Siblings are defined as brothers or sisters living in the

same house, as their primary place of residence (including half-, step- and foster-brothers or sisters);

3. **Students who live within the catchment area normally served by The Joseph Rowntree School.** Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide for Parents](#), online at www.york.gov.uk, and upon request from the School Services team;
4. **Students considered by The Joseph Rowntree School to have exceptional social or medical needs which makes the preferred school the most suitable school for the student.** The Joseph Rowntree School may consult with other medical or educational professionals for a further opinion as to whether the student should be allocated a place at The Joseph Rowntree School due to a particular medical condition or social need;
5. **Students with a sibling at The Joseph Rowntree School at the time of admission.** Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step- and foster-brothers or sisters);
6. **Students who live closest to The Joseph Rowntree School using the nearest available safe walking route.** Distances are measured by a GIS mapping system from the student's home address to the closest entrance of the school.

Where there are fewer places than students in an oversubscription priority as above, places will be allocated to the student(s) who also fulfil the next highest priority.

For example, for two students who are both resident in the catchment area without a sibling on roll at the time of admission and are thus assigned the same (third) priority, the place would first be allocated to the student who also fulfils the next highest priority, for example, an

exceptional social or medical need (fourth priority) over a student who lives closer to the school (sixth priority).

In the unlikely case of identical distances under the sixth priority, the applications will be ordered randomly.

- 2 The number of students who have applied for each course will need to be taken into account, meaning that extra students can sometimes be accommodated over the admission number of 30 eligible external applicants if the student's chosen course is not full.

D Appeals

- 1 Any student refused the offer of a place has the right of appeal to an Independent Appeals Panel. Students who wish to appeal should contact the School Services team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.
- 2 If refused, a student will only be able to appeal once for a place at a given school in any one school year, unless any significant new information is available which was not available at the original hearing.

E 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 student with a stronger claim, the offer of a place will be withdrawn.

F Late Applications

Late applications will be considered up to the end of the first full week of the Autumn Term 2023, where spaces are still available.

G Timetable for admission

November 2022- January 2023	Students complete application
January 2023 – March 2023	Application processed
March 2023	School accepts application, subject to Year 11 results and this is communicated to both students and parents
August 2023	Year 11 results published
August 2023	Admission confirmed or refused
September 2023	Independent Appeals

Students can apply up to the start of the courses but it is helpful to receive early applications as above.

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Admissions Policy on Delayed and Deferred Admission to Primary School

Last Updated – June 2021

Last Approved -

Introduction

- 1 This policy applies to those schools where the City of York Council is the **admission authority** – that is all community and voluntary controlled primary and infant schools within the City of York area. It applies only to applications within the primary admissions round, that is when applying for a place in Reception as the normal year of entry to start primary or infant school for the first time.
- 2 This policy may also be adopted by other admission authorities wishing to reflect the aims of this policy in their own admission arrangements. A list of these admission authorities is available in [Section J](#).
- 3 This policy complies with and operates within the City of York Coordinated Admissions Scheme for Primary and Infant Schools in the City of York Local Authority area.
- 4 This policy complies with the Department for Education School Admissions Code 2021 and all relevant guidance on the admission of summer born children into primary and infant schools.
- 5 The admission of children into the Reception year at an infant or primary school is a completely separate process to nursery admissions. Attendance at a particular nursery class or early years provider does not, unless explicitly stated in the relevant oversubscription criteria for that school, give a child any priority within the admissions policy for admission to an infant or primary school, even if the school and nursery are located on the same premises or the nursery is run by the school itself.

- 6 Advice and information for parent/carers on school admissions, including **key information that applies to all applications** as well as some frequently asked questions are available in the Guide for Parents which is available at www.york.gov.uk/guideforparents or upon request from the School Services team.
- 7 The admission of children with an Education, Health and Care plan is covered by different admission regulations, and decisions on the delayed or deferred entry to school of these children should be directed to the relevant Local Authority Special Educational Needs team.

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A Admissions into Reception

- 1 Children will normally be admitted into the year group relevant to the child's age and will start full-time in the school year they turn 5. All children will be offered the opportunity of a full time place from September in the year of entry.
- 2 Children must be attending school on a full time basis when they reach **statutory school age** - at the start of the school term after the child turns 5.
 - A child born between 01 September and 31 December is of statutory school age from 01 January after they turn 5.
 - A child born between 01 January and 31 March is of statutory school age from 01 April after they turn 5.
 - A child born between 01 April and 31 August (a summer born child) is of statutory school age from 01 September after they turn 5.
- 3 Parent/carers who do not wish for their child to take up a full time place from September in the school year their child turns 5 have several options available to them, although these depend on their child's date of birth, including the right to:
 - request their child has a **part time** school place for some of the Reception year, until they are of statutory school age
 - request their child can **delay** starting school full-time until they are of statutory school age, but in the same year group
 - request their child can **defer** starting school full-time until they are of statutory school age, but in the following year group
- 4 Information on these three options are included [Sections C-E](#) of this policy, together with an example timetable in [Section G](#).
- 5 Whether or not parent/carers decide to investigate these options further, an application for a school place for starting primary school should still be made between 12 September and 15 January in the school year a child turns 4. Further advice and information can be found in the [Guide for Parents](#) and in the relevant admissions policies, available at www.york.gov.uk/schooladmissions

B Part Time provision

- 1 After being allocated a school place on National Offer Day, parent/carers who are interested in starting their child at school on a part time basis should ask their allocated school what part time provision **can be offered**.

Parent/carers should inform schools of their intention to start their child on a part time basis **by 31 May**.

- 2 Children must be attending school on a full time basis when they reach statutory school age - at the start of the school term after the child turns 5.
 - A child born between 01 September and 31 December can be part time only from 01 September to 31 December.
 - A child born between 01 January and 31 March can be part time only from 01 September to 31 March.
 - A child born between 01 April and 31 August (a summer born child) can be part time for the whole first Reception year of school.

C Delayed Entry

- 1 After being allocated a school place on National Offer Day, parent/carers who are interested in delaying starting their child at school can do so only until their child is of statutory school age.
- 2 In these circumstances, parent/carers should **clearly communicate their intended start date** with their allocated school, and keep in regular contact regarding any changes to this intended date. Parent/carers should inform schools of their intention to delay their child's start date **by 31 May**. There is no need to reapply for a school place as part of the decision to delay admission into the same year group.
 - A child born between 01 September and 31 December can delay the start of full-time school no later than 01 January.
 - A child born between 01 January and 31 March can delay the start of full-time school no later than 01 April.
 - A child born between 01 April and 31 August (a **summer born** child) can delay the start of full-time school no later than 01 September. As a result of a delayed start date, this will be a place to start in Year 1. The child would then continue alongside their age-related peers for the duration of their time at school.
- 3 In the **20 school days before the intended start date**, parent/carers should contact the school to make arrangements for the admission of their child.

- 4 Should a parent/carer not contact a school in the 20 school days before an intended and/or previously communicated start date, schools should make **all reasonable efforts to contact the parent/carer** by telephone and in writing at any known physical or email addresses. In any letters after failure to establish contact, the parent/carer should be informed that the allocated place may be withdrawn if they do not make contact within 10 school days. Schools should also then follow the relevant procedures for **children who may be missing in education** and if necessary, seek the advice of the LA Attendance Advisor.

A sample letter is included as an Appendix to this policy.

- 5 School places may only then be withdrawn by the admission authority for the school, where C4 as above has been implemented fully and only where the allocated school (and, if different, the admission authority) have tried and failed to contact a parent/carer on a number of occasions.

D Deferred Entry

- 1 Parent/Carers of **summer born children**, that is children born between 01 April and 31 August, may **request** to defer their child's entry at the date of statutory school age in the following September into the Reception year – a younger year group.
- 2 Parent/Carers wishing to do this should still apply for a school place at the normal time – that is by **15 January** in the school year their child turns 4. At this time parent/carers should also put in writing that they **wish to defer entry** for their child to start Reception in the following September, preferably by emailing education@york.gov.uk with the child's details and application reference number.

It is recommended that along with this request to the Local Authority, any **supporting information or evidence** parent/carers may wish to be considered is also submitted, including the written statements of any relevant professionals.

Circumstances which the admission authority will take into account include parent/carers wishes; information about the child's academic, social and emotional development; whether they have previously been educated outside their normal age group; and in the case of children born prematurely, whether they would naturally have fallen into the lower age group if born at the expected time.

- 3 The Local Authority will then share this information with the admission authorities and head teachers of the school(s) parent/carers have expressed a preference for. The head teacher(s) will then provide the reasoning for their decision as to whether or not they **support the request** for deferred entry. The final decision will be for the admission authority.
- 4 The Local Authority will then write to parent/carers to confirm the result of these decisions for on-time applications by **28 February**.

- 5 If such a request is **approved** then the application and preferences originally submitted by **15 January** will be withdrawn. No decisions will be made on the basis of the original application.

Places are not held open for children who defer entry, so parent/carers must then reapply **by 15 January the following year** for a place in Reception alongside children who are one school year younger. Parent/carers may make an identical application for the same schools, or request different schools from their initial application.

Parents/carers should be aware that as the numbers of applications and preferences, and even the number of available places, may differ from year to year, that a deferral does not mean a place at the same school can be allocated one year later. It will not be known which school is allocated for an agreed deferral until 16 April in the school year the child turns 5 and the results of the application one year later **may result in a different school being allocated**.

- 6 The decision to approve a deferral is agreed between all admission authorities that are part of this policy and process, namely schools for which the City of York Council is the admission authority and those schools listed in [Section J](#) who have chosen to adopt this policy. Should parent/carers in later years apply for a school place for their child in a different chronological year group than their age-related peers, any decision made under this policy is **not binding** on other admission authorities.
- 7 When starting school the following September all summer-born children who have deferred entry will have already reached the age of 5 and so will be of statutory school age from the **first day** of the school year. These children will continue to be one school year behind their age-related peers for the duration of their time at school in York.
- 8 If the request is **not approved**, parent carers will be notified of the results of their original application and preferences from 16 April. The options open to parent/carers in these circumstances are outlined above in [Sections B-C](#).

9. If the request is **not approved** by all preference schools, parents/carers can then decide whether they wish to continue with the current application for their child or if they wish to defer to the following school year. If the parents/carers wish to defer, any Head teachers who refused the deferral request will be advised once a deferred application is received and they would then confirm whether they wish to admit the pupil into reception or into Year 1.

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E Late Deferral Requests

- 1 Applications to **defer** received after the closing date of **15 January** in the school year the child turns 4 will be treated as late requests – and may not receive a decision by the **28 February** as is intended for on-time requests.
- 2 Where possible such late requests will be dealt with within an intended **six weeks** from receiving the request. However, school term times and statutory obligations and deadlines such as National Offer Day and the admission appeals period may delay this.
- 3 Should a request be received after the allocation of places, any subsequent agreed deferral would mean the **original offer of a school place is withdrawn** and that school place may be offered to another child from the waiting list for that school if applicable.
- 4 Requests received after the first day of the school year, regardless of whether a child has started attending school or not, are **outside the remit of this policy**. In these circumstances, we recommend that the parent/carer should discuss their reasons with the allocated school with reference to the **Out of Cohort** guidance.

F Complaints

Parent/carers may, should they disagree with the admission authority about the decision to refuse their summer born child a deferral to the following school year, put their **complaint in writing** and follow the relevant complaints process for the Local Authority or school (whomever is the admission authority). There is no statutory right of appeal against such a decision.

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G Timetable

In the school year the child turns 4 years old	
by 12 September	Opening date for applications for all applicants, including those that wish to delay entry and those that wish to defer entry. 'School admissions application for Primary School in September' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
15 January	Closing date for all applications. Those summer born children wishing to defer entry should also by this date write to formally request a deferral including any reasons, and documentation from relevant professionals.
15 January – 28 February	Any requests for children to defer entry (along with any information provided) will be sent by the Local Authority to the head teachers of all schools relevant to the application – this includes all schools named as preferences, and the catchment school of the child. Head teachers will be asked, on the basis of the information provided, whether they support the parent's request. The Local Authority will collate these responses, with the final decision being made by a majority of the admission authorities whom have been consulted, or if these tie, by the Local Authority.
by 28 February	The Local Authority will inform those who have requested to defer by 15 January whether this has been approved or refused. If approved, the original application will be withdrawn and a new application must be made in the next school year.

16 April (or the next working day)	National Offer Day for all remaining applicants. Those summer born children who have had a deferral agreed will not receive an offer of a school place and must apply again in the next school year.
16 April – 31 May	Parent/Carers of children wishing to delay the start of full time education to communicate and agree with their allocated school their child's start date by 31 May. Parent/Carers interested in what part time school may be available should also request this by 31 May.
In the school year the child turns 5 years old	
Start of the Autumn Term	Start of the school year. All children may start full time school from the start of the autumn term.
Start of the Autumn Term	Requests to defer can no longer be made. Instead, the parent/carer should discuss their reasons with the allocated school with reference to the Out of Cohort guidance.
by 12 September	Opening date for applications for summer born children who have had a deferral agreed in the previous year. 'School admissions application for Primary School in September' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions . Parents should make clear in their application that a deferral has previously been agreed as the date of birth will fall outside the normal date of birth range for the required admissions round .
Start of the Spring Term	Children born between 01 September and 31 December may not delay the start of full time school beyond this date as they will have reached statutory school age.

15 January	Closing date for applications for summer born children who have had a deferral agreed in the previous year.
Start of the Summer Term	Children born between 01 January and 31 March may not delay the start of full time school beyond this date as they will have reached statutory school age.
16 April (or the next working day)	National Offer Day for applications for summer born children who have had a deferral agreed in the previous year.
In the school year the child turns 6 years old	
Start of the Autumn Term	<p>Children born between 01 April and 31 August (summer born children) may not delay the start of full time school beyond this date as they will have reached statutory school age.</p> <p>Those that have delayed entry to this date will start in Year 1. Those that have deferred entry to this date will start in the Reception year.</p>

H Contact details for correspondence

City of York Council School Services
 West Offices,
 Station Rise,
 York YO1 6GA
 01904 551554
education@york.gov.uk

I City of York Community and Voluntary Controlled

Bishopthorpe Infant
Carr Infant
Clifton Green Primary
Copmanthorpe Primary
Dringhouses Primary
Elvington CE Primary
Fishergate Primary
Headlands Primary
Lord Deramore's Primary
Naburn CE Primary
Poppleton Road Primary
Ralph Butterfield Primary
Rufforth Primary
Skelton Primary
St Barnabas' CE Primary
St Mary's CE Primary
St Oswald's CE Primary
St Paul's CE Primary
Stockton on the Forest Primary
Westfield Primary Community
Wigginton Primary
Yearsley Grove Primary

[View school contact details](#)

J Other admission authorities who have adopted this

Academy Trust of Ebor Academy Trust, York
Academy Trust of Hope Sentumum Learning Trust, York
Academy Trust of Huntington Primary Academy
Academy Trust of Pathfinder Multi Academy Trust
Academy Trust of South Bank Academy Trust
Academy Trust of South York Multi Academy Trust
Academy Trust of St Margaret Clitherow Catholic Multi Academy Trust

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Delayed entry – sample letter when parent/carers have failed to contact the school after an intended/previously communicated start date

01 September 2020

Dear Parent/Carer,

Re: Delayed entry to <School> for <Child Name>

I am writing to you after we have failed to make contact with you by telephone regarding <Child Name>'s delayed entry to Reception and intended start date at our school.

We ask that in these circumstances, parent/carers contact the school to confirm your plans within 20 school days of the start date, and communicate any changes of circumstances to the school as soon as possible throughout the school year. This enables us to adequately plan for <Child Name>'s admission in the Reception year.

According to our records, you last informed us on <date informed> that you intended to delay the start date of <Child Name> from the start of the school year in September 2019 until <intended date>.

As we have now passed this date, we have yet to hear from you and our attempts at making contact with you have failed, I would be grateful if you could contact us **as soon as possible** to confirm your intended start date for <Child Name> at our school.

It may be that you now have moved address, or arranged for a school place for <Child Name> elsewhere. If this is the case please contact us so we can formally withdraw this school place and offer it to another child.

Should you fail to respond to this letter, and not make contact with us by <date 10 school days from receipt of this letter> this school place may be withdrawn by the admission authority for the school, which is City of York Council.

Yours sincerely,

<Head teacher>

Out of Cohort?

Guidance on educating children out of
their chronological cohort

Last Updated – June 2021

Last Approved – January 2019

Educating children with Special Educational Needs and Disabilities (SEND)

Introduction:

- 1 The purpose of this policy paper is to provide best practice guidelines in respect of pupils being educated in a year group different to that of their chronological age. Expectations of good practice are based upon the belief that it is in the child's best interests to be educated alongside their age equivalent peers with an appropriate level of differentiation. The responsibility for addressing individual needs lies with the school through an appropriate differentiated/enriched curriculum with relevant support. Evidence from a number of studies where this practice has been common indicates consistently that pupils retained a year out of cohort tend to experience more negative effects than positive, particularly those associated with self-esteem. There is no evidence of improved achievement compared to pupils who stay within their age group.
- 2 It should only be necessary in very exceptional circumstances for a pupil to be moved from their chronological age group. In no instance should this be more than a single National Curriculum year.

A Principles of Inclusive Practice:

- 1 Inclusion is about the quality of children's experiences; how they are helped to learn, achieve and participate fully in the life of the school. It requires positive attitudes towards children who have difficulties in school, responsiveness to individual needs and a willingness amongst all staff to play their part.
- 2 The placement of a child or young person out of his or her chronological year group should not be viewed as a routinely appropriate strategy for meeting a pupil's Special Educational Needs.
- 3 The principles behind educational inclusion stress the importance of all pupils being educated alongside their peers. The responsibility for addressing individual needs lies with the school through an appropriately differentiated curriculum. Personalised learning is at the heart of ensuring that the provision that is made meets the individual pupil's needs.
- 4 Children and young people with Special Educational Needs and Disability (SEND) will require additional support arrangements, which should be described in a My Support Plan, Individual Education Plan or through provision mapping.
- 5 The needs of the child or young person should be viewed holistically. The individual's social and emotional development and well-being should be considered alongside their educational needs.

B For the Pupil:

- 1 Pupils are seldom uniformly delayed in their intellectual development. If a pupil is put into a younger age group and a reduced set of general expectations are in place, then areas of strength are at risk of not receiving appropriate stimulation. Similarly, physical, emotional and social expectations are likely to be inappropriate.
- 2 Some summer born children present other challenges. This group may show lower levels of achievement and maturity, but normally this should be addressed within the class group through differentiation of the curriculum.
- 3 The consequences of 'making up' a year can be very negative for the pupil. The alternative – delayed phase transfers, SATs, GCSEs and school-leaving status can also be problematic.
- 4 A pupil's physical maturity may make them conspicuous within a younger peer group, particularly during adolescence.
- 5 Pupils should be active participants in any decision about their education and should receive explanation about the issue at a level that enables them express their own preferences.

C For the School:

- 1 The decision to move a pupil out of year has implications for admissions when the next year is oversubscribed. This can make it difficult for a school to plan pupil numbers for the following year. They may also block places for pupils due to be admitted and for whom placement may be appropriate or necessary.
- 2 In schools where there is a regular practice of moving children out of age group, staff should be alert to the fact that this may reflect issues in the school relating to curriculum differentiation.
- 3 If a SEND pupil is retained a year behind their chronological age the LA's statutory duty does not necessarily end at 19 years of age. Appropriate arrangements would need to be put in place for the pupil in the context of College of Further Education.

D Decisions

- 1 In the case of **children with Education, Health Care Plans or a Statement of Special Educational Needs**, the decision to retain a pupil in a year group below their chronological age is made by the school/LA after recommendations through the Annual Review meeting after discussion with appropriate outside agencies. The recommendation needs to be supported with clear evidence of resources used to support the pupil in their chronological year group. The final decision will be made by the LA.
- 2 For children who **do not have an Education Health Care Plan or a statement of Special Educational Needs**, responsibility for deciding whether to retain a child in a year group rests with the head teacher and governing body. However, Schools and Governors should be mindful of guidance and advice, and be fully aware of the implications as outlined above. The decision to take a pupil out of their peer group must never be taken lightly, and must be fully discussed with parents and other services, as appropriate.

Contact details for correspondence

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education@york.gov.uk

[View school contact details](#)